

# Decree of the Dean of FF UHK No. 10/2017

## Scholarship Support of Foreign Mobilities

### I. Conditions for granting the scholarship

1. Motivational scholarship to support medium-term and long-term mobilities of students is determined for the students of bachelor, follow-up master's and doctoral study programmes at FF UHK, who go abroad as part of a foreign mobility lasting 31 or more days.
2. The scholarship is granted to students for research, work or practical internships, summer schools or study stays, including the Freemovers type (i.e. study stays at universities which UHK has not concluded a bilateral cooperation agreement with) etc. (further on referred to as foreign mobilities). These foreign mobilities must be realized within the speciality of the student's study programme. The professional relevance of the foreign mobility for the applicant's study is assessed and approved by the internationalization coordinator of the relevant department in case of the bachelor and follow-up master's study programmes and by the postgraduate student's supervisor in case of the doctoral study programmes.
3. Only in exceptional cases decided by the vice-dean for the foreign and external relations of FF UHK, the scholarship can also be granted to students whose stay is financed from other sources held by FF UHK (Erasmus+, Specific Research, and the like) or from the means of the Educa International, o.p.s. organization.
4. The minimum duration of the foreign mobility must be at least 31 days and its maximum duration is 310 days.
5. In the course of the mobility, the student must neither suspend nor terminate his/her studies.
6. Prior to the beginning of the mobility, the student is obliged to document his/her travel insurance corresponding to the current bursar's directive about the students' travel insurance to the Foreign Affairs Office (further on referred to as FAO).

## II. Nature of the scholarship

1. The scholarship will be paid to the student's bank account, only in special cases it can be paid in cash in the cash office of UHK after a previous agreement of the student and the FAO. The scholarship consists of two parts - "sojourn scholarship" and "travel scholarship".
2. The sojourn scholarship - the sum of the proportional part of the sojourn scholarship is determined separately for four groups of countries per 30 days of the stay (compare with the chart below). The duration of the stay is constituted by the difference between the date of the last day of the stay and the date of the first day of the stay plus one day. Thus the sojourn scholarship forms a multiple of the duration of the stay and the proportional part of the sojourn scholarship divided by thirty.

Region	Countries	Total of the sojourn scholarship
1 <sup>st</sup> group of European countries	Denmark, Finland, France, Ireland, Italy, Liechtenstein, Norway, Austria, Sweden, Switzerland, Great Britain	12,000 CZK
2 <sup>nd</sup> group of European countries	Belgium, Cyprus, Germany, Spain, Greece, Croatia, Iceland, Luxembourg, the Netherlands, Portugal, Slovenia, Turkey	9,000 CZK
3 <sup>rd</sup> group of European countries	Bulgaria, Estonia, Lithuania, Latvia, Hungary, Macedonia (FYROM), Malta, Poland, Rumania, Slovakia	6,000 CZK
Countries outside Europe		12,000 CZK

3. The travel scholarship - the total of the travel scholarship depends on the distance of the place of the foreign mobility from Hradec Králové. In the chart below, the determined sums of the scholarship according to the individual zones proceed from the calculator:

[http://ec.europa.eu/programmes/erasmus-plus/resources/en#tab-1-4.](http://ec.europa.eu/programmes/erasmus-plus/resources/en#tab-1-4)

Zone of distance (in kilometres)	Total of the travel scholarship
0-499	2,000 CZK
500-1999	4,000 CZK
2000-2999	6,000 CZK
3000-3999	8,000 CZK
4000-7999	10,000 CZK
8000+	12,000 CZK

4. In case of extraordinary circumstances, the vice-dean for foreign and external relations can decide about an increase of the calculated scholarship. The factors in favor of the increase are e.g. the student's duty to pay tuition fees at a foreign institution, the necessity of special

insurance etc.

5. In case of extraordinary circumstances, the vice-dean for foreign and external relations can decide about a decrease of the calculated scholarship. The factors in favor of the decrease of the sum are e.g. a generous scholarship from another institution, the extension of the stay into another semester, the fact that the student is already at the place of the foreign mobility, and the like.
6. Prior to his/her departure, the student signs an agreement of foreign mobility.

### **III. Form of recognizing the foreign mobility**

1. In case the foreign mobility is of study nature and the student completes the subjects with credit evaluation, the subject recognition takes place analogically as in the case of other study stays. In the case of the students of doctoral studies, the recognition follows the requirements within the individual study plan. In the case of a study stay, the student is obliged to present his/her study plan at the FAO prior to the departure. This plan can be up-dated within a month upon commencing the studies at the foreign institution. The plan and its modification are signed by the student, the vice-dean for foreign and external relations as well as the partner institution.
2. In the case of an internship abroad, the student is allocated 5 credits for each completed 30 days of the mobility. Incomplete month units are rewarded with a proportional number of credits.

