Lodz University of Technology

Co-funded by the European Union

ICC

Rules of qualification and implementation of staff mobility at Lodz University of Technology under Erasmus+ programme, Action 1: *Learning Mobility*, project KA171

I. General rules of mobility

1. Staff mobility at Lodz University of Technology is implemented under the Erasmus+ Action KA1: *Learning Mobility,* as part of KA171 project.
2. The project is coordinated by the International Educational Projects and Rankings Division operating within the International Cooperation Centre of Lodz University of Technology.
3. Under the KA171 project mobility activities to the third countries not associated to the Erasmus+ programme are implemented (regions 1-12).
4. Under the KA171 project mobility activities, which have been planned and submitted by the employees of TUL at the stage of submitting the university-wide application by the International Educational Projects and Rankings Division are implemented. Information on the possibility of submitting cooperation with a given partner institution is available to all the employees of TUL in the form of a university announcement and on the ICC website.
5. The allocation of funds and the set of mobility activities to partner institutions from the third countries not associated to the programme is specified in the agreement concluded with the Foundation for the Development of the Education System, acting as the National Agency for the Erasmus+ Programme.
6. Staff mobility includes:
   - **Staff mobility for teaching**, including mobility combining teaching with participation in training;
   - **Staff mobility for training.**
7. Staff mobility must be in line with the internationalisation strategy included in the Erasmus Charter and should inspire to introduce pro-quality changes in the home department and the University.
8. Action 1 of the Erasmus+ programme does not finance research activities.
9. According to the rules of the Erasmus+ programme, the employee's stay at the host university must be of minimum 5 days and maximum 2 months, excluding travel days. The minimum number of days must include consecutive days.
10. The stay abroad must start and end within the eligibility period provided for in the agreement with the Foundation for the Development of the Education System acting as the National Agency for the Erasmus+ Programme.
11. The same person cannot combine two mobilities during one stay abroad. The interruption period between mobilities must be at least 2 days.
12. In In the event that it is not possible to conclude an inter-institutional agreement with a given institution from a third country not associated with the Programme, the funds may be reallocated to other partner higher education institutions within the same region, in accordance with the provisions set out in the financial agreement concluded with the National Agency of the Erasmus+ Programme.
13. The University is committed to applying the principle of equal access, non-discrimination and social inclusion at every stage of the mobility process.
14. The University will also make every effort to avoid situations where the impartial and objective implementation of the project could be jeopardised for reasons of economic interest, political or national sympathies, family and emotional ties and other common interests creating a conflict of interest.

Staff mobility for teaching purposes

1. Academic staff of Lodz University of Technology, employed under an employment contract or appointment agreement, who speak a foreign language (used during the activity abroad) at least at B2 level, may participate in the mobility for teaching purposes.

2. Staff mobility for teaching must take place at a higher education institution with which the Lodz University of Technology has signed an inter-institutional agreement and which respects the principles of *Erasmus Charter for Higher Education*.
3. The minimum number of teaching hours to be completed within one week is 8.
4. An academic teacher benefiting from an Erasmus+ grant for teaching purposes is required to deliver a presentation on the educational offer of Lodz University of Technology to students and/or staff at the receiving institution and may be asked by TUL to discuss further possibilities of didactic cooperation with the receiving institution.

Staff mobility for training purposes

1. Non-teaching staff and academic staff holding functional positions, members of the Boards of Studies, acting as International Exchange Coordinators and Representatives for International Internships employed under an employment contract or appointment agreement, who speak a foreign language (used during the mobility abroad) at least at B2 level, may participate in the mobility for training purposes.
2. Other academic staff may only take part in staff mobility for training purposes which combines teaching and training activity during a single period abroad.
3. Mobility for training purposes to the third countries not associated to the programme must take place at a higher education institution with which Lodz University of Technology has signed an interinstitutional agreement and which respects *Erasmus Charter for Higher Education*.
4. Mobility for training purposes includes activities such as job shadowing and trainings, improving skills and broadening knowledge in a given field. However, they can't include attending conferences.
5. An employee benefiting from the Erasmus+ grant for training purposes may be asked by Lodz University of Technology to discuss further possibilities of cooperation with the receiving institution and deliver a presentation about TUL.

