



"Internal Support of Mobility Program" Directive
of the INSTITUTE OF BIOPHYSICS of the CAS, v. v. i.

Preamble

- 1) The purpose of the Internal Support of Mobility Program (hereinafter referred to as "ISMP") of the Institute of Biophysics of the CAS, v. v. i. (hereinafter referred to as "IBP") is to provide financial contributions to students of doctoral study programs traveling abroad for a study stay or practical internship in the duration at least 30 days.
- 2) The contribution is intended primarily for students of doctoral study programs traveling abroad for study stays/practical internships organized within the framework of mobility programs of the parent university. For other types of mobility programs (e.g. trips organized by the IBP) it is possible to apply for a contribution, if that the trip is registered by a relevant study department of the parent university.

Article 1

Basic Provisions

- 1) **The Institute Director announces the competition** usually on **December 1**, when the period for submitting applications begins.
- 2) The amount of the financial contribution for one student trip is a maximum of CZK 20.000 in a given calendar year.
- 3) The amount of funds deposited into the ISMP by the Institute, sponsorship gifts, or other sources is defined annually in the IBP budget for the given calendar year depending on the financial situation of the Institute.

Article 2

Filing Applications

- 1) The student must be duly enrolled for doctoral studies at the parent university for the period starting with the application submission until the end of their planned trip, and **the study cannot be terminated or interrupted**.
- 2) The student must be employed at the IBP when submitting the application. In case the contribution is granted, the employment at the IBP must continue until the end of the internship/stay abroad.
- 3) The student may apply for the contribution from the IBP only once during their studies.

- 4) Applications must be filed in writing to the IBP Secretariat, using the form attached as Annex 1 to this Directive.

Article 3

Method of Application Evaluation

- 1) Immediately after the deadline for submission of the applications, the Internal Research Support Manager provides a list of received applications, which will be published on the IBP website. At the same time, all ISMP applications are made available to all members of the Board.
- 2) The IBP Director Board assesses submitted applications and proposes granting the contribution. On the recommendation of the Board, the Institute Director decides which student trips will be financially supported. Applicants will then be informed of the contribution being/not being granted.
- 3) Minutes of the proceedings of the Board are taken.

Article 4

Financing Method

- 1) Granting of support must be performed through payment of a specific invoice (accommodation, flight ticket, etc.), whereas the recipient on this invoice must be the IBP (the payment is always made through the financial office of the IBP). For a trip abroad it is necessary to submit a completed Trip Abroad Proposal.
- 2) The student is responsible for proper drawing and economical use of allocated funds.
- 3) Unspent funds cannot be transferred to the next calendar year and will be returned to the IBP budget.

Article 5

Result Evaluation

- 1) Interim reports are not required.
- 2) Within 14 days from the end of the study stay/internship, the student is obliged to submit to their supervisor Travel Report including Confirmation of Study Period.

Article 6

Final Provisions

- 1) The IBP Director reserves the right to change the ISMP rules or to cancel the ISMP for a certain calendar year, however, always in the period prior to the start of application admission.
- 2) The Internal Research Support Manager performs all administrative tasks related to ISMP activities.
- 3) There is no legal entitlement to the contribution grant.
- 4) This Directive shall enter into force on the day of its signature.

Annex 1 - Application form to the “Internal Support of Mobility Program” Directive of the Institute of Biophysics of the CAS v. v. i.

In Brno on October 25, 2022

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