

FF UHK Dean's Decree No. 26/2020

Scholarship in support of foreign mobility

I. Terms and conditions of scholarship

1. The motivational scholarship in support of medium-term and long-term mobility is intended for the students of Bachelor, Master and Postgraduate programmes at the FF UHK who undertake foreign mobility for 31 or more days.
2. The scholarship is awarded to the students for research, working or trainee internships, summer schools, study stays, including Freemovers (i.e. study stays at the universities which UHK has not concluded a bilateral cooperation agreement with) etc. (hereinafter referred to as the "foreign mobility"). The foreign mobility must be carried out within the field of expertise of the student's study programme. The professional relevance of the applicant's foreign mobility is assessed and approved by the coordinator for internalisation of the particular department in case of the Bachelor and Master's study programmes and by the postgraduate student's supervisor in case of the doctoral study programmes.
3. In exceptional cases, the scholarship might be granted to the students whose stay is financed from FF UHK's resources (Erasmus+, Special research, etc.) or from the resources of Educa International, o.p.s. Such cases are judged by the Vice-Dean for International Affairs of FF UHK.
4. The length of foreign mobility must be at least 31 days.
5. The student is not allowed to interrupt or terminate their studies during the foreign mobility.
6. The student is obliged to present their travel insurance to the International Office in accordance with the current directive on students' travel insurance issued by the bursar.

II. The specification of scholarship

1. The scholarship shall be paid to the student's bank account. In exceptional cases, it can be paid in cash at the cash office prior mutual agreement between the student and the International Office. The scholarship consists of two parts - "the scholarship for stay" and "travel scholarship".
2. The scholarship for stay - the sum of the proportional part of the scholarship for stay is determined separately for four groups of countries per 30 days of the stay (see 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 scholarship for stay forms a multiple of the duration of the stay and the proportional part of the scholarship for stay divided by thirty.

Region	Countries	The amount of the accommodation scholarship
1. group of European countries	Denmark, Finland, France, Ireland, Italy, Lichtenstein, Norway, Austria, Sweden, Switzerland, Great Britain	12, 000 CZK
2. group of European countries	Belgium, Cyprus, Germany, Spain, Greece, Croatia, Iceland, Luxembourg, Netherlands, Portugal, Slovenia, Turkey	9, 000 CZK
3. group of European countries	Bulgaria, Estonia, Lithuania, Latvia, Hungary, Macedonia (FYROM), Malta, Poland, Romania, Slovakia	6, 000 CZK
Non-European countries		15, 000 CZK

3. The total of the travel scholarship depends on the distance of the place of the foreign mobility from Hradec Králové. The chart below shows the amount of travel scholarship in accordance with particular zones figured by a calculator (Distance Calculator): https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Distance zone (kilometres)	The amount 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	12, 000 CZK
8000+	15, 000 CZK

4. Under exceptional circumstances, the Vice-Dean for International Affairs can decide to increase 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, need for special insurance etc.
5. Under exceptional circumstances, the Vice-Dean for International Affairs can decide to decrease 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. The recognition of 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 International Office prior to the departure. This plan can be updated within a month upon commencing the studies at the foreign institution. The student, the Vice-Dean for International Affairs as well as the partner institution sign the plan and its modification.

2. In the case of an internship abroad, the student is allocated five credits for each completed 30 days of the mobility. Incomplete month units are rewarded with a proportional number of credits.

IV. Scholarship administration

1. The student shall fill in completes the application form (Appendix No. 1 of this decree). The application form 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 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 International Affairs.
2. The student delivers the application as well as the confirmation of admission at the foreign institution to the International Office. If the student does not inform about the foreign mobility prior to his/her departure, his/her entitlement to the scholarship shall expire.
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 or security situation in the country of mobility.
4. Immediately after his/her return, the student must document the duration of the foreign mobility (Appendix 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 (but minimum length of the foreign mobility must be at least 31 days). 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 International Affairs can decide that the student should be paid the difference. 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 (Appendix No. 2B of this decree). The student also completes a final report (the form is available on the International Office website) and submits all these documents to the International Office. 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 the FF UHK decides otherwise.

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

V. Concluding provision

This decree replaces the Dean's Decree No. 10/2017 and becomes valid and comes into force on the day of issue.

Mgr. Jan Prouza, Ph.D., m. p.
Dean of FF UHK

Appendix No. 1 Foreign Mobility Scholarship Application

Appendix No. 2A: Confirmation of completing the foreign mobility – a study stay

Appendix No. 2B: Confirmation of completing the foreign mobility – all cases except for study stays

Appendix No. 3: Evaluation Form

Appendix no. 1: Foreign Mobility Scholarship Application

First name:

Family name:

Date of birth:

Field and programme of study:

Degree (delete as appropriate): Bachelor/Master/Postgraduate

The account number to which the scholarship is to be sent (including the bank code):

Country of stay:

Institution:

Address of the institution:

Contact person at the institution (including email):

Exact date of stay (from-to):

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

In case the mobility is supported from a different resource than FF UHK, please state the name of the programme and the amount of scholarship:

Date, place, signature:

The confirmation issued by the receiving foreign institution, which specifies the date of mobility and the anticipated duties of the student shall be attached to the application

Comment of the coordinator for internalisation of the particular department (student's supervisor in case of postgraduate students):

- I agree with the proposed foreign stay.
- I disagree with the proposed foreign stay.

Date, signature

Comment of the Vice-Dean for International Affairs:

- I agree with the proposed foreign stay and I approve financing from the funds of:
- I disagree with the proposed foreign stay.

Date, signature

International Office:

Amount of scholarship:

Date when the scholarship was sent:

Signature:

Appendix No. 2A: Confirmation of completing the foreign mobility – a 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 _____ until _____.

Date: _____

Signed/Stamped: _____

Appendix No. 2B: Confirmation of completing the foreign mobility – all cases except for study stays

STUDENT MOBILITY

CONFIRMATION OF STAY

NAME OF 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:

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

.....
Date of signature

.....
Signature

.....
Official stamp

Appendix No. 3

EVALUATION FORM

The following questionnaire has been drawn up to help evaluate the final results of 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 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:

Strengths of intern:

Areas for improvement:

What do you think the student gained from the internship?

.....
Date of signature

.....
Signature

.....
Official stamp