**Request**

**For co-funding an internship/mobility**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and surname |  | | |
| Personal number | **R** |  |  |
| Address, Postal code |  | | |
| E-mail |  | Phone |  |
| University email |  | | |
| Study programme |  | | |
| Faculty |  | Type of study | Bc/Mgr/PhD |
| Year of study |  | Mode of study | full-time/part-time |

Internship/Mobility description:

|  |  |
| --- | --- |
| Duration (from – to): |  |
| Institution: |  |
| City and country: |  |

|  |  |
| --- | --- |
| Are you travelling on a travel order (CP)? | YES / NO |

Breakdown of all required funds:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost type** | **Funds in total (CZK)** | **Sources of all funds\*** | | **Requested amount** |
| **…** | **…** |
| Transport |  |  |  |  |
| Accommodation |  |  |  |  |
| Meals |  |  |  |  |
|  |  |  |  |  |
| **IN TOTAL** |  |  |  |  |

**\*** Add other sources of funds used i.e. from the department, rectorate, own etc. and their approximate amount at the cost type to prove that none of the items are double funded.  
Consider the requested amount carefully, as everything will have to be supported by invoices/receipts. In case of failure to provide this, you will have to return this part of the scholarship.

Additional information:

Request submission date:

Signature:

|  |  |
| --- | --- |
| **Statement of the Vice-Dean for International Relations:** | agree/disagree |
| Approved amount of funds: |  |
| Date: | Signature: |