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Lodz University of Technology

Communication on the principles of qualification and implementation of staff mobility at the Lodz University of Technology under the framework of the Erasmus+ Learning mobility between Programme Countries (KA 103)

# 1. General principles of mobility

1. Mobility of staff of the Lodz University of Technology qualified for mobility to programme countries in the academic year 2019/2020 is carried out under the framework of the Erasmus+ Learning mobility between Programme Countries (KAI 03), agreement no 2019- I -PLO I -KA 103-062221.

1. In the case of deploying the European Economic Area Financial Mechanism funds, the so-called Norwegian funds, mobilites to Iceland, Liechtenstein and Norway will be financed from these funds, subject to availability.
2. The project is coordinated by the Staff Mobility Division of the International Cooperation Service Centre of the Lodz University of Technology.
3. Programme Countries are those countries participating in the programme which co-finance and participate in Erasmus+ as full participants.

Countries referred to as Programme Countries:

- European Union Member States,

- Iceland, Liechtenstein, Norway,

- Turkey, Serbia,

 - Former Yugoslav Republic of Macedonia.

1. Staff mobility includes:
	* Academic staff mobility for teaching
	* Staff (administrative and academic) mobility for training
2. Erasmus staff mobility\* must align with the internationalisation strategy of the Erasmus Charter

([http://erasmus.p.lodz.pl/o-programioąstudenci/default4/59-erasmus-policy-statement](http://erasmus.p.lodz.pl/o-programio%C4%85studenci/default4/59-erasmus-policy-statement)) and should inspire the introduction of pro-quality changes in the home institution and the university.

1. An employee using the Erasmus\* grant is obliged to give a presentation about the Lodz University of Technology at the receiving institution, as well as to explore further possibilities of cooperation. Upon return, the beneficiary may be asked, during a separate meeting, to present examples of good practice in terms of organisational solutions or education related to the area of the mobility. These examples must be communicated after each mobility to the colleagues in the home unit.

8 The duration of the mobility of an employee leaving for the "Learning mobility between Programme Countries" action (KA103) must range from the minimum of two days (excluding travel time) to the maximum of two months and must be commenced and completed within the period of eligibility of expenses, as provided for in the agreement with the Foundation for the Development of the Education System, acting in the capacity of the National Agency for the Erasmus+ Programme. The dates binding for employees qualified for mobility in 2019/2020 are specified in point II.2.1. II. of this Communication.

1. TUL employees qualified for the mobility receive individual financial support and a lump sum to finance travel costs in the form of a scholarship. The amount of individual grant depends on the group of countries where the receiving institution is located.
2. The number of days for which individual support is granted will be communicated together with the decision on eligibility to the applicant for mobility on the basis of a decision by the Vice-Rector of Education based on the availability of financial resources.

11 . The amount of the travel allowance depends on the distance between the place of departure and the place of destination and is determined by the European Commission. To calculate the distance, a calculator available on the website of the European Commission's programme should be used.

 Distance calculator is available at http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator em.

1. The beneficiary is entitled to individual support from the Erasmus+ funds for the period of travel (maximum 2 days), if the number of days for which the beneficiary receives support does not exceed the number of days specified in the decision of the Vice-Rector for Education.
2. Persons with disabilities with a documented significant degree of disability\* may apply to the National Agency for the Erasmus+ Programme for additional funds from a special fund for persons with disabilities.
3. In order to enable a higher number of mobilities by university staff than would result from the financial support provided for in the agreement with the FRSE, the university reserves the right to qualify for additional mobility and to subsidise it from the financial resources allocated to the university to cover the costs of the so-called "organisational support" and to implement them under the rules specified in this Communication.
4. Detailed rules for financing mobility are specified in the document „Learning mobility between Programme Countries" action (KA103)”.

# Academic staff mobility.

l . Academic mobility is open to employees of the Lodz University of Technology employed on the basis of an employment contract or a contract of mandate who have a command of the foreign language that will be used during mobility abroad at a minimum level of B2.

1. Mobility of academic staff for teaching must be held in a university which is located in a country participating in the Erasmus programme\* and with which the Lodz University of Technology has concluded a valid interinstitutional agreement. The University must have an Erasmus Charter for Higher Education awarded by the European Commission entitling it to participate in the programme.
2. The minimum number of teaching hours to be taught within the visit of a week or less is 8. If the mobility exceeds one week, the number of teaching hours to be taught within the incomplete week will be proportionally higher.

Internship

l . Internship programmes are open to employees of the Lodz University of Technology employed on the basis of an employment contract who have a command of the foreign language used during mobility abroad at a minimum level of B2. Priority for eligibility is given to Rector's Administration employees, Chancellor's Office employees and persons employed in administrative positions in other units of TUL.

2. Internship mobility of staff must be held in a foreign institution which is located in a country participating in the Erasmus programme. The said institution may be another university or a non-academic institution (enterprise, organisation, etc.). In the case of mobility to another institution of higher education, it must have an Erasmus Charter for Higher Education awarded by the European Commission entitling it to participate in the programme.

