



Announcement on the rules of qualification and implementation of staff mobility at Lodz University of Technology under the Education Program

I. General rules of mobility

1. The mobility of employees of Lodz University of Technology qualified for mobility to the program countries: Iceland, the Principality of Liechtenstein, the Kingdom of Norway is implemented under the EDUCATION Program, Component II - *Mobility in Higher Education*, contract number EEA/19/K2/W/0007U0018 during the project, i.e. in the period from 01 July 2020 to 30 September 2021.
2. The Education Program is based on an intergovernmental agreement on the implementation of the EEA Financial Mechanism 2014 – 2021 concluded between Iceland, the Principality of Liechtenstein and the Kingdom of Norway and the Republic of Poland.
3. The program comprises mobility to the following countries:
 - Iceland,
 - Principality of Liechtenstein,
 - Kingdom of Norway.
4. As part of the project, seven grants were awarded for mobility to universities selected from among the following:
 - University of Bergen
 - University of Stavanger
 - University of Agder
 - Western Norway University of Applied Sciences
 - Norwegian University of Science and Technology
 - Oslo Metropolitan University
 - Reykjavik University
 - University of Iceland
5. TUL staff can apply for funding from the Education Program and the Erasmus+ Programme simultaneously in a given qualification procedure. The mobility may be funded from either of these sources. In the case of applying for funding from the Education Program or the Erasmus+ Programme, two applications must be submitted.
6. The project is coordinated by the Staff Mobility Section, operating within the International Cooperation Centre of Lodz University of Technology.
7. Staff mobility includes:
 - **Mobility of academic staff** with the obligation to teach,
 - **Staff mobility (administrative and academic)** for the purpose of "job shadowing" mobility, participation in seminars, trainings, workshops and conferences to improve skills and expand knowledge in a given field.
8. Staff mobility under the Education Program must be in line with the internationalization strategy contained in the Erasmus Charter (<http://erasmus.p.lodz.pl/o-programie/2-studenci/default4/59-erasmus-policy-statement>) and should be an inspiration to introduce pro-quality changes in the parent unit and the university.
9. The employee benefiting from the grant is obliged 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 beneficiary may be asked at an individual meeting 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.
10. The stay of an outgoing employee under *the Mobility in Higher Education* component may last a minimum of one day (excluding travel time) and a maximum of six weeks, and must begin and finish

within the expenditure eligibility period provided for in the agreement with the Foundation for the Development of the Education System - the EDUCATION Program Operator. The deadlines for employees qualified for the mobility during the project, i.e. in the period from 01 July 2020 to 30 September 2021, are indicated in point II of this Announcement.

11. TUL employees qualified for the mobility receive individual support and a lump sum for travel expenses in the form of a grant.
12. **Individual support will be granted for 5 days, including 2 days for travel.**
13. The sum of the travel grant depends on the distance between the place of departure and the destination and is defined in the program rules. The calculator available on the program website of the European Commission should be used to calculate the distance: **The distance calculator at http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en.**
14. Detailed rules for financing the staff mobility are set out in the document "Rules of financing the staff mobility under the Education Program, Component: *Mobility in Higher Education*."

Academic staff mobility

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. 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+ programme 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. Lodz University of Technology staff, employed under a contract of employment, who speak a foreign language (used during the mobility) at least at B2 level, may participate in the mobility. Priority in qualifications is given to employees of the Rector's and Chancellor's administration as well as persons employed in administrative positions in other TUL units.
2. Mobility for training purposes may be carried out in another foreign institution located in a country participating in the Education Program. This institution may be another university with which Lodz University of Technology has a valid interinstitutional agreement signed for the purposes of implementing the project under the Education Program. In the case of mobility to another university, it must also have a valid *Erasmus Charter for Higher Education* awarded by the European Commission entitling to participation in the programme.

II. Qualification rules for mobility during the project, i.e. in the period from 01 July 2020 to 30 September 2021.

1. Mobility of Lodz University of Technology staff under the component *Mobility in Higher Education* is possible through an open qualification procedure.
2. For the purpose of qualification during the project, i.e. in the period from 01 July 2020 to 30 September 2021, priority areas have been defined for Lodz University of Technology, which should be in line with staff mobility under the *Mobility in Higher Education* action. These areas are described further in this announcement.
3. An employee may only apply for one mobility as part of the announced competition.

