

RULES OF ORGANIZATION¹

Staff mobility (arrivals to GWSH)

a study period abroad at a partner higher education institution

within Erasmus+ Programme

KA107 – 2016 (Mobility with partner countries)

§1

General rules

1. These rules are based on:
 - a. Erasmus+ Programme Guide (Version 2 (2016): 07/01/2016).
 - b. Erasmus+ Umowa finansowa KA107, 2016 (Erasmus+ Financial agreement KA107, 2016)Documents are published: www.erasmusplus.org.pl/dokumenty/szkolnictwo-wyzsze
2. Information in Erasmus+ Programme at GWSH for employees are published here: www.gwsh.pl/erasmus/erasmus-in-staff
3. The purpose of the visit is to conduct didactic classes with GWSH students for a minimum of **8 didactic hours** (STA) or to participate in training in the relevant GWSH unit as *Job shadowing* (STT)
4. The required **period of stay is 5 days** not including the travel time, this is also the shortest possible stay.
5. There is a possibility of multiple arrivals. However, within the short period the two consecutive arrivals of the same type are not allowed.
6. Employee's