



## **2. Rules for the implementation of the Erasmus+ mobility of academic staff and staff in the academic year 2024/2025**

### **I. Principles of academic staff mobility (STA):**

1. The exchange of academic teachers can only be carried out with a university with an Erasmus+ Charter, ECHE, valid for that academic year, with which a bilateral agreement providing for the exchange of academic teachers has been signed.
2. An academic staff member qualified for an Erasmus+ trip must meet the following formal criteria:
  - a) be a teaching staff member at the sending university during the academic year.
  - b) acceptable forms of employment in accordance with the recruitment rules:
    1. employment contract
    2. contract of work or commission.
    3. another form of cooperation on the basis of a civil-law contract.
3. The aim of the academic teacher's trip is to provide teaching assignments for students of the partner university. Prior to the academic teacher's departure for the partner university, an Individual Teaching Programme signed by the three parties should be agreed between the parties. Classes at the partner university should be an integral part of its study programme. The basis for qualification is the Individual Teaching Programme sent to the coordinator in electronic form. The programme is accepted and signed by the three parties.
4. The individual academic staff member's stay at the partner university must start and end between 1 June 2024 and 31 May 2026. The minimum length of stay is 2 days (KA131) and 5 days (KA171) during which the academic staff member is obliged to carry out at least 8 hours of teaching, if it is not a training trip.
5. A written financial agreement between the teacher and the University is drawn up with each academic teacher qualified for a trip within the Erasmus+ Programme. If the trip is financed by the Erasmus Consortium of which the University is a member, the Consortium Coordinator may be a party to the financial agreement with the Beneficiary.
6. The transfer of the stipend can only take place if the academic staff accepts all the terms and conditions of the agreement. The stipend is denominated in EUR and will be paid as agreed between the parties.



## Powiślański University

11 Listopada 29, 82-500 Kwidzyn  
Heweliusza 11, 80-890 Gdańsk  
Prosta 4, 87-100 Toruń  
W. Sikorskiego 1, 83-400 Kościerzyna  
NIP 581-17-22-066; REGON 191871175  
international@powislanska.edu.pl

7. Details of the funding amounts are set out in the University's Staff Grants Funding and Payment Policy. Where unspent funds from previous years are available, the University may decide on a chronological order in order to fully utilise the funds.
8. The scholarship received by an individual academic staff member is intended to cover additional costs related to the departure and stay at the partner university (travel costs, increased costs of living abroad). The scholarship is not intended to cover the full costs related to the preparation and implementation of the trip.
9. At the end of their stay at the host university, the academic teacher must receive a written Confirmation Letter at the end of their stay at the host university, together with information on the number of teaching hours carried out and the dates. This certificate should be drawn up on the letterhead of the host university.
10. It is the teacher's responsibility to have insurance for travel and stay at the partner university:
  - a) in the case of travel to EU countries, the European Health Card issued by the National Health Service;
  - b) in the case of travel to Turkey and KA171 partner countries, other insurance recognised in that country;
  - c) other, additional individual insurance purchased by the teacher.
11. Upon return from the partner university, the academic staff member is required to complete an online questionnaire and, within 2 weeks of return, the participant is required to send a mobility report to [internationaloffice@powislanska.edu.pl](mailto:internationaloffice@powislanska.edu.pl) (A specimen report is available on the PSW website)

## II. Rules for Staff Training Travel (STT)

1. A staff member qualified for Erasmus+ mobility must be an employee of the sending university. The basis of employment should be an employment contract or a contract to perform a specific task or a commission, another form of cooperation on the basis of a civil-law contract, in accordance with the recruitment rules.
2. The purpose of a staff member's departure under the Erasmus+ STT programme may be to participate in a training course to improve their skills related to the nature of their work at their home university.



3. The worker's eligibility for the Erasmus+ STT programme is based on the assessment of the "Individual Training Programme/Individual Work Plan" (Individual Work Programme), which is agreed with the host institution. "Individual Training Programme/Work Plan" specifies: the intended objectives and expected results of the training provided and the work schedule and tasks of the worker.
4. If the employee's departure is funded according to the rules for the contract for 2021 and beyond then the employee may not go on more than 2 STT trips with the funds allocated annually by NA Erasmus+. If NA agrees, exceptionally the employee will be allowed to go more than 2 times.
5. The duration of a staff member's stay on a training-type trip (STT) is a minimum of 2 days (KA131) and 5 days for partner countries (KA171).
6. A written agreement will be drawn up with each staff member qualified for a trip within the Erasmus+ programme. In the case of funding of the trip by the Erasmus Consortium, of which the University is a member, the Consortium Coordinator may be a party to the financial agreement with the Beneficiary. Where unused funds from previous years are available, the University may decide on a chronological order in order to fully utilise the funds. The rules announced for the previous year shall then apply.
7. The transfer of the stipend to the employee can only take place if the employee accepts all the terms of the agreement. The stipend should be paid in the manner agreed between the parties.
8. The employee will be informed of the need to obtain a written certificate from the host university/institution confirming that the period of stay at that university/institution and the purpose of the trip have been fulfilled. In the case of STT type trips, this certificate should include information on the nature of the training received. This certificate should be on the letterhead of the host institution.
9. The employee should be insured (KL, NNW) and informed about treatment in and outside the EU.
10. Upon return from the partner university/host institution, the staff member should prepare a trip report according to the template announced by NA in the on-line system.
11. Confirmation of the correct disbursement and payment of the grant to the employee by the university is provided by the following documents:



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[international@powislanska.edu.pl](mailto:international@powislanska.edu.pl)

- a) contract between the university and the employee;
- b) "Individual training programme"/"Individual work plan".
- c) a document confirming the length of stay at the host institution and the completion of the training programme
- d) the "Erasmus+ on-line questionnaire" completed by the staff member
- e) in addition, staff are requested to compile reports for dissemination to staff/for review by the Coordinator and send to [internationaloffice@psw.kwidzyn.edu.pl](mailto:internationaloffice@psw.kwidzyn.edu.pl) (a report template is available on the PSW website)