



## **Mobility Fund of the Faculty of Architecture of CTU Rules of Procedure of the Council of the Fund**

**The Council of the Mobility Fund of the Faculty of Architecture of the CTU (hereinafter referred to as the "Council") is composed of members of the academic community, who are nominated by the Dean of the faculty.**

1. The Council shall consist of an odd number of members, the minimum number of members being five.
2. Members of the Council are appointed by the Dean
3. The Vice Dean for International Relations is the Chairperson of the Council.
4. The Council meets at least once a year on dates approved by the Dean for the relevant calendar year.
5. The meetings of the Council shall be chaired by the Chairperson.
6. The Council shall be competent to act if more than half of its members are present; the consent of a majority of all members shall be required for the approval of the opinion of the Council.
7. In exceptional cases, the application may be considered "per rollam".
8. Each member of the Council prepares a recommendation on the applications considered by the Council and assesses in particular the content of the project, its materiality, completeness and contribution to the faculty.
9. In selecting projects for financial support, the Council members consider the Strategic Plan and, where appropriate, the Faculty Strategic Plan for a given calendar year.
10. In the case of multiple applicants from the same department, the order proposed by the department shall also be considered, the final order being determined by the Council at its meeting.
11. The Council proposes financial support to each selected applicant, the amount of which depends on the number of applications received and the budget available to the faculty for the year, as well as the location and duration of the stay.
12. The outcome of the Council meeting is recorded in the form of a list of all applicants, which is submitted to the Dean for approval.
13. The Dean decides on the financial support and its amount.
14. Once a year, the Council prepares a summary report on the activities of the Mobility Fund in cooperation with the Department of International Office of the faculty.

In Prague, on 24. 5. 2023

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