

**Guidelines**  
**Office for Doctoral Studies, Quality, Academic Affairs and**  
**Internationalization, Faculty of Science, MU**

**PROCEDURES AND RULES OF GRANTING SCHOLARSHIPS WITHIN THE**  
**SCHOLARSHIP PROGRAMME IN SUPPORT OF THE DOCTORAL**  
**STUDENTS MOBILITIES**

*(in the version effective from 1 January 2022)*

Section 1  
Introductory Provisions

The Ph.D. Student Mobility Scholarship Programme (hereinafter referred to as the "Scholarship Programme") is announced by the Dean of the Faculty of Science, Masaryk University (hereinafter referred to as "FSci MU") in accordance with the provision of Section 3(1)(b) of the Masaryk University Scholarship and Bursary Regulations.

Section 2  
Scholarship Programme Purpose and Duration

- (1) The main purpose of the Scholarship Programme is to support long-term international mobility of FSci MU doctoral students, such as study stays and internships.
- (2) With regard to doctoral students' obligations, stays lasting 1 month (30 days) or longer are primarily supported. Scholarship may also be granted for a stay abroad lasting at least 14 days in justified cases. A one-off call subject to individual rules may be exceptionally announced to support the participation of doctoral students in international conferences.
- (3) The guidelines shall be valid since the effective date of the Dean's Measure No. 7/2019 for an indefinite period.

Section 3  
Source of Scholarship Programme Funding

- (1) The source of funding is primarily the Masaryk University Institutional Plan, or, as the case may be, the Operating Resource Fund, contribution for educational activities, or long-term conceptual development of a research organisation.

Section 4  
Conditions for Awarding the Scholarship

- (1) The scholarship is intended for students of full-time and combined studies of doctoral degree programmes at FSci MU.

- (2) Students must be enrolled in the standard duration of study or the standard duration of study increased by 1 year.
- (3) A condition for granting the scholarship is submitting a study agreement (e.g., Learning/Training Agreement), a letter of invitation or similar document (e.g., Acceptance Letter) issued by the relevant workplace abroad for the student concerned.
- (4) Students must participate in the stay abroad in the predefined dates and must maintain the planned period. The stay abroad shall be duly recorded in the IS MU.
- (5) Students going abroad within the Erasmus+ Programme and outside the Programme may apply for the scholarship. Stays in the country of origin of the applicant are excluded.
- (6) Students whose mobility is funded from other sources may be granted the scholarship to cover the difference between their funding and the maximum amount admissible under this Scholarship Programme.
- (7) In case a student has more stays abroad, their respective durations shall be considered separately for the purpose of the scholarship.

## Section 5 Form of Application

- (1) The application is filed in the electronic form through the IS MU Document Office to the vice-dean for doctoral studies (*Application for scholarship in support of the Doctoral Student Mobilities*).
- (2) The application shall contain the following requisites:
  - a. A study agreement (Learning/Training Agreement) with all relevant signatures; in other cases, a letter of invitation or an Acceptance Letter etc.
  - b. Financial plan of costs for the entire stay abroad, including travel expenses and living expenses, plus other expected costs, as the case may be.
- (3) The application shall be checked by the person in charge at the Dean's Office of the FSci MU and approved by the supervisor and vice-dean for doctoral studies.
- (4) After arrival in the destination, the confirmation of the host institution must be obtained (Confirmation of Arrival – Ph.D. student mobility under the Dean's Measure No. 7/2019) so that the whole sum of the scholarship may be paid. The student shall send the Confirmation to the person in charge at the Dean's Office of the FSci MU.

## Section 6 Amount and Payment of Scholarship

- (1) The scholarship typically amounts to CZK 1,000–100,000. A higher amount than the upper limit may be awarded only in cases worthy of special consideration.
- (2) The final scholarship amount shall be determined according to submitted costs, price levels in the destination, and state of funds in the order from which the scholarship is paid.

(3) The approved scholarship is usually paid in one instalment after the start of the student's stay abroad. As a condition to receive the scholarship, the student must prove that the foreign placement has been successfully started with a confirmation from the host institution ("Confirmation of Arrival - PhD student mobility"). In exceptional cases, it is possible for the scholarship to be paid in two payments, with the first (20 % of the approved scholarship amount) being paid prior to the start of the student's stay abroad. For the full amount to be paid, confirmation from the host institution (see above) must be provided upon arrival in the destination country.

