



**Formal procedures of applying for a staff mobility for teaching assignment and for training at the Powiślański University (Learning mobility for higher education staff between EU Member States and third countries not associated to the Programme. Project 2024-1-PL01-KA171-HED-000238403 (1.08.2024 – 31.07.2027))**

1. The partner HEIs eligible for the mobilities are listed in the appendix to the financial agreement no. 2024-1-PL01-KA171-HED-000238403.
2. The academic and non-academic staff members of the partner HEIs are eligible for a staff mobility for teaching assignment (STA) and for training (STT) on a basis of the signed inter-institutional agreements.
3. The interinstitutional agreement should be signed before the individual mobility starts and should include an ISCED code relevant to the study/research area specific to the applicant.
4. The duration of STA and STT mobility lasts 5 days.
5. The selection process takes place at the partner HEI according to their internal rules and Erasmus + Programme Guide.
6. The Partner HEI informs International Office of Powiślański University about the nominated applicants no later than 6 weeks before the mobility starts.
7. The selected staff member applies for a scholarship at the Powiślański University via indicated online application system.
8. The scholarships are awarded until all the funds are exhausted according to the following country limits:
  - Albania: 2 ST mobilities;
  - Azerbaijan: 1 ST mobility;
  - Bangladesh: 1 ST mobility;
  - Bosnia and Herzegovina: 1 ST mobility;
  - Dominican Republic: 1 ST mobility;
  - Georgia: 1 ST mobility;
  - Iran: 1 ST mobility;
  - Iraq: 1 ST mobility;



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- Kazakhstan: 1 ST mobility;
- Kosovo: 1 ST mobility;
- Kirgizstan: 1 ST mobility;
- Lebanon: 1 ST mobility;
- Libya: 2 ST mobilities;
- Madagascar: 1 ST mobility;
- Moldova: 1 ST mobility;
- Mongolia: 1 ST mobility;
- Montenegro: 1 ST mobility;
- New Zealand: 1 ST mobility;
- Pakistan: 1 ST mobility;
- Palestine: 3 ST mobilities;
- Panama: 1 ST mobility;
- Tajikistan: 1 ST mobility;
- Uganda: 2 ST mobilities;
- Ukraine: 1 ST mobility;
- United States of America: 1 ST mobility;
- Uruguay: 1 ST mobility;
- Uzbekistan: 1 ST mobility;
- Zambia: 1 ST mobility;

10. The limits mentioned above may be increased upon a decision Senate Representative for International Programs.
11. The type of the mobility may be changed upon a decision of the Senate Representative for International Programs.
12. The faculty exchange coordinators approve the candidates on a basis of their Staff Mobility for Teaching/Training Mobility Agreement and assess following criteria:
  - overall objectives of the mobility;
  - content of the teaching/training programme;
  - expected outcomes and impact;
  - added value of the mobility.
13. The applicant is informed about the approval within 2 weeks of the Commission gathering.



14. A scholarship for the staff mobility for teaching or training ('Individual support') is 140 Euro per day. 2 travel days are added to the duration of the mobility period and included in the calculation of the individual support.
15. The applicant receives a travel support to cover travel expenses calculated upon a distance using a calculator provided by the European Commission  
[http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

<b>Distance</b>	<b>Amount</b>	<b>Green travel</b>
10 – 99 km:	23 EUR	x
100 – 499 km:	180 EUR	210 EUR
500 -1999 km	275 EUR	320 EUR
2000 – 2999 km:	360 EUR	410 EUR
3000 – 3999 km	530 EUR	610 EUR
4000 – 7999 km	820 EUR	x
8000 km and more	1500 EUR	x

16. The obligation to complete the procedures of obtaining a visa and insurance lies with the participant, however, International Office of the Powiślański University provides documents (eg. invitation) necessary for the visa procedure.
17. A person selected for the STA or STT mobility becomes a beneficiary of the Erasmus+ program at the moment of signing the grant agreement, which is the basis for payment of the scholarship. The scholarship agreement should be signed by the staff member at least 2 weeks prior to the scheduled departure.
18. After the end of the mobility, the staff receives a Certificate of attendance confirmed by the respective unit of the Powiślański University.

Appendix 1 „List of partner universities”