



POLITECHNIKA LUBELSKA

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On the basis of the *Lublin University of Technology Rector's Order No. R-13/2018 of 1.02.2018 on accepting staff from foreign institutions under Erasmus+ Programme and other international educational mobility programmes*, I hereby establish The Financial Procedure for the Mobility of Foreign Institution Staff to Lublin University of Technology (further: LUT) for teaching and training mobility under Erasmus+ Programme (further: arrivals to LUT), project 2018-1-PL01-KA107-049190.

The rules are available on the LUT's Office of International Education website (further OIE).

UNIVERSITY FINANCIAL PROCEDURE FOR THE MOBILITY OF FOREIGN INSTITUTION STAFF TO LUBLIN UNIVERSITY OF TECHNOLOGY (project no 2018-1-PL01-KA107-049190)

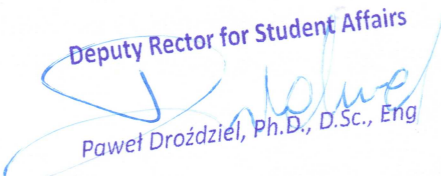
The National Agency, with regard to the rules of the European Commission and by means of agreement with the national agencies responsible for higher education, has set the following scholarship amounts for the said project:

Kraj	Wsparcie indywidualne	Ryczałt na podróż
Algeria, Armenia, Tunisia, Morocco (Moulay Ismail University, Abdelmalek Essaadi University)	980 EUR per week (140 EUR x 7 days)	360 EUR
Belarus (Belarusian National Technical University, Belarusian State University)		180 EUR
Brazil, Honduras, Indonesia, Japan, Cambodia, Panama, Mexico		1500 EUR
Russian Federation, Georgia, Ukraine (Sumy State University)		275 EUR
India, Kazakhstan (Al-Farabi Kazakh National University, Taraz State University)		820 EUR
Kirgizstan, Uzbekistan, Morocco (IBN Tofail University)		530 EUR

Table 1.

1. The Erasmus+ scholarship is paid in the form of individual support, which is supposed to finance the travel and stay at LUT, but does not cover the full costs of mobility.
2. A foreign institution staff mobility should take place between 14 January 2019 and 30 June 2020. The financed period is 7 days (including 2 days for travel).
3. LUT will pay out to the foreign institution staff individual support for every day of stay at LUT plus one day for travel to and from the receiving institution. The travel must take place directly before and after mobility period specified in the confirmation issued by LUT, which will include the date of beginning and completing the mobility.
4. Additionally, LUT will pay out travel distance allowance to a foreign institution staff. The travel distance allowance is counted on the basis of EU distance calculator (http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_pl).
The rates are indicated in Table 1.
5. One month before the planned mobility (at the latest), the staff member is obliged to submit to OIE the following completed and signed documents: Application Form and Individual Teaching/Training Programme. Application documents of a foreign institution staff coming for teaching mobility are substantially verified by the faculty coordinators or the head of the Foreign Language Department. Application documents of a foreign institution staff coming for training mobility are substantially verified by the faculty coordinators or the heads of training host units or vice-rector for student affairs.
6. Every foreign institution staff qualified to participate in the mobility at LUT signs the written agreement, where the conditions for travelling abroad and its financing are specified. The project of agreement is prepared by OIE and sent via email to the staff, who sends two signed copies of the agreement via regular post to the OIE address two weeks before the planned mobility period at LUT.
7. The financial support, specified in points 3 and 4, shall be paid to the staff on the first day of the mobility, under the condition that the staff submits all necessary documents specified in point 5 and accepts all the conditions of the agreement and under the condition that LUT receives the payment from the Erasmus+ National Agency.
8. If required, the return of additional costs connected with disability will be done on the basis of "The conditions of financing mobilities of disabled participants in the academic year 2018/19" which are available on OIE website.
9. The amount of financial support is in EUR, the total numbers. The financial support will be collected by a foreign institution staff in a specified period and branch of Bank Pekao S.A.
10. A foreign institution staff coming to LUT is obliged to settle the mobility, before returning to home institution. A foreign institution staff coming for teaching mobility must deliver a certificate confirming a number of conducted classes and period of mobility to OIE. The said certificate is issued and signed by the faculty coordinator, other person indicated by the faculty heads or the head of the Foreign Language Department. A foreign institution staff coming to LUT for training mobility delivers to OIE a certificate confirming the period spent at LUT and completion of planned training. This certificate is issued and signed by the faculty coordinators or the heads of training host units or vice-rector for student affairs.

11. An additional condition for settlement of the mobility at LUT is the completion of the online report EU-survey, which link to the staff will receive after the end of mobility to the e-mail address indicated in the agreement indicated in point 6.
12. The financial support or part of it (specified in points 3 and 4) shall be recovered if the participant does not carry out the mobility activity in compliance with the terms of the agreement mentioned in points 10 and 11.
13. Additional or free funds will be allocated to additional mobilities at first.
14. A foreign institution staff who participates in the mobility project no. 2018-1-PL01-KA107-049190 cannot obtain any other funding to finance the same mobility costs under any other Community programs or under other European Commission's initiatives.
15. LUT reserves the right to change The Financial Procedure for the Mobility of Foreign Institution Staff to Lublin University of Technology for teaching and training mobility under Erasmus+ Programme, project 2018-1-PL01-KA107-049190.
16. The qualification, financial and implementation procedures for the Mobility of Foreign Institution Staff to Lublin University of Technology for teaching and training mobility under Erasmus+ Programme are governed the *Lublin University of Technology Rector's Order No. R-13/2018 of 1.02.2018 on accepting staff from foreign institutions under Erasmus+ Programme and other international educational mobility programmes.*

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