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## RULES FOR ABROAD MOBILITIES

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### Article 1

#### Introductory Provisions

- (1) This dean's regulation is valid for the Faculty of Tropical Agriculture (hereinafter referred to as "FTZ") of the Czech University of Life Sciences in Prague (hereinafter referred to as "CZU").
- (2) This order regulates the rights and obligations related to the abroad mobility of FTZ students and employees.

### Article 2

#### FTZ Security Team

- (1) The Security Team of FTZ was established to solve situations connected with security risks ("security incident" from here on) of trips of FTZ students and employees abroad. For the purposes of this regulation, a security incident is any situation that threatens the health or property of outgoing students and employees of FTZ.
- (2) The members of the FTZ Security Team are the dean, the Vice-dean for international relations, the Vice-dean for education and quality assessment, the Vice-dean for science, research and doctoral studies and the Vice-dean for faculty development. The head of the FTZ Security Team is the Vice-dean for international relations, who convenes and coordinates the meetings of the FTZ Security Team. The dean of the FTZ has the final authority.
- (3) The FTZ security team may involve the CZU Security Department, the student's supervisor or the person responsible for the student's trip abroad or a security expert in solving a specific security incident, depending on the severity of such a security incident.

### Article 3

#### Records of FTZ students' trips abroad

- (1) This regulation establishes the obligations of FTZ students related to the trips of students of FTZ bachelor's, master's and doctoral study programs in full-time study abroad for:
  - I) data collection for the final thesis,
  - II) practical internship,
  - III) study internship,
  - IV) conference,
  - V) summer school,

VI) involvement in a FTZ project  
(hereinafter collectively referred to as "mobility").

Separate rules govern mobility within the Erasmus+ program according to the regulations of this program. Information is available on the website ([Faculty of Tropical AgriScience \(czu.cz\)](https://www.ftz.czu.cz)).

- (2) Following the relevant Study and Examination Regulations for studying in bachelor's and master's study programs of CZU, students' participation in classes is mandatory. Students of bachelor's and master's study programmes can be excused from classes for their participation in mobility only based on a pre-approved request.
- (3) To register the mobility, the student is obliged to submit the Student's Form for a trip abroad (in the case of semester mobility together with the Application for an individual study plan), which is listed in Appendix No. 1A of this regulation, before going abroad. The application form is also available on the FTZ website, in the International Relations section, Department of International Relations: <https://www.ftz.czu.cz/en/r-9422-international-relations/r-11631-international-relations-office>.  
This application form will be regularly updated, always with regard to the security policy of CZU. In the case of students of FTZ doctoral study programs, an application must be submitted to the S&R department at the same time.
- (4) The application must be signed by the supervisor of the final thesis (if mobility concerns the final thesis, study internship, or conference), the internship guarantor (in the case of a practical internship), or the guarantor of the project or summer school (in the case of a trip to a summer school or project). The student submits the signed application no later than 10 working days before the start of the mobility to FTZ's International Relations Office (hereinafter referred to as "IRO FTZ"). The submitted application will be assessed by the Vice-Dean for International Relations. In case of a request to travel to countries with a high-security risk, the request must be assessed by the FTZ Security Team (see the request approval process diagram in Appendix No. 2A). Based on the approved application, the authorized employee of IRO FTZ will register the student's mobility to UIS. The list of countries with a high-security risk is available on the FTZ website and is regularly updated by the FTZ IRO according to the current security situation in the world and consulted with the insurance company.
- (5) If the student states this in the application, the approved application will serve as the basis for the recognition of subjects that may be part of the study plan, e.g. "Practical Training", "Conference contribution", "Summer school" "Research Training and Internship".
- (6) During the mobility, the student is still a student of CZU with all rights and obligations, the student may not interrupt his studies during the duration of the mobility.
- (7) The total duration of mobility is included in the student's total study time.
- (8) All mobilities, including those that take place when the physical presence of students at CZU is not required (e.g. during vacations, national holidays and during the examination period), must be registered by IRO FTZ in the UIS system and the internal on-line system, especially to verify the excused absence of students from classes, keep records and identify students who are abroad at a given place at a given time, with regard to the security management of CZU.
- (9) Before starting the mobility, the FTZ student is obliged to ensure at his own expense:
  - a. travel insurance for the entire period of the planned mobility. Travel insurance from the partner insurance company ERV Evropská pojišťovna, a.s. is recommended for CZU students, i.e. also FTZ students. Information about this insurance is available on the FTZ website: <https://www.ftz.czu.cz/en/r-9422-international-relations/r-10721-other-international-mobilites/r-16713-travel-insurance-for->