II Principles of qualification in the academic year 2019/2020

l . Participation in staff mobility programme at the Lodz University of Technology within the framework of the Learning mobility between Programme Countries (KA103) is possible by way of an open qualification, which is conducted twice a year.

2. For qualifications in the academic year 2019/2020, there have been defined priority areas for the Lodz University of Technology and the mobility of employees within the framework of the Learning mobility between Programme Countries should be consistent with them. These areas are described in the subsequent part of this communication.

3. As part of the published competition, an employee may apply for one mobility only, with a possibility to apply for another mobility in the subsequent competition. In exceptional cases, the Commission may authorise funding another mobility in the same competition.

4. In order to be eligible to participate in the qualification in the academic year 2019/2020, employees of the Programme Countries must submit the following documents as specified in the applicable schedule:

* Employee application form for a mobility for teaching or for internship.
* Declaration of the receiving institution confirming the possibility of the mobility within the planned scope (for teaching purposes or for training). In the event of another mobility by the same employee, it is recommended that the employee go to a different receiving institution. A mobility to the same institution requires additional justification.

 The mobility of an employee within the framework of the Learning mobility between Programme Countries (KA103) must end no later than September 30, 2020. In special cases, at an individual request of the employee, the mobility may continue until May 31, 2021.

1. The completed and signed application form and declaration of the receiving institution should be delivered to the Staff Mobility Division of ICC TUL, ul. Żwirki 36 (building A-16), room I I I or sent by e-mail to the following address: staffmobilitv@info.p.lodz.pl.
2. Submission dates for applications for programme of the Learning mobility between Programme Countries are as follows:

 I. November 3, 2019,

II. February 28, 2020.

Documents submitted after the specified date will not be considered.

1. The Staff Mobility Division processes the documents formally and sends a request for their completion in the case of omissions. Failure to provide additional information may result in the loss of points in this category during the evaluation process.
2. The basis for qualification is the evaluation of documents submitted by the employee and an interview with the Qualifying Committee appointed by the Vice-Rector for Education.
3. The Qualifying Committee for mobility within the framework of the Learning mobility between Programme Countries consists of:

- dr inż. Dorota Piotrowska, University Coordinator of Erasmus+ Programme;

- prof. dr hab. inż. Jacek Kucharski, Plenipoteniary of Rector for Quality of Education;

- doc. dr inż. Marek Sekieta, Plenipotentiary of Rector for Education;

- mgr Paulina Danieluk, Staff Mobility Division ICC TUL Secretary of the Committee

11. The Qualifying Committee will interview each applicant individually. The employee will be informed of the date of the interview by e-mail not later than three days in advance.

1. During the interview, the Qualifying Committee evaluates the quality of the mobility proposal and may recommend additional tasks and focusing the mobility on specific areas of activity aimed at improving the functioning of the employee's mother unit and the university.
2. Priority for the qualification of employees who equally meet the quality criteria will be given to first-time applicants.

14, With the interviews completed, the Qualifying Committee assigns scores and prepares recommendations for the Vice-Rector for Education.

1. Subject to the limits of available funds, employees whose score awarded during the qualification amounts to at least 50% of the maximum may be qualified for the mobility.
2. Where there are a number of candidates satisfying the conditions for eligibility, the Committee may draw up a reserve list. The reserve list includes candidates who have obtained the required 50% of the points but who, due to limited financial resources, cannot be considered eligible for mobility at the time of publication of the results.
3. On the basis of the Committee's recommendation, the Vice Rector for Education issues a decision on the qualification for employee mobility within the Learning mobility between the Programme Countries, approving the list of persons qualified for the mobility, the reserve list and the list of unqualified persons together with the awarded score.
4. Staff Mobility Division will electronically inform each applicant of the result of the qualification by the date indicated in the schedule.
5. In the case of a positive decision on qualification, the employee is obliged to prepare a Mobility Agreement - Staff Mobility for Teaching or Staff Mobility for Training, taking into account the recommendations made by the Qualifying Committee during the interview.
6. An individual plan of teaching or training, signed by an employee, a direct superior in the home unit and an authorised person on behalf of the receiving institution, should be submitted or sent electronically to the Staff Mobility Division of the ICC TUL at least 3 weeks prior to departure. The document, signed by the University Coordinator for Erasmus+ Programme, will be sent electronically to the applicant.
7. In the qualification process, the University undertakes to observe the principles of transparency, fairness and equal treatment to all candidates. It will also make every effort not to cause occurrence of circumstances referred to as "conflicts of interest".
8. The candidate may appeal against the decision of the Vice-Rector for Education within 7 days of the announcement of the results of the qualification. The Individual Employee Evaluation Card will be available for inspection at the Staff Mobility Division office. The appeal body is His Magnificence Rector of the Lodz University of Technology.
9. Communication on the principles of qualification and organization of mobility of employees of the Lodz University of Technology within the Erasmus+ programme - Learning mobility between Programme Countries (KA 103) together with the relevant documents and financing principles are available on the website http://cwm.p.lodz.pl under the tab Staff Mobility/Staff mobility within Erasmus programme and in the office of the Staff Mobility Division.