II. Co-funding of staff mobility

1. Detailed rules on financing mobility are specified in Appendix 1 "Rules of financing staff mobility under Erasmus+, Action 1: *Learning Mobility* (KA171 project)", which is also available on the ICC website.
2. TUL staff qualified for mobility receive EU funding as a contribution towards travel and subsistence costs incurred abroad.
3. **Individual support:**
    a) Individual support is funding intended to cover costs directly related to subsistence during the stay abroad.
    b) The amount of individual support for each mobility is 190 EUR per day.
    c) The individual support is granted for a maximum period of 5 days.
4. Each mobility participant is entitled to receive individual support for 2 days of travel from Erasmus+ funding (1 day before and 1 day after the mobility period).
5. **Travel support:**
    a) The amount of the travel grant depends on the means of transport chosen and the distance between the place of departure and the place of destination, and is set by the European Commission. To calculate the distance, the calculator should be used which is available on the European Commission website: Distance calculator
    b) To calculate the funding for a TUL employee, it is assumed that the place of departure is Łódź as the seat of Lodz University of Technology.

6. **"Green Travel" support:**
    a) "Green Travel" is the travel entirely using low-emissions means of transport, such as train, bus or carpooling; carpooling being understood as car sharing between people travelling for individual purposes on the same route.
    b) “Green Travel” does not include travel by plane, ferry, boat or solo car journey.
    c) In the case of travel to overseas territories to which it is not possible to make the entire travel using low-emissions means of transport, “Green Travel” grant is available when the main part of the travel is made using environmentally friendly means of transport.
    d) In the case of "Green Travel", the participant is entitled to a higher travel grant and the possibility to receive additional individual support for travel days (up to 6 days). The number of days with additional financial support is decided by the Qualification Committee individually for each mobility and depends on the submitted itinerary, taking into account the number of days available for the distance covered specified in Appendix 1.
    e) The "Green Travel" grant will be awarded to the employee when the following conditions are met
        - before the planned mobility, the employee will submit to the International Educational Projects Division an application for "Green Travel" grant (Appendix 2), in which he/she will specify the stages of travel by the selected means of transport and the dates of travel;
        - upon return, in order to settle the grant, the employee submits to the International Educational Projects Division a "Green Travel" statement (Appendix 3) confirming that the travel was made in accordance with the "Green Travel" rules, together with the tickets for inspection, in case of travel by train or bus.
    f) In case of discrepancies between the data included in the application form (Appendix 2) and the data included in the statement (Appendix 3), the grant awarded may be reduced. In such a situation, the mobility participant will be obliged to return the difference.
    g) An employee receiving the "Green Travel" grant is obliged to keep evidence of his/her travel (tickets, payment receipts) and present it upon request of the International Educational Projects Division.
7. Employees with disabilities who have a documented degree of disability may apply to the National Agency of the Erasmus + Programme for funding in the form of real costs. These are additional funds to cover costs directly related to the disability, without which the travel would not be possible and which are not provided by the host institution or financed from other sources.

III. Qualification rules

1. Within the KA171 project, mobility activities to a given partner university were submitted by TUL staff at the stage of submitting university application to the National Agency for the Erasmus+ Programme by the International Educational Projects and Rankings Division.
2. Priority for mobility will be given to the employees of TUL who have planned and declared their cooperation with a given partner university at the stage of the university-wide application at the International Educational Projects and Rankings Division and were involved in the preparation of this application.
3. The employees referred to in Point III. Qualification ules Point 2. shall participate in the qualification, which shall take place within 6 months from receiving the funding from the National Erasmus+ Agency, and of which participants will be informed by email by the International Educational Projects and Rankings Division.
4. In the event of the employee's resignation from mobility, who declared cooperation with a given partner university, the opportunity to participate in the mobility shall be offered to the next person on the reserve list. In the absence of a reserve list, the mobility may be awarded to another staff member

cooperating with the partner university from the same TUL unit, or the funds may be reallocated to other mobilities in accordance with the provisions set out in the financial agreement concluded with the National Agency of the Erasmus+ Programme.