the-czu-students/travel-insurance-for-the-czu-students.html . If the mobility takes place in the country of which the FTZ student is a citizen, and this student is covered by the public health insurance of the country in question, s/he does not need to present the insurance.

- b. Mandatory vaccinations in the destination area, applied on time and in cooperation with a specialist facility dealing with travel medicine.
- (10) Students who are citizens of the Czech Republic are required to register in the system Voluntary registration of Czech citizens when traveling abroad (DROZD) of the Ministry of Foreign Affairs (<https://drozd.mzv.cz>) before starting mobility. Students who are citizens of other countries are required to register under a similar system operated within their country – if such a system is operated in their country.
- (11) The implementation of student mobility is completely voluntary, students participate in it at their own risk. The student is obliged to familiarize him/herself with the security and political situation in the target destination before starting the mobility, s/he is obliged to familiarize him/herself with and for the duration of the mobility to follow the valid legal regulations and customs of the receiving country and the internal regulations valid for the receiving institution. The student bears sole responsibility for any violation of the laws and customs of the receiving country and the internal regulations of the receiving institution. The student is obliged to behave responsibly and not to take unnecessary risks.
- (12) General provisions on safety and health protection at work and working conditions according to the § 101 et seq. and § 238 et seq. Act. No. 262/2006 Coll., Labour Code, as amended apply to a student who carries out practical training as part of mobility.
- (13) It is recommended that students who will implement mobility in countries with a higher security risk complete the optional subject Personal Security and Risk Management (ITI005E) before starting the mobility.
- (14) In the event that a security incident occurs during mobility, the student is obliged to immediately contact (by phone or in writing by email) IRO FTZ. If it is also a potential insurance event, the student is also obliged to immediately contact the insurance company with which he has arranged travel insurance.
- (15) In the event of a security incident during mobility, the FTZ Security Team proceeds according to the scheme set out in Appendix No. 2B of this regulation.
- (16) The student is obliged to submit a written report on the security incident within 10 working days after the end of the mobility, electronically to IRO FTZ (form available on the faculty's website).
- (17) After returning from mobility, the student is obliged to submit to the IRO FTZ within 10 working days at the latest:
  - a. boarding passes / tickets (paper or electronic form), and
  - b. a certificate of participation in the conference/summer school, or an official confirmation of participation or cooperation issued by the admitting cooperating institution with a stamp

and signature printed on the institution's letterhead. The certificate or confirmation must be drawn up in one of the following languages – English, French, Italian, German, Portuguese, Russian, Slovak, Spanish. A certificate or confirmation issued in another language will not be accepted.

Based on the submission of these documents, IRO FTZ will terminate the given student's mobility in the UIS system.

