

Charles University, Faculty of Social Sciences

Institute of Political Studies

Notice of the Director no. 9/2025

replaces Notice of the Director no. 3/2020

Title:

Obligation of Teaching Mobility of IPS Academic Staff

In effect from: 16. 12. 2025

In Prague on 1. 12. 2025

PhDr. Petr Jüptner, Ph.D.

Director of IPS

This internal document of the Institute of Political Studies FSV UK defines and specifies the obligations of IPS academic staff regarding the fulfillment of teaching mobility. The fulfillment of this obligation is further reflected in the personal bonus to the wage, further defined by the Director's Notice No. 6/2025. The obligations defined by this Decree may also correspond to the goals set in the individual career growth plan (IPKR) of the given employee.

1. Definition of responsibilities

An academic staff member with a full-time employment of more than 0.5 is obliged to carry out a teaching stay at a foreign university once every four years. The teaching stay can be carried out within the framework of the ERASMUS+ program, or under specific circumstances (defined below) outside it.

By completing the teaching mobility, the employee enters a four-year protection period, during which the criterion for fulfilling the teaching mobility is considered to have been met (as further defined by the Director' Notice [No. 6/2025](#)). The employee has the right to request up-to-date information from the IPS Secretariat about the protection period by which the teaching mobility criterion must be met.

2.1 ERASMUS+

Teaching mobility through the ERASMUS+ program is subject to the [Faculty Rules for ERASMUS+ Staff Mobility](#) and [Rector's Regulation No. 6/2022](#). The teaching confirmation must be made on a [respective form](#).

2.2 Teaching mobility outside of ERASMUS+

Possible reasons for carrying out teaching mobility outside the ERASMUS+ program are as follows:

- Travel to a country outside the European Union member states
- Travel as part of a scientific project that also includes international teaching

The minimum number of teaching hours for mobility lasting a maximum of 5 working days (inclusive) is 4 x 80 minutes (200 minutes in total for other hourly allowances). If the mobility exceeds 5 working days, the minimum number of teaching hours is calculated as: the number of working days x 1.6.

Teaching, as the primary reason for the business trip, must be included in the Travel Authorisation Form and in the Business Trip Accounting. The employee is obliged to submit a confirmation of the completed teaching mobility with the indicated range of hours.

Completing teaching mobility at multiple universities within one evaluation period is permitted if the required hourly rate is met overall. Teaching mobility must be carried out within one business trip.

2.3 Fulfilling teaching mobility within the framework of a long-term research stay

The research stay at a foreign university or research institution must be of continuous duration of at least 90 calendar days (i.e. 3 months).

The employee is obliged to arrange a teaching replacement in advance.