5. In the event that it is not possible to award the mobility to another staff member cooperating with the partner university concerned from the same TUL unit, or to reallocate the funds to other mobilities, an additional call for applications shall be announced for all TUL staff members.
6. For the purposes of qualification, Lodz University of Technology has identified priority areas, described later in this document, into which all staff mobility activities should fall.
7. In order to participate in the qualification procedure it is requested to submit the following documents to the International Educational Projects and Rankings Division of the ICC TUL:
   - **an application form** for mobility (for teaching or training purposes), which is available on the ICC website;
   - **a written confirmation** of the possibility of realizing mobility from the chosen host institution (e.g. email);
   - **a written justification of the choice of institution** (in case of additional qualification referred to in Point III. Rules of Qualification, Point 4)
   - **an application for "Green Travel" grant (Appendix 2),** should a participant wish to benefit from this kind of support.
8. The above-mentioned documents should be submitted to the International Educational Projects and Rankings Division, or sent by e-mail to the following address: ka171erasmus@info.p.lodz.pl.
9. The International Educational Projects and Rankings Division will analyse the documents in terms of formalities and, in case of deficiencies, will send a request for supplementation. Failure to complete formal requirements may result in points not being awarded in this category in the applicant's assessment process.
10. The basis for qualification is the assessment of the documents submitted by the employee by the Qualification Committee, appointed by the Vice-Rector for Education.
11. The Qualification Committee is composed of:
    - dr inż. Dorota Piotrowska, TUL Prof, University Coordinator for the Erasmus+ Programme;
    - mgr Adrianna Kozłowska, Director of the Centre for Education, TUL;
    - mgr Justyna Kopańska, Head of the International Educational Projects and Rankings Division ICC, TUL;
    - mgr Agnieszka Orłowska, the Administrative Coordinator of KA171 Project, the International Educational Projects and Rankings Division ICC, TUL.
12. The Qualification Committee of at least 3 members may conduct individual interviews with candidates applying for mobility. Each employee will be informed about the interview date via an e-mail no later than three days before the interview.
13. During the interview, the Qualification Committee assesses the mobility proposal from a qualitative point of view and may recommend the implementation of additional tasks as well as directing the mobility towards activities improving the functioning of the employee's home unit and the University in specific areas. The Qualification Committee may recommend implementation of the assumed objectives of the mobility in another institution.
14. After the interviews are completed, the Qualification Committee evaluates the points and prepares recommendations for the Rector of TUL or Vice-Rector for Education.
15. The Rector of TUL/the Vice-Rector for Education, in consultation with the Qualification Committee, may evaluate the points and issue qualification decisions on the basis of the submitted application documents, without interviewing the applicants.
16. Within the available funds, staff members who have obtained at least 50% of the points awarded during their qualification procedure may be eligible for mobility.

17. In the event of a higher number of applicants meeting the eligibility requirements, the Committee may create the reserve list of applicants who have obtained the required 50% of the points but who, at the time of announcing the results, could not be qualified for mobility due to limited funding.
18. On the basis of the Committee's recommendations, the Rector of TUL/the Vice-Rector for Education issues a decision approving the list of persons qualified for mobility, the list of non-qualified persons the reserve list or alternatively the reserve list. The decision of the Rector of TUL/the Vice-Rector for Education also depends on the assessment of the justification for the choice of institution submitted by an employee.
19. The International Educational Projects and Rankings Division will inform each applicant about the qualification result by e-mail within 14 days since the decision is issued by the Rector of TUL/ the Vice-Rector for Education.
20. In case of a positive decision on implementing mobility activity, an employee is obliged to sign a ***Staff Mobility Agreement (Staff Mobility for Teaching* or *Staff Mobility for Training)***, taking into account the possible recommendations of the Qualification Committee given during the interview. Applicable document templates can be found on the ICC website .
21. Staff Mobility Agreement signed by an employee, his/her immediate supervisor in the home institution, and an authorised person from the host institution should be delivered to the International Educational Projects and Rankings Division or sent electronically to ka171erasmus@info.p.lodz.pl at least 3 weeks before departure. The International Educational Projects and Rankings Division will send the participant the document electronically after obtaining the signature of the University Erasmus+ Programme Coordinator.
22. The University undertakes to respect the principles of impartiality, transparency, fairness and equal treatment of all candidates at every stage of the qualification process.
23. A candidate for mobility may appeal against the decision of the Rector of TUL/ the Vice-Rector for Education within 7 days from the announcement of the qualification results. The individual evaluation sheet will be available for inspection at the International Educational Projects Division. The appeal body is the Rector of Lodz University of Technology/the Vice-Rector for Education.
24. An employee applying for mobility within the Erasmus+ programme is obliged to use valid document templates available on the ICC website .

Priority areas

1. For the purpose of improving the quality of employees' mobility under the Erasmus+ program, mobility should be targeted at specific activities and implemented within the priority areas for the development of Lodz University of Technology.
2. Priority areas:

Staff mobility for teaching purposes:

- **Development of education** – implementation of the most up-to-date educational methods, e.g. based on the model of *Flipped Education*, as well as other innovative educational methods, e.g. related to educational models such as *Work Based Learning, Research Based Learning*. A particular area of interest is also the examination of mechanisms for including specialists from outside the university into the teaching process.
- **Functioning of the education quality assurance system** – in particular researching the methods of verifying learning outcomes obtained in individual modules/courses, as part of the diploma thesis and student internships.
- **Internationalisation** – implementation of an effective system of motivating students and academic staff to partake in mobility, inclusion of foreign lecturers in the teaching process.
- **Pro-student policy** – implementation of particular pillars of the system focused on the student (*Student Centered System)* related to a different way of running courses, creating learning

culture as opposed to traditional teaching, implementing interesting forms of student activities, reorganising university infrastructure towards supporting the learning culture.

