

The Financial Rules for the Incoming Staff - Teaching and Training Mobility

Financial Agreement No. 2016-1-PL01-KA107-025959

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 lump sum
Białoruś	980 EUR per week (140 EUR x 7 days)	180 EUR
Liban		360 EUR
Maroko		
Tunezja		
Algieria		
Kosowo		275 EUR
Rosja		
Gruzja		
Kambodża		1100 EUR
Indonezja		
Honduras		820 EUR
Kazachstan		
Kirgistan		530 EUR
Uzbekistan		

1. The incoming staff mobility (partner countries project) shall take place between 1 September 2016 and 30 June 2018. It is set that the financed period of mobility in the receiving institution is 7 days, including 2 days for travel.
2. Lublin University of Technology (hereinafter referred to as LUT) will pay to the incoming staff under mobility project with partner countries, the individual support for every day of mobility at LUT as well as one day for travel before the mobility and one day after mobility, under the condition that the travel takes place before and after mobility period indicated in the confirmation issued by LUT. 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 to the International Exchange Office (hereinafter referred to as IEO) the following completed and signed documents: Application Form and Staff Mobility for Training/Teaching Mobility Agreement.
4. Every incoming staff member qualified to participate in the mobility under partner countries project is obliged to sign the financial agreement. The project of financial agreement is prepared by the IEO and sent via email to the incoming staff, who should send two signed copies of financial agreement via post to the IEO.

5. 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 signs financial agreement according to the procedure described in point 4 and sends to the IEO all required documents described in point 3. The additional condition is that Lublin University of Technology receives the payment from the National Agency.
6. The amount of financial support is in EUR, the total numbers. The financial support will be collected by the incoming staff in a specified branch of Bank Pekao S.A.
7. In order to settle the mobility, the incoming staff member is obliged to present to the IEO the certificate confirming the mobility period spent at LUT. The certificate should include information about the period of mobility, the purpose of mobility (teaching/training) and in case of teaching mobility, the certificate should include information on the number of hours taught.
8. The individual staff who participates in the mobility project no. 2016-1-PL01-KA107-025959 declares that he/she has not obtained any other funding to finance the same mobility costs under any other Community programs or under other European Commission's initiatives.
9. Lublin University of Technology reserves the right to change *The Financial Rules for the Incoming Staff - Teaching and Training Mobility, Financial Agreement No. 2016-1-PL01-KA107-025959*