

REGULATIONS

of the Erasmus+ KA131 at Wrocław University of Science and Technology  
EMPLOYEES MOBILITIES FOR TRAINING (STT – Staff Mobility for Training)  
In the academic year 2023/2024

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## **I. GENERAL INFORMATION ABOUT THE PROGRAMME**

Starting from the 2021/2022 academic year, a new edition of the Erasmus+ programme has been running that encompasses years 2021-2027 (2027/28 is the last academic year covered by the programme). The project is implemented by the International Relations Office (hereinafter IRO).

These recruitment regulations concern the Erasmus+ project in the academic year 2023/2024

Erasmus+ is a scholarship programme within which employees have an opportunity to go abroad to take part in trainings that are relevant to their everyday work or to the internationalization of the University.

The mobilities may take the form of:

- trainings, as well as workshop or job shadowing visits ,
- trainings in the area of digital skills that will allow the use of digital technologies during classes and digitalization of administrative processes, language courses that aim at raising foreign language skills (provided that the course is related to the employee's job duties), as well as the employment of good practices observed abroad and strengthening of cooperation with the partner institution/organization.
- participation in Blended Intensive Programmes (hereinafter BIP) organized by foreign scientific institutions participating in the Erasmus+ programme, in accordance with rules provided herein. BIP mobilities are proceeded in the same manner as mobilities for training.

The following countries are entitled to participate in the Erasmus+ programme:

- ✓ EU member states: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Lithuania, Luxembourg, Latvia, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.
- ✓ Third countries associated with the programme: Iceland, Lichtenstein, Norway, North Macedonia, Serbia, and Turkey.
- ✓ Other states that are not members of the programme, determined for a given project.

## **II. PARTICIPATION REGULATIONS**

### **1. Objective of the mobility**

The objective of the mobility is for the employee to participate in a training that raises and develops their skills, as well as improves the institution's internationalization, that are related to the work performed at the home institution, such as participation in a seminar, workshops with training elements, job shadowing or workshop visits, participation in BIPs combining physical and virtual mobilities (excluding conferences, conventions, symposia)

- The employee is obliged to take part in the training declared in the training programme, signed by the dean/head of office.
- The amount of the grant is strictly related to the declared country where the training is to take place. Employees look for a partner institution at which they would like to train on their own. The institution must be located on the territory of a country that participates in the Erasmus+ KA 131 Programme.
- Only one training mobility can be performed during the implementation of this project, i.e. intake in a particular academic year.

## **2. Duration of stay of an employee in the partner institution**

An employee's stay at the receiving institution must begin and end between the closing of the intake and 31 July 2025, subject to possible changes resulting from prolongation of the project period or cases of force majeure.

- The mobility must end before the expiry date of the agreement with the National Agency for the Erasmus+ Programme. Information about the prolongation of acceptable date of the end of mobilities will be published on the IRO website ([www.dwm.pwr.edu.pl](http://www.dwm.pwr.edu.pl))
- The minimum duration of stay is 2 days and the maximum is 5 days. These have to be days in a row. In special cases, stays longer than 5 days can be financed. Such stays will be accepted on an individual basis.
- For BIPs the length of stay is a maximum of 5 days of physical mobility, during which the stationary component of the programme is carried out, combined with the obligatory virtual component (the minimum and maximum duration of the virtual component is not specified).
- Training mobility should be carried out in a different foreign institution than in the last two academic years, i.e. 2022/2023 and 2021/2022.

### **III. RECRUITMENT OF UNIVERSITY EMPLOYEES**

#### **1. Authorized candidates**

- To apply for a mobility within the Erasmus+ programme one must be an employee of the university hired on an employment contract.
- The employee should demonstrate proficiency in the foreign language sufficient to be able to participate in the training/programme.
- During the qualification process, priority will be given to persons that:
  - ✓ apply for an Erasmus+ mobility grant for the first time,
  - ✓ apply for a mobility to develop their teaching or digital skills,
  - ✓ go to a different foreign institution than in the previous years,
  - ✓ justify their mobility in terms of his/her job duties and its influence on the internationalization of his/her office or the institution as a whole,
  - ✓ coordinate the implementation of the Erasmus+ programme at the faculties,
  - ✓ carry out the stationary components of BIP programmes.
- In order to be able to apply for another Erasmus+ mobility one has to have all the previous Erasmus+ mobilities settled.

#### **2. Schedule and recruitment system**

- Recruitment for training mobilities takes place once a year. In special cases the recruitments can be organized a few times over the year, depending on the needs. Extra criteria may be developed for the additional recruitments.
- Employees file mobility applications via the [IRC system](#).
- The applications in the IRC system must be filed no later than on 31 January 2024, 11:59 PM.

