

## Conditions of Erasmus+ Staff Mobility for Teaching and admission procedure Incoming Staff from Partner Countries (KA171 2022)

### 1. Eligible candidates and general conditions

- a) Academic teachers wishing to come to the University of Gdansk are selected by their home university according to valid inter-institutional agreement (IIA) with PL GDANSK01.
- b) Teachers are welcome to fulfil their teaching plan at the faculty/institute and within the field of study that is stated in the IIA.
- c) A minimum of **8 teaching hours** per week (5 working days) has to be respected by all academic teachers. For a mobility period exceeding a full working week, the minimum number of teaching hours per extra day is calculated as: 8 hours divided by 5, multiplied by the number of extra days.

### 2. Mobility period

- a) The start date of the mobility period shall be the first day that the participant needs to be present at the receiving institution and the end date shall be the last day the participant needs to be present at the receiving institution.
- b) The duration of the mobility period shall be planned according to the details of inter-institutional agreement. The extension of the mobility period is possible only by the mutual consent of both institutions.

### 3. Financial support

- a) The University of Gdansk undertakes to administer all grant payments for incoming staff.
- b) Before the start date of the mobility period the University of Gdansk and the participant shall sign the financial agreement specifying financial support. The procedure of signing the financial agreement and the documents required in order to prepare it are described in clause 5 "Admission procedure after the nomination".
- c) The participant shall receive financial support from Erasmus+ EU funds. For each day of mobility period the participant will receive **140 €**. He/she is also entitled to receive financial support for two days of travel (also **140 €** per day). Apart from that the participant shall also receive a contribution for travel costs calculated using the EC distance calculator available at: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).
- d) At the start date of the mobility period a pre-financing payment will be made to the participant representing 100% of the financial support from Erasmus+ EU funds specified in the financial agreement.
- e) As far as tax-related matters are concerned, the participant shall follow his/her home country tax regulations.

### 4. Nomination and criteria of selection

- a) The sending institution should select candidates. The process of selection should be based on the assessment of the substantive value of a mobility programme. It is advisable to consult the selection criteria with the receiving institution, however, the sending institution may establish them on its own.
- b) The substantive value of the mobility programme should be assessed by evaluating: overall objectives of the mobility, added value of the mobility, content of the teaching programme, expected outcomes and impact of the mobility.
- c) Principles including transparency of selection and equal opportunities and promotion of participation of disadvantaged persons should be observed.
- d) Nominated teachers should have language command recommended in the IIA.
- e) The number of nominated candidates in every type of mobility should correspond to (not exceed) the number indicated in the IIA.
- f) Having been selected by their home university, the candidates should be announced to the host faculty coordinator and to the University of Gdansk's central Erasmus Exchange Office at least **two months** prior to the planned mobility.

The nomination of candidates should be announced by email ([erasmus.noneu@ug.edu.pl](mailto:erasmus.noneu@ug.edu.pl)) and in the form of an **official selection report** (e.g. using the draft provided by the UG).

**The report should include:** persons forming evaluation committee, time frame of the recruitment process, selection criteria and required documents, names of all candidates who submitted the application, methods

of selection (on the basis of documentation/interview/other), lists of accepted and rejected candidates with the reason of qualification given.

**Please also send Application Form** (in .doc format or similar, the form is provided by the UG) filled in by each selected candidate along with the report.

Subsequently, the receiving institution prepares Letter of Acceptance for each nominee.

- g) Each selected candidate should prepare **Mobility Agreement for Teaching**. The content of this document shall be discussed between the participant and persons responsible both at sending and receiving institution. In order to sign the financial agreement with the UG the participant should present Mobility Agreement for Teaching signed and stamped by all three parties (a scanned version is sufficient).

## 5. Admission procedure after the nomination

- a) No later than **one month** before the start date of the mobility period the participant is obliged to provide UG's Erasmus Exchange Office with the following documents (via email: [erasmus.noneu@ug.edu.pl](mailto:erasmus.noneu@ug.edu.pl)):
- Mobility Agreement for Teaching, accepted (signed and stamped) by all three parties (participant, sending university and receiving university; PDF file; the form shall be provided by the UG in advance);
  - bank document, stating the account number of the participant, including name of the bank and IBAN and/or SWIFT number, with a signature and stamp of the bank (English version). The participant is kindly asked to check whether financial support paid in € will reach his/her account;
  - proof of a proper insurance (English version). International guests at the UG are required to have a health insurance that is valid in Poland during their whole period of stay at the UG and covers the costs of *medical treatment and interventions*, as well as *personal accident and third-party liability insurance* for the whole period of the physical mobility.  
The university does not provide health insurance for incoming teachers. Nominated teacher should obtain medical care/health insurance in his/her home country. It might be provided by the national health insurer, however, if such insurance is not sufficient, a complementary private insurance might be useful;
  - copy of the ID (both sides; PDF file).
- b) Having received the required documents, the Erasmus Office will prepare financial agreement and send it to the participant via email.
- c) No later than **three weeks** before the start date of the mobility period the participant is obliged to provide UG's Erasmus Office with financial agreement signed on his/her part (PDF file).
- d) Before the start date of the mobility period, the UG will sign the financial agreement and send its scanned version to the participant. At the start date of the mobility period a pre-financing payment will be made to the participant representing 100% of the financial support from Erasmus+ EU funds.
- e) At the end date of the mobility period the participant will obtain a Confirmation of Teaching Period. This document has to be prepared by the Erasmus+ coordinator from the faculty/institute hosting the teacher.

## 6. Settlement of the mobility (including online survey)

In order to effect a settlement of the mobility the participant must:

- provide the Erasmus Exchange Office with the **Confirmation of Teaching Period**, which is a proof of the actual dates of start and end of the mobility period
- complete and submit **the online EU survey** – participant's individual report on the mobility, within 30 calendar days upon receipt of the invitation to complete it from Mobility Tool+ system.

Participant who fails to effect a settlement of the mobility shall be required to fully reimburse the financial support received.