

**UNIVERSITY QUALIFICATION AND IMPLEMENTATION PROCEDURE**  
**FOR THE MOBILITY OF FOREIGN INSTITUTION STAFF**  
**STA – TEACHING ASSIGNMENT, STT- STAFF TRAINING**  
**FROM PARTNER COUNTRIES TO UNIVERSITY OF LIFE SCIENCES IN LUBLIN**

PROJECT NO.: 2019-1-PL01-KA107-062060

**I. General conditions**

1. Only the foreign partner institution employees are eligible to take part in the qualification procedure for incoming mobility for teaching and training at University of Life Sciences in Lublin (ULSL) under Erasmus+ Programme.
2. Mobility of foreign institution staff can be carried out with universities from the following partner countries: Albania, Azerbaijan, China, Georgia, Moldova, Russian Federation, Ukraine, with which ULSL has previously signed the Interinstitutional Agreement. The list of Interinstitutional Agreements is available on the ULSL International Exchange Office (IEO) website.
3. The qualification procedure is carried out according to the conditions specified in Interinstitutional Agreements, unless the rules of the programme specify otherwise.
4. The purpose of the academic **teacher's mobility (STA)** is to conduct at least **8 hours** of didactic classes for students of ULSL. Before the arrival at ULSL and starting a teaching mobility, the Mobility Agreement (a teaching programme) should be agreed by three parties: Partner University, ULSL and an academic teacher. It defines, among others assumed learning goals, content of the curriculum and expected results.
5. The purpose of the university **staff mobility (STT)** is to participate in training (practical training, workshops, seminars, job shadowing). The programme of the training is specified in Mobility Agreement for each day and shows purpose for the participant, namely to increase specifically defined competences of the employee and improve qualifications directly related to the nature of work performed at his/her home university.  
It is required to undergo at least **16 hours** of training at ULSL for the mobilities lasting 5 working days.
6. The qualification procedure is carried out for the number and type of mobilities specified in the agreement between ULSL and Foundation for the Development of the Education System.
7. The deadline of qualification and documents submission at ULSL International Exchange Office (IEO):
  - ❖ Until 29.11.2019 (training mobility STT and teaching mobility STA)
8. A foreign institution staff mobility should take place between:
  - ❖ 1 February 2020 and 30 June 2021 (teaching mobility STA)
  - ❖ 1 February 2020 and 31 July 2021 (training mobility STT)
9. The deadlines of qualification and sending protocols to USLS may be changed on individual basis, if the project implementation requires such changes.

**Expected number of STA (Teaching Assignment) and STT (Staff Training) mobilities to be carried out in the project - 12 mobilities**



Country	STA	STT
Albania (STT, STA)	2	2
Azerbaijan (STA)	1	-
China (STA)	1	-
Georgia (STA)	1	-
Moldova (STA)	1	-
Russian Federation (STA, STT)	2	1
Ukraine (STA)	1	-

You can apply for 1 mobility.

10. The Erasmus+ scholarship is paid in the form of individual support, which is supposed to finance the travel and stay at ULSL, but does not cover the full costs of a mobility.
11. A foreign institution staff participating in the mobility project no. 2019-1-PL01-KA107-062060 cannot obtain any other funding to cover the same mobility costs under any other Community programmes or under other European Commission's initiatives.

## **II. Information campaign and recruitment procedure**

1. Information on the recruitment procedure, (conducted until November 29, 2019) will be available on the ULSL Erasmus+ website and sent by email to the person responsible at Partner Institution.

## **III. Qualification procedure**

1. The basis for qualification of a foreign institution staff is evaluation of teaching/training programme which should be agreed with the host institution. The Individual Teaching Programme defines learning objectives, contents of the teaching programme and the expected results, while the Individual Training Programme defines goals and results of the training, as well as work schedule and tasks. Forms of the above mentioned documents are available on ULSL IEO website.
2. The first stage of qualification takes place in a foreign institution. The foreign institution should prepare its own qualification procedures, which should include the following criteria: engagement in cooperation with Partner University, knowledge of a foreign language (English) in which the classes/training will be conducted, suggested mobility programme. For teaching mobility, the additional criteria are the following: conducting classes to international students at home institution; while for administrative staff, the additional criterion will be the expected impact of training on professional development.
3. In case of criteria met equally by two or more staff the priority will be given to staff who contributes to the internationalization of a foreign institution; staff involved in student exchange at a foreign institution and staff who have established cooperation with ULSL. All candidates should be treated equally and should not be discriminated because of their special needs or socio-economic background.
4. Partner University Qualification Procedure should be available on their website.

