Mobility Fund (MoF) Application for incoming mobility

Incoming mobility of an international expert / international PhD student[[1]](#footnote-1)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the applicant[[2]](#footnote-2) |  | | | |
| Department |  | | | |
| Name of the guest |  | | | |
| Home institution of the guest (name, country, URL) |  | | | |
| Position of the guest at the home institution  (e.g. head of a department, year of study when applying for the mobility of a Ph.D. candidate) |  | | | |
| Goals of the mobility, benefit of the mobility for the applicant and for the Faculty of Mechatronics |  | | | |
| Planned outputs of the mobility[[3]](#footnote-3) |  | | | |
| Duration of the mobility  (incl. the days of departure and arrival) | **Date of departure:** | **Date of arrival:** | | **Total number of days:** |
|  |  | |  |
| Estimated cost in CZK |  | | **Hereby I confirm that the above information is true.**  **Date:**  **Signature:** | |
| Travel expenses |  | |
| Accommodation |  | |
| Meals[[4]](#footnote-4) |  | |
| Other costs |  | |
| Total cost |  | |
| Requested funding from MoF |  | |

**Mandatory attachments:**

1. Confirmation of acceptance from the guest (e.g. an e-mail)

**The original of the application with attachments must be passed to Mrs. Simona Kuncová.**

1. Indicate the relevant type of mobility. [↑](#footnote-ref-1)
2. Applicant must be the Head of a Department at FM TUL. [↑](#footnote-ref-2)
3. Include as much details as possible – intended journal and paper title, coauthors, date when the paper should be submitted; name of the planned research project, call and date when the project will be submitted etc. [↑](#footnote-ref-3)
4. In order to calculate the cost of food you must use the Decree No. 341/2023 Coll. on the basic rates of cost of meals abroad for 2025. The basic rate for your country of destination must be multiplied by the days of travel. The rates can be found here: <https://www.mfcr.cz/cs/kontrola-a-regulace/legislativa/legislativni-dokumenty/2023/vyhlaska-c-341-2023-sb-53892> [↑](#footnote-ref-4)