



Palacký University Olomouc Aurora UP Student Mobility Scheme

Palacký University Olomouc (UP) students can take a short-term visits to [Aurora partner universities](#).

Applications are to be sent to the UP Aurora office: aurora.up@upol.cz

Qualification requirements

Students applying for an Aurora mobility must be enrolled at UP, in a study program at the Bachelor's, Master's, or Doctoral Level.

The proposed mobility must take place at an Aurora University or be organized in the framework of the Aurora Alliance and the European Commission's European Universities Initiative.

The application must be filed **at least 8 weeks before the intended starting date** of the mobility.

Duration of the activity

The mobility duration can be up to a maximum of 7 days. In exceptional and justified cases (i.e., dedicated Aurora Events) the maximum duration of the short-term mobility can be extended upon mutual agreement.

Agreement on cost Reimbursement

Students are to advance their own travel and accommodation costs. Payment of the grant will take place through reimbursement. Prior to departure, the student must sign the **Agreement on cost Reimbursement**, which specifies the conditions of the mobility activity, particularly the travel dates and maximum travel costs.

Financial support

- Aurora funds the days on which the Aurora mobility is held, including one travel day before the activity and one travel day following the activity.



- The maximum amount of 1000 EUR (from Aurora Alliance funds) will be provided as financial funding of student mobilities up to 7 days. Longer mobilities can be funded up to 1500 EUR, upon mutual agreement.
- In case the cost of the mobility exceeds the maximum predetermined amount, the participant is obliged to arrange the funding of the excessive costs themselves.
- The cost of the above-mentioned student mobility will be refunded from the Aurora funds after the mobility.
- Upon agreement with the UP Aurora Office, the participating student can be provided with an advance payment of 50% of the expected mobility costs, after the Agreement on cost Reimbursement has been signed.
- Travel is covered on the basis of documented real costs (invoice, ticket/boarding pass, proof of payment).
- Participants are required to use the economy class means of transport; air transport is allowed only for destinations over 500 km away.
- Accommodation maximum rate is 100 EUR per night.
- The applicant cannot travel without signing the Agreement on cost Reimbursement.
- The receipts of the incurred costs must be glued to an A4 sheet of paper; the receipts must not cover one another, must be legible (stamp, signature, amount, and currency), and sorted based on the type of expense and currency.
- Eligible "other costs" are principally the use of public transport at the venue of activity. The reimbursement cannot include costs of books, photocopying, museum and library admission, etc.
- Any tuition/participation fees must be covered from other sources.
- The request for refund must be submitted to the UP Aurora Administrative Officer no later than within 10 days from the mobility completion, and by 5 December at the end of the calendar year – any later submission must be arranged with the UP Aurora Administrative Officer.



Confirmation of mobility activities and Final Report

Upon return, the student must submit the Confirmation of Aurora mobility activities in the required scope, issued by the receiving institution (department, faculty). The Confirmation of Aurora mobility activities must include the name of the student and receiving institution, the dates of the activity, and the number of days of the activity.

The confirmation must be submitted to the UP Aurora Administrative Officer in original. After the mobility, the participant is requested to fill in a Final report.