## **Article 4**

### **Records of employee trips abroad**

- (1) This regulation establishes the obligations of FTZ employees related to their departure on a foreign business trip (or posting on a foreign business trip in the form of a Foreign Travel Order). Separate rules govern mobility within the Erasmus+ program according to the rules of this program.
- (2) Before going abroad, the employee is obliged to submit the Request for a business trip abroad, which is listed in Appendix No. 1B of this regulation. The application form is also available on the FTZ website, in the International Relations section, International Relations Office: <https://www.ftz.czu.cz/en/r-9422-international-relations/r-11631-international-relations-office>. This application form will be regularly updated, always with regard to the security policy of CZU.
- (3) A complete request signed by the employee and his manager must be submitted to the IRO FTZ no later than 10 days before the start of the foreign business trip. This application is submitted by the employee even if s/he goes on a business trip abroad via the rectorate or another faculty (the travel order will not be opened by the international relations office of the FTZ). The goal is for IRO FTZ to be informed about all foreign trips of its employees.
- (4) The submitted request will be assessed by the Vice-dean for international relations. In case of a request to travel to countries with a high-security risk (war zones), the request must be assessed by the FTZ Security Team (see the request approval process diagram in Appendix No. 2A). The list of countries with a high-security risk is available on the FTZ website and is regularly updated by the FTZ IRO according to the current security situation in the world and consulted with the insurance company.
- (5) Based on the approved request, IRO FTZ will open a foreign travel order for the relevant employee and take out the relevant travel insurance in his/her favour. Travel insurance must be arranged for all foreign trips and confirmation of this will be sent to the employee by e-mail. The travel order will then be approved by the FTZ dean. The employee is obliged to ensure the required vaccinations for the destination area, applied on time and in cooperation with a specialist facility dealing with travel medicine. The employee is also obliged to secure a visa (if necessary) to carry out the business trip abroad.
- (6) The employee performs his/her job during the foreign business trip. In case of a request to take a leave during the foreign business trip, the employee is obliged to inform IRO FTZ about this in advance and submit an approved request for work leave. The foreign work trip is interrupted during vacation period. The travel insurance costs during the vacation are borne by the employee and these will be deducted from the foreign work trip invoice and deducted from the salary in the month of the travel order invoice.

- (7) An employee who is a citizen of the Czech Republic is obliged to register in the Voluntary Registration of Czech citizens system of the Ministry of Foreign Affairs when traveling abroad (DROZD - drozd.mzv.cz) and before starting a work trip abroad. Employees who are citizens of other countries are required to register under a similar system operated within their country, if such a system is operated in their country.
- (8) Before starting a foreign business trip, the employee is obliged to familiarize him/herself with and for the duration of the foreign business trip – to follow the valid legal regulations and customs of the receiving country and the internal regulations valid for the receiving institution. The employee bears separate responsibility for any violation of applicable laws and customs of the receiving country or internal regulations of the receiving institution. The employee is obliged to behave responsibly and not to take risks.
- (9) If a security incident occurs during the foreign business trip, the employee is obliged to contact IRO FTZ immediately (by phone or in writing by email). If it is also a potential insurance event, the employee is also obliged to immediately contact the insurance company with which s/he has arranged the travel insurance.
- (10) In the event of a security incident during a foreign business trip, the FTZ Security Team proceeds according to the scheme specified in Appendix No. 2B of this regulation.
- (11) The employee is obliged to submit a written report about the security incident within 10 working days after the end of the foreign business trip, electronically to IRO FTZ (form available on the faculty's website).
- (12) After returning from a foreign business trip, the employee is obliged to submit the following documents to the IRO FTZ without delay, but within 10 days at the latest:
- a. boarding passes / tickets (paper or electronic),
  - b. in the case of traveling by own car, the exact time of departure and arrival in the Czech Republic and the exact times of crossing all state borders, including information on the number of kilometres travelled in the territory of respective states,
  - c. receipts/invoices that the employee requests to be reimbursed, e.g.:
    - i. invoice for accommodation (the invoice must contain the CZU ID number, except accommodation invoicing via Airbnb, when the CZU billing data must not be included on the invoice),
    - ii. invoice for air tickets/tickets (the invoice must contain the CZU ID number),
    - iii. an invoice for the conference fee (the deposit for the conference is included in the travel order only if the conference takes place less than 30 days from the date of invoicing the deposit. If the conference takes place more than 30 days from the date of invoicing, the payment is not directly related to the travel order of the employee in question),
    - iv. receipts for local transport, parking fees, etc.,
  - d. information on whether the employee was provided with food during the foreign work trip or whether some costs related to the foreign work trip were paid by the host organization,
  - e. a certificate of participation in a conference/workshop/meeting/project, or an official confirmation of participation or cooperation issued by the receiving institution with a stamp and signature printed on the institution's letterhead,
  - f. a completed and signed final report, the form of which is available on the FTZ website, in the International Relations section, International Relations Office: <https://www.ftz.czu.cz/en/r-9422-international-relations/r-11631-international-relations-office>.
- (13) Based on the documents submitted by the employee according to the previous paragraph, the travel order will be processed by IRO FTZ and the employee will be asked to sign the invoice. The statement will be approved by the responsible employee of IRO FTZ and the dean and then

submitted to the Economic Department of CZU (EO). Reimbursement of travel orders takes place in the form of payment to the wages of the relevant employees in Czech crowns. Any arrears are settled by deduction from the relevant employee's salary.

