

Rules for the Selection of Mobility Participants at the University of Hradec Králové

I. Introductory provisions

- 1) This decree regulates the procedure for the selection of students and employees of the University of Hradec Králové (hereinafter referred to as the “UHK”) for participation in mobility programmes, such as Erasmus+, internships abroad and other programmes funded from domestic or international sources.
- 2) The selection of participants is ensured by the relevant unit of the UHK according to the nature of the programme and the method of funding.
- 3) The procedure and rules relating to a specific programme are governed by an internal managing act of the unit concerned which is followed in each specific case. This managing act must take account of the sources of mobility funding and comply with the conditions for their use laid down by the provider.
- 4) In particular, the following are described and set out in the internal managing act:
 - a) Mobility objectives and conditions;
 - b) The range of participants for whom they are intended;
 - c) The method of informing applicants and the application process;
 - d) The method and criteria for the selection of participants;
 - e) The method of informing the participants of the results;
 - f) The process of mobility funding and running;
 - g) Post-mobility obligations;
 - h) Other details with regard to the specific programme or funding source, if applicable.

II. Selection of students for mobility

- 1) The student must be duly enrolled in a Bachelor's, Master's or doctoral programme at the University of Hradec Králové.
- 2) The student must meet the criteria of the specific programme under which the selection procedure takes place.
- 3) The student must meet the language requirements of the target institution or provide evidence of relevant language certificates.
- 4) The student submits the application via the STAG information system (or by other means if necessary) and provides all the required documents specified in the selection procedure announcement (e.g., a motivation letter, CV, references and confirmation of language skills if necessary).
- 5) The selection of candidates for a trip abroad is always decided by a selection committee. Its members are appointed by the Dean of the Faculty/Rector. The rules of the committee's deliberations must address potential conflicts of interest. The committee collects documents from its meetings and archives them according to the UHK Filing and Shredding Regulations.
- 6) In the event that the number of applicants exceeds the number of places available to the relevant unit, alternates are selected in addition to the supported applicants so that if a place/funding becomes available, the next applicant in the queue can be offered mobility.
- 7) In the event that the number of mobility places equals or exceeds the number of applicants, the committee may assign places to all applicants who meet the conditions for the trip abroad.

III. Selection of employees for mobility

- 1) The employee must be employed at the UHK.
- 2) Mobility must be relevant to the employee's job description and professional development.
- 3) Mobility must be approved by the employee's superior.
- 4) The selection is carried out by a committee appointed for this purpose by the Dean/Rector. As part of the deliberations, the committee must address potential conflicts of interest in the consideration of applicants.

IV. Results of the selection procedure

- 1) The results of the selection procedure are communicated to the applicants via the University's information system or the University's e-mail.
- 2) Students and employees have the opportunity to appeal against the decision of the commission. Appeals must be made in writing to the Dean's Office/Rectorate within 5 working days of notification of the results.

V. Obligations of selected participants

- 1) Selected participants are obliged to follow the instructions of the University and the destination institution, to fulfil all necessary formal requirements and to submit all documents required for the mobility in time.
- 2) On return from mobility, participants are required to submit a final report on the mobility in the manner laid down in the managing act of the programme concerned.

VI. Final Provisions

This Decree enters into force on the date of signature.

In Hradec Králové on 18 December 2024

Assoc prof. RNDr. Jan Kříž, Ph.D.
Rector