



## Announcement regarding the rules of qualification and implementation of staff mobility of Lodz University of Technology under Erasmus + *Learning Mobility between Programme Countries (KA103)*

### I. General rules of mobility

1. The mobility of the employees of Lodz University of Technology qualified for mobility in the academic year 2020/2021 to the programme countries is implemented within the Erasmus+ *Learning Mobility between Programme Countries (KA103)*, under the agreement 2019-1-PL01-KA103-062221 and under the agreement 2020-1-PL01-KA103-078334.
2. Where funds from the European Economic Area Financial Mechanism (EEA funds) are released, mobility to Iceland, Lichtenstein and Norway will be financed from these funds, depending on the availability of resources.
3. The project is coordinated by the Staff Mobility Section of the International Cooperation Centre of Lodz University of Technology.
4. Programme countries are the participating countries that co-finance the Erasmus+ programme and take part in it on a full participant basis  
**Countries defined as Program Countries:**
  - European Union Member States,
  - Iceland, Liechtenstein, Norway,
  - Turkey, Serbia
  - North Macedonia
5. Staff mobility includes:
  - **Mobility of academic teachers** with the obligation to conduct classes,
  - **Staff mobility (administrative and academic)** for training purposes.
6. Staff mobility within the Erasmus+ programme must be in line with the internationalisation strategy contained in the Erasmus Charter: <https://cwm.p.lodz.pl/sites/default/files/eche%20template.pdf> and should be an inspiration for pro-quality changes in the own unit and home university.
7. An employee benefiting from an Erasmus + grant may be requested to deliver a presentation about Lodz University of Technology at the host university, as well as to discuss further cooperation opportunities. Upon return, the beneficiary may be asked to present, during a separate meeting, examples of good practices in the field of organizational solutions or in the field of education related to the area in which the mobility was carried out. In each case, these examples must be communicated to colleagues in the own unit.
8. The stay of an employee leaving under the *Learning Mobility between Programme Countries (KA103)* may last a minimum of 2 days and a maximum of 2 months, however, in the academic year 2020/2021 the rule is that the grant is given for a maximum of 5 days regardless of the length of stay. The stay abroad must begin and end within the expenses 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. Deadlines for employees qualified for mobility in the academic year 2020/2021 are specified in point II of this Announcement.
9. TUL employees qualified for mobility receive individual support and a lump sum for travel expenses in the form of a scholarship. The amount of individual support depends on the group of countries to which the host institution belongs.
10. The number of days for which individual support will be granted will be communicated together with

with the decision on qualification of the applicant on the basis of the decision of the Vice Rector for Education made on the basis of available financial resources.

11. The amount of the travel scholarship depends on the distance between the place of departure and the destination and is determined by the European Commission. To calculate the distance, the calculator available on the website of the European Commission can be used: **Distance calculator** [http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en).
12. The beneficiary is entitled to receive individual support from Erasmus + program funds for the travel period (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.
13. Disabled people with a documented significant degree of disability can apply to the National Agency of the Erasmus+ Programme for additional funds from a special fund for disabled persons.
14. For the purpose of carrying out a larger number of mobility trips by the university staff than the received co-financing enables to organize, as specified in the agreement with the Foundation for the Development of the Education System, the university reserves the right to qualify additional mobility trips and to co-finance them from the financial resources allocated to the university to cover the costs of the so-called "organizational support" and to carry them out in accordance with the rules set out in this Announcement.
15. Detailed rules for financing the mobility are set out in the document "Rules of financing the staff mobility under the Learning mobility between program countries (KA 103), implemented under the Erasmus + program", which is available at: <https://cwm.p.lodz.pl/pl/mobilnosc-pracownikow/wyjazdy-pracownikow-w-ramach-programu-erasmus/erasmus-w-krajach-programu-1>

### **Mobility of academic teachers with the obligation to conduct classes**

1. Lodz University of Technology staff, 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 of academic teachers with the obligation to conduct classes.
2. Mobility of academic teachers with the obligation to conduct classes must take place at a university which is located in a country participating in the Erasmus+ program and with which Lodz University of Technology has a valid inter-institutional agreement. This university must have a valid *Erasmus Charter for Higher Education*, granted by the European Commission, entitling it to participate in the programme.
3. The minimum number of teaching hours to be completed in one week or less is 8. If the stay exceeds one week, the number of teaching hours to be completed in a part-time week will be proportionally higher.

