



4. Rules for the recruitment of academic and administrative staff under the Erasmus+ Programme in 2024/2025

1. The recruitment of academic staff to teach at a foreign university and staff for training purposes under the Erasmus+ Programme is carried out centrally at university level.
2. Those interested in going on the trip should apply to the University Erasmus+ Coordinator or the Erasmus+ Consortium Coordinator by email and apply to their supervisor for approval of the departure date, in order to avoid neglecting the obligations of staff to the university and students.
3. The duration of academic and staff mobility is a minimum of 2 days (action KA131) and 5 days (action KA171) of physical mobility and a maximum of 60 days.
4. So-called "combined STA+STT" mobility is possible. - for such trips the minimum number of teaching hours is 4/week. In the case of teaching assignments (STA) lasting longer than 7 days, the number of teaching hours is increased proportionally.
5. Each academic teacher or staff member of a university - participant in mobility is entitled to go to the same institution only once, in order to participate in a training with identical aim, thematic scope, programme and expected results .
6. It is possible for employees to obtain additional Erasmus+ funding on the grounds of disability. To do so, the University Coordinator must be informed at the time of applying for the trip. More information can be found at erasmusplus.org.co.uk/documents.
7. Application documents submitted by 30 June 2024 will be assessed by the Erasmus+ Selection Committee. A correct application is considered to be the submission of information regarding:
 - a. the date of departure, the subject of the training or teaching and optionally the name of the host institution to the University Erasmus+ Coordinator (erasmusplus@psw.kwidzyn.edu.pl) approved in advance with the supervisor.
 - b. upon acceptance, sending electronically the completed Individual Teaching Programme or Training Programme (Teaching Program, Training Program), a specimen of which is available on the university's website - <https://powislanska.edu.pl/umiedzynarodowienie/erasmus/pracownik/>.
8. The Erasmus+ Programme Qualification Committee, consisting of: *The Rector, Quaestor, the Head of the Dean's Office or other employees as contained in the Regulations for the implementation of the Erasmus+ programme shall verify the applications submitted within 7 days counting from the application deadline. It approves*



the candidatures and the amount of the scholarship in accordance with the university's rules on financing and payment of scholarships. Recruitment documents submitted after the deadline will be considered on the condition that there are free funds, according to the order of application. In order to prevent the emergence/ suspicion of conflicts of interest and dependencies between decision-makers and mobility participants, if a member of the committee applies for a trip, he/she is excluded from the committee meetings.

9. Recruitment criteria:
 - a. form of cooperation with the university (full-time employee, civil-law contract)
 - b. contribution to international cooperation
 - c. contribution to the development of the university
 - d. seniority
 - e. knowledge of foreign languages
 - f. availability of places at partner universities according to bilateral agreements
 - g. preference for first-time visitors
 - h. preference for teaching and administrative staff with less seniority
 - i. preference for teaching and administrative staff with an employment contract with the university
 - j. a preference for staff to travel to improve teaching or digital competences.
 - k. In the event of a large number of applications, priority for staff mobility for teaching purposes will be given to young staff with little academic achievement and those who have not yet travelled for lectures under the ERASMUS+ Programme and lecturers helping to expand the network of partner universities.
 - l. Priority in the recruitment process is given to full-time employees. Second priority is given to applications from employees on a civil law contract.
10. The University Erasmus+ Programme Coordinator informs the candidates of the Commission's decision and, in case of a positive opinion, nominates them for funding by the university or consortium.
11. In order to reinforce the applicability of the preference for first time expatriates, a rule will be introduced in the KA131-2022 grant agreement limiting the number of trips of the same person in the STT category to 2. Violation of this rule will mean that a third mobility of the same person will be considered ineligible. If the National Agency agrees, exceptionally a staff member will be allowed to travel more than twice.
12. Approval to leave will not be granted to employees who:
 - a. are on health leave
 - b. are guilty of violating the Powiślański University work regulations



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- c. are in the period of notice
 - d. have cancelled classes for PSW students resulting from the timetable and have not made up the missed classes by the date of their application for the trip. The application of Academic Teachers may be put on hold until their obligations to their employer are settled.
 - e. have not settled accounts with previous missions despite written reminders within 30 days of the end of the mobility
 - f. have not cleared their trip within 60 days of the end of mobility, despite reminders from the University at least three times.
13. In the event that the university has more funds available after the Erasmus+ Eligibility Committee meeting or additional funds are received from the National Agency, additional applications will be accepted on a continuous basis until the funds are exhausted.
14. An Academic or staff member may write an appeal against the results of the recruitment to the Rector.