



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 1: *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 countries referred to as programme countries. These include:
 - Member States of the European Union,
 - Member States of the European Economic Area (EEA): Iceland, Liechtenstein, Norway,
 - Third countries related to the programme: Turkey, Serbia, North Macedonia
5. Under the KA131 project it is also possible to do mobility in other third countries not related to the programme, defined by the European Commission as [partner countries \(regions 1-14\)](#).
6. Mobility to partner countries is implemented only to the institutions defined as strategic for the development of TUL international cooperation.
7. Staff mobility includes:
 - **Mobility of academic teachers** with obligation to teach, including mobility combining teaching with participation in training;
 - **Mobility of administrative staff and academic staff** for training purposes;
 - **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 pro-quality changes in the home department and the University.
9. The Erasmus+ programme does not finance research and development activities.
10. An employee benefiting from the Erasmus+ grant may be asked to deliver a presentation about Lodz University of Technology at the host university, as well as to discuss further possibilities of cooperation. Upon return, the beneficiary may be asked to present, during a separate meeting, examples of good practices in field of organisational or educational solutions related to the area within which the mobility took place. These examples must always be communicated to the colleagues at the home institution.
11. According to the rules of the Erasmus+ programme, the employee's stay at the host university from a programme country must be of minimum 2 days and maximum 2 months. In case of mobility to a partner country, 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.
12. 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.
13. 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.
14. It is possible for two TUL staff members to travel together to the same institution.
15. The University undertakes to apply the principle of equal access, non-discrimination and social inclusion at every stage of a project.
16. 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.

Academic teachers' mobility for teaching

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 teach.
2. Mobility of academic teachers with the obligation to teach must take place at a university with which Lodz University of Technology has a valid interinstitutional agreement. In case of universities from a programme country, 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 programme countries with which Lodz University of Technology has signed the interinstitutional agreement can be found on the [ICC website](#).
4. The list of universities from the partner countries with which Lodz University of Technology has signed the interinstitutional agreement can be found in the International Educational Projects Office of the ICC TUL.
5. 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.
6. If a teaching activity is combined with a training activity during one period of stay abroad, the minimum number of teaching hours per week (or shorter mobility) is reduced to 4 hours.

Mobility for training purposes

1. Mobility for training purposes is available to the employees of Lodz University of Technology who are employed under a contract of employment and have at least B2 command of a foreign language (used during the foreign mobility), except for mobility for training purposes whose main objective is to improve language skills, where the required level of language proficiency is determined by the training organiser. Priority in qualification is given to employees of the Rector's administration, Chancellor's administration and persons employed in administrative positions in other units at TUL.
2. Mobility for training purposes to the programme countries may be carried out at a foreign institution, which may be either a higher education institution or any public or private organisation from the programme country active on 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 partner countries must take place in a higher education institution from a partner country with which Lodz University of Technology has signed an interinstitutional agreement before the mobility begins.
4. The list of universities from partner countries with which Lodz University of Technology has signed interinstitutional agreements can be found in the International Education Projects Office of the ICC TUL.

Blended Intensive Programmes (BIP)

1. The BIP is a short-term intensive training programme combining physical mobility abroad with an obligatory virtual component allowing online teamwork.
2. 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.
3. Participation in the 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) The decision on the number of days for which individual support will be granted is taken by the Vice Rector for Education on the basis of available funds and will be communicated to the applicant together with the qualification decision. However, Lodz University of Technology has adopted a general rule that the support is granted for a maximum period of 5 days in case of mobility to a programme country or for a maximum period of 7 days in case of mobility to a partner country.
4. **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's programme 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.
5. **"Green Travel" funding:**
 - a) "Green Travel" is the journey that for the most part (at least 51%) takes place 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 air, ferry, boat or solo car journey.
 - c) 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.
 - d) The "Green Travel" grant will be awarded to the employee when the following conditions are met
 - before the planned mobility, the employee will submit to the Staff Mobility Division an application for "Green Travel" grant (Appendix no. 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 No. 3) confirming that at least 51% of the trip was made in accordance with the "Green Travel" rules, together with the tickets for inspection, in case of travel by train or bus.
 - e) 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.
 - f) 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.
6. Disabled persons with documented significant degree of disability may apply to the National Agency of the Erasmus + Programme for additional funds from a special fund for disabled persons.