# Priority areas

1. With a view to improving the quality of staff mobility as part of Learning mobility between Programme Countries, the mobility of employees should be targeted at specific measures implemented within the areas of priority for the development of the Lodz University of Technology.
2. Priority areas:

Staff mobility for teaching:

- Development of education: implementation of the most modern methods of teaching based, among others, on the model of flipped education, as well as other innovative methods of teaching related, among others, to such models of teaching as Work Based Learning, Research Based Leaming, A special area of interest is also the study of mechanisms for involving specialists from outside the university in the teaching process.

- Functioning of the quality assurance system of education - in particular, exploring methods of verifying the learning outcomes achieved within individual modules/courses, as part of diploma thesis and student internships.

- Internationalisation - implementation of an effective system of motivating students and academic staff to mobility, inclusion of foreign teachers in the teaching process. Pro-student policy - implementation of individual pillars of the Student Centered System representing a different approach to teaching, developing a learning culture as opposed to conventional teaching, introduction of inspiring forms of student activity, reorganization of the university infrastructure to support the learning culture.

Staff mobility for training:

- Development of methods of searching for and implementing innovative methods of teaching, procedures for involving external specialists in the didactic process, support for non-standard models of education such as Flipped Education, Work Based Learning, Research Based Learning.

- Functioning of the education quality assurance system - including in particular effective organisation of mobility processes, quality assurance systems for learning outcomes acquired outside the home university, etc.

- Internationalisation of recruitment 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 universities abroad" participation in international thematic networks, participation in international educational projects.

- Pro-student policy, study of interesting infrastructural and other solutions within the Student Centered System, integration of foreign students, services for students with disabilities.

Schedule of qualification

1. For the academic year 2019/2020, the qualification for the Erasmus+ Learning mobility between Programme Countries (KA 103) will be performed as scheduled below:

Competition I:

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| 07.10.2019-03.11.2019 | submission of mobility applications |
| 04.11.2019-06.11.2019 | verification of the submitted applications |
| 07.11.2019-29,11.2019 | interviews with the Qualifying Committee |
| 06.12.2019Competition II: | announcement of qualification results |
| 03.02.2020 28.02.2020 | submission of mobility applications |
| 02.03.2020 - 06.03.2020 | verification of the submitted applications |
| 09.03.2020 - 23.03.2020 | interviews with the Qualifying Committee |
| 3 1.03.2020 | announcement of qualification results |

2. The University reserves the right to make changes in the schedule.

III. Changes and cancellations

l. An employee who has been qualified for the mobility has the right to resign in justified cases only. The Staff Mobility Division should be informed about the resignation no later than 2 weeks before the planned departure by submitting the Resignation document.

1. In the case of an employee resigning from the mobility, the qualification for mobility will be granted to the next applicant on the reserve list prepared for the given competition.
2. After receiving information from the Staff Mobility Division about the possibility of participating in the programme from the reserve list, the interested applicant should submit an Application for qualification from the reserve list, confirming the availability for participation in the programme in the planned scope. The final decision on qualification is made by the Vice-Rector for Education on the basis of the opinion of the University Coordinator for the Erasmus+ Programme.
3. A change of the receiving institution requires the submission of an Application for change of the receiving institution and all documents required for the qualification process and the approval of the Committee and the written consent of the Vice-Rector for Education.

The Committee reserves the right to request another interview.

1. In the absence of consent to a change of institution, and if the change of institution is not motivated by a change in the decision of the receiving institution, the mobility must be to the institution to which the employee was originally qualified.

If the change of institution is due to a change in the foreign institution's decision, the employee has the right to apply for the change twice.

1. Changing the date of departure requires e-mail notification to the Staff Mobility Division and is possible within the applicable settlement periods. The correct final departure dates should be included in the Individual Mobility Agreement.

IV Implementation of mobility

l . Every employee who has qualified for mobility must read the Mobility Information document sent with the decision on qualification.

1. At least 3 weeks before the planned mobility, an application for permission to travel abroad should be submitted electronically and in person to the Staff Mobility Division of ICC TUL.
2. A grant agreement will be signed with each employee travelling under the Erasmus+ programme before departure.
3. The employee shall obtain insurance against medical expenses for a stay abroad for the duration of the mobility.
4. Upon return, the employee is obliged to:

- Submit a written confirmation of the period of stay abroad (Confirmation of Stay) to the Staff Mobility Division of ICC TUL. In the case of academic teachers' mobility for teaching, the confirmation must include the number of hours of classes conducted. The certificate should be drawn up on the institution's letterhead and contain the exact dates of the mobility period in the receiving institution.

- Fill in the questionnaire in the Mobility Tool service. Link to the survey will be sent to the employee's e-mail address.

- Fill in the report on the implementation of mobility received from the Staff Mobility Division.

- Participate in an event promoting mobility at the Lodz University of Technology and share the experience gained.

1. A person qualified for mobility, having Polish citizenship, is obliged to register in the Odyssey service maintained by the Ministry of Foreign Affairs.

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| Vice-Rector for Education | University Coordinator for Erasmus+ Programme |
|  prof. dr hab. Grzegorz Bąk | dr inż. Dorota Piotrowska |

Prorektor ds Kształcenia

