

The Financial Rules for the Incoming Teaching and Staff Training Mobility of Workers

Financial Agreement No. 2015-2-PL01-KA107-022754

PARTNER COUNTRIES MOBILITY (Lebanon, Morocco, Tunisia, Kosovo)

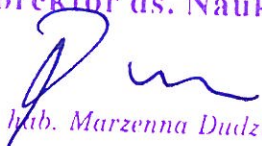
The National Agency, with regard to the rules of the European Commission and by means of agreement with the national agencies responsible for higher education, has set the following scholarship amounts for the said project:

	Individual Support (maintenance costs during mobility)	Travel distance
Incoming Staff from University of Pristina in Kosovska Mitrovica (Kosovo)	140 EUR per day	275 EUR
Outgoing Staff to University of Pristina in Kosovska Mitrovica (Kosovo)	160 EUR per day	275 EUR
Incoming Staff from Modern University for Business and Science (Lebanon), Ibn Tofail University, University Moulay Ismail, Abdelmalek Essaadi University (Morocco), University of Sfax, University of Gabes (Tunisia)	140 EUR per day	360 EUR

1. The incoming staff mobility shall take place between 1 February 2016 to 30 April 2017. It is set that the financed period of mobility in the receiving institution is 7 days including travel days.
2. Lublin University of Technology will pay to the staff incoming under mobility project with partner countries, the individual support for every day of mobility in the receiving institution as well as one day for travel before the mobility and one day after mobility indicated in the confirmation. Additionally, the staff member will receive travel distance lump sum indicated in the above table.
3. Two weeks before the planned mobility (at the latest), the staff member is obliged to submit in the International Exchange Office the following completed and signed documents: Application Form and Staff Mobility for Training/Teaching Mobility Agreement.
4. Every staff member is obliged to sign the financial agreement. The financial support shall be paid to the incoming staff on the first day of the mobility, if the staff member accepts the conditions of the financial agreement and sends its originals together with the documents described in point 3 to the international Exchange Office at least two weeks before the mobility. The additional condition is that Lublin University of Technology receives the payment from the National Agency.

5. The amount of financial support is in EUR, the total numbers. The financial support will be collected by the incoming staff in Bank Pekao S.A. (Branch), Krakowskie Przedmieście 64, 20-076 Lublin.
6. Within 14 days from the mobility period completion, the staff member is obliged to present in the International Exchange Office the certificate confirming the mobility period spent at Lublin University of Technology. The certificate should include information on the purpose of mobility (teaching/training). In case of teaching mobility, the certificate should include information on the number of hours taught. Additionally, the staff member is obliged to submit an online report, which link he/she will receive after mobility.
7. The Individual Participant declares that he/she has not obtained any other funding to finance the same costs under any other community programs or under other European Commission's initiatives.
8. Lublin University of Technology reserves the right to change *The Financial Rules for the Incoming Teaching and Staff Training Mobility of Workers Financial Agreement No. 2015-2-PL01-KA107-022754, PARTNER COUNTRIES MOBILITY (Lebanon, Morocco, Tunisia, Kosovo)*.

Prorektor ds. Nauki


Prof. dr hab. Marzenna Dudzińska