- Candidates will be informed of the results of the recruitment by e-mails generated in the IRC system until 16 February 2024.
  - Applicants that have not qualified for the mobility can appeal against the decision to the Institutional Erasmus+ Programme Coordinator.
  - Should the number of applications be:
    - smaller than the funds granted for the project, an additional recruitment may be performed,
    - greater than the funds granted for the project, mobilities of persons from the reserve list or from an additional recruitment may be financed from available funds in programmes opened in previous years.
    - Any changes (such as of the receiving institution, mobility period, etc.) will only be accepted in the case of random occurrences and each time have to be accepted by the Institutional Erasmus+ Programme Coordinator.

### **3. Registration of candidates in the IRC system**

- Candidates are obliged to open an individual account in the IRC system on the website: [www.registration.pwr.edu.pl/login](http://www.registration.pwr.edu.pl/login) and file an application, in accordance with the recruitment schedule.
- Opening an account is necessary to commence the qualification procedure.
- The user will be registered and the account will be opened on the moment of providing e-mail address and setting up the password.
- Data assigned to the account can be modified at any time and the information provided will allow the generation and printing out of documents needed for the mobility in *pdf* format, i.e.:
  - Mobility Agreement for Staff Training,
  - Financial agreement,
  - Travel declaration.
- In the case of any problems with opening the account or its use one should contact IRO by e-mail at [staffmobility@pwr.edu.pl](mailto:staffmobility@pwr.edu.pl)

### **IV. REGULATIONS ON THE ALLOCATION OF FUNDS**

- Erasmus+ Programme grants are a form of financial support – their aim is to co-finance the costs of mobility and of stay at the receiving institution.
- In the period in which the employee receives an Erasmus+ grant, he/she cannot obtain any other EU financing to cover similar costs. Joining the project is equivalent to accepting the conditions.
- Resignation from the mobility grant can be done by:
  - Marking in the IRC system (no later than 1 month before its start) or
  - In written form at [staffmobility@pwr.edu.pl](mailto:staffmobility@pwr.edu.pl).

Resignation filed later than 1 month before or not informing IRO about the resignation before the start of the mobility (except for force majeure cases independent of the participant) will result in negative consequences in future recruitments.

## 1. Grant amount

### 1) Individual support:

The grant amount is determined by the Erasmus+ Programme National Agency. The amount of the grant will not change even if other persons result from their mobilities. Pursuant to the information published by the Agency, the amount of the Erasmus+ grant per day, for mobilities no longer than 14 days, is:

Destination country	Daily amount in EUR
Group 1 – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden and countries of Region 14*	180 €
Group 2 – Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain and countries of Region 5**	160 €
Group 3 – Bulgaria, Croatia, Czechia, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkiye	140 €

\* Region 14 countries – Faroe Islands, Switzerland, United Kingdom

\*\* Region 5 countries – Andorra, Monaco, Vatican, San Marino

*The amount of the grant is strictly related to the number of declared days of stay at the receiving institution and the destination country.*

### b) travel costs:

Distance	Travel costs lump sum	“Green travel”
From 10 to 99 km	23 € per participant	
From 100 to 499 km	180 € per participant	210 € per participant
From 500 to 1999 km	275 € per participant	320 € per participant
From 2000 to 2999 km	360 € per participant	410 € per participant
From 3000 to 3999 km	530 € per participant	610 € per participant
From 4000 to 7999 km	820 € per participant	
8000 km and more	1500 € per participant	

**“Green travel”** – travel using low-emission modes of transport such as coach, train or shared use of car

The distance is determined using the [distance calculator](#) indicated by European Commission.

## 2. Financing conditions

- The day of the beginning of the mobility will be considered the first day and the day of the end of the mobility will be considered the last day on which the employee – in line with the accepted individual training programme – must be present at the receiving institution.

- The final amount for the entire mobility period will be calculated by multiplying the number of days resulting from the provided dates of staying abroad, times the daily amount assigned to the given country.
- Should the confirmed period of stay at the receiving institution be shorter than the one determined in the original agreement, the amount of the grant will be reduced accordingly.
- Should the confirmed period of stay at the receiving institution be longer than the one agreed upon with the university, the amount of the grant will stay unchanged and the financing for the time exceeding it will amount to 0.

### **3. Payment conditions**

The grant will be paid in a form declared by the employee in the grant application (in cash at the bank/bank transfer on a EUR account) as a lump sum, as determined for the given country.

Transfer to a EUR account is only possible if the account has been registered in the TETA system and assigned to a given employee.

### **4. Conditions on the assessment and qualification of applications**

- 1) Applications for Erasmus+ Programme mobilities are processed by the Qualifying Committee (hereinafter Committee) headed by an appropriate Vice-Rector acting pursuant to his/her proxy or a person authorized by him/her.
- 2) The Committee meets once a year. In extraordinary cases, Committee meetings may be organized a few times a year as the need arises.
- 3) The date of Committee meeting is established by its President.
- 4) The Committee consists of:
  - President/appropriate Vice-Rector,
  - Head of the International Relations Office,
  - Institutional Erasmus+ Programme Coordinator
  - Secretary.

If needed, additional persons can be appointed as Committee members.

