

## **Incoming teaching mobilities to the University of Lodz (Receiving Institution) within Erasmus+ KA107 programme 2022/2023**

### **Deadlines for Sending Institution:**

Promoting of the program: till 2<sup>nd</sup> November 2022

Selecting teachers at your university – till 7<sup>th</sup> December 2022

Selecting the grantees by University of Lodz for the Erasmus+ KA107 – till 2<sup>nd</sup> January 2023

Number of days of mobility at the Receiving Institution: 5 + 2 days for travel

Number of didactic hours at the Receiving Institution: 8

Mobility period for the teachers: between 27.02.2023 – 09.06.2023.

### **SELECTION PROCESS**

The selection process is divided into 2 stages, the first is run by the Sending Institution, the second and final by the Receiving Institution.

Organisation of a two-stage selection process for the Erasmus+ KA107 programme Applicants needs to run on the basis of fair and transparent rules available to all academic staff of the Sending Institution.

### **I STAGE**

**The first stage of selection process** should be carried out by the Sending Institution, which should focus on the following criteria: academic excellence, motivation for the mobility, proficiency of teaching in English.

The Applicants submit to the coordinating office of the Sending University the following documents prepared in English:

1. **Application form** (attached)
2. **Staff Mobility for Teaching Agreement** (attached)
3. **Curriculum vitae**
4. **Language certificate** – the Applicants that do not have any official language certificate such as TOEFL or IELTS can present other certificates, for instance: university certificate, language school diploma or documents confirming teaching in English.
5. **Nomination Letter** from the Sending University, which also confirms employment at the Sending University.
6. **Other documents** confirming the qualifications and teaching achievements of the Applicant (if available).

The process of the teacher selection is closely monitored. The Sending Institution is requested to send a report to the UL at [creditmobility@uni.lodz.pl](mailto:creditmobility@uni.lodz.pl) about the promotion of the programme, interest among the Applicants, the number of teachers who submitted the documents and the protocol of selecting the best Applicants.

## II STAGE

**The second stage of the selection process** is carried out by the Receiving University (UL).

It is done on the basis of:

- the scanned version of the preselected teachers' documents provided by the Sending Institution (please consider at least three Applicants);
- a report from the first stage of the selection process provided by the Sending Institution

After receiving the above-mentioned documents, the International Relations Office of the University of Lodz forwards them the Erasmus+ Coordinators at the faculties for pre-acceptance. Next, Erasmus+ commission chaired by the Erasmus+ Institutional Coordinator will select the Participant(s) of the mobility within Credit Mobility Programme.

The selection will be completed by the end of September. The UL reserves the right to ask for more documents of Applicants after reviewing the list of recommended Applicants.

The selected teaching staff will be asked to sign the **Staff Mobility for Teaching agreement (attached)**.

## General information

**The grant of 980 euro** for incoming teachers covers 5-days of stay plus 2 days for travel (140 euro per day). The duration of mobility cannot be shorter than 5 working days.

## Travel cost

Travel allowance will be paid to the Participant upon the arrival to the Receiving Institution in accordance with the following table:

Travel distance	Amount
Between 0 and 99 KM	20 EUR per grantee
Between 100 and 499 KM :	180 EUR per grantee
Between 500 and 1999 KM :	275 EUR per grantee
Between 2000 and 2999 KM :	360 EUR per grantee
Between 3000 and 3999 KM :	530 EUR per grantee
Between 4000 and 7999 KM :	820 EUR per grantee
8000 KM or more:	1500 EUR per grantee

The shortest route according to the distance calculator available at the following website: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

Teachers are responsible for purchasing **medical insurance** by themselves for the entire duration of the mobility.

## The partner (Sending Institution) commits to:

- promote the mobility opportunities among the academic staff and distribute promotional materials in its own institution, particularly in those faculties/departments, which will be highly interested to participate in the project;
- organise information sessions and meetings targeting potential Applicants, disseminate the information on the project during the university events;
- use the university website, website of international office and social media profiles of the university to promote the mobility opportunities and send the Receiving Institution the links or screenshots confirming the online promotion of the project, photos from meetings for future Applicants etc.;
- report to the Receiving Institution on the promotional activities of the project and the process of recruiting the Applicants;

- assist the selected grantees with all the academic, administrative, travel and insurance procedures related to their mobility.

**The UL (Receiving Institution) commits to:**

- pay the grantees the scholarship, as specified in the individual mobility agreements;
- reimburse the costs of travel on the basis of the distance band;
- apply a fair, just and clear evaluation and selection process in accordance with the directions specified and communicated to the partner;
- maintain contact with the partner university and monitor the performance of the grantee during the mobility.

If you have any questions, please write to: [creditmobility@uni.lodz.pl](mailto:creditmobility@uni.lodz.pl)