### **IV. Administration of granting the scholarship**

1. The student completes an application (Attachment No. 1 of this decree). The application includes a confirmation of the receiving foreign institution, which specifies the period of the mobility and the student's duties performed within the mobility, in the case of study stays also a letter of invitation. In the case of bachelor and follow-up master's study programmes, the application is approved by the internationalization coordinator of the relevant department, in the case of doctoral study programmes by the postgraduate student's supervisor and subsequently by the vice-dean for foreign and external relations.
2. The student delivers the application as well as the confirmation of admission at the foreign institution to the FAO. Unless the student informs about the foreign mobility prior to his/her departure, his/her entitlement to the scholarship expires.
3. Possible reasons for the rejection of the application are the insufficient connection between the specialized content of the mobility and the student's field of study or the generally unsatisfactory level of the receiving institution.
  4. Immediately after his/her return, the student must document the duration of the foreign mobility (Attachment No. 2A or 2B of this decree). The duration of the mobility can differ by the maximum of five calendar days compared to the duration calculated before the commencement of the mobility. In case the student submits a confirmation for a shorter period, he/she must pay back a proportional part of the scholarship for the unused days. In the case of a confirmation for a longer period than originally planned, the vice-dean for

foreign and external relations can decide about paying up the difference of the scholarship. In the case of study stays, the student further documents a transcript of study results (Transcript of Records), in the case of another form of mobility he/she documents the content of the mobility and the evaluation of the receiving institution within the Confirmation of Participation in a Foreign Mobility (Attachment No. 2B of this decree). The student also completes a final report (the form is available on the FAO website) and submits all these documents to the FAO. In the case of failing to submit these documents, the student is obliged to return the total of the awarded sum of the scholarship unless the Dean of FF UHK decides otherwise.

5. After the approval of the application, the student's study results are entered into the study information system by the Study Department of FF UHK according to the rules for the evidence of study results.

### **V. Final provisions**

This decree replaces the Decree of the Dean No. 8/2016 and comes into force and effect on the day of its publication.

Mgr. et Mgr. Pavlína Springerová, Ph.D., m. p.  
Dean

First name:

Surname:

Date of birth:

Study programme and field of study:

Type of study (delete where not applicable): bachelor / follow-up master's / doctoral

Bank account number to which the scholarship will be sent (including the bank code):

Country of stay:

Institution:

Address of the institution:

Contact person at the institution (including the email):

Exact duration of the foreign stay (from-to):

Type of journey (study stay, work internship, research internship, summer school...):

If the mobility is also supported from a source other than FF UHK, write the name of the programme and the total of the scholarship:

Date, place, signature:

To the application enclose a confirmation of the receiving foreign institution which specifies the duration of the foreign mobility and the student's duties performed within this mobility.

*Opinion of the internationalization coordinator of the relevant department/institute (in the case of doctoral studies the supervisor's approval):*

- I agree with the proposed stay abroad
- I disagree with the proposed stay abroad

Date, signature

*Opinion of the vice-dean for foreign and external relations:*

- I agree with the proposed stay abroad and I determine the financing from the means:
- I disagree with the proposed stay abroad

Date, signature

*Foreign Affairs Office:*

Total of the scholarship:

Date of sending the scholarship:

Signature:

Attachment No. 2A: Confirmation of Completing a Foreign Mobility - Study Stay

## Confirmation of Study Period

### STUDENT

Family name:	
First name:	
Sex:	
Date and place of birth:	

### SENDING INSTITUTION

Country:	Czech Republic
Name of sending institution	University of Hradec Králové
Faculty/Department:	Philosophical Faculty

### RECEIVING INSTITUTION

Country:	
Name of receiving institution,	
Faculty/Department:	

This is to certify that the student has attended our institution from \_\_\_\_\_ to  
\_\_\_\_\_ of the academic year 20/21 .

Date: \_\_\_\_\_

Signed/Stamped:

**Attachment No. 2B: Confirmation of Participation in the Foreign Mobility - all activities except for study stays**

STUDENT MOBILITY

CONFIRMATION OF THE STAY

NAME OF THE STUDENT:

Sending institution: University of Hradec Králové

Academic year:

Coordinator of the placement:

Tel.: +420 493 33 ..... E-mail: .....@uhk.cz

Internship period at the host institution: from: *(day/month/year)* to: *(day/month/year)*

NAME OF THE HOST INSTITUTION:

Address:

Coordinator of the placement:

Tel.:

E-mail:

The student mentioned above has accomplished the student mobility at our institution under my supervision, during a period confirmed in this form.

Date of signature

Signature

Official stamp

## EVALUATION FORM

The following questionnaire has been drawn up to help evaluate the final result of the mobility.

### General competences:

*Evaluation form key: 1=unsatisfactory; 2=needs improvement; 3=satisfactory; 4=above average;*

*5=outstanding*

Quality of work (accurate and thorough)

Quantity of work (met goals set by the department)

Use of time (efficient/effective use of time to complete tasks)

Initiative (ability to work independently)

Verbal communication skills

Written communication skills

Grasp of subject (understanding of applicable standards and procedures)

Ability to apply classroom experience to real time projects

Creativity

Job judgement (ability to make appropriate work-related decisions)

Interpersonal relations/teamwork (effectiveness in working with peers and supervisors)

Adaptability (ability to alter activities to accommodate change)

Dependability: Punctuality

Dependability: Attendance

Problem solving/critical thinking skills

### Other competences and skills awarded:

### Areas for improvement:



**Strengths of the intern:**

**What do you think the student gained from the internship?**

Date of signature

Signature

Official stamp