

Formal procedures of applying for a teaching/ training period at Kielce University of Technology (Erasmus+ staff mobility for teaching between Partner and Programme countries) within the Project 2019-1-PL01-KA107-064832 (1.08.2019 – 31.07.2021)

1. The staff eligible for Erasmus+ staff mobility for teaching (STA) or training (STT) assignments is academic or administration staff employed at the partner universities which have signed an Inter-institutional agreement for this type of the mobility with the Kielce University of Technology.
2. The interinstitutional agreement should be signed before the start of the individual mobility.
3. The partner universities eligible for the Project No. **2019-1-PL01-KA107-064832** are:
 - **Belarussian State University of Informatics and Radioelectronics (Belarus):**
 - Staff Mobility for Teaching (STA) – 1 Incoming mobility, 1 Outgoing mobility (5 days stays + 2 days for journey)
 - **Centro Universitario UNIVATES (Brazil)**
 - Staff mobility for Training (STT)– 1 Incoming mobility (5 days stays + 2 days for journey)
 - **Universiti Kuala Lumpur (Malaysia)**
 - Staff Mobility for Teaching – 4 Incoming mobilities, 4 Outgoing mobilities (5 days stays + 2 days for journey each)
 - **Samara State University of Economics (Russian Federation)**
 - Staff Mobility for Teaching – 3 Incoming mobilities, 1 Outgoing mobilities (5 days stays + 2 days for journey each)
 - **Sumy State University (Ukraine)**
 - Staff Mobility for Teaching – 1 Incoming mobility (5 days stays + 2 days for journey)
 - **Lviv Polytechnic National University (Ukraine)**
 - Staff Mobility for Teaching – 1 Incoming mobility, 1` Outgoing mobility (5 days stays + 2 days for journey)
 - **National University of Water and Environmental Engineering (Ukraine)**
 - Staff Mobility for Teaching – 1 Incoming mobility, 1` Outgoing mobility (5 days stays + 2 days for journey)
4. The duration of STA/ STT mobility lasts 5 days.
5. Staff mobility assignment can be realized during academic year 2019/20 and 2020/21 (mobility for teaching can be carried out only during semester periods).
6. The qualification process takes place at the partner university according to the rules set out by the partner university and Erasmus + Programme Guide.
7. The partner university sends a list of the applicants to Department of International Cooperation of the Kielce University of Technology no later than 4 weeks before the mobility starts.
8. The staff member applies at the Kielce University of Technology by sending the Application Form: [STA/STT](#) and project of Mobility Agreement Staff Mobility of [Teaching/ Training](#) via email: erasmus@tu.kielce.pl.
9. The Faculties approve the candidates on a basis of their Staff Mobility for Teaching/ Training Mobility Agreement and assess following criteria:
 - overall objectives of the mobility;

- o content of the teaching/training programme;
- o expected outcomes and impact;
- o added value of the mobility.

11. The Kielce University of Technology informs Partner University and the approved candidates immediately after receiving a confirmation from the appropriate Faculty/ Administration unit.

12. A scholarship for the staff mobility for teaching/ training ('Individual support') is 140 Euro per day.

13. A participant may start their travel earlier than one day before the start of the mobility or return later than one day after the end of the mobility, but only up to two additional days (one day before the mobility and one day after its completion) will be taken into account when calculating the scholarship ('Individual support').

14. Participants receive an additional grant to cover travel expenses, which is calculated using distance calculator available on the European Commission website

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

15. The obligation to complete the procedures of obtaining a visa and insurance lies with the participant, however, Department of Staff Development and International Cooperation of the Kielce University of Technology provides all the documents (eg. invitation) necessary for the visa procedure.

16. A person qualified for the STA/ 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 2 weeks prior to scheduled departure (possible by sending the documents by regular post).

17. If the participant signs the grant agreement on the first day of his mobility, when he arrives at the Host Institution, he/ she will have the grant transferred to his/ her bank account no later than the last day of his mobility.

18. After the end of the mobility, the participant receives a Certificate of attendance confirmed by the respective faculty/ administration unit of the Kielce University of Technology.

19. The participant of the Erasmus+ mobility is obliged to fulfil and submit the online report that will be delivered to his/ her email address.