- 5) The Committee evaluates the merits and formal validity of the application basing on the Proposed Mobility Programme provided by the applicant, according to the scale presented below:
  - a) Formal validity
    - i) Submission of the documents listed in V.1):  
YES: 1 point, NO: 0 points
    - ii) Reception confirmation from the receiving institution  
YES: 1 point, NO: 0 points
    - iii) Number of former mobilities:  
First mobility: 2 points  
Negative points depending on the number of mobilities performed in the two previous academic years:

2022/2023: -0,5 to -1 points

2021/2022: -0,5 to -1 points

- iv) Unjustified resignation from accepted mobility less than 7 days from its start  
YES: -2 points, NO: 0 points
  
- v) Timely submission of individual report from the previous mobility (in the two preceding academic years) in the EU CORPORATE NOTIFICATION SYSTEM (30 days from the end of the mobility), if applicable:  
YES: 0 points, NO: -1 point
  
- vi) Timely submission of report from the mobility in the IRC system – applies to mobilities starting from the academic year 2023/2024  
YES: 0 points, NO: -1 point
  
- b) Merits:
  - i) Evaluation of training objective: 0-5 points
  - ii) Evaluation of the training programme: 0-5 points.
  - iii) Evaluation of training outcomes: 0-5 points.
  
- 6) The Committee, depending on the funds available, qualifies for mobility employees that received at least 60% of maximum points, including at least 10 points for merits.
- 7) Should two applicants receive the same number of points, priority will be given to the person that applies for a mobility grant for the first time.
- 8) The Committee draws up compiled lists, which are approved by Committee President having been accepted by the Head of the IRO and Institutional Erasmus+ Programme Coordinator:
  - a) the basic list of employees qualified for mobility,
  - b) reserve list.
- 9) Should the number of applications exceed the amount of funds available, the Committee may draw up a reserve list. The reserve list will comprise:
  - a) applicants that scored at least 60% of maximum points (including at least 10 merit points) but because of limited funds have not qualified for the mobility.
  - b) submitted their applications after deadline, i.e. after 31 January 2024,
  - c) did not qualify for the basic list.
- 10) Position on the reserve list will be determined basing on the applicant's score (from highest to lowest).
- 11) Persons whose applications did not reach the minimum score and did not qualify for the mobility can re-submit their applications in an additional qualification round if one is announced.
- 12) After the Committee meeting a protocol of the qualifying process will be drawn up, along with basic and reserve list.
- 13) All candidates will be individually informed on the result of their qualification with an e-mail generated from the IRC system.
- 14) Each candidate whose application has not been qualified can appeal against the Committee decision within 7 days upon the reception of the qualification results. The appeal should be made in writing and sent to the IRO on the e-mail address [staffmobility@pwr.edu.pl](mailto:staffmobility@pwr.edu.pl).
  - a) Each appeal will be processed individually by the Committee President, Institutional Erasmus+ Programme Coordinator and the Head of the International Relations Office.

- b) Candidates will be informed on the decision individually with an e-mail generated from the IRC system.

## **V. REQUIREMENTS BEFORE MOBILITY**

- 1) Before mobility, the employee:
- a) is obliged to submit within the deadline of 14 days before the start of the mobility:
- i) to IRO:
- original of the signed financial agreement (2 copies), generated in the IRC system,
  - original of the international business travel order (annex 1 to the 49/2007 by-law)
- ii) in the IRC system:
- an individual training programme (Mobility Agreement, Staff Mobility for Training) accepted by all parties,
  - the training programme must be signed by all three parties: the receiving institution, the sending institution, and the employee,
  - any changes to the programme can only be made in exceptional cases and have to be accepted by the Institutional Erasmus+ Programme Coordinator,
  - scan of the international business travel order (annex 1 to the 49/2007 by-law).
- b) is obliged to register in the [Odysseusz system](#) run by the Ministry of Foreign Affairs. [concerns only Polish citizens]
- c) should be insured for the period of travel and stay at the receiving institution. The policy should cover at least health insurance (obligatory e.g. for a research trip and optional for other mobility types), liability insurance, accidents insurance. In the case of EU internal mobilities, it should encompass basic insurance for stays in other EU states within the EHIC, however it may be not enough in some cases.

## **VI. REQUIREMENTS AFTER MOBILITY**

After the mobility, the employee is obliged to:

- ✓ complete a mobility report in the EU CORPORATE NOTIFICATION SYSTEM. The employee will receive a call to complete the report with an e-mail sent directly by the system,
- ✓ deliver the original, or submit a scan in the IRC system, of a certificate confirming the period of mobility, drafted on the receiving institution's letterhead paper.
- ✓ complete a mobility report in the IRC system within 30 days from the end of the mobility.

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## **VII. FINAL PROVISIONS**

The following annexes form an integral part of the Regulations:



*Regulations of the Erasmus+ STT – Staff Mobility for Training – 2023/2024*

- ✓ model registration document of an employee for participation in training as part of the Erasmus+ KA131 programme for the academic year 2023/2024,
- ✓ model agreement between the University and employee,
- ✓ Mobility Agreement Staff Mobility for Training,
- ✓ Manual for setting up an account in the IRC system