



UNIVERSITY QUALIFICATION AND IMPLEMENTATION PROCEDURE

FOR ERASMUS+ STAFF MOBILITIES

STA – TEACHING ASSIGNMENT, STT- STAFF TRAINING

FROM PARTNER COUNTRIES TO UNIVERSITY OF LIFE SCIENCES IN LUBLIN

PROJECT NO.: 2023-1-PL01-KA171-HED-000124827

1. 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. The mobilities of foreign institution staff can be carried out with universities from the following partner countries: Albania, Australia¹, Georgia, Moldova with which ULSL has previously signed Inter-institutional Agreements. The list of Inter-institutional Agreements is available on the [ULSL ERASMUS WEBSITE](#).
3. The qualification procedure is carried out in compliance with the conditions specified in Inter-institutional Agreements, unless the rules of the programme specify otherwise.
4. The purpose of the **mobility for teaching assignment (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, the content of the curriculum and expected results.
5. The purpose of the **mobility for training (STT)** is to participate in a practical training, workshops, seminars, job shadowing. The programme of the training is specified in Mobility Agreement for each day and shows the 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 mobilities for teaching assignment should be treated as of higher priority in the qualification process.
7. The qualification procedure is carried out for the number of mobilities specified in the agreement between ULSL and Foundation for the Development of the Education System.
8. The deadline of qualification and documents submission at ULSL International Exchange Office (IEO):
 - ❖ Until June 7, 2024 (both STA and STT mobilities)
9. The mobilities accepted by ULSL should take place between:
 - ❖ October 1, 2024 and June 13, 2025 (STA mobilities)
 - ❖ October 1, 2024 and July 31, 2025 (STT mobilities)
10. The qualification and documents submission deadlines may be changed on individual basis, if the project implementation requires such changes.

¹ Mobilities from Australia will only be possible on the condition that an Inter-institutional Agreement between partner universities has been signed.

2.Expected number of staff mobilities to be carried out in the project - 13 mobilities

Country	Staff mobilities
Albania	6
Australia	2
Georgia	3
Moldova	2

It is only possible to apply for 1 mobility in the project.

1. The Erasmus+ financial support is paid in the form of individual support and travel allowance which is supposed to finance the travel and stay at ULSL, but does not cover the full mobility costs.
2. The financial support may not be used to cover costs for actions already funded by Union funds.

3.Information campaign and recruitment procedure

1. Information on the recruitment procedure (conducted until June 7, 2024) will be available on the ULSL Erasmus+ website and emailed to the responsible person at Partner Institution.

4. Qualification procedure

1. Teaching/training programme included in the Staff Mobility for Teaching Assignments / Staff Mobility for Training 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 the goals and results of the training, as well as work schedule and tasks. The forms of the above mentioned documents are available on [ULSL ERASMUS WEBSITE](#).
2. The first stage of the qualification takes place in a foreign institution. A foreign institution should prepare its own qualification procedures, which should include the following criteria: the engagement in cooperation with Partner University, a foreign language competence (the classes/training will be conducted in English), suggested mobility programme. For teaching mobility, an additional criterion is the following: conducting classes to international students at home institution; while for training mobility, an additional criterion will be the expected impact of training on participant's professional development.
3. In case of criteria met equally by two or more staff members the priority will be given to the staff member who contributes to the internationalization of a foreign institution; is involved in student exchange at a foreign institution and has 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 completing the first stage of the qualification procedure, a foreign institution prepares the minutes and sends them via email to ULSL IEO within the period specified in point I. A foreign

institution prepares a waiting list of candidates. Selected candidates should complete the following documents:

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

Both documents should be signed by a responsible person at a foreign institution, a foreign institution staff member and sent to ULSL IEO (original or scan). The forms are available on the [ULSL ERASMUS WEBSITE](#).

6. The second stage of qualification takes place at ULSL. Application documents are verified formally by ULSL IEO. Application documents of a foreign institution staff members 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 members is carried out by Qualification Committee (Vice-Rector for University Development, Erasmus+ Institutional Coordinator, IEO employee). The Qualification Committee prepare the minutes including the list of accepted candidates and a waiting list. The Qualification Committee prepare the minutes within 14 working days.
9. If an accepted staff member resigns from carrying out the mobility, the first candidate from the waiting list gets the right to attend the mobility. If the waiting list is complete 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 on the qualification results via email. ULSL IEO issue an invitation letter for the accepted mobility participants, on the basis of which they apply for visa (if applicable).
11. A staff member may make an appeal to ULSL's within 7 days of the publication of results.
12. Mobility participants are obliged to send, via email or regular post, a copy or scan of their passports before their mobilities start so that the personal data presented in documents specified above can be verified. A proper spelling — according to passport — is necessary to make a participant's scholarship payments .
13. ULSL reserves the right to change The Qualification Procedure for Erasmus+ Staff Mobilities to ULSL for teaching and training mobility under Erasmus+ Programme, project no. 2023-1-PL01-KA171-HED-000124827.

5. Distribution of unused or additional funds

1. If the funds within the project are not spent, the Vice-Rector for University Development may announce an additional application deadline, other than the one specified above. An ongoing qualification is allowed.

6. Implementation procedure

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

7. Insurance

1. The mobility participant 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.
2. The insurance conditions are governed by an agreement between ULSL and the mobility participant, where the conditions for travelling abroad and its financing are specified. A mobility participant is obliged to provide a copy of the above-mentioned insurance coverage (English version) before their arrival at ULSL.

8. Mobility settlement

1. A mobility participant coming to ULSL will be issued a certificate confirming a number of conducted classes/training hours and the mobility period. The said document is issued and signed by the Faculty Coordinator or Erasmus+ Institutional Coordinator.
2. A mobility participant is obliged to settle his/her mobility at ULSL by completing and submitting the online participant report via the online EU Survey tool. The link to the EU-survey will be sent to mobility participant's e-mail address indicated in the agreement. The time to submit the report is 7 days from the moment of receiving the request.
3. A mobility participant is obliged to submit Mobility report (to be downloaded from [ULSL ERASMUS WEBSITE](#)).

9. Additional information

The ULSL International Exchange Office must be notified in writing of any changes or cancellations.

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