

The Implementation 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)

1. The exchange of employees is possible between the universities which have signed the Interinstitutional Agreement. The list of signed Interinstitutional Agreements is available here <http://bwm.pollub.pl/UmowyKLTm.pl>
2. The employee participating in the mobility under Erasmus Plus program must be employed in the sending institution in the period of application procedure as well as in the period of mobility.
3. The purpose of the teaching mobility is to teach students from partner university, whereas the purpose of training mobility is to improve qualifications connected with the work performed at the sending institution. The training should be connected with the duties performed at the sending institution.
4. During one week of teaching mobility the teacher is obliged to teach for 8 hours in the host institution. If the mobility is longer, then the number of teaching hours is $8 + (8/5 \text{ multiplied by the number of additional days})$.
5. The documents taken into account in the qualification procedure are Staff Mobility for Teaching Mobility Agreement and Staff Mobility for Training Mobility Agreement, which should be agreed with the host institution. The Staff Mobility for Teaching/Training Mobility Agreements should include information about the purpose and results of the mobility and the schedule of work.
6. 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 University.
7. The mobility of employees should take place in the period between 1 February 2016 and 30 April 2017. The financed period of mobility is 7 days including travel days.
8. The employee should have an insurance (health and accident insurance) for the period of mobility in the host institution, including travel days.
9. Within 14 days from the mobility period completion, the participant is obliged to submit the certificate confirming the mobility period. The certificate of the employee who has attended the training mobility should include information about the purpose of training, whereas the teaching mobility certificate should include information about the number of hours taught. The confirmed period of mobility shouldn't include the time of travel.
10. Within 30 days from completing the mobility the employee is obliged to submit an online survey, which link he/she will receive to the email address specified in the financial agreement.
11. An online survey and confirmation of stay are the basis to settle the mobility and, if necessary, to ask the mobility participant to return all or part of the scholarship.

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