



## Rules of eligibility and implementation of staff mobility at Lodz University of Technology under Erasmus+ programme, Action 1: *Learning Mobility*, project KA131

### I. General rules of mobility

1. Mobility of Lodz University of Technology staff is implemented under the Erasmus+ Action KA1: *Learning Mobility*, as part of project **KA131**.
2. Where funds from the European Economic Area Financial Mechanism (EEA funds) are released, Mobility to Iceland, Liechtenstein, and Norway will be financed from these funds, relative to the availability of resources.
3. The project is coordinated by the Staff Mobility Division (SMS), operating within the International Cooperation Centre of Lodz University of Technology.
4. Mobility is implemented in the following countries:
  - Member States of the European Union,
  - Third countries associated to the programme: Iceland, Liechtenstein, Norway, Turkey, Serbia, North Macedonia.
5. Under the KA131 project it is also possible to do mobility in other countries, defined as the third countries not associated to the programme, which were grouped into [14 regions](#).
6. Mobility to third countries not associated to the programme is implemented only to the institutions defined as strategic for the development of TUL international cooperation.
7. Staff mobility includes:
  - **Staff mobility for teaching**, including mobility combining teaching with participation in training;
  - **Staff mobility for training**;
  - **Staff mobility for Blended Intensive Programmes (BIP)**.
8. Staff mobility must be in line with the internationalisation strategy contained in the [Erasmus Charter](#) and should inspire to introduce pro-quality changes in the home department and the University.
9. Action 1 of the Erasmus+ programme does not finance research activities.
10. According to the rules of the Erasmus+ programme, the employee's stay at the host university from the country eligible to the programme must be of minimum 2 days (excluding travel time) and maximum 2 months. In the case of mobility to the third country not associated to the programme, the employee's stay at the host university must be a minimum of 5 days and a maximum of 2 months. In both cases, the minimum number of days must include consecutive days.
11. In the event of blended mobility, where part of the activity is completed virtually, the virtual part may take place before or after the physical mobility, while the periods of virtual activity are not covered by funding.
12. The stay abroad must start and end within the eligibility period provided for in the agreement with the Education System Development Foundation acting as the National Agency for the Erasmus+ Programme. The deadlines applicable to employees qualified for the mobility are indicated in Appendix 4.
13. The same person cannot combine two mobilities during one stay abroad. The interruption period between mobilities must be at least 2 days.
14. The University undertakes to apply the principle of equal access, non-discrimination and social inclusion at every stage of a project.
15. The University will also make every effort to avoid situations where the impartial and objective implementation of the project could be compromised for reasons relating to economic interests, 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 mobility abroad) at least at B2 level, may participate in the mobility for teaching purposes.
2. Staff mobility for teaching must take place at a university with which Lodz University of Technology has signed an interinstitutional agreement. In the case of universities from the EU countries and third countries associated to the programme, this university must also have a valid Erasmus Charter for Higher Education awarded by the European Commission entitling it to participate in the programme.
3. The list of universities from the EU countries and third countries associated to the programme with which Lodz University of Technology has signed the interinstitutional agreements can be found in the Student Mobility Division and the International Educational Projects Division of the ICC, TUL.
4. The minimum number of teaching hours to be completed within one week or shorter stay is 8. If the mobility exceeds one week, the number of teaching hours to be carried out in an incomplete week will be proportionally higher.
5. If a teaching activity is combined with a training activity during a single period abroad, the minimum number of teaching hours per week (or shorter mobility) is reduced to 4 hours.
6. 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, 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. Other academic staff may only take part in staff mobility for training purposes which combines teaching and training activity during a single period abroad. In other cases, each time the decision is made by the Rector of TUL, at the request of the employee.
2. Mobility for training purposes to the EU countries and third countries associated to the programme may be carried out at a foreign institution, which may be either a higher education institution or any public or private organisation active in the labour market or in the field of education, training, research and innovation. For mobility to a higher education institution, the institution must hold a valid *Erasmus Charter for Higher Education* granted by the European Commission entitling it to participate in the programme.
3. Mobility for training purposes to third countries not associated to the programme must take place in a higher education institution with which Lodz University of Technology has signed an interinstitutional agreement before the mobility begins. The list of universities can be found in the International Education Projects Office of the ICC, TUL.
4. Mobility for training purposes includes activities such as job shadowing, participation in trainings and workshops, improving skills and broadening knowledge in a given field. However, they exclude mobilities in order to take part in 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.

