

*The Qualification Procedure for the Teaching and Staff Training Mobility of Workers*

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

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

The staff members who want to participate in the mobility for training and teaching under Erasmus Plus (partner countries mobility) must be employed in the sending institution.

1. The first stage of qualification procedure should take place in the Sending Institution. The Sending Institution can apply their own qualification procedure, which should include the following criteria: seniority in the sending institution, the knowledge of the English language which will be used during mobility, the content of the suggested mobility programme; international groups teaching competences (teachers) and professional development of the administrative employees;
2. If the candidates fulfill the said criteria, the priority will be given to employees who participate in the mobility for the first time, work for the internationalization of the university, are involved in students' exchange and who have started the cooperation between Lublin University of Technology and the sending universities;
3. On completion of the application procedure by the Sending Institution, the staff members who have been selected in the qualification procedure should complete the following documents:  
An online application Form:  
Teaching Mobility <http://www.bwm.pollub.pl/appform%20teaching%20staff.en>  
Non-Teaching Mobility <http://www.bwm.pollub.pl/Application%20Form%20Non-teaching.en>  
Staff Mobility for Teaching or Training Mobility Agreement available here <http://bwm.pollub.pl/FormsLMTK.en>
4. The completed forms should be submitted to the International Exchange Office of Lublin University of Technology.
5. The second stage of application procedure will take place at Lublin University of Technology. The decision on qualification of teaching employees will be made by the Faculty Coordinators/Deans, whereas the decision on qualification of administrative staff will be made by the Deputy Rector for Scientific Affairs, Prof. Marzenna Dudzińska, Ph.D., D.Sc..

**Prorektor ds. Nauki**

*Prof. dr hab. Marzenna Dudzińska*

