



## The rules of implementation of staff mobility at Lodz University of Technology under the Education Programme, Component II- Mobility in Higher Education

### I. General rules of mobility

1. [The Education Programme](#) was established under an intergovernmental agreement on the implementation of the EEA Financial Mechanism (EEA funds) in the period of 2014 – 2021 concluded between Iceland, the Principality of Liechtenstein and the Kingdom of Norway and the Republic of Poland.
2. The mobility of employees to and from the Donor States: Iceland, the Principality of Liechtenstein, the Kingdom of Norway is implemented under the Education Programme, Component II - *Mobility in Higher Education*, based on the contract number EOG/21/K2/W/0005 effective until 30 September 2023.
3. The project is coordinated by the Staff Mobility Division, operating within the International Cooperation Centre of Lodz University of Technology.
4. As part of the project, employees may realize the mobility in cooperation with universities with which Lodz University of Technology has signed an interinstitutional agreement. The universities include:
  - [University of Bergen](#), Norway
  - [University of Stavanger](#), Norway
  - [University of Agder](#), Norway
  - [Western Norway University of Applied Sciences](#), Norway
  - [Norwegian University of Science and Technology](#), Norway
  - [Oslo Metropolitan University](#), Norway
  - [University of Iceland](#), Iceland
  - [Reykjavik University](#), Iceland
5. Staff mobility includes going from Poland to the Donor States and coming to Poland from the Donor States:
  - for teaching purposes,
  - for training purposes.
6. The stay of an outgoing employee at the host university in accordance with the rules of the Education Programme may last a minimum of one day and a maximum of six weeks, and must include consecutive days.
7. The stay abroad must be carried out within the expenditure eligibility period provided for in the agreement with the Foundation for the Development of the Education System - the Education Programme Operator, i.e. until 30 September 2023.
8. Mobility of TUL employees under the Education Programme must be in line with the internationalization strategy contained in the [Erasmus Charter for Higher Education](#) and should be an inspiration to introduce pro-quality changes in the parent unit and the university.
9. TUL employees benefiting from the grant may be asked to give a presentation about Lodz University of Technology at the host university, as well as to discuss further cooperation opportunities. After the return, the participant may be asked to present 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 always be shared with colleagues in the parent unit.

### **Staff mobility for teaching purposes**

1. Lodz University of Technology academic 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.
2. 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.

### **Staff mobility for training purposes**

1. Lodz University of Technology staff, employed under a contract of employment, who hold administrative or functional positions and speak a foreign language (used during the mobility abroad) at least at B2 level, may participate in the mobility.
2. Mobility for training purposes includes job shadowing, participation in seminars, trainings, workshops and conferences improving skills and expanding knowledge in a given field.

## **II. Financing staff mobility**

1. Detailed rules for financing staff mobility are set out in Appendix 1 "Rules of financing the staff mobility under the Education Programme, Component II: *Mobility in Higher Education*" available on the [ICC website](#).
2. Participants of the mobility receive financial support from the EEA funds as a contribution to travel and maintenance costs incurred while abroad.
3. **Individual support:**
  - a) Individual support is money intended to cover costs directly related to the maintenance during the stay abroad.
  - b) The number of days for which individual support will be granted is decided by the Rector of Lodz University of Technology on the basis of available financial resources and will be communicated to candidates together with the decision on qualification. However, Lodz University of Technology, has adopted a general rule that funding is granted for a maximum of 5 days.
4. **Travel support:**
  - a) The amount of the travel grant depends on the distance between the place of departure and the destination and is specified in the rules of the programme. To calculate the distance, a calculator available on the website of the European Commission: [The distance calculator](#) should be used.
  - b) For the purpose of calculating the scholarship, it is assumed that Lodz as the seat of the Lodz University of Technology is the place of departure, as well as the destination in the case of arrivals.
5. Employees with a disability certificate can apply for additional funding.