- **Improving digital competences.**

Staff mobility for training purposes:

- **Development of education** – methods of searching for and implementing innovative educational methods, procedures of engaging external specialists in the teaching process, applying non-standard educational models, such as *Flipped Education*, *Work Based Learning, Research Based Learning*.
- **Functioning of the education quality assurance system** – including, in particular, effective organisation of processes related to mobility, systems of quality assurance of learning outcomes acquired outside the home university, etc.
- **Internationalisation** – admission procedures for foreign students and staff under various mobility programmes, mobility procedures for students and academic staff, modern organisation of international exchange offices, innovative promotion of the university abroad, participation in international thematic networks, participation in international educational projects.
- **Pro-student policy** – researching interesting infrastructural and other solutions within the system focused on the student (*Student Centred System)*, integration of foreign students, servicing disabled students.
- **Improving digital competences.**

IV. Changes and resignations

1. An employee qualified for mobility has the right to resign only in justified cases. The employee should inform the International Educational Projects and Rankings Division about the resignation at least 2 weeks before the planned departure by submitting a statement of resignation.
2. In the event of the employee's resignation from mobility, the next person from the reserve list from a given recruitment procedure is given the option to realize the mobility activity.
3. After receiving the information from the International Educational Projects and Rankings Division about the possibility of participating in mobility from the reserve list, an interested person should apply for qualification from the reserve list, at the same time confirming the possibility of carrying out mobility in the previously planned scope. The final decision is made by the Rector of TUL/the Vice-Rector for Education, which is based on the opinion of the University Erasmus+ Coordinator.
4. An academic employee qualified for mobility to a given partner institution has no possibility of changing the institution.
5. A change of the mobility date requires notification of the International Educational Projects and Rankings Division by e-mail to ka171erasmus@info.p.lodz.pl and can be performed within the applicable settlement periods. Correct, final dates of activity should be included in the Staff Mobility Agreement and in the financial agreement with the participant.

V. Implementation of mobility

1. At least 3 weeks before the planned mobility, the employee is obliged to fill in an application for travel abroad in the SAPort system and submit the document by the EZD system. On this basis, the employee receives the insurance against the costs of treatment abroad for the duration of mobility.
2. A financial agreement will be signed with each employee under the Erasmus+ programme no earlier than three months prior to the planned commencement of the mobility period. The agreement may be signed at an earlier date in duly justified cases and upon the request of the TUL staff member, in particular in the case of travel to distant countries and the related high costs of air tickets.

3. Upon return within 14 days of the completion of the mobility period, the staff member is required to:
   - Submit to the International Educational and Rankings Projects and Rankings Division **a written Confirmation of Stay**, a template of which is available on the ICC website. In case of mobility activities for teaching purposes, the confirmation must include the number of hours of classes conducted. The certificate should be made on the institution's letterhead and include the exact dates of the stay at the host institution in accordance with the dates specified in the Staff Mobility Agreement;
   - Settle "Green Travel" grant (if applicable) by submitting a **statement (Appendix 3)**;
   - Complete the survey on the *Beneficiary Module* website. The link to the survey will be sent to the participant's e-mail address;
   - Fill out the report on the implementation of mobility received from the International Educational Projects and Rankings Division;
   - Communicate examples of good practices in the field of organisational or educational solutions related to the area in which the mobility took place.
4. The participant may also be asked to take part in the events promoting mobility activities at Lodz University of Technology and share the experience gained.
5. A person qualified for mobility, holding Polish citizenship, is obliged to register on the Odysseus website, run by the Ministry of Foreign Affairs.
6. Each employee qualified for mobility is obliged to read the recommendations of the Ministry of Foreign Affairs regarding travelling abroad and check the current situation in the country of mobility.
7. The rules described in this document shall enter into force on the day of their publication and shall remain in force until further notice.

Appendix 1: Rules for Funding Staff Mobility under the Erasmus+ Programme, Action 1: *Learning Mobility*, project KA171
Appendix 2: Application of the employee for "Green Travel" grant
Appendix 3: Statement of the employee benefiting from "Green Travel" grant upon return from mobility

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Łódź, 08.01.2026