

Support for Mobility of Staff and Doctoral Students of the University of Hradec Králové

I. Covering mobility support

This Vice-Rector's instruction summarizes the procedures and activities at the University of Hradec Králové (hereinafter referred to as the "UHK") aimed at supporting mobility, internationalisation and gaining foreign experience of the staff and doctoral students. Efforts to develop internationalisation are part of important strategic documents of the UHK (*Strategic Plan of the University of Hradec Králové from 2021+, Internationalisation Strategy; Strategy of Research Organization; Rector's Decree 14/2022 on Supporting the Internationalisation of the Environment; Vice-Rector's Instruction 6/2022 on Supporting Erasmus+ Priorities*; and others). For academic staff, the importance of gaining international experience is also emphasised in the document *Career System and Regular Evaluation of Academic Staff of the UHK*. Support for mobility takes place at the University of Hradec Králové at two basic levels – institutional and individual.

II. Support for mobility at institutional level

At the **systemic institutional level**, support for mobility is concentrated in the strategic documents of the UHK, but also in the setting of the environment, processes and infrastructure.

- The UHK develops a portfolio of partnership agreements with universities and other partner institutions abroad. The agreements support and enable study or research stays at partner institutions. In addition, the UHK develops cooperation within the framework of strategic partnerships and the European University Alliance which promotes mutual cooperation and staff mobility.
- This is followed by a systematic effort to obtain financial support for the staff and student mobility, mainly within the Erasmus+ and CEEPUS programmes, but also other formats, development and research projects. Particularly intensive efforts have been made to raise funds under the KA131 and KA171 Erasmus+ projects.

- The UHK supports the participation of the staff and students in foreign educational mobility, professional conferences, workshops and seminars that enable them to present the findings of their research field and their own research work, to gain foreign contacts, share good practice and establish new professional cooperation. The infrastructure and processes at the level of the UHK and individual faculties are set up so that sending staff abroad includes all the necessary steps to ensure that they have all the support they need to travel abroad, including funding for their stay abroad.
- In addition to the possibility for employees to travel abroad, the University also supports internationalisation at home, mainly in the form of opportunities to meet international guests and employees in the framework of activities at the UHK, by organising international events (conferences, workshops and seminars) at the University and by raising awareness of visiting professors.

III. Support for mobility of staff and doctoral students at individual level

At the second, i.e. **individual level of the staff and doctoral students**, the University directs its support primarily to the following specific facts:

- We promote awareness of mobility opportunities within onboarding activities at the UHK and include the information in the Guide for UHK Employees. For doctoral students, information will be shared within the framework of doctoral studies, especially within the programme of the Ph.D. Summit which is held annually for the first-year doctoral students.
- We provide advice on mobility opportunities and share them through the UHK information channels and at organised events (e.g., Ph.D. Summit, University International Day). Up-to-date information and specific incentives are always provided by the International Offices of the relevant units of the UHK.
- In order to support and develop the mobility of those employees and students of doctoral studies who have not yet had experience of a stay abroad, the selection procedures may include a criterion focused on the number of mobility already completed during their time at the UHK.
- Foreign language courses are offered for those interested in improving their language skills. Other courses are also offered to develop intercultural competences or to teach international groups as part of the offer of LLL courses and other educational opportunities.
- Particularly for staff and doctoral students with limited opportunities, the University also offers the possibility of short-term, virtual or combined mobility to gain foreign experience.

- Doctoral students are required to complete a compulsory (at least) one-month internship abroad as part of their study programme. For them, evaluation and planning development in the area of internationalisation and mobility is carried out during the evaluation of the fulfilment of the individual study plan. The supervisor regularly evaluates the fulfilment of the study obligations of the doctoral student once per academic year and submits the evaluation to the relevant subject-area board.
- The planning and evaluation of the results in the field of internationalisation, mobility and international cooperation of staff is carried out annually in the framework of the regular evaluation. The employee's superior discusses with the staff member the *Personal Evaluation Form and the Career Development Plan* which includes an evaluation of the previous period's activities and the establishment of plans for shorter and longer time horizons. Here, the employee can also formulate his/her needs for mobility and international experience and request individual support or take into account the current situation in case of limited opportunities (physical handicaps, care for dependants in the family, etc.).

IV. Further possibilities for the support of mobility development

Further development of specific measures to support the mobility of employees and doctoral students at the UHK is enabled by regular meetings of the management of the UHK and the faculties, including working meetings of the International Advisory Commission and its recommendations.

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Annex No. 1: Scheme of mobility support at the UHK

Scheme of mobility support at the UHK

Information on mobility possibilities is provided within onboarding activities at the UHK (Guide for UHK Employees).	Staff/student level	Institutional level	The topic of mobility support is part of the UHK's strategic documents, i.e., Strategic Plan 2021+, Strategy of the Research Organization.
Consultancy regarding the possible mobility is provided; information about mobility possibilities is included in the Ph.D. Summit programmer.			Partnership agreements are made with universities and other institutions abroad and enable study or research stays at the partner institutions.
Support is provided to those who have not been at any mobility yet.			Financial support is obtained for the staff and student mobility, in particular within the Erasmus+ programme and within the project applications.
Support is provided to participation in virtual and combined mobility, including support of short-term mobility, in particular for staff members/students with limited opportunities.			The support for the participation of the staff and students at conferences, workshops and seminars abroad enable gain international contacts and share good practice.
Foreign language courses are offered.			Support is provided to internationalisation at home, increase of awareness of visiting professors, organizing of conferences, workshops and seminars at the UHK.
Support for mobility is taken into account during the regular annual evaluation of the staff member/doctoral student and the plan for the next period.			