

Annex 4. Erasmus - Staff Mobility for Teaching Assignments (STA) and Staff Mobility for Training (STT) – KA107 (mobility with partner countries)

Step 1. Recruitment Procedure

- 1) The information related to the process of recruitment of the academic staff of the university for the purpose of teaching assignments for the subsequent year shall be available in mid July on the Internet webpage of the International Relations Office. It shall also be sent via e-mail to the persons responsible for the functioning of Research and Didactic Unit. The deadline for submitting the applications for the subsequent year is 31st August.
- 2) Fundamental criteria for eligible candidates:
 - a completely filled in application form – 1 point;
 - a precisely defined objective and teaching or training program – 3 points;
 - command of the foreign language assessed on the basis of a certificate or declaration – 2 points;
 - benefits for the University arising from the additional activities undertaken during the stay – 2 points;
 - mobility within the framework of Erasmus + program in the last two years (Yes-0 points; No – 2 points);
- 3) The selection of the persons qualifying for the staff outgoing mobility program is carried out by the Selection Committee under the leadership of the Chancellor of the University of Economy. The remainder of the members of the Selection Committee include as follows: Vice-Rector for International Relations and the University Coordinator for the Erasmus+ Program. The employee qualified for the Staff Teaching or Training Assignments under Erasmus+ Program must be an employee of the University of Economy. The basis for employment includes: an employment agreement or a civil law agreement. The University may decide about a preferential treatment of the employees employed under an employment agreement, whose previous stay abroad under the auspices of Erasmus+ Program and LLP-Erasmus have contributed to a marked development of cooperation of the University with foreign institutions and a raised level of internationalization of the University of Economy;
- 4) The candidates shall be informed about the results of the selection process via a message sent by e-mail at the end of September;
- 5) Candidates, who have been selected for the participation in the Staff Mobility Teaching or Training Program under Erasmus+ are required to present a health insurance policy that is valid beyond the borders of their native country.

Step 2. Notification of the Foreign Higher Education Institution

- 1) An employee, who has been selected for the participation in the Staff Mobility teaching or Training Program and informed about it should contact the selected foreign partner university in order to discuss the details of the stay abroad, including the date of the stay and schedule of the teaching/ training activities at the foreign partner university.

- 2) The duration of the stay of the employee qualified for the teaching/training mobility at the foreign partner university lasts from 2 days at the minimum to 60 days at the maximum. The staff teaching/training activity comprises a minimum of 8 hours per 1 week. The University recommends a 5 day stay abroad + 2 days for travelling.
- 3) The University recommends that the employees participating in the Staff Mobility Teaching or Training Program submit an application form to the Regional branch of the National Health Fund for issuing of the European Health Insurance Card. It is also recommended that the Members of the Staff Teaching or Training Mobility Program present liability insurance, as well as accident insurance.

Step 3. Signing of the Agreement Between an Employee and University of Economy

- 1) As soon as the details of the planned teaching/training assignment have been agreed upon with the partner university the candidate for the teaching/ training program should report to the University Coordinator of Erasmus+ at the University of Economy to sign an agreement.
- 2) The teacher participating in the Staff Mobility Teaching/Training Program receives a mobility grant, the amount of which relies upon the target country and the length of the stay. The mobility grant is paid in cash immediately following the signature of the agreement. The mobility grant comprises the costs of accommodation, mobility flat rate and 2 days for travelling to the foreign partner university. The stays exceeding 7 days may only be carried out in exceptional cases.

Step 4. Stay at Partner University

- 1) The employee may at any time and for any reason during the stay at the partner University contact the Erasmus+ Program Office at that University or the International Relations Office at the University of Economy.
- 2) During the stay at the partner University, the employee is required to promote the University of Economy in Bydgoszcz, propose new forms of cooperation, e.g. cooperation within the framework of common projects, as well as encourage the employees and students of the University to participation in Erasmus+ Program following return to Poland.
- 3) International Relations Office prepares a starting program for each and every employee and discusses the schedule of the stay at the partner University abroad.

Step 5. Formalities following return to Poland

- 1) Following return to Poland after the mobility ends, the employees participating in the Staff Teaching/Training Program are required to submit the following documents signed by the partner University:
 - Teaching Program
 - Certificate of Attendance issued by the receiving University

- Copies of boarding passes, tickets and other applicable documents that prove the stay at the partner University.
- 2) The employee participating in the Staff Teaching/Training Mobility Program will receive via e-mail a link to fill in the Individual Staff Mobility Report. It is mandatory for any participant of the Staff Teaching/Training Mobility Program to fill in the report within 30 days. The link to the form will be sent onto the e-mail address, which the participant of the Staff Teaching/ Training Mobility Program provided for the purposes of the financing agreement. If the participant of the Staff Teaching/ Training Mobility Program does not receive an invitation to fill in the report or in case of any other problems, employees are requested to contact the University Erasmus+ Coordinator.
 - 3) Each and every employee participating in the Erasmus+ Staff Teaching/ Training Mobility Program is required to write a report for the internal purposes of the University together with the photographs from the stay within 30 days from return to Poland.
 - 4) Participation in the Erasmus+ Staff Teaching/Training Mobility Program constitutes an integral part of the achievements of the employee and her/his employment.

Step 6. Redistribution of released/ additional funds

Any possible free funds shall be allocated for outgoing travels of grant beneficiaries on the reserve list. Redistribution of additional funds relies upon the program of Erasmus+ National Agency.