- (14) The procedures for the proper and timely settlement of travel allowances are established by the internal regulations of the CZU and EO instructions. The employee no longer states travel expenses paid by the CZU in advance in the travel order. Travel reimbursements paid with a company payment card must be filled out in the travel order with the note "paid with the CZU card".

## **Article 5**

### **Final Provisions**

- (1) This regulation was discussed in the FTZ dean's college on January 24, 2024.
- (2) The following annexes are an integral part of this regulation:
- a. Annex No. 1A – Student's application for a trip abroad
  - b. Annex No. 1B - Employee's request for a business trip abroad
  - c. Appendix No. 2A – Procedure for approving requests for travel abroad
  - d. Annex No. 2B - Process for foreign security incident report
- (3) This regulation becomes valid and effective on the day it is promulgated.

In Prague on

prof. dr. ir. Patrick Van Damme  
FTA Dean

**Annex No. 1A Student's request for study abroad (the current version of the form is available on the website of the International Relations Office)**

I would like to approve the request for a student mobility abroad with following information:

**Name, SURNAME:**

**Study program/year of study:**

**Date of birth (dd/mm/yyyy):**

**Contact (mobile) phone (incl. the international dial):**

**Departure from Prague (date and time):**

**Arrival in Prague (date and time):**

**Travel by: own car / rent car / bus / train / aeroplane**

**Final destination (country and exact location/region):**

**Name of the receiving/partner institution and address:**

**Main contact at FTA (supervisor/project coordinator/head of the research team/ guarantor of practical training):**

**Purpose of the journey:**

I honestly declare that:

**I leave for mobility voluntarily and on my own free will.**

Yes  No

**I will register my journey into the application DROZD (this applies only for Czech citizens) <https://drozd.mzv.cz/>**

Yes  No  I am foreigner, I can not register to DROZD system

**I checked the safety and security rules and I am aware about any security and health-related risks in the travel destination.**

Yes  No

Please see the list of destinations with increased security risks:  
[https://secure.ervpojistovna.cz/download/warlist.pdf?\\_gl=1\\*1hun0r2\\*\\_ga\\*Nzg3MTg2OTcwLjE2NDQ5MTQ2MzU.\\*\\_ga\\_V4D4088MVK\\*MTY4MTcyOTc4OC4xMTguMS4xNjgxNzI5ODkwLjAuMC4w](https://secure.ervpojistovna.cz/download/warlist.pdf?_gl=1*1hun0r2*_ga*Nzg3MTg2OTcwLjE2NDQ5MTQ2MzU.*_ga_V4D4088MVK*MTY4MTcyOTc4OC4xMTguMS4xNjgxNzI5ODkwLjAuMC4w)

**I have all the obligatory vaccinations valid for the travel destination.**

Yes  No In case of No, please provide a reason:

Please see the list of obligatory/recommended vaccinations:

<https://centrumcestovnimediciny.cz/en/list-of-obligatory-and-recommended-vaccinations-in-individual-countries/>  
or <https://www.ockovacicentrum.cz/cz/seznam-statu-a-z>

**I feel well for the trip and have all the medicines necessary for the final destination**

Yes  No

**I have a first aid kit and travel equipment according to the needs of the final destination (e.g. antimalarials)**

Yes, I have my own first aid kit

**I have downloaded the ERV insurance company application „ERV travel&care“ and I actively follow the information in the travel destination <https://www.ervpojistovna.cz/cs/mobilni-aplikace>**

