

The Qualification Rules for the Incoming Staff - Teaching and Training Mobility

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

1. The staff members who want to participate in the mobility for training and teaching under Erasmus Plus (partner countries mobility) must be employed in the sending institution.
2. The qualification of staff is based on the amount of available scholarships, included in the financial agreement between Foundation for the Development of the Education System and the University, and Interinstitutional Agreements (Faculty) with the sending institutions and including the conditions described in these agreements.
3. The documents taken into account in the qualification procedure are Staff Mobility for Teaching Mobility Agreement and Staff Mobility for Training Mobility Agreement, which should be agreed with the host institution. The Staff Mobility for Teaching Mobility Agreements should include information about the teaching goals, lessons programme and expected results, whereas Staff Mobility for Training Mobility Agreement should include information on the purpose and results of training and schedule. Necessary forms are available on the International Exchange Office website (hereinafter referred to as IEO) <http://www.bwm.pollub.pl/PartnerIncomingStaff.en>
4. The first stage of qualification procedure should take place in the Sending Institution. The Sending Institution can apply their own qualification procedure, which should include the following criteria: seniority in the sending institution, the knowledge of the English language which will be used during mobility, the content of the suggested mobility programme. Additional criteria are: international groups teaching competences (teachers) and professional development of the administrative employees.
5. If the candidates fulfill the said criteria, the priority will be given to employees who participate in the mobility for the first time, work for the internationalization of the university, are involved in students' exchange and who have started the cooperation between Lublin University of Technology and the sending universities.
6. On completion of the application procedure by the sending institution, the recruitment protocol should be sent to the IEO. The sending institution prepares the standby list.

The staff members who have been selected in the qualification procedure should complete the following documents:

a) An application Form available on the IEO website:

Teaching Mobility <http://www.bwm.pollub.pl/appform%20teaching%20staff.en>

Non-Teaching Mobility <http://www.bwm.pollub.pl/Application%20Form%20Non-teaching.en>

b) Staff Mobility for Teaching or Training Mobility Agreement available here <http://bwm.pollub.pl/FormsLMTK.en>

Application form and Staff Mobility for Teaching/Training should be signed by the responsible person in the sending institution and sent to IEO.

7. The second stage of application procedure takes place at Lublin University of Technology. The application documents are formally checked by IEO staff and substantially by faculty coordinators. The decision on qualification of teaching employees will be made by the Faculty Coordinators/Deans, whereas the decision on qualification of administrative staff will be made by the appropriate Vice-Rector.
8. The qualification protocols with a list of candidates are sent to IEO until:
 - 1) 15.08.2016
 - 2) 15.01.2017 (teaching mobility) and 31.01.2017 (training mobility)
9. If Lublin University of Technology has scholarships available, the appropriate vice-rector can announce a new call. In specific situations the sending/receiving universities may set a new deadline of qualification and sending protocols.
10. IEO immediately informs the staff on the results of qualification procedure.
11. The staff has the right to appeal the results of qualification to the appropriate vice-rector of Lublin University of Technology within 7 day from the day of results announcements.