4. The condition for participation in the qualification procedure for the staff mobility to the program countries during the project, i.e. in the period from 01 July 2020 to 30 September 2021, is the submission of the following documents in accordance with the applicable schedule:
 - **The application form** for mobility with the obligation to conduct classes or for training purposes,
 - **Declaration of the host institution** confirming the possibility of completing mobility in the planned scope (with the obligation to conduct classes or for training purposes). In the event of another mobility of the same employee it is recommended to go to another host institution. Mobility in the same institution requires the provision of special justification.
5. The mobility of the outgoing employee under the *Mobility in Higher Education* Component must end on 30 May 2021 at the latest. In special cases, based on an individual request of the employee, the mobility must be terminated until 31 August 2021.
6. The completed and signed application form and the declaration of the host institution should be submitted to the Staff Mobility Section of the International Cooperation Centre TUL, ul. Żwirki 36 (building A-16), room No. 111 or sent by e-mail to the following address: staffmobility@info.p.lodz.pl.
7. The deadline for submitting applications for mobility under the *Mobility in Higher Education* component is **28 February 2020**.
Documents submitted after the deadline will not be considered.
8. The Staff Mobility Section verifies the documents with regard to formal requirements and in case of deficiencies sends a request for supplementation. Failure to remedy the formal deficiencies within the specified time limit may result in not awarding points in this category in the candidate evaluation process.
9. The basis for qualification is the assessment of the documents submitted by the employee and an interview with the Qualification Committee appointed by the Vice-Rector for Education.
10. The Mobility Qualification Committee within the *Mobility in Higher Education* component is composed of:
 - dr inż. Dorota Piotrowska, Professor of University, Director of the International Cooperation Centre TUL;
 - prof. dr hab. inż. Jacek Kucharski, Rector's Proxy for Education Quality;
 - doc. dr inż. Marek Sekieta, Rector's Proxy for Education;
 - mgr Paulina Danieluk, Staff Mobility Section of CWM TUL - Secretary of the Committee.
11. The Qualification Committee will conduct an individual interview with each applicant applying for the mobility. The employee will be informed of the date of the interview by e-mail at least three days in advance.
12. 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.
13. First-time applicants who meet the quality criteria will have priority in qualifying for staff mobility.
14. After the interviews, the Qualification Committee makes a point assessment and prepares recommendations for the Vice-Rector for Education.
15. 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.
16. 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.
17. On the basis of the Committee's recommendation, the Vice-Rector for Education issues a decision on eligibility for mobility under the *Mobility in Higher Education* component, approving a list of candidates qualified for the mobility, a reserve list and a list of non-qualified candidates with the awarded points.

18. The Staff Mobility Section will inform each applicant about the result of the qualification procedure electronically within the time period specified in the schedule.
19. In the case of a positive qualification decision, the employee is obliged to prepare an Individual Teaching or Training Programme – ***Mobility Agreement – Staff Mobility for Teaching or Staff Mobility for Training***, taking into account the recommendations of the Qualification Committee given during the interview.
20. The Mobility Agreement – Staff Mobility for Teaching or Staff Mobility for Training, 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 Section of CWM TUL at least 3 weeks before the departure for mobility. The document signed by the Director of the International Cooperation Centre will be sent by e-mail to the participant.
21. 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".
22. The candidate for the mobility has the right to appeal against the decision of the Vice-Rector for Education within 7 days of the announcement of the qualification results. The individual evaluation sheet will be available for inspection at the Staff Mobility Section. The Rector of Lodz University of Technology shall be the appeal body.
23. The announcement on the rules of qualification and implementation of TUL staff mobility as part of the Education Program *Mobility in Higher Education* component along with the applicable documents and financing rules are available on the website <http://cwm.p.lodz.pl> w zakładce *mobilność pracowników PE/ wyjazdy-pracownikow-w-ramach-programu-edukacja-fundusze-norweskie* and in the office of the Staff Mobility Section.

Priority areas

1. In order to enhance the quality of staff mobility within *Mobility in Higher Education*, staff mobility should be targeted at specific activities implemented within the priority areas for the development of Lodz University of Technology.

2. Priority areas:

Academic staff mobility with the obligation to conduct classes:

- **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.

Training mobility:

- **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** – admissions 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.

Qualification procedure schedule

1. During the project, i.e. in the period from 01 July 2020 to 30 September 2021, the qualification procedure for staff mobility under the Education Program *Mobility in Higher Education* component will be carried out in accordance with the following schedule:

03.02.2020 – 28.02.2020	submission of applications for mobility
02.03.2020 – 06.03.2020	verification of submitted applications
09.03.2020 – 23.03.2020	interviews with the Mobility Qualification Committee
31.03.2020	publishing the qualification results
2. The University reserves the right to change the schedule.

I. 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 Section 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 Section 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 Vice-Rector for Education based on the opinion of the Director of the International Cooperation Centre.
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 Vice-Rector for Education. 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 Section by e-mail at least 7 days before the originally planned date and is possible within the valid settlement periods. The correct, final dates of the mobility should be included in the Individual Training or Teaching Programme (*Mobility Agreement*).

II. Mobility

1. Each employee qualified for the mobility is required to read the **Information for a Mobility Participant**, attached to the qualification decision.
2. At least 3 weeks before the planned mobility, an application for permission to travel abroad must be submitted electronically and in person to the Staff Mobility Section of CWM TUL.
3. A financial agreement will be signed with each staff member before leaving for mobility under the Education Program.
4. The employee will receive medical insurance for the stay abroad for the duration of the mobility.
5. Upon return, the employee is obliged to:
 - Submit a written **Confirmation of Stay** to the Staff Mobility Section of CWM TUL. 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.
 - Complete a mobility report received from the Staff Mobility Section.
 - Participate in an event promoting mobility at Lodz University of Technology and share the experience gained.

Vice-Rector for Education

Prof. dr hab. inż. Krzysztof Jóźwik

Director of the International Cooperation Centre,

dr inż. Dorota Piotrowska, Professor of the University

Łódź, on 31st January, 2020