



UNIVERSITY QUALIFICATION AND IMPLEMENTATION PROCEDURE

FOR STAFF MOBILITIES

STA -TEACHING ASSIGNMENT, STT- STAFF TRAINING

FROM PARTNER COUNTRIES TO UNIVERSITY OF LIFE SCIENCES IN LUBLIN

PROJECT NO.: 2025-1-PL01-KA171-HED-000321716

I. General conditions

1. Only foreign partner institution employees are eligible to take part in the qualification procedure for incoming staff mobility for teaching and training at University of Life Sciences in Lublin (ULSL) under Erasmus+ Programme.
2. Staff mobilities can be carried out with universities from the following partner countries: Albania, Argentina, Columbia, Moldova and St. Kitts and Nevis with which ULSL has previously signed Inter-institutional Agreements. The list of Inter-institutional Agreements is available on the ULSL International Exchange Office (IEO) website.
3. The qualification procedure is carried out according to the conditions specified in Inter-institutional 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 start of 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.

Where a **teaching mobility is combined with a training activity** designed to enhance the staff member's professional competences, the minimum required teaching load is reduced to **4 hours** per week and must be supplemented by a minimum of **8 hours of training**. In such cases, the application procedure and documentation required for staff teaching mobility shall apply.

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 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 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 (Erasmus+ National Agency).
7. Each partner university is required to make a call for Erasmus+ staff mobilities and send ULSL the list of selected candidates. The appeals procedure should be clearly established, and applicants should be informed of their right to appeal in the call for applications.
8. An Erasmus+ staff mobility should take place between
 - ❖ October 1, 2026 and June 12, 2027 (STA mobilities)

❖ until July 15, 2027 (STT mobilities)

II. Expected number of staff mobilities to be carried out under the project – 10 mobilities

Country	Number of mobilities
Albania	4
Argentina	0
Columbia	1
Moldova	4
St. Kitts and Nevis	1

Each staff member can apply for 1 mobility.

1. STA mobilities are treated as prior in the selection process.
2. The Erasmus+ scholarship is paid in the form of individual support, which is supposed to finance travel and stay at ULSL but does not cover the full mobility costs.
3. Staff members participating in the mobility project no. **2025-1-PL01-KA171-HED-000321716** cannot obtain any other funding to cover the same mobility costs under any other European Commission's programmes and initiatives.

III. Information campaign and recruitment procedure

1. University Qualification and implementation procedure will be available on the ULSL Erasmus+ website and sent by email to the person responsible at partner university.

IV. Qualification procedure

1. The qualification of partner university staff is based on the 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 partner university. The partner university should prepare its own qualification procedures, which should include the following criteria: engagement in cooperation with ULSL, foreign language proficiency level (English), in which the classes/training will be conducted, suggested mobility programme. The additional criteria are the following: for teaching mobility - conducting classes to international students at home institution; for training mobility - 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 the staff who contributes to the internationalization of a partner university; the staff involved in student exchange at a partner university and the 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 partner university prepares the minutes and sends them via email to ULSL IEO.

The partner university 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 the partner university staff coming for teaching/training mobility are verified by Qualification Committee.
7. The condition to accept the partner university staff for teaching or training mobility is receiving a consent from the partner university beforehand.
8. The qualification procedure of partner university teaching/training staff is carried out by Qualification Committee (Vice-Rector for Human Resources, 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 a partner university staff member resigns from attending the programme, the first candidate from the waiting list gets the right to carry out the mobility. If the waiting list is completed or there are no candidates on the waiting list, the partner university 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 partner university staff, on the basis of which he/she applies for visa.
11. The partner university staff may appeal the result of the qualification to the ULSL's rector within 7 days of the publication of the results.
12. A partner university 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 above can be verified. A proper spelling — in compliance with the passport — is necessary to make scholarship payments to partner university staff.
13. ULSL reserves the right to change the Qualification Procedure for the partner university staff mobilities for teaching and training mobility under Erasmus+ Programme, project no. **2025-1-PL01-KA171-HED-000321716**.

V. Inclusion support

1. INCLUSION SUPPORT FOR PARTICIPANTS WITH DISABILITIES - FOR ALL TYPES OF MOBILITIES

Participants with documented disabilities may apply for additional financial support funded under the Erasmus+ Programme.

An application for funding of anticipated additional costs directly related to the participant's disability must be submitted to the National Agency (NA) through the coordinating Erasmus Office at University of Life Sciences in Lublin.

The application must be endorsed by the **Institutional Erasmus+ Coordinator** of the sending institution and the **Disability Support Officer** (or equivalent representative responsible for students and staff with disabilities), and subsequently by the **Institutional Erasmus+ Coordinator** of the receiving institution.

The application should be submitted to the Erasmus Office of the receiving institution immediately after the participant has been selected for mobility and no later than six weeks before the start of the mobility period.

The application should include all anticipated additional costs directly related to the participant's disability, such as the cost of a personal assistant/caregiver or the cost of special learning materials and support equipment required during the mobility period.

The decision on whether to grant additional funding, as well as the amount awarded, is made by Polish National Agency upon assessment of the application.

The receiving institution will inform the mobility participant applying for disability-related support of the amount of additional funding awarded.

Participants who receive additional funding from the National Agency to cover disability-related costs are required to submit a financial report and supporting documentation for the awarded funds upon completion.

VI. Distribution of unused or additional funds

1. If the funds within the project are not spent after the first call, partner universities should make additional calls for staff mobilities. An ongoing qualification is allowed.

VII. Implementation procedure

1. Every partner university staff member qualified to participate in the mobility at ULSL is required to sign a financial agreement with ULSL, 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 who sends back two signed copies of the agreement via regular post to the IEO address two weeks before the planned mobility period at ULSL or sends a scanned copy of the agreement signed on his/her part.

VIII. Insurance

1. The partner university staff 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 a financial agreement between ULSL and the staff, where the conditions for travelling abroad and its financing are specified. A partner university staff is obliged to provide a copy of the above-mentioned insurance (English version) before their arrival at ULSL.

IX. Mobility settlement

1. A partner university staff coming to ULSL is obliged to settle the mobility, before returning to home institution. A partner university staff coming for teaching/training mobility will be issued a certificate confirming a number of conducted classes/training hours and the period of mobility from ULSL signed by the representative of the host unit at ULSL and ULSL 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 financial agreement. The time to submit the report is 7 days from the moment of receiving the request.
3. A partner university staff is obliged to submit Mobility report (available on ULSL IEO website).

X. Additional information

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

University of Life Sciences in Lublin (ULSL)

International Exchange Office (IEO)

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