Yes  No

**I am aware about the terms and conditions of ERV insurance company (i.e. there is only 80 % of insurance coverage of the air-ticket in case of cancel the journey due to the health problems). To get 100 % of the price of the air-ticket I must manage my own insurance for cancellation.**

Yes  No

Contact details of the contact person of the partner organisation abroad: Contact form during my stay abroad	
Name, Surname	
Position	
Organization	
Address	
Mobile phone number (or skype, whatsapp, ...)	
E-mail	

✓ Contact person in the Czech Republic the FTA will contact if necessary (personal contacts - family, friends, ...):

Contact form in the Czech Republic	
Name, surname	
Mobile phone number	
E-mail	
Relation (Friend/ family relative)	

I hereby confirm all the information above and agree with the journey:

Date:

Signature:

Supervisor's approval (thesis supervisor/project coordinator/head of the research team/ guarantor of practical training):

Date:

Name of the person:

Signature:

**Annex No. 1B Employee's request for a business trip abroad (the current version of the form is available on the website of the International Relations Office)**

# Request for a business trip abroad

I would like to approve the foreign travel order for a business trip abroad with following information:

**Name, SURNAME:**

**Date of birth (dd/mm/yyyy):**

**Contact (mobile) phone (incl. the international dial):**

**If not "standard" CZU employee, number of the work performance agreement ("DPP/DPČ"):**

**Departure from Prague (date and time):**

**Arrival in Prague (date and time):**

**Travel by: own car / rent car / bus / train / aeroplane**

**Final destination (country and exact location/region):**

**Name of the receiving / partner institution and address:**

**Main contact at FTA (project coordinator/head of the research team):**

**Purpose of the journey:**

**Financial sources – the billing track ("vláček"):**

**I do request to get an advance payment:**  Yes  No

If yes, please, tick the way of payment:  cash advance – currency: EUR – USD – GBP - CZK

bank transfer: ...../..... (only  
CZK)

If yes, what is the amount you are requesting (amount and currency):

**I do request a pocket money:**  Yes  No

If yes, the amount of the pocket money should be:  10% of the per diem

20% of the per diem

30% of the per diem

40% of the per diem

If yes, I confirm that the pocket money is an eligible expense and meet all the criteria of the project:

.....  
.....

Name and signature of the „příkazce operace“

Name and signature of the „správce operace“

I honestly declare that:

✓ **I will register my journey into the application DROZD (this applies only for Czech citizens) <https://drozd.mzv.cz/>**

Yes  No

I am foreigner, I can not register to DROZD system

✓ **I checked the safety and security rules and I'm aware about security and health-related risks in the travel destination**

Yes  No

Please see the list of destinations with increased security risks:

[https://secure.ervpojistovna.cz/download/warlist.pdf?\\_gl=1\\*1hun0r2\\*\\_ga\\*Nzg3MTg2OTcwLjE2NDQ5MTQ2MzU.\\*\\_ga\\_V4D4088MVK\\*MTY4MTcyOTc4OC4xMTguMS4xNjgxNzI5ODkwLjAuMC4w](https://secure.ervpojistovna.cz/download/warlist.pdf?_gl=1*1hun0r2*_ga*Nzg3MTg2OTcwLjE2NDQ5MTQ2MzU.*_ga_V4D4088MVK*MTY4MTcyOTc4OC4xMTguMS4xNjgxNzI5ODkwLjAuMC4w)

✓ **I have all the obligatory vaccinations valid for the travel destination**

Yes  No

In case of No, please provide a reason:

Please see the list of obligatory/recommended vaccinations:

<https://centrumcestovnimediciny.cz/en/list-of-obligatory-and-recommended-vaccinations-in-individual-countries/>

or <https://www.ockovacentrum.cz/cz/seznam-statu-a-z>

✓ **I feel well for the trip and have all the medicines necessary for the final destination**

Yes  No

✓ I have a first aid kit and travel equipment according to the needs of the final destination (e.g. antimalarials)

Yes, I have my own first aid kit  Yes, I have FTA first aid kit  No

✓ I have downloaded the ERV insurance company application „ERV travel&care“ and I actively follow the information in the travel destination [https://www.ervpojistovna.cz/cs/mobilni-aplikace](https://www ervpojistovna.cz/cs/mobilni-aplikace)

Yes  No

✓ I am aware about the terms and conditions of ERV insurance company (i.e. there is only 80 % of insurance coverage of the air-ticket in case of cancel the journey due to the health problems). To get 100 % of the price of the air-ticket I must manage my own insurance for cancellation.

