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### **Article 1 Basic provisions**

- (1) This Directive applies to employees of Tomas Bata University in Zlín (hereinafter referred to as "TBU") who participate in mobility abroad, i.e. in a short-term teaching period and/or in Erasmus+ staff training (hereinafter referred to as "mobility"). The term "mobility" refers to a short-term training period and/or to staff training with a duration of 2 days to 2 months.
- (2) Only a TBU employee who has concluded a still valid contract of employment can participate in staff mobility. In exceptional cases, employees who work at TBU by virtue of Contract for Services/Subcontract Agreement may also participate in mobility. However, such cases must be consulted with and approved by the TBU International Office (hereinafter referred to as "TBU IO"). TBU employees who have concluded a contract of employment still in force are prioritized.
- (3) Legitimate mobility activities include a teaching period or staff training.
- (4) The member of staff must be an employee of TBU during the entire planned period of mobility.
- (5) An employee can only participate in mobility at a higher education institution with which the TBU has signed a bilateral agreement within the Erasmus+ programme. In the case of staff training mobility, it is possible to participate in mobility at an institution abroad with which the TBU does not have a bilateral agreement; however, prior consultation with the TBU IO is required.
- (6) Overview of documents related to staff mobility:
  - Mobility Agreement, i.e. either a Teaching Agreement or a Training Agreement
  - Grant Application Form
  - Grant Agreement
  - Final Report (to be completed online)
  - Confirmation of Mobility
- (7) The Erasmus+ programme period has been determined for the period from 1 June 2020 to 30 September 2021; all legitimate activities must be carried out during the said period, including the return from mobility.

**Article 2**  
**Selection procedure**

- (1) All selection procedures held to fill positions in teaching mobility of staff fall within the competence of the relevant component part of TBU. Information about selection procedures will be posted on the web pages and on official boards of TBU component parts. Selection procedures held to fill positions in staff training mobility fall within the competence of the TBU IO. Information on the selection procedure shall be given by the TBU IO to the staff in charge of international mobility at the individual component parts of TBU, who shall ensure that this information is available to all employees of the relevant component part.
- (2) Within a selection procedure, equal access must be ensured for all employees who meet the Erasmus+ staff mobility qualification requirements. Vice-Deans for International Relations or, where appropriate, persons in charge of international staff mobility shall ensure that the selection of staff is carried out impartially and in a transparent and coordinated manner.
- (3) The selection procedure for the academic year 2021/2022 will be specified after detailed information regarding the new Erasmus+ programme period 2021-2027 has been released. The selection procedure for the academic year 2020/2021 was held in compliance with the Rector's Directive 1/2019. In the event that the financial resources allocated remain unspent or if the mobility has been cancelled by the mobility participant, additional selection procedures may be held.
- (4) Coordinators at TBU component parts are required to submit a table in the format as required to the TBU IO (first name, surname, e-mail address generated by the University for the employee, name of the receiving institution and Erasmus+ ID code, country of destination, period (winter and summer semester) + list of alternates).
- (5) As the administrator of the allocated grant, the TBU IO reserves the right to reject mobility candidates, and that in the event that:
  - a) A candidate fails to be selected in a selection procedure held at a TBU component part;
  - b) A TBU component part fails to inform the TBU IO about the mobility period in a due and timely manner;
  - c) The grant allocated within the relevant programme period has been exhausted.
- (6) The TBU IO shall prioritize those candidates set to participate in mobility for the first time over those who have already participated in mobility programmes before. A priority for the TBU IO is to support a higher number of shorter mobility periods (usually with the duration of no more than five working days + two travel days) rather than longer mobility periods. In case of interest in longer mobility shown by employees, the relevant component part may be required to provide a part of the funding for the mobility in question. The TBU IO shall inform attendees to meetings of Vice-Deans for International Relations about the financial resources spent and still available within the allocated grant. In the event that financial resources remain unspent, the TBU component parts will be asked to hold additional selection procedures.

**Article 3**  
**Funding**

- (1) The terms and conditions for funding of staff mobility are based on the Grant Contract concluded between TBU and the Centre for International Cooperation in Education (hereinafter referred to as "Grant Contract").