## **III. Qualification rules for mobility of Lodz University of Technology staff**

1. Mobility of TUL staff is possible through an open qualification procedure.

2. For the purpose of qualification, priority areas have been defined for Lodz University of Technology, described further in this document, which should be in line with staff mobility.
3. The call for application shall take place in accordance with the announced qualification schedule, attached as Appendix 2.
4. The University reserves the right to make changes to the schedule.
5. In the case of an extraordinary mobility application, it is possible to submit application documents outside the dates specified in the qualification schedule. The decision on admission to the qualification process is taken by the Rector, in consultation with the Qualification Committee.
6. The mobility of the outgoing employee under the Education Programme must end on **30 September 2023 at the latest**.
7. The condition for participation in the qualification procedure is the submission of the following documents to the Staff Mobility Division, operating within ICC TUL:
  - **The application form** for mobility (for teaching or for training purposes),
  - **Written confirmation** of the possibility of carrying out the planned mobility from the chosen host institution (e.g. email).
8. In the event of another mobility of the same employee it is recommended to go to a different host institution. Mobility to the same institution requires the provision of special justification.
9. The above mentioned documents should be submitted to the Staff Mobility Division of the International Cooperation Centre TUL, 36 Zwirki St. (building A-16), room No. 111 or sent by email to the following address: [staffmobility@info.p.lodz.pl](mailto:staffmobility@info.p.lodz.pl).
10. The Staff Mobility Division verifies the documents with regard to formal requirements and in case of deficiencies sends a request for supplementation.
11. The basis for qualification is the assessment of the documents submitted by the employee and an interview with the Qualification Committee appointed by the Rector of TUL.
12. The Mobility Qualification Committee is composed of:
  - dr inż. Dorota Piotrowska, Professor of University, Director of the International Cooperation Centre at TUL;
  - mgr Adrianna Kozłowska, Director of the Centre for Teaching and Learning at TUL;
  - mgr Anna Woźniak, Staff Mobility Division of ICC TUL - Secretary of the Committee.
13. The Qualification Committee will conduct an individual interview with each applicant applying for the mobility. The interview can be either onsite or remote. The employee will be informed of the date of the interview by email at least three days in advance.
14. During the interview, the Qualification Committee assesses the mobility proposal from a qualitative point of view and may recommend additional tasks and focus the mobility on activities that improve the functioning of the employee's home unit and the university in specific areas.
15. First-time applicants who meet the quality criteria equally will have priority in qualifying for staff mobility.
16. After the interviews, the Qualification Committee makes a point assessment and prepares recommendations for the Rector of TUL.
17. Within the limits of the funds available, staff members who have obtained at least 50% of the points awarded during their qualification may be qualified for mobility.
18. If more candidates satisfy the eligibility requirements, the Committee may make a reserve list. The reserve list consists of candidates who have obtained the required 50% of the points but who, at the moment of publishing the results, cannot be selected for the mobility due to limited financial resources.
19. On the basis of the Committee's recommendations, the Rector of TUL issues a decision on eligibility for staff mobility under the Education Programme, approving a list of candidates qualified for the mobility, a reserve list and a list of non-qualified candidates.

20. The Staff Mobility Division will inform each applicant about the qualification result by email within the time period indicated in the schedule.
21. In the case of a positive qualification decision, the employee is obliged to prepare an Agreement on Individual Mobility Programme – **Staff Mobility Agreement (Staff Mobility for Teaching or Staff Mobility for Training)**, taking into account any recommendations of the Qualification Committee given during the interview.
22. An Agreement on Individual Mobility Programme – **Staff Mobility Agreement**, signed by the employee, the direct supervisor in the home unit and by an authorised person from the host institution, should be submitted or sent electronically to the Staff Mobility Division of ICC TUL to the following address: [staffmobility@info.p.lodz.pl](mailto:staffmobility@info.p.lodz.pl) at least 3 weeks before the departure. The document signed by the Director of ICC TUL will be sent by email to the participant.
23. 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 defined as "conflict of interest".
24. The candidate for the mobility has the right to appeal against the decision of the Rector of TUL within 7 days of the announcement of the qualification results. The individual evaluation sheet will be available for inspection at the Staff Mobility Division. The Rector of Lodz University of Technology shall be the appeal body.
25. The staff member applying for a mobility within the framework of the Education Programme is obliged to use the current templates of documents provided on the [ICC website](#).

### **Priority areas**

1. In order to enhance the quality of TUL staff mobility, mobility should be targeted at specific activities 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 state-of-the-art educational methods based, among others, on the model of *flipped education*, as well as other innovative educational methods related to such educational models as *Work Based Learning*, *Research Based Learning*. A particular area of interest is also the examination of mechanisms for engaging specialists from outside the university in the teaching process.
- **Functioning of the education quality assurance system** – in particular, examining the methods of verifying the learning outcomes acquired within individual modules / courses, as part of the diploma thesis and student internships.
- **Internationalization** – implementing an effective system of motivating students and academic staff to participate in the mobility, engaging lecturers from abroad in the teaching process.
- **Pro-student policy** – implementation of individual pillars of the *Student Centered System* related to a different way of teaching, creation of a learning culture as opposed to classical teaching, implementation of interesting forms of student activity, reorganization of the university infrastructure in order to support the learning culture.

