



Ref. No. JU/09/03501/24

Vodňany, 22nd October 2024

Dean's Measure No. 20/2024

Procedure for planning foreign visits, internships, or study stays of foreign staff, students, and guests at the FFPW USB

This Measure aims to clarify the conditions for planning foreign visits of staff, students, or guests to the FFPW USB.

1. Procedure for reporting visits of foreign staff or guests in the preparation phase:

The planned arrival of a foreign visitor must be reported to the Officer for Foreign Relations already in the preparation phase by filling in the „[Form for organization of foreign visits at the FFPW USB](#)“ (see attachment).

2. Procedure for reporting visits of foreign students in the preparation phase:

The planned arrival of international students must be reported to the Officer for Foreign Relations already in the preparation phase by e-mail. The Officer for Foreign Relations will select the procedure for the administrative and organizational arrangements for the student's arrival according to the type of student placement (ERASMUS+, short-term, long-term placement). The Officer for Foreign Relations will provide the students with the necessary instructions and coordinate the activities necessary to arrange the arrival in cooperation with the inviting person.

3. Another common procedure for securing foreign visits:

- 3.1. If the foreign visitor needs any documents (invitation letters and others) for a visa/permit for a short or a long stay, the inviting person will request these documents from the Officer for Foreign Relations. All letters of invitation for foreign visits to the FFPW USB are signed by the Vice-Dean for International Relations of the FFPW USB, or the Dean or the Officer for Foreign Relations. It is not allowed for anyone else to sign invitations or similar documents concerning the invitation of foreign staff, students, or guests to the FFPW USB.
- 3.2. The foreign visitor shall arrange for travel insurance before arrival, which shall be presented to the Office for Foreign Relations. If the Head of the laboratory/workplace considers it necessary, the visiting person will be asked to arrange for insurance against possible damage up to the amount proposed by the Head of the laboratory/workplace.
- 3.3. In the event of the need to use the accommodation facilities of the FFPW USB, the inviting person must contact the person responsible for accommodation at the FFPW USB well in advance. For short-term accommodation (1 month or less), the responsible person at MEVPIS is available.



- 3.4. The inviting person, in cooperation with the Head of the laboratory or workplace, arranges a workplace in the laboratory, agrees on the scope of access to the faculty premises, and requests access from the responsible persons at the RIFCH, IAPW, or ICS (issuing a guest ID card, chip, etc.).
- 3.5. In the case of active involvement in work at the workplaces of the FFPW USB, it is necessary to ensure the completion of [OSH training](#) at the specific workplace (provided by the Head of the workplace). After the document is signed by the foreign visitor, it is handed over to the person responsible for HR.
- 3.6. In the event of the establishment of an employment relationship (only Agreement to Perform Work / Agreement on Work Activities), the person responsible for human resources must be informed well in advance to specify the further procedure.
- 3.7. Further detailed information is available on the FFPW USB website in the section International mobility - foreign mobility – [arrivals](#).
- 3.8. The Officer for Foreign Affairs keeps a continuous record of all foreign visits to the FFPW USB.

Exceptions are decided by the Dean of the FFPW USB.

Prof. Dipl.-Ing. Tomáš Policar, Ph.D.
Dean of FFPW USB



Annex: Form for organizing foreign visits at the FFPW USB

Form for organizing foreign visits at the FFPW USB / Formulář pro organizaci zahraničních návštěv na FROV JU

Inviting person, supervisor, organizer or responsible person / Zvoucí osoba, školitel, pořadatel, nebo odpovědná osoba:

Contact person / Kontaktní osoba:

Name of the laboratory or department / Název laboratoře nebo útvaru:

Visitor/student / Návštěvník/student

- **First name** / Jméno:
- **Surname** / Příjmení:
- **Sex** / Pohlaví:
- **Nationality** / Národnost:
- **E-mail address** / E-mailová adresa:
- **Temporary residence address in the Czech Republic** / Adresa přechodného pobytu na území ČR:
- **Sending institution** / Vysílající instituce:
- **Student or employee** / Student nebo zaměstnanec *
- **Purpose of the stay** / Účel pobytu:
short-term visit × Ph.D. study × internship × summer school × other (specify) *
krátkodobá návštěva × Ph.D. studium × stáž × letní škola × jiný (upřesni)
- **Expected date of arrival** / Předpokládaný datum příjezdu:
- **Expected date of departure** / Předpokládaný datum odjezdu:
- **Do you have a valid health insurance for the entire stay in the Czech Republic?** / Máte platné zdravotní pojištění po celou dobu pobytu na území ČR?
Yes – Ano × No – Ne *

* **Delete as appropriate** / Nehodící se škrtněte

By submitting the completed form you **agree that your personal data will be processed** according to GDPR for the purposes of administering foreign visits at FFPW USB. / Odesláním vyplněného formuláře **souhlasíte se zpracováním osobních údajů** dle nařízení GDPR za účelem evidence zahraničních návštěv na FROV JU.