

The Implementation Procedure for the Incoming Staff - Teaching and Training Mobility

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

1. The exchange of employees is possible between the universities from partner countries: Lebanon, Kosovo, Morocco, Tunisia, Algeria, Cambodia, Indonesia, Honduras, Russia, Kazakhstan, Kyrgyzstan, Uzbekistan, Belarus, Georgia which have signed the Interinstitutional Agreement with Lublin University of Technology. The list of signed Interinstitutional Agreements is available on the website of International Exchange Office: <http://bwm.pollub.pl/UmowyGKUKR.pl>
2. The staff member participating in the mobility under the Erasmus Plus programme must be employed in the sending institution
3. The purpose of the incoming teaching mobility is to teach students from partner university, whereas the purpose of training mobility is to improve qualifications connected with work performed at the sending institution. The training should be related with the duties performed at the sending institution.
4. During one week of teaching mobility the teacher is obliged to teach 8 hours of lessons for students in the host institution.
5. The mobility of employee should take place in the period between 1 September 2016 and 30 June 2018. The financed period of mobility is 5 days plus 2 travel days.
6. The participant qualified on the mobility to LUT may change the date of the arrival if this date is during the project realization and it's possible to take place at the LUT department responsible for accepting the staff.
7. In case of resignation of participation in the mobility, candidates on the standby list are eligible to come to LUT. In case of exceeding the number of places or no candidates on the standby list, a partner university has a right to nominate a new candidate.
8. The employee should have an insurance (health and accident insurance) for the period of mobility in the host institution, including travel days. The incoming employee is obliged to submit the copy of the insurance before his arrival to LUT.
9. On the last day of mobility at LUT the participant is obliged to submit the certificate confirming the mobility period. The certificate of the staff who has attended the training mobility should include information about the purpose of the training, whereas the teaching mobility certificate should include information about the number of hours taught. The confirmed period of mobility shouldn't include the time of travel.
10. Within 7 days from completing the mobility the employee is obliged to submit an online survey, the link to which will be sent to the email address specified in the financial agreement.
11. The online survey and the confirmation of stay are the basis to settle the mobility and, if necessary, to ask the mobility participant to return all or a part of the scholarship.