#### **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, application of 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 mobility-related processes, quality assurance systems for learning outcomes acquired outside the home university, etc.
- **Internationalization** – recruitment procedures for foreign students and staff in the framework of 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 infrastructure solutions and others as part of the *Student Centered System*, integration of foreign students, support for disabled students.

#### IV. Changes and Resignations

1. An employee who has been accepted for mobility is entitled to resign only in justified cases. The employee should inform the Staff Mobility Division about the resignation at the latest 2 weeks before the planned departure for mobility by submitting a Resignation Document.
2. In the case of the resignation of an employee from the mobility, the mobility will be offered to the next person from the reserve list drawn up for a given competition.
3. After receiving information from the Staff Mobility Division about the possibility of mobility from the reserve list, an interested person should submit an Application for mobility qualification from the reserve list, thus confirming the possibility of mobility in the previously planned scope. The final decision on qualification is made by the Rector in consultation with the Qualification Committee.
4. A change of the host institution requires submitting an Application for Change of Host Institution and all documents required in the qualification procedure as well as obtaining the consent of the Committee and the written consent of the Rector. The Committee reserves the right to conduct another interview.
5. If a change of the institution is not accepted, and if the change of institution does not result from a change of decision of the host institution, the mobility should take place in the institution to which the employee was qualified in the first place. If the change of institution is caused by a change of a decision of a foreign institution, the employee has the right to apply for the change twice.
6. A change of the departure date for mobility must be notified to the Staff Mobility Division by email to the following address [staffmobility@info.p.lodz.pl](mailto:staffmobility@info.p.lodz.pl) and is possible within the valid settlement periods. The correct, final dates of the mobility should be included in the Agreement on Individual Mobility Programme (*Staff Mobility Agreement*) and agreement with a participant.

#### V. Qualification rules for mobility from the Donor States

1. The condition for participation in the qualification procedure for the staff mobility from the donor states to Poland under the Education Programme, Component II- Mobility in Higher Education is preparation and submission of the Agreement on Individual Mobility Programme - Staff Mobility Agreement (Staff Mobility for Teaching or Staff Mobility for Training).

2. Each person coming from the Donor States will receive a confirmation of the completed mobility (*Confirmation of Stay*) issued by the Lodz University of Technology, which will include information on the fulfilment of the objectives described in the Staff Mobility Agreement.
3. After completed mobility, the employee is obliged to fill in the ex-post survey available on the website of CWM.

## **VI. Implementation of mobility**

1. Each employee qualified for mobility is required to familiarise himself/herself with [the recommendations of the Ministry of Foreign Affairs](#) regarding travel abroad and to check the current situation in the country to which the mobility will be carried out.
2. At least 2 weeks before the planned mobility, an application for permission to travel abroad must be submitted electronically in [SAPort](#) and in person to the Staff Mobility Division of ICC TUL. On this basis, the employee will receive medical insurance for the duration of the mobility.
3. A financial agreement will be signed with each staff member before leaving for mobility under the Education Programme.
4. Upon return, the employee is obliged to:
  - Submit a written confirmation of the completed mobility (*Confirmation of Stay*) to the Staff Mobility Division of ICC TUL, a template of which can be found on the [ICC website](#). In the case of academic teachers who are obliged to teach, the confirmation must include the number of conducted teaching hours. The confirmation should be made on the institution's letterhead and include the exact dates of the mobility period at the host institution in accordance with the dates specified in the financial agreement;
  - Complete the ex-post mobility survey available on the [ICC website](#);
  - Complete a [mobility report for TUL](#) available on the ICC website.
5. The participant may also be asked to take part in an event promoting mobility at Lodz University of Technology and share the best practices.
6. It is recommended that a person qualified for the trip and holding Polish citizenship should register on [the Odysseus website](#) run by the Ministry of Foreign Affairs.

Appendix 1 – [Financing rules of the staff mobility under the Education Programme, Component II: Mobility in Higher Education](#)

Appendix 2 – [Qualification schedule for mobilities under the Education Programme, Component II: Mobility in Higher Education](#)

prof. dr hab. inż. Krzysztof Józwiak  
Rector of Lodz University of Technology

dr inż. Dorota Piotrowska, Professor of the University  
Director of the International Cooperation Centre

Łódź, on 17/10/2022