## Blended Intensive Programmes (BIP)

1. BIP is a short-term intensive training programme combining physical mobility abroad with a compulsory virtual component allowing online teamwork.
2. All employees of Lodz University of Technology, 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 BIP.
3. Physical mobility abroad should last from a minimum of 5 days to a maximum of 30 days while the duration of the virtual activity is unlimited.
4. Participation in BIP must contribute to the development of the employee's competences.

## II. Staff mobility funding

1. Detailed rules on financing mobility are specified in Appendix No. 1 "Rules of financing staff mobility under Erasmus+, Action 1: *Learning Mobility* (project KA131)", 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 depends on the group of countries to which the host country belongs.
  - c) Individual support is awarded for days of stay involving the physical presence of the participant at the host institution (a maximum of 5 days);
4. Each mobility participant is entitled to receive individual support for 1 day of travel from Erasmus+ funding.
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 4 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
    - during the recruitment process, the employee will submit to the Staff Mobility 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 Staff Mobility 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 Staff Mobility Division.
7. Disabled employees with documented degree of disability may apply to the National Agency of the Erasmus + Programme for funding in the form of actual 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.
  8. In order to complete a larger number of mobility trips than the grant received, specified in the agreement with the Foundation for Development of the Educational System, the University reserves the right to qualify additional mobility and to finance them with the funds allocated to the university to cover the costs of the so-called "Organizational Support – OS".
  9. The Vice-Rector for Education, in consultation with the Qualification Committee and if funds are available, may grant additional funding to cover the cost of the registration fee that is a prerequisite for the employee's participation in the training course, from funds allocated to the university to cover the costs of the so-called "Organizational Support – OS".

### III. Qualification rules

1. Staff mobility may take place through an open qualification.
2. The call for applications is carried out in accordance with the announced qualification schedule, constituting Appendix 4.
3. The University reserves the right to change the schedule.
4. In case of an extraordinary 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 of TUL, at the request of the employee.
5. The Rector of TUL reserves the right to announce an additional qualification for the implementation of mobilities related to cooperation with strategic partners of TUL.
6. The condition for participation in the qualification procedure is the submission to the Staff Mobility 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 mobility from the selected host institution (e.g. email)
  - **an application for "Green Travel" grant (Appendix 2)**, should a participant wish to benefit from this kind of support.
7. In the event of a subsequent mobility of the same employee, it is recommended to travel to another host institution. Mobility to the same institution requires additional justification.
8. The above-mentioned documents should be submitted to the Staff Mobility Division, 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).
9. An employee applying for mobility within the Erasmus+ programme is obliged to use the valid document templates available on the [ICC website](#).