### **Mobility for training purposes**

1. The mobility trips for training purposes are open to Lodz University of Technology staff, employed on a contract of employment, speaking a foreign language (used during the mobility abroad) at B2 level at least B2 (except for the mobility for training whose main purpose is to improve language skills, where the level of language skills is determined by the organizer of the training). Priority in the qualifications are given to employees of the Rector's and Chancellor's administration and persons employed in administrative positions in other TUL units. It is possible for two TUL employees to travel to the same institution together.
2. Mobility for training purposes can be realized in a foreign institution, which is located in a country participating in the Erasmus+ programme. This institution can be either a university or a non-academic institution (company, organization, etc.). In case of mobility to a foreign university, it must also have a valid *Erasmus Charter for Higher Education*, granted by the European Commission, entitling it to participate in the programme.

## II. Rules of qualification in the academic year 2020/2021

1. Mobility of employees of Lodz University of Technology as part of the Learning Mobility between Program Countries (**KA103**) are possible through an open qualification, which is carried out on a continuous basis.
2. For qualification procedure in the academic year 2020/2021, the priority areas have been defined for Lodz University of technology which should include the mobility of employees within the Learning Mobility between Programme Countries. These areas are defined further in this Announcement. There is also a possibility to attend any organized training courses, so called the **International Staff Week**, the list of which is available on the website: <http://staffmobility.eu/staff-week-search>
3. The call for applications as part of the qualifications in the academic year 2020/2021 is carried out on an ongoing basis.
4. The condition for participation in the qualifications in the academic year 2020/2021 for staff mobility to program countries is the submission of the following documents to the Staff Mobility Section of the CWM TUL:
  - **The application form** for mobility (with the obligation to conduct classes or for training purposes), which is available on the website: <https://cwm.p.lodz.pl/pl/mobilnosc-pracownikow/wyjazdy-pracownikow-w-ramach-programu-erasmus/erasmus-w-krajach-programu-1>
  - And **written confirmation** of the possibility of mobility from the selected host institution (e.g. email)

In the event of subsequent mobility trip of the same employee, it is recommended to go to another host institution. Mobility to the same institution requires additional justification.

5. The stay of the outgoing employee under the Learning Mobility between Program Countries (**KA103**) must end at the latest
  - until **31 May 2021** under the agreement 2019-1-PL01-KA103-062221
  - until **30 September 2021** under agreement 2020-1-PL01-KA103-078334

In special cases, including those resulting from the Covid-19 epidemic, on the basis of the employee's individual request, it is allowed to participate in mobility until 31 May 2022.

6. The completed and signed application form and a written confirmation of the possibility of mobility from the host institution should be submitted to the Staff Mobility Section of CWM TUL, at ul. Żwirki 36 (building A-16), room No. 111 or sent by e-mail to the following address: [staffmobility@info.p.lodz.pl](mailto:staffmobility@info.p.lodz.pl).
7. The Staff Mobility Section analyses the documents in terms of formalities and, in the event of deficiencies, sends a request to supplement them.
8. The basis for qualification is only the assessment of the documents submitted by the employee. However, in exceptional cases, the Qualification Committee, appointed by the Vice Rector for Education, reserves the right to interview the candidate.
9. The Qualification Committee for mobility within the Learning Mobility between Programme Countries is composed of the following members:
  - dr inż. Dorota Piotrowska, Professor of the University, Erasmus+ Programme Coordinator at TUL;
  - mgr Adrianna Kozłowska, Director of the Educational Centre at TUL;
  - mgr Paulina Danieluk, Staff Mobility Section of the CWM TUL – Secretary of the Committee.
10. Should the Qualification Committee wish to conduct an individual interview with the applicant, the applicant will be informed of the date of the interview by e-mail at least three days in advance.
11. During the interview, the Qualification Committee may recommend additional assignments and direct the mobility towards the activities that improve the functioning of the employee's own unit and home university in specific areas.
12. Priority in qualifying an employee for mobility will be given to persons applying for mobility for the first time.

