RULES FOR **STUDENT MOBILITY** IN THE FRAMEWORK OF THE STRATEGIC QUIVER MANAGEMENT SUPPORT PROGRAMME 2023-2025

This document is a summary of the rules for the implementation of foreign trips to foreign higher education institutions by students of the Technical University of Liberec funded by the **Strategic Management Support Programme (hereinafter referred to as SMSP)**

MOBILITIES ELIGIBLE FOR FUNDING (OR CO-FUNDING) UNDER THE SMSP - INTERNATIONALISATION can be implemented UNDER THESE MEASURES:

**C-1 *Development of global competences of TUL students and staff, support of international educational activities and activities of TUL staff***

***C-4 Creating an international environment at TUL and promoting it abroad to increase interest in studying and the number of foreign students in Czech and English programmes.***

The specific type of mobility must be consistent with the fulfilment of the defined indicators of measure C-1. Mobility in the first year of study (at Bachelor, Master and PhD level) will not be supported.

The rules do not apply to Erasmus+ funded mobilities and other sources outside the SMSP.

**IMPLEMENTATION OF MOBILITIES**

The documentation on student mobility and the amount of entitlement to funding from the SMSP are:

1. prepared by the outgoing person in cooperation with the responsible persons at the faculty
2. approved by the International Department and the Vice-rector for International Affairs
3. **The faculty (department) and outgoing person are responsible for:**
4. selection of mobility which corresponds to the requirements and indicators of the SMSP,

 b) proper completion of the mobility application prior to its implementation and delivery of

 all relevant documents to the responsible person at the relevant faculty for approval of the

 application, its submission to the Vice-rector or the Foreign Department,

 c) submitting the documents related to the mobility, in particular the participation contract on

 the basis of which the funds will be paid, no later than 14 days before the start of the

 mobility itself,

 d) documentation of the contractual relationship between the institutions on the basis of which

 the mobility is implemented, or the conclusion of an inter-institutional agreement preceding

 the mobility itself,

 e) completion of the consent to the taking of photographs or videos in the case of voluntary

 transmission material for presentation of TUL on promotional materials,

 f) preparation of the final report on the registration of mobilities,

saving all data related to the type of mobility,

 g) Respect for all rules in the implementation of mobilities.

 h) Respect for rules and economy in the implementation of mobilities. The amounts for

 student mobility are set according to the International Credit Mobility Rules.

**Travel costs:**

| Travel distance | Amount |
| --- | --- |
| 10–99 km: | 20 EUR per participant |
| Between 100 and 499 km: | 180 EUR per participant |
| Between 500 and 1 999 km: | 275 EUR per participant |
| Between 2 000 and 2 999 km: | 360 EUR per participant |
| Between 3 000 and 3 999 km: | 530 EUR per participant |
| Between 4 000 and 7 999 km: | 820 EUR per participant |
| 8 000 km and more: | 1 500 EUR per participant |

**Accommodation costs**

Long-term mobility € 700 per month, until the budget is depleted. For short-term mobilities € 79 per day (1st-14th day). The maximum possible duration of short-term mobility is 14 days.

1. **Foreign department provides:**
2. registering applications for financial support from the SMSP and selecting those interested in mobility and deciding on the amount of funding provided,
3. the management of the budget of the SMSP project - Internationalisation of Mobility activities,
4. supporting faculties in the financial processing of mobilities,
5. the application approval process,
6. registration of final reports, management of information for further direction of parts of TUL within the framework of internationalization in cooperation with faculties,
7. International office reserves the right to reduce the requested funds in accordance with the applicable TUL guidelines and on the basis of an internal assessment with regard to the fulfilment of the needs of the SMSP.

**Funding limits will be based on the amount of financial support under the Erasmus+ programme.**

**THE SMSP PROGRAMME CANNOT FINANCE**

* mobility that does not comply with the rules of the SMSP,
* mobility that can be funded by another dedicated programme (e.g. Erasmus+),
* activity focused on science and research,
* participation in conferences to present scientific research results.