Yes  No

Contact details of the contact person of the partner organisation abroad: Contact form during my stay abroad	
Name, Surname	
Position	
Organization	
Address	
Mobile phone number (or skype, whatsapp, ...)	
E-mail	

✓ Contact person in the Czech Republic the FTA will contact if necessary (personal contacts - family, friends, ...):

Contact form in the Czech Republic	
Name, surname	
Mobile phone number	
E-mail	
Relation (Friend/ family relative)	

✓ I will submit a **Final report** from the journey (form available on the Intranet) as a request to proceed my reimbursement. I'm aware that if I will not submit the Final Report, the reimbursement is not proceeded.

Yes  No

I hereby confirm all the information above and agree with the journey:

Date:

Signature:

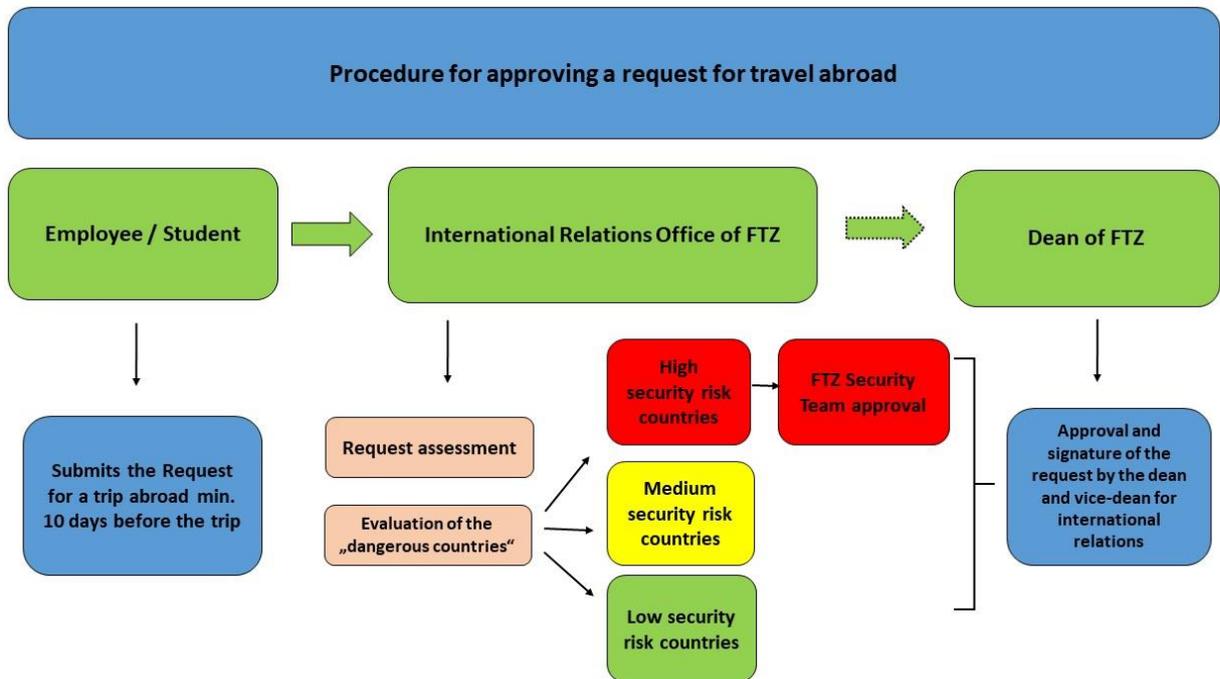
Supervisor's approval (head of department/dean):

Date:

Name of the person:

Signature:

## Appendix No. 2A Procedure for approving an application for travel abroad



## Appendix No. 2B Procedure for foreign security incident reports

