



# POLITECHNIKA LUBELSKA

## LUBLIN UNIVERSITY OF TECHNOLOGY

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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 Implementation Procedure for the Mobility of Foreign Institution Staff to Lublin University of Technology (further LUT) for teaching and training mobility under Erasmus+ Programme (further: mobility to LUT), project 2019-1-PL01-KA107-062849.

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

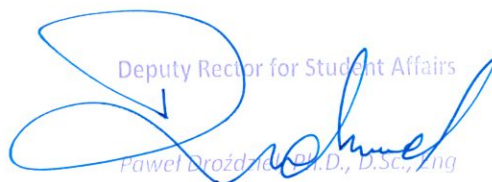
### UNIVERSITY IMPLEMENTATION PROCEDURE FOR THE MOBILITY OF FOREIGN INSTITUTION STAFF TO LUBLIN UNIVERSITY OF TECHNOLOGY

**(project no. 2019-1-PL01-KA107-062849)**

1. Mobility of foreign institutions staff can be carried out with universities from partner countries in: Algeria, Armenia, Belarus, Brazil, Georgia, Honduras, Indonesia, Japan, Cambodia, Kazakhstan, Kirgizstan, Kosovo, Morocco, Tunisia, Panama, Russia, Ukraine, Uzbekistan, India and Mexico with which Lublin University of Technology has signed the Interinstitutional Agreement. The list of signed Agreements is available on the OIE website.
2. A foreign institution staff qualified to come to LUT must be employed in the partner institution.
3. A foreign institution staff coming for teaching mobility conducts classes for students and participants of doctoral studies at LUT. During one mobility period the staff is obliged to conduct at least 8 hours of didactic classes.
4. A foreign institution staff coming for training mobility improves his/her skills and qualifications related to the work performed in a foreign institution.
5. A foreign institution staff qualified to come to LUT may change the set date of arrival, only if the suggested arrival date falls within the duration of the project and is possible to be implemented at LUT's unit, which is responsible for accepting the staff.
6. A foreign institution staff should be insured for the period of travel and stay at LUT. The insurance conditions are governed by an agreement between LUT and the staff, where the conditions for travelling abroad and its financing are specified. A foreign institution staff is obliged to provide a copy of the above-mentioned insurance until the day of arrival to OIE.

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7. A foreign institution staff is obliged to settle his/her mobility to LUT before returning to his/her home institution. The staff coming for teaching mobility provides the OIE with a certificate confirming the number of hours of didactic classes and the duration of stay at LUT, issued and signed by the faculty coordinator or other person designated by the faculty head or the head of the Foreign Language Department. A staff coming for training mobility provides the OIE with a certificate confirming the duration of stay at LUT and the implementation of the training program, issued and signed by the vice-rector for student affairs or the faculty coordinator or the head of the training unit.
8. 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, where the conditions for travelling abroad and its financing are specified. The time to submit a report is 7 days from the moment of receiving the request.
9. The Implementation Procedure for the Mobility of Foreign Institution Staff to Lublin University of Technology (further LUT) for teaching and training mobility under Erasmus+ Programme are regulated 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.*
10. LUT reserves the right to change The Implementation Procedure for the Mobility of Foreign Institution Staff to Lublin University of Technology for teaching and training mobility under Erasmus+ Programme, project 2019-1-PL01-KA107-062849.

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