

ICM - Coming to Palacký University - Staff from Partner Institution

Erasmus+ International Credit Mobility (ICM) is the European exchange scheme for mobility of students, teachers, and staff in higher education institutions (HEIs) outside Europe. The Palacký University Olomouc has actively participated in the scheme since it was launched in 2015.

ICM offers grants to INcoming staff from **ICM partner universities** for short teaching or training visits to the Palacký University Olomouc. Mobilities are available to the teaching and research staff as well as administrative staff.

Qualification

TEACHING

The activity enables academic staff of higher education institutions or workers from the corporate sector to teach at a partner higher education institution. The mobility usually lasts for 5 workdays (plus up to 2 days for travel¹). Required length of teaching activities during the mobility is the **minimum of 8 hours of lessons per 5 workdays**.

We advise you to contact the International Office (Erasmus+ Coordinator) at your home institution before you start your application. They have detailed information about which type of staff mobility is possible. Please note that the availability of scholarships varies per participating country and university depending on the approved grant.

Incoming staff is eligible to apply for the Erasmus+ ICM mobility if:

- **You are employed at the Palacký University Olomouc Erasmus+ ICM partner institution.**
- Your subject or area of expertise is available at Palacký University Olomouc and is incorporated in the Inter-Institutional Agreement between Palacký University Olomouc and your home institution.
- You are nominated by your home institution. **Your institution is responsible for the nomination of its staff for each mobility.**

The minimum duration of the ICM staff exchange is 5 workday mobility.

TRAINING

The activity supports the professional development of teaching and non-teaching staff of partner universities, as well as interested institutions, in the form of training (except for attending a conference or symposium), employee shadowing at the relevant workplace, and professional courses at a partner university institution.

The training usually takes place over a period of 5 workdays (plus up to 2 days for travel²) at a partner higher education institution.

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¹ In case of Green travel up to 6 days for travel.

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Financial Support

The participants receive **individual** and **travel** support as a contribution to their costs for travel and subsistence costs related to their period of study, or traineeship, teaching, or training at a partner university.

Individual Support (subsistence costs)

Incoming staff shall receive **140 EUR per day** to cover their subsistence costs (accommodation, living expenses, public transport, etc.). In case of a long-term mobility (longer than 14 days) the individual support shall be 98 EUR per day.

Travel Support

Travel grant is determined by a rate given by the distance from the home institution to Palacký University Olomouc according to the table below:

100-499	km	180	EUR
500-1999	km	275	EUR
2000-2999	km	360	EUR
3000-3999	km	530	EUR
4000-7999	km	820	EUR
8000 and more	km	1500	EUR

For further information see EU Distance Calculator: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

Both Individual Support and Travel Support will be paid in cash after arrival at Palacký University Olomouc, after completing all the necessary documents with the ICM coordinator at the Office for Mobility at Palacký University.

Before Mobility

Before a mobility can start, the participant of the mobility, their home institution and Palacký University Olomouc must agree on the activities that the participant shall undertake during their

mobility at Palacký University Olomouc. The following documents need to be sent to the supervisor of your mobility at Palacký University:

Mobility Agreement for Training/Teaching should be filled in based on mutual agreement between you and the supervisor at the partner department of your specialisation at Palacký University Olomouc. It needs to be signed by three parties (you, supervisor at Palacký University and your home institution's responsible person). The electronic version of the document is sufficient if scanned properly.

Please, use the form of Palacký University Olomouc which can be downloaded in the Documents for ICM section on our website:

<https://international.upol.cz/en/exchange-programmes/documents/#c69329> .

Your mobility may be financed through Erasmus+ ICM only when your Mobility Agreement is signed by all three parties and approved by the Office for Mobility at Palacký University.

Selection Procedure Report must be sent by your home institution to your supervisor at Palacký University Olomouc as a nomination. The selection procedure must be fair, transparent, and well-documented, as the report will be checked during monitoring visits by the Czech National Agency at Palacký University Olomouc. The calls for applications and the selection criteria (e.g., academic performance of the candidate, motivation, relevant experience etc.) need to be made public at your home institution so the participants may apply for the mobility.

Travel Medical Insurance needs to be sent before you start your mobility, preferably before you arrive in Olomouc. At the very latest, you may bring the copy with you on your first day of the mobility. **It is not possible to participate in a mobility without having an insurance.** You are therefore required to arrange travel medical insurance. Some institutions offer their employees a travel insurance, so please contact the International Office at your home institution and ask.

If you need help with your visa (Invitation Letter) or practicalities regarding your journey and stay in Olomouc, your supervisor at Palacký University will provide help or direct you to the responsible person at the Office for Mobility.

GREEN ERASMUS

Green travel in the Erasmus+ Programme means travel in which the journey, or main part of the journey, is made using low emissions means of transport (such as bus, train, carpooling with another participant of a mobility) with the aim of minimising the emissions related to the mobility. Ship/ferry can be used for a part of the journey reported as green travel, as long as the main part of the journey is made by bus/train/carpooling.

In case you plan to use Green travel and would like to apply for the grant increase associated with it, fill in the "GREEN TRAVEL DECLARATION OF HONOR" available on our website <https://international.upol.cz/en/exchange-programmes/documents/#c69329> .

The application for Green Erasmus financial support needs to be sent before your mobility alongside your Mobility Agreement.

You also need to enclose the travel (bus/train) tickets you used for your travel or name(s) of fellow passenger(s) you carpoled with.

Travel grant is determined by a rate given by the distance from the home institution to Palacký University Olomouc according to the table below:

		Travel grant		Green Travel Grant	
100-499	km	180	EUR	210	EUR
500-1999	km	275	EUR	320	EUR
2000-2999	km	360	EUR	410	EUR
3000-3999	km	530	EUR	610	EUR
4000-7999	km	820	EUR	x	
8000 a více	km	1500	EUR	x	

In case of using Green Erasmus option, you can also apply for the grant for **extra days for travel** (meaning more than one day for travel before and one day for travel after the mobility). Subsistence costs for extra days for travel are eligible both before and after the mobility, with a maximum of two extra days for travel, and only in case it is not logistically possible to complete the journey within the time frame of one day and the journey lasts at least 15 hours. It is possible to approve the funding for extra days only if there is a budget available (it was applied for and approved in the call of the project).

Financial support for Green Erasmus can only be provided if a budget is available within the project grant and/or if Green Erasmus (and associated costs) had been requested and approved in the project call.

During Mobility

During your stay at Palacký University Olomouc, you shall complete the teaching or work plan as agreed in the Mobility Agreement.

The planned number of working days and hours must be adhered to.

On the first day of your mobility, you shall sign Grant Agreement at the Office for Mobility and receive the grant for your mobility in cash in Euros. Please, **bring your passport or another ID card.**

All your documentation (Mobility Agreement, Selection Procedure Report, Travel Medical Insurance, etc.) needs to be completed by the time you sign the Grant Agreement.

In case of any problems, contact your supervisor at Palacký University Olomouc and the Office for mobility immediately.

After Mobility

Upon successful completion of your mobility, you shall receive a link to the e-mail you have provided, and you need to fill in a Participant Report – online **EU Survey**, which is a questionnaire that is sent directly from the Erasmus+ database. It is necessary to fill in the questionnaire within 10 days of its receipt.