- (2) Funding shall be allocated depending on the maximum amounts (limits) specified in the Grant Contract. The limits are set separately for subsistence expenses and travel expenses, and their current amounts are posted on the web pages of the TBU IO.
- (3) The maximum amount of the grant allocated to the mobility period and based on the conditions set in the Grant Contract is set out in the Grant Agreement concluded between TBU and the mobility participant (herein referred to as “Grant Agreement”). Financial resources intended to cover subsistence costs are allocated according to the number of working days for which the mobility is planned. The subsistence costs may also include the days required for travel to and from the mobility destination; however, it is necessary to consult the Grant Application Form connected with such an increase in expenses with the TBU IO employee in charge of staff mobility administration, and to have the Grant Application Form approved by the institutional coordinator. The reimbursement of travel expenses is governed by the kilometre rates listed in the Grant Contract. The distance is calculated using the European Commission calculator; another form of calculation is not acceptable. In the event that the financial resources spent exceed the amount allocated in accordance with the Grant Agreement, financial participation by the relevant component part is necessary.
- (4) All costs incurred before and during the mobility period shall at first be paid by the component part. Upon the return of the mobility participant from the mobility and after all documents required for the cost accounting of the mobility period have been submitted to the component part, the Business Trip Approval Form shall be sent to the TBU IO, that shall check the data entered and assign the costs to the Work Breakdown Structure components of the Erasmus+ programme. In the event that the financial resources spent exceed the amounts set in the Grant Agreement, the remaining difference shall be charged to the component part.
- (5) If the mobility participant uses a car for transport, the cost accounting shall adhere to the currently valid internal regulations of TBU. If multiple mobility participants travel in one car, only the mobility participant responsible for the operation of the car used for transport shall be reimbursed for the eligible costs. These costs shall be reimbursed up to a maximum of the amount set in the Grant Contract.
- (6) A mobility participant is responsible for the specification of his/her mobility costs being correct and complete. If the costs exceed the maximum limits set in the Grant Contract, the mobility participant is obliged to inform the Secretary to the relevant component part or the competent person in charge of approving mobility at the relevant component part about this fact.

#### **Article 4**

##### **Employees participating in teaching periods/staff training**

- (1) Each mobility participant who applies for an allocation of funding from the Erasmus+ programme must, before the start of his/her mobility period, submit the following documents to the TBU IO:
  - a) Grant Application Form – duly completed and approved;
  - b) Mobility Agreement - duly completed and approved;
  - c) Grant Agreement - duly completed (in electronic form).
- (2) The mobility participant must have a Business Trip Approval Form approved.
- (3) The Grant Agreement shall be signed before the start of the mobility period, after the Grant Application Form and Mobility Agreement have been approved.
- (4) The Grant Application Form also comprises a calculation of the costs incurred by the mobility participant. Each mobility participant is responsible for a correct specification of his/her costs.

The recommended date when the Grant Application Form is to be signed is at least one month before the departure, however, no later than two weeks before the departure.

- (5) The Mobility Agreement is an integral part of the Grant Agreement. The Mobility Agreement contains the mobility schedule, which must be approved by both the receiving and sending institutions. The signing of the Grant Agreement is conditional on the approval of the Mobility Agreement. The Mobility Agreement must be approved by the Vice-Dean of the Faculty, Director/Head of the component part, and, where appropriate, by the institutional coordinator for the Erasmus+ programme. The recommended date when the Mobility Agreement is to be signed is no later than one month before the departure.
- (6) The Grant Agreement contains information on the length of the mobility period, funding allocated and on other mobility conditions. The TBU IO employee in charge shall determine the source of funding and the maximum amount of funding to be allocated, and shall ask the mobility participant to sign the document. In case of any changes to the information given in the Grant Agreement, the mobility participant is required to inform the TBU IO of this fact without delay. The recommended date when the Grant Agreement is to be signed is one week before the start of the mobility period.
- (7) A mobility participant is required to submit the Confirmation of Mobility to the TBU IO within one week of the end of his/her mobility period. In the event that the mobility participant terminates his/her mobility period prematurely, the funding allocated shall be proportionally reduced in accordance with the current daily rates set in the Grant Contract. In the event that the mobility participant submits a Confirmation of Mobility which is inconsistent with the Grant Agreement, the number of days exceeding the planned mobility period shall be considered as the so-called zero grant, and the mobility participant shall receive no funding for such days. A mobility participant is required to complete the Final Report (EU Survey) within 30 calendar days of the date of termination of his/her mobility period; the mobility participant shall receive a link to the online form sent to his/her e-mail address provided in the Grant Agreement. Furthermore, the mobility participant is also obliged to ensure the registration of his/her mobility period in the TBU information systems in accordance with the applicable internal rules and regulations of TBU relating to the registration of mobility.

## **Article 5**

### **Final provisions**

- (1) This Directive abrogates and replaces the Rector's Directive No. 1/2019 issued on 1 February 2019.