7. 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 granted to the university to cover the costs of the so-called "Organizational Support" and their implementation according to the principles set out in this document.

III. Qualification rules

1. Staff mobility may take place through an open qualification.
2. 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, the so-called [International Staff Weeks](#)
3. The call for applications is carried out in accordance with the announced qualification schedule, constituting Appendix No. 4.
4. The University reserves the right to change the schedule.
5. 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 (with the obligation to teach or for 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)
 - **a written justification of the choice of institution** in case of going to a partner country;
 - **an application for "Green Travel" grant (Appendix no. 2)**, should a participant wish to benefit from this kind of support.
6. 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.
7. 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.
8. The Staff Mobility Division will analyse the documents in terms of formalities and, in the case of deficiencies, will send a request for supplementation.
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 Qualification Committee is composed of:
 - dr inż. Dorota Piotrowska, TUL Prof; Coordinator for the Erasmus+ Programme at TUL;
 - mgr Adrianna Kozłowska, Director of the Centre for Learning and Teaching at TUL;
11. mgr Paulina Danieluk, Staff Mobility Division of the ICC TUL– Secretary of the Committee.
12. The Qualification Committee will conduct an individual interview with each candidate applying for mobility. The employee will be informed about the interview date via e-mail at least three days in advance.
13. During the interview, the Qualification Committee 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.
14. Priority in qualifying employees who meet the quality criteria will be given equally to first-time applicants.
15. After the interviews are completed, the Qualification Committee evaluates the points and prepares recommendations for the Vice Rector for Education.
16. 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.

17. 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.
18. 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 reserve list and the list of non-qualified persons with the awarded points. In the event of mobility to a partner country university, the decision of the Vice Rector for Education also depends on the assessment of the justification for the choice of institution submitted by the employee.
19. The Staff Mobility Division will inform each applicant of the result of the qualification by e-mail within the deadline specified in the schedule.
20. In case of a positive decision on the qualification, the employee is obliged to sign a **Staff Mobility Agreement (Staff Mobility for Teaching lub 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 CWM](#)
21. 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 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.
22. The University undertakes to observe the principles of impartiality, transparency, fairness and equal treatment of all candidates at every stage of the qualification process.
23. 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.
24. An employee applying for mobility within the Erasmus+ programme is obliged to use the valid document templates available on the [ICC website](#).

Priority areas

1. For the purpose of improving the quality of employees' mobility under the Erasmus + program, mobility should be targeted at specific activities and implemented within priority areas for the development of Lodz University of Technology.
2. Priority areas:
 - Mobility of academic staff with the obligation to teach:**
 - **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 *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.

Training mobility:

- **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 language and/or digital competences**
- **Developing soft competences** – participation in training mobility aimed at developing specific soft skills.

IV. Changes and resignations

1. An employee qualified for mobility has the right to resign only in justified cases. ^[11]_[SEP] 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 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. 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.
2. At least 3 weeks before the planned mobility, the employee is obliged to fill out an application for travel abroad in the [SAPort system](#) and submit a printed version of the application together with the required

signatures in person to the Staff Mobility Division. On this basis, the employee receives insurance against the costs of treatment abroad for the duration of mobility.

3. A financial contract will be signed with each employee leaving under the Erasmus+ programme before departure.
4. 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 academic teachers who are obliged to teach, 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 No. 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;
5. The participant may also be asked to take part in an event promoting mobility at Lodz University of Technology and share the experience gained.
6. 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.

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 No. 3: Statement of the employee benefiting from "Green Travel" grant upon return from mobility

Appendix No. 4: Schedule of the qualification procedure

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