5. After completion of the first stage of the qualification procedure, the foreign institution prepares the minutes and sends them via email to ULSL IEO in the period specified in point I. The foreign institution prepares a waiting list of candidates. Selected candidates should complete the following documents:

- a. Application form
- b. Individual Training or Teaching Programme (Staff Mobility for Training/Teaching Mobility Agreement),

The application form and the Individual Teaching/Training Programme should be signed by a foreign institution, a foreign institution staff and sent to ULSL IEO (original or scan). The forms are available on the ULSL IEO website.

6. The second stage of qualification takes place at ULSL. Application documents are verified formally by IEO. Application documents of a foreign institution staff coming for teaching/training mobility are verified by Qualification Committee.
7. The condition to accept a foreign institution staff for teaching or training mobility is getting a consent from a foreign institution beforehand.
8. The qualification procedure of foreign institution teaching/training staff is carried out by Qualification Committee (Vice-Rector for Science, Implementation and International Cooperation, Erasmus+ Institutional Coordinator, IEO employee). The Qualification Committee prepare the minutes including the list of accepted candidates and waiting list. The Qualification Committee prepare the minutes within 14 working days.
9. If a staff resigns from attending the programme, the first candidate from the waiting list gets the right to attend the mobility. If the waiting list is completed or there are no candidates on the waiting list, the foreign institution can indicate a new candidate.
10. ULSL IEO immediately informs the candidates and IEO at Partner University about the results of qualification via email. ULSL IEO issue an invitation letter to the foreign institution staff, on the basis of which he/she applies for visa.
11. The staff may appeal the result of the qualification to the ULSL's rector within 7 days of the publication of the results.
12. A foreign institution staff is obliged to send, via email or regular post, a copy or scan of passport before coming to ULSL, so that the personal data presented in documents specified in point 9 can be verified. A proper spelling — according to passport — is necessary to make scholarship payments to foreign institution staff.
13. ULSL reserves the right to change The Qualification Procedure for the Mobility of Foreign Institution Staff to ULSL for teaching and training mobility under Erasmus+ Programme, project no.2019-1-PL01-KA107-062060.

#### **IV. Distribution of unused or additional funds**

1. If the funds within the project are not spent, the Vice-Rector for Science, Implementation and International Cooperation may announce an additional deadline of application, other than the one specified in point 4. Continuous qualifications is allowed.



## V. Implementation procedure

1. Every foreign institution staff qualified to participate in the mobility at ULSL signs the written agreement, where the conditions for mobility and its financing are specified. The draft of agreement is prepared by ULSL IEO and sent via email to the staff, who sends two signed copies of the agreement via regular post to the IEO address two weeks before the planned mobility period at ULSL.

## VI. Insurance

1. The employee should be insured for the period of travel and stay at ULSL. The insurance for the entire mobility period should include: medical expenses, accident insurance and additionally liability insurance (if relevant – only STT mobility).
2. The insurance conditions are governed by an agreement between ULSL and the staff, where the conditions for travelling abroad and its financing are specified. A foreign institution staff is obliged to provide a copy of the above-mentioned insurance (English version) before their arrival at ULSL.

## VII. Mobility settlement

1. A foreign institution staff coming to ULSL is obliged to settle the mobility, before returning to home institution. A foreign institution staff coming for teaching/training mobility must receive a certificate confirming a number of conducted classes/training hours and period of mobility from ULSL. The said certificate is issued and signed by the Faculty Coordinator or Erasmus+ Institutional Coordinator.
2. An additional condition for settlement of the mobility at ULSL is the completion of the online report *EU-survey*. The link to *EU-survey* will be sent to mobility participant's e-mail address indicated in the agreement. The time to submit a report is 7 days from the moment of receiving the request.
3. A foreign institution staff is obliged to submit Mobility report (available on ULSL IEO website).

## VIII. Additional information

The office must be notified in writing of any changes or cancellations.

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International Exchange Office (IEO)  
15 Akademicka St., 20-950 Lublin, Poland  
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