13. After considering the applications, the Qualification Committee evaluates the mobility in terms of quality and prepares recommendations for the Vice Rector for Education.
14. On the basis of the Committee's recommendation, the Vice Rector for Education issues each time a decision on the qualification of an employee for mobility within the *Learning Mobility between Programme Countries* action.
15. The Staff Mobility Section will inform each applicant of the result of the qualification electronically upon receiving the decision of the Vice Rector for Education.
16. In case of a positive decision on qualification, the employee is obliged to sign an agreement on an individual mobility program– **Staff Mobility Agreement (Staff Mobility for Teaching lub Staff Mobility for Training)**, taking into account any recommendations of the Qualification Committee made during the interview. The documents can be found on the website: <https://cwm.p.lodz.pl/pl/mobilnosc-pracownikow/wyjazdy-pracownikow-w-ramach-programu-erasmus/erasmus-w-krajach-programu-1>
17. The Individual Mobility Program Agreement, signed by the employee, the immediate supervisor at the home unit and a person authorized by the host institution, must be submitted or sent electronically to the CWM TUL (Staff Mobility Section) at least 3 weeks prior to departure. The Staff Mobility Section will send the document to the participant electronically after obtaining the signature of the Erasmus+ Programme Coordinator at the University.
18. In the qualification process, the university undertakes to observe the principles of transparency, fairness and equal treatment of all candidates. It will also make every effort to avoid situations identified as "conflicts of interest".
19. The Candidate for mobility is entitled to appeal against the decision of the Vice Rector for Education within 7 days of receiving the decision. The appeal body is the Rector of Lodz University of Technology.
20. The announcement on the rules of qualification and implementation of staff mobility at Lodz University of Technology within the Erasmus+ *Learning Mobility between Programme Countries* (KA 103) action, together with the binding documents and financing rules are available on the website <https://cwm.p.lodz.pl/pl/mobilnosc-pracownikow/wyjazdy-pracownikow-w-ramach-programu-erasmus/erasmus-w-krajach-programu-1> and the Staff Mobility Section of the CWM TUL.

## Priority areas

1. In order to improve the quality of staff mobility under the Learning Mobility between Program Countries, staff mobility should be targeted at specific activities within the priority areas for the development of Lodz University of Technology.
2. Priority areas:
 

**Mobility of academic teachers with the obligation to conduct classes:**

  - **Development of education** – implementation of the most modern methods of education, including those based on the model of the so-called *flipped education*, as well as other innovative education methods, including those related to such education models as *Work Based Learning*, *Research Based Learning*. A particular area of interest is also researching the mechanisms of involving specialists from outside the university in the teaching process.
  - **Functioning of the education quality assurance system** – in particular, testing the methods of verifying the learning outcomes acquired within individual modules / courses, as part of the diploma thesis and student internship.
  - **Internationalization** – implementation of an effective system of motivating students and academic staff to mobility, involving foreign lecturers in the teaching process.
  - **Pro-student policy** – implementation of individual pillars of the Student Centered System related to a different way of conducting courses, creating a learning culture as opposed to classical teaching, implementing interesting forms of student activity, reorganizing the university infrastructure towards supporting the culture of learning.

### **Training mobility:**

- **Development of education** – methods of searching for and implementing innovative teaching methods, procedures for involving external specialists in the teaching process, operation of unusual educational models such as *Flipped Education, Work Based Learning, Research Based Learning*.
- **Functioning of the education quality assurance system**– including, in particular, the effective organization of mobility-related processes, quality assurance systems for learning outcomes obtained outside the home university, etc.
- **Internationalization** – recruitment procedures for foreign students and foreign staff under various mobility programs, mobility procedures for students and academic staff, modern organization of international exchange offices, innovative international promotion of universities, participation in international thematic networks, participation in international educational projects.
- **Pro-student policy** – researching interesting infrastructure and other solutions within the Student Centered System, integration of foreign students, services for disabled students.
- **Improving language competences** – participation in intensive language courses improving the level of foreign language proficiency.
- **Developing soft skills** – participation in training mobility aimed at developing specific soft skills needed by employees in their positions.

