

Guideline for the administration of the International Credit mobility of the Erasmus+ program for period of 1 August 2019 - 31 July 2022

International Credit Mobility 1.8.2019 - 31.7.2022 (three-year project)

SUBSISTANCE COSTS

- ☐ **Incoming employees in the Czech Republic: 140 EUR/day, 98 EUR/day from day 15**
- ☐ **Outgoing employees from the Czech Republic: 180 EUR day, 126 EUR/day from day 15**
- ☐ **Incoming students to the Czech Republic: 800 EUR/month**
- ☐ **Outgoing students from the Czech Republic: 700 EUR/month**

For employees grant = limit per day (meal allowance in the given country + accommodation + local fares + visas + insurance). If the limit is not used up, pocket money will be provided (up to a maximum of 40% of the meal allowance).

Meal allowance cost for 1 day:

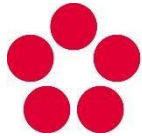
- Bosnia-Herzegovina - EUR 35
- Montenegro - 35 EUR
- Israel - \$ 55

TRAVEL COSTS

According to the calculator of the European Commission (travel from České Budějovice to the University of destination and back):

http://ec.europa.eu/dgs/education_culture/tools/distance_en.htm e.g.

Travel distance	Amount	
10–99 km:	EUR 20 per participant	
Between 100 and 499 km:	EUR 180 per participant	per
Between 500 and 1,999 km:	EUR 275 per participant	per
Between 2,000 and 2,999 km:	EUR 360 per participant	per
Between 3,000 and 3,999 km:	EUR 530 per participant	per
Between 4,000 and 7,999 km:	820 EUR per participant	per



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8 000 km and more: EUR 1 500 per participant

In case the limits for subsistence and travel expenses are exceeded, the costs are borne by the faculty.

All expenses of outgoing employees will be settled on the basis of the submitted CP.

Incoming staff and students will be reimbursed by the unit rates.

INTER-INSTITUTIONAL AGREEMENT (IIA)

The template document contains the principles of the Erasmus Charter for higher education, which the partner countries institutions must abide by.

IIA must be signed before the commencement of the mobility at the latest.

Template

http://ec.europa.eu/dgs/education_culture/repository/education/opportunities/higher_education/doc/partner-program-iaa_en.pdf

- **Recommendation:** make sure the conditions of cooperation for recognition of ECTS credits, insurance, language and cultural preparation are set and that the criteria for the selection of participants, how to proceed in case of non-fulfilment of grant conditions - e.g. that a refund is guaranteed by the sending university etc. are established. The numbers of mobility participants must be set on a project-by-project basis or a framework basis in case of zero-grants.

PIC code - the partner can register at:

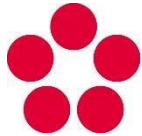
<https://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html>

Report the PIC code to IRO and include it in IIA.

When creating promotional or other documents within the project, please use the visual identity of the Erasmus+ programme: http://eacea.ec.europa.eu/about-eacea/visual-identity_en.

CHANGES IN THE PROJECT

Change to the partner in the country for which the grant is awarded - report to IRO (IRO then submits an application for a change signed by the Rector to the House of International



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Cooperation) An amendment to the Grant Agreement will be issued. University mergers are dealt with in the same way.

All necessary mobility forms will be provided by the faculty coordinator for international relations - they are located on the IRO shared disc:

Společný disk:\Fakulty\ICM - KA 107 - formuláře\STA-STT

PROJECT PHASES

1) Mobility is carried out in the same way as under Erasmus+ for European countries, ie the IIA must be concluded before mobility as a basis for cooperation. The IIA can be concluded by a scanned document, however it is recommended to obtain an original of the document. Submit the Agreement to IRO for registration and filing. The Vice-Rector for International Relations is authorised person for signing IIAs on behalf of USB .

mobility of the Erasmus+ program for period 1. 8. 2019-31. 7. 2022

The following documents must be signed before mobility:

and) Mobility Agreement for Teaching/Training (scan only)

(b) Participation Agreement with USB - signed by the institutional coordinator

C) adequate travel insurance (a copy of the insurance contract or a card must be attached to the Participation Agreement)

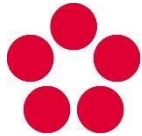
(d) a Travel Order (CP) signed by a supervisor, on the basis of which a request for an advance payment in the amount of subsistence and travel expenses is issued (in the case that the flight is booked by IRO, only the amount of subsistence costs is stated).

After the mobility, the original "Confirmation" - ie confirmation of completion of work activity abroad must be submitted to IRO. The Travel Order needs to be accounted for and the final EU Survey report completed (a link will be automatically delivered from the Mobility Tool + system to the e-mail stated in the subscription).

For Teaching in mobility: the minimum number of hours taught is 8 hours within 5 days, then calculated proportionally

- number of days x 1.6 - ie if your stay lasts 10 teaching days, 10 x 1.6 hours must be taught, ie 16 hours.

2) It is advisable to set specific conditions for further cooperation and thus ensure the sustainability of the partnership/project. An ongoing monitoring of the recognition of individual mobilities as well as evaluation of the whole project is also a good idea. There



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should be an appointed person for each partner who ensures a smooth running of the project.

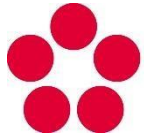
3) Incoming students or employees complete similar documents (ie. Mobility / Learning Agreement, Participation Agreement , they need to be provided a copy of their Insurance Policy). On the basis of these documents, on the 1st day of their arrival at USB, they will be paid a grant for their subsistence and travel expenses. The payment will be carried out by IRO at the Rectorate's cash desk on the basis of the concluded Participation Agreement. On the last day of the stay, the faculty issues two originals of the Confirmation (one will be given to the Participant of the mobility and the other to IRO) and will briefly evaluate the positive or negative aspects of the mobility. An incoming staff member is /0} also obliged to complete the EU Survey in Mobility Tool+ after the mobility.

4) The project also consists of its promotion and dissemination of the results - it is advisable to keep the relevant documents or proofs to these activities during the course of the project to be used in the final report.

5) At the end of the project, ie in August 2022, a final report will be elaborated. IRO will require the faculty guarantors to evaluate all aspects of the project (relevance of the strategy, quality of cooperation conditions, quality of the concept and implementation of the project and the impact and dissemination of the project results). The view of the partner institution is also important in the evaluation of the project.

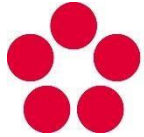
FACULTIES - IRO

- Submit concluded IIA including the partner's PIC.



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- well in advance report the names of outgoing/incoming employees or students and provide their documents (Mobility/Learning Agreement and Participation Agreement with the 1st page completed with the Participant's data in a Word document format and a scan / copy of their travel insurance policy); for USB outgoing staff also a signed Travel Order. The Participation Agreement can be signed and sent as a scan before the mobility and the original signature will be attached on the 1st day of the Participant's stay at USB.
- Request for a flight booking by IRO - it is recommended to be sent at least 2 months in advance (lower price guarantee). The flight will be booked according to the requirements stated in the requesting e-mail, the sender is responsible for the data and information accuracy.
- Requirements for project changes (the only possible changes without a project change request are changes in the number of persons involved and the number of days/months), or requirement concerning zero-grants (the staff member travels under Erasmus Mobility Statute but is paid from the faculty resources) need to be addressed to IRO.
- Continuously provide information about the project and its implementation and contact IRO immediately in case of any problems or uncertainties

Revised by: Mgr. Eva Fichtnerová