

Type of stay by source of funding	Travel order	Salary
<p>1. the student goes on a business trip as a full-time EMPLOYEE - the source of co-financing can be a source that covers foreign work trips of PhD students (IRP), e.g. also co-financed by the counterparty, but the specific costs must be justified documented</p>	<p>complete a travel order with all expenses, must not waive meal allowance (can be reduced by free breakfast, lunch, dinner). It is possible to waive a part of the costs if it is covered by e.g. the counterparty (travel cost/accommodation/fee) - to be described in the report</p>	<p>salary keeps running</p>
<p>2. the student goes on an internship abroad as a STUDENT within the Erasmus+/ EMBO short term fellowship /specific research fellowship/IRP A.6 (there is no distinction whether the placement is a study or work placement - this is determined by the type of placement</p>	<p>do not complete the travel order</p>	<p>a) Taking unpaid leave</p> <p>a) Taking leave</p>

<p>determined by the type of placement the STUDENT is going on)</p>		<p>c) Work at the internship site (in the evenings after the internship), salary runs on, subject to conditions:</p> <ul style="list-style-type: none"> - PPV max 0.5 (job security and limit of 12 hours per day) - homeoffice agreement negotiated - approval of the immediate superior, who will assess whether it is possible to carry out 'afternoons' work according to the employee's job description"
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Principles of combining study stay and work trip of PhD students:

- 1) always separate the business trip and student's stay clearly in time; you cannot combine both in the same
- 2) depending on the source of funding, determine the nature of the internship abroad as a business trip/stud
- 3) if it is necessary to combine the study placement and the business trip funding, it is necessary to separate
- 4) do not confuse the terms student's traineeship and business trip (for employees)!
- 5) contract/acceptance letter with the host organisation

Both the business trip (1) and the student's stay (2) in IS can be recognised as a foreign placement obligation		
<p>Creating a record in the IS</p>	<p>Before departure, the student will create a record in IS and upload the Training Agreement. The student will apply for recognition of the XD110 Foreign Work Placement course only after his/her return. In any case, the student does not register the course in the MU IS before departure; the course will be uploaded to the IS upon approval of the student's application in the recognition application (after returning from the placement).</p>	<p>After returning from the placement, the student uploads the Confirmation of Placement Period to the IS MU. Once he/she has uploaded the required documents, the application allows to enter the request for course recognition.</p>
	<p>Before</p>	<p>After</p>

IS, Student section	create an internship record in the IS in the Internships and stays application	in the IS in the Internships and stays application for recognition of the course
	Instructions here	Instructions here.
Required documents	Training Agreement	Confirmation of Placement Period

***Coverage of insurance**

Each trip by an employee of the policyholder (hereinafter referred to as the "insured trip") is insured subject to the conditions set out in Article VI of this group insurance policy. The travel insurance abroad includes insurance for medical expenses abroad (Part II of the TPL), accident insurance (Part III of the TPL), liability insurance (Part V of the TPL) and supplementary assistance services (Part VI of the TPL). Baggage insurance (Part IV. of the TPL), cancellation fee insurance (Part VII. of the TPL) and supplementary insurance for hazardous sports (Part 1. of the TPL, paragraph 1.37) are not applicable in this travel insurance.

Stays abroad during concurrent full-time study and employment

Health insurance payment	Social insurance payment	Health care for the duration of the trip
paid by the employer	paid by the employer	a) travel to an EU+EEA country - European Health Insurance Card (does not cover everything), the deductible is covered according to the scope of travel insurance b) third countries - covered according to the scope of travel insurance
<p>If on unpaid leave, all insurance is the responsibility of the student. If the student has no income in a given month, MU's minimum insurance of 2,052 CZK/month (for 2021) must be paid to the insurance company, the insurance remains as a debt and can be paid by invoice. In the case of trips outside the EU longer than 6 months, the student must go to the health insurance company to make a declaration, on the basis of which MU will deregister him/her from the health insurance and the student will handle the insurance himself/herself.</p> <p>The method of payment of the health insurance is addressed in the application for unpaid leave.</p>	<p>It is not mandatory if the student has zero income. If the student wants to pay it, he/she should arrange it on his/her own at the CSSA (Czech Social Security) during the internship (but 2-3 months of not paying social insurance is not a big deal, it would be more work than any benefit).</p>	a) travel to an EU+EEA country - European Health Insurance Card (does not cover everything), the deductible is covered according to the scope of travel insurance b) third countries - covered according to the scope of
paid by the employer	paid by the employer	a) travel to an EU+EEA country - European Health Insurance Card (does not cover everything), the deductible is covered according to the scope of travel insurance b) third countries - covered according to the scope of

paid by the employer	paid by the employer	according to the scope of travel insurance
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period of time

ent's stay (it can also have a work-related content - but not as a result of employment at MU, but as a type
them in time

Travel health insurance	Taxes	Projects	What to avoid
paid by the employer*			<p>It is not permissible to combine it with a "student" source, i.e. a scholarship. It is not possible to reduce the cost of the trip unspecified by the amount indicated. It is not possible to waive travel costs without giving reasons, which must be relevant under the Labour Code. When travelling as an employee, everything is accounted for, calculated, recorded.</p>
paid and arranged by the student	<p>If you are travelling for more than 6 months, go to the tax office of your place of residence before you leave to get information on your tax obligations. Deliver confirmation of tax jurisdiction to the faculty accounting department.</p>	<p>If working on projects, inform all project leaders/project administration prior to travel to assess the impact of absence on the specific project</p>	<p>Watch out for possible stoppage of grant salary or leave of absence. If the employment is grant-funded, it is possible to increase it before or after the trip to even out the drawdown. If the student is employed on projects where the minimum average annual time requirement is 0.5 (GACR Expro, GACR Junior Star) - you need to keep an eye on it! Find out the conditions of the specific grant! - e.g. IGA does not allow working abroad on own dissertation topic, salary linked to other costs.</p>
paid and arranged by the student			

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of stay)