### **III. Changes and resignations**

1. An employee qualified for the mobility has the right to resign only in justified cases. The employee should inform the Staff Mobility Section about the resignation at the latest 2 weeks before the planned mobility by submitting a resignation declaration, available on the website: <https://cwm.p.lodz.pl/pl/mobilnosc-pracownikow/wyjazdy-pracownikow-w-ramach-programu-erasmus/erasmus-w-krajach-programu-1>  
A change of the host institution requires the submission of an application for a change of the host institution (available at <https://cwm.p.lodz.pl/pl/mobilnosc-pracownikow/wyjazdy-pracownikow-w-ramach-programu-erasmus/erasmus-w-krajach-programu-1>) and all documents required for the qualification process and obtaining the approval of the Committee and the written consent of the Vice Rector for Education. The Committee reserves the right to carry out another interview.
2. In case of lack of consent to the change of institution and if the change of institution is not caused by a change of decision of the host institution, the departure should take place to the institution to which the employee was qualified in the first place. If the change of institution is caused by the change of decision of the host institution, the employee has the right to apply for the change twice.
3. A change of the date of departure requires notification to the Staff Mobility Section via e-mail to [staffmobility@info.p.lodz.pl](mailto:staffmobility@info.p.lodz.pl) and can be performed within the applicable settlement periods. Correct, final dates of the departure should be included in the Staff Mobility Agreement.

### **IV. Implementation of mobility**

1. Each employee qualified for mobility is obliged to read the recommendations of the Ministry of Foreign Affairs concerning foreign travel and check the current situation in the country in which the mobility will be implemented <https://www.gov.pl/web/dyplomacja/informacje-dla-podrozujacych>
2. In accordance with the Ordinance No. 33/2020 of the Rector of Lodz University of Technology of 24 June 2020 on amendments to the Ordinance No. 21/2020 of the Rector of Lodz University of Technology of 9 March 2020 on special measures related to the prevention, counteraction and combating of COVID-19 at Lodz University of Technology, foreign trips and arrivals of students, doctoral students and employees of

Lodz University of Technology may be carried out subject to the restrictions imposed by the authorities of the Republic of Poland and the country of destination.

3. Not less than 3 weeks before the planned mobility, you must complete an application for a foreign trip in the SAPort system: <https://dwz.p.lodz.pl/dwz/index.do> and submit the printed version of the application in person with the required signatures to the Staff Mobility Section at the CWM TUL.
4. A financial agreement will be signed with each employee leaving under the Erasmus + program before departure.
5. The employee receives medical insurance for the time of departure.
6. Upon return, the employee is obliged to:
  - Submit to the CWM TUL Staff Mobility Section a written confirmation of the completed mobility (Confirmation of Stay) to be downloaded from: <https://cwm.p.lodz.pl/pl/mobilnosc-pracownikow/wyjazdy-pracownikow-w-ramach-programu-erasmus/erasmus-w-krajach-programu-1> In the case of mobility of academic teachers with the obligation to conduct classes, the confirmation must include the number of hours of classes conducted. The confirmation should be drawn up on the institution's letterhead and contain the exact dates of the mobility period at the host institution.
  - Complete the survey in the *Mobility Tool* service. A link to the survey will be sent to the participant's e-mail address.
  - Fill out the mobility report received from the Staff Mobility Section.
  - The participant may also be asked to participate in an event promoting mobility at Lodz University of Technology and share the experience gained.
7. A person qualified for mobility who has Polish citizenship is required to register in the Odysseus service run by the Ministry of Foreign Affairs: <https://odyseusz.msz.gov.pl/>

Vice Rector for Education  
dr hab. inż. Andrzej Romanowski, Professor of the University

Erasmus+ Programme Coordinator at TUL  
dr inż. Dorota Piotrowska, Professor of the University

Łódź, on 23/11/2020