10. The Staff Mobility Division will analyse the documents in terms of formalities and, in the case of deficiencies, will send a request for supplementation. Failure to complete formal deficiencies may result in points not being awarded in this category in the applicant's assessment process.
11. The qualification process is conducted by a qualification committee appointed by the Vice-Rector for Education.
12. The Qualification Committee is composed of:
  - dr inż. Dorota Piotrowska, TUL Prof; University Erasmus+ Programme Coordinator;
  - mgr Adrianna Kozłowska, Director of the Centre for Learning and Teaching TUL;
  - mgr Katarzyna Sumińska, Head of Staff Mobility Division ICC, TUL;
  - mgr Agnieszka Orłowska, International Educational Projects Division ICC, TUL;
  - mgr Ewa Leśnik, Secretary of the Committee- Staff Mobility Division ICC, TUL.
13. For the qualification purposes, Lodz University of Technology has identified priority areas, described further in this document, which should include all staff mobility, both individual mobility and organised group training, e.g. the so-called [International Staff Weeks](#).
14. The basis for qualification is the assessment of the documents submitted by the employee.
15. The members of the Qualification Committee reserve the right to conduct an individual interview with selected candidates applying for the mobility. The employee will be informed about the interview date via e-mail no later than three days before the interview.
16. The Qualification Committee, composed of at least three members, 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.
17. Priority in qualifying employees who meet the quality criteria will be given equally to first-time applicants.
18. After reviewing the documents and possibly interviewing the candidates, the Qualification Committee evaluates the points and prepares recommendations for the Vice Rector for Education.
19. 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.
20. In the event of a higher number of applicants meeting the eligibility requirements, the Committee may establish a reserve list of applicants who have obtained the required 50% of the points but who, at the time the results were communicated, could not be qualified for mobility due to limited financial means.
21. On the basis of the Committee's recommendation, the Vice Rector for Education issues a decision approving the list of persons qualified for mobility, the list of non-qualified persons and a possible reserve list.
22. The Staff Mobility Division will inform each applicant of the result of the qualification by e-mail within the deadline specified in the schedule.
23. In case of a positive decision on the qualification, the 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](#).
24. A Staff Mobility Agreement signed by the employee, his/her immediate supervisor in the home institution, and an authorised person from the host institution should be submitted to the Staff Mobility Division or sent electronically to [staffmobility@info.p.lodz.pl](mailto:staffmobility@info.p.lodz.pl) at least 3 weeks before departure. The Staff Mobility Division will send the participant the document electronically after obtaining the signature of the Erasmus+ Coordinator at TUL.
25. The University undertakes to observe the principles of impartiality, transparency, fairness and equal treatment of all candidates at every stage of the qualification process.

26. A candidate for mobility may appeal against the decision of 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 Staff Mobility Division. The appeal body is the Rector of Lodz University of Technology.

### Priority areas

1. For the purpose of improving the quality of employees' mobility under the Erasmus + programme, mobility should be targeted at specific activities and implemented within 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 such educational models as *Challenge Based Learning*, *Work Based Learning*, *Research Based Learning*. A particular area of interest is also the examination of mechanisms for including specialists from outside the university in the teaching process.
- **Functioning of the education quality assurance system** – in particular researching methods of verifying learning outcomes obtained in individual modules/courses, as part of the diploma thesis and student internships.
- **Internalisation** – 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 individual pillars of the *Student Centered System* related to a different way of running courses, creating a learning culture as opposed to traditional teaching, implementation of interesting forms of student activity, reorganisation of the 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 *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 Staff Mobility 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 in a given recruitment procedure is given the option to do mobility.
3. After receiving information from the Staff Mobility Division about the possibility of participating in mobility from the reserve list, an interested person should apply for requalification from the reserve list, at the same time confirming the possibility of doing mobility in the previously planned scope. The final decision on eligibility is made by the Vice Rector for Education based on the opinion of the Erasmus+ Coordinator at TUL.
4. A change of host institution requires the submission of an application and all documents required in the qualification process to the Staff Mobility Division and the approval 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 institution is not approved and the change of institution is not due to a change of decision by the host institution, the mobility should take place to the institution to which the staff member was first qualified. If the change of institution is caused by a change of decision of the host institution, the employee is entitled to apply for the change twice.
6. Changing the date of departure requires notification of the Staff Mobility Division by 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 departure should be included in the Staff Mobility Agreement and in the contract 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 with all the acceptances in the ESD system. On this basis, the employee receives insurance against the costs of treatment abroad for the duration of mobility.
2. A financial contract will be signed with each employee leaving under the Erasmus+ programme before departure.
3. Upon return from mobility, an employee is obliged to:
  - Submit to the Staff Mobility Division a **written Confirmation of Stay**, a specimen of which can be found on the [ICC website](#). In case of mobilities for teaching purposes, the confirmation must include the number of hours of classes conducted. The certificate should be made out 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 the mobility received from the Staff Mobility Division;
  - Communicate examples of good practices in the field of organisational or educational solutions related to the area within which the mobility took place.
4. The participant may also be asked to take part in the events promoting mobility at Lodz University of Technology and share the experience gained.
5. A person qualified for mobility, who is a Polish citizen, 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 KA131](#)

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](#)

Appendix 4: [Qualification schedule](#)

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Łódź, on 23.02.2024