



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

1. Only the foreign institution employees can take part in the qualification procedure for incoming mobility for teaching and training at LUT under Erasmus+ Programme.
2. The qualification procedure is carried out according to the signed Interinstitutional Agreements, taking into account the conditions specified thereof, unless the rules of the programme specify otherwise.
3. The qualification procedure is carried out according to the number of funds received on the basis of agreement signed between LUT and Foundation for the Development of the Education System, taking into account the conditions specified thereof.
4. The deadlines of qualification and documents submission at OIE:
 - 1) Until 31.01.2019 and 2.09.2019 (training mobility)
 - 2) Until 31.12.2018 and 2.09.2019 (teaching mobility)

The deadlines of qualification and sending protocols to LUT may be changed on individual basis, if the project implementation requires such changes.

5. If the funds within the project are not spent, the vice-rector for student affairs may announce and additional deadline of application, other than those specified in point 4.
6. The basis for qualification of a foreign institution staff is 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 OIE website.

7. The first stage of qualification takes place in a foreign institution. The foreign institution may prepare its own qualification procedures, which should include the following criteria: seniority at sending institution, knowledge of a foreign language (English) in which the classes/training will be conducted, suggested mobility programme. For teaching mobility, the additional criteria are the following: international groups teaching competences; while for administrative staff, the additional criterion will be expected impact training on professional development.
8. Qualification priority to foreign institutions staff who meet the above criteria equally, will be given to staff carrying out mobility for the first time; staff who work for the internationalization of a foreign institution; staff involved in student exchange at a foreign institution and staff who have established cooperation with LUT. All candidates should be treated equally and should not be discriminated because of their special needs or disadvantaged due to socio-economic background.
9. After completion of the first stage of qualification procedure, the foreign institution prepares the minutes and send them via email to OIE in the periods specified in point 4.

The foreign institution 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),
10. The second stage of qualification takes place at LUT. Application documents are verified formally by OIE staff. 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.
 11. The condition to accept a foreign institution staff for teaching or training mobility is getting a beforehand consent of a foreign institution.

12. The qualification procedure of foreign institution teaching staff is carried out by faculty coordinators or the head of the Foreign Language Department. The qualification procedure of foreign institution training staff is carried out by the Qualification Committee. The Qualification Committee and faculty coordinators prepare the minutes including the lists of accepted candidates and waiting lists. The Qualification Committee prepares the minutes within 14 days of the qualification completion.
13. If a staff resigns from attending the programme, the candidates on the waiting list get the right to attend the mobility. If the waiting list is completed or there are no candidates on the waiting list the foreign institution can indicate a new candidate.
14. OIE immediately informs the candidates about the results of qualification via email. OIE issue an invitation letter to the foreign institution staff, on the basis of which he/she applies for visa.
15. The staff may appeal the result of the qualification to the LUT's vice-rector for student affairs within 7 days of the publication of the results.
16. A foreign institution staff is obliged to send, via email or regular post, a copy or scan of passport before coming to LUT, so that the personal data presented in documents specified in point no. 9 can be verified and proper spelling – according to passport – is necessary to make scholarship payments to foreign institution staff.
17. LUT reserves the right to change The Qualification Procedure for the Mobility of Foreign Institution Staff to Lublin University of Technology for teaching and training mobility under Erasmus+ Programme, project no. 2018-1-PL01-KA107-049190.
18. The qualification, financial and implementation procedure for the Mobility of Foreign Institution Staff to Lublin University of Technology for teaching and training mobility under Erasmus+ Programme are governed by 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.*

Deputy Rector for Student Affairs

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