(4) In case the mobility does not take place or is significantly shorter than planned in the approved application, the student shall return a proportionate part of the scholarship. If that happens due to objective reasons independent of the student's will, the relevant vice-dean may be asked for a waiver of the refund.

(5) The scholarship shall be paid in Czech crowns to the bank account specified by the student in the IS MU.

## Section 7

### Rules for Financial Plan and Other Requisites

(1) Expected costs may include travel expenses and placement expenses, plus other expected costs incurred in direct relation to the purpose of the mobility, as the case may be. In all categories, maximum economic use of funds is expected (e.g., travelling in economy class).

(2) **Travel expenses** are costs of travel by any means of transport, including local transport from the starting point to the destination and back. Travel expenses may also include trip cancellation insurance (covering the costs of air tickets and other tickets); it should be part of the ticket invoice.

- a. The contribution toward travel expenses depends on the distance between the home institution and place of stay abroad (up to the amount according to the real distance, see [EU Distance Calculator](#)). If travel expenses differ significantly, the deviation from the approximate amounts must be reasoned.

<b>Distance from home institution</b>	<b>Amount in CZK</b>
100–499 km	4,700
500–1,999 km	7,200
2,000–2,999 km	9,400
3,000–3,999 km	13,900
4,000–7,999 km	21,500
8,000 km and more	39,000

(3) **Placement expenses** are costs of accommodation (incl. cancellation fees, if applicable), food, travel insurance etc.

- a. Daily limits for different groups of countries are displayed in table "Maximum daily limits of living costs" below. The daily rate shall only apply to days on which the mobility provably takes place.

<b>Maximum daily limits of living costs</b>	
Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom	CZK 1,200
Belgium, France, Italy, Cyprus, Malta, Germany, the Netherlands, Portugal, Austria, Greece, Spain	CZK 1,000
Bulgaria, Estonia, Croatia, Lithuania, Latvia, Hungary, Poland, Romania, Northern Macedonia, Serbia, Slovakia, Slovenia, Turkey	CZK 800
Other countries – the maximum amount	CZK 1,300

- (4) Any other expected costs that do not fall into any of the above categories, e.g., administrative or registration fees, must be provably associated with the purpose of the stay.
- (5) Incidental expenses shall not include personal expenses (such as sauna fee, entrance to a hotel casino, refreshments provided to another person, gifts, etc.).
- (6) Travel tickets, accommodation receipts, etc. must be kept and handed over to the person in charge at the Dean's Office of the FSci MU after the end of the mobility (may be sent by e-mail as scans) together with a brief report of the mobility.
- (7) In exceptional cases, e.g., in the event of loss of original receipts that cannot be obtained again from the payee, the amount of costs may be evidenced with a statutory declaration.

## Section 8

### Combination of More Sources of Funding

- (1) If the student simultaneously applies for financial support of mobility from a different source (or from more sources), he/she shall inform the person in charge of the Scholarship Programme thereof and mention the fact in the application.
- (2) Various sources of mobility funding, e.g., Erasmus+, may be combined to reach the required amount.
- (3) Other sources of funding include travel orders. The student is required to report and include it on the financial plan in all cases - whether it is a travel order from an MU department, or another institution.
- (4) The financial plan of costs which is part of the application in the IS MU must specify the amounts obtained from other sources and the amount requested from the Scholarship

Programme (e.g., "Total requested amount is CZK 70, 000, of which 30, 000 is covered by Erasmus+; therefore, I request CZK 40, 000 from the A.6. Programme. ")

Section 9  
Final Provisions

- (1) The student shall be solely responsible for the correctness and completeness of information stated in the application.
- (2) There is no statutory entitlement to the scholarship.
- (3) The scholarship award is contingent on a sufficient availability of funds. Applications are collected throughout the calendar year until the allocated sum is exhausted.
- (4) Applications for the scholarship are processed in the order in which they were submitted.

These Guidelines are administered by the Office for Doctoral Studies, Quality, Academic Affairs and Internationalization, FSci MU.

Ing. Lucie Janíčková

10 January 2022