



## **Statute of the Mobility Fund of the Faculty of Architecture of CTU Dean's measure No. 3/2023**

### **Article 1.**

#### **Basic provisions**

**The mobility Fund of the Faculty of Architecture of CTU (hereinafter referred to as "FM FA") is established as a supportive, initiation and a motivational tool aimed at expanding the faculty's international relations in the field of study programs carried out at the university and scientific, research and other creative activities within approved projects and programs at the faculty. The basic mission of FM FA is international exchange of academic and scientific personnel, support of student exchange and student participation in international study and professional events.**

### **Article 2.**

1. The goal of FM FA is financial support especially for

#### **A/ Outgoing student mobility**

- a) active participation of students in a foreign conference with peer-reviewed proceedings, short-term scientific or research stays of students abroad,
- b) students going abroad for study stays of one to two semesters in the framework of Erasmus+, MBD, double degree, etc. and doctoral research internships of at least 30 days, measured in the period from 1 September to 31 August (depending on the results of their studies and socio-economic opportunities).

#### **A/ Outgoing mobility of academic and scientific personnel**

- a) active participation of academic personnel in a foreign conference with peer-reviewed proceedings, short-term scientific or research stays of academic personnel abroad,
- b) short-term trips of academic personnel in the framework of defences, habilitations, appointment procedures, opponents of foreign projects, supervisors of work under double guidance, keynote lecturers,
- c) active preparation and implementation of international study and professional events abroad by academic personnel, with the participation of groups of students, in cooperation with a foreign partner,
- d) short-term visits to foreign workplaces by academic and scientific (possibly also administrative) personnel with the aim of establishing cooperation in the scientific and social field (establishing cooperation, concluding contracts, preparing joint study plans, etc.).

#### **B/ Incoming student mobility**

- a) selected foreign students of English programmes depending on their study results and socio-economic opportunities (for students of the 2nd Master's year with a weighted average of less than or equal to 1.50),

#### **B/ Incoming mobility of academic and scientific personnel**

- a) stays of foreign visiting academic or scientific personnel at the faculty who teach at least 2 ETCS,
- b) short-term arrivals of academic personnel in the context of defences, habilitations, appointment procedures, including opponents of foreign projects, supervisors of work under double supervision, keynote lecturers,



- c) active preparation and implementation of international study and professional events at the faculty by academic personnel, with the participation of groups of students, in cooperation with a foreign partner.
2. The source of the FM FA is the funds that are annually allocated for the FM FA within the faculty budget, or funds from other sources such as the Artistic Activity Fund and the Future Fund.
3. Support can be provided from FM FA resources:
  - a) a bachelor's, master's or doctoral student,
  - b) an academic or scientific worker,
  - c) an administrative worker with a working time of 0.5 and above,
  - d) to the faculty for partial reimbursement of the costs associated with the stay of a foreign academic or researcher,
  - e) the faculty for partial payment of the costs associated with the study of a foreign student.
4. Support from FM FA resources can be provided for the payment of:
  - a) travel costs,
  - b) accommodation costs,
  - c) meal costs,
  - d) tuition fees (for international students of English programmes after the end of the first year),
  - e) fees for international study or professional events (for student group trips),
  - f) wage costs (in the case of a foreign academic or scientific personnel at the faculty).
5. The body of the FM FA is the FM FA Council (hereinafter referred to as the "Council"), which is appointed by the dean as its advisory body. The council has an odd number of members overall. The chairman of the Council is the vice-dean for International Relations of the faculty, the members of the Council are the Treasurer, the vice-dean for Science, Research and Art, the vice-dean for Education and the representative of the Faculty's Academic Senate. The activities of the Council are governed by the Rules of Procedure of the Council.
6. Based on the Council's recommendation, the dean announces at least one application deadline each year, published in the usual way for the given calendar year.
7. Financial support from FM FA resources can be granted on the basis of a complete application form with attachments submitted by the deadline. The application must be submitted by the person concerned together with a statement from the supervisor, the head of the department or a member of the faculty management. Financial support for selected international students in English programmes may be applied for by students in their second Master's year with a weighted average of less than or equal to 1.50. Only the recipient of a social scholarship can apply for Erasmus+ mobility funding. Other details of the application are regulated by the Rules of Procedure of the Council.
8. Submitted applications are assessed by the Council according to the priorities of the Plan for the implementation of the strategic plan for the given calendar year, or according to the Faculty's Strategic Plan. The dean decides on the provision of funds from FM FA resources based on the recommendation of the Council. There is no appeal against the Dean's decision.
9. The person who was provided with funds from FM FA resources is responsible for their proper utilization and economic use and is obliged to submit a written report to the Council on its progress and results no later than one month after the end of the relevant event.
10. Own results, which were created within the supported mobility in cooperation or with the participation of a foreign workplace, must be registered in the V3S system of the CTU or RUV and should indicate that they were supported from the resources of the FM FA.
11. Once a year, the Council prepares a report on the activities of FM FA, which is published in the usual way after approval by the dean.
12. Administrative support for FM FA activities is provided by the International Office of the faculty.



### **Article 3. Final provisions**

1. This regulation takes effect on 24. 5. 2023.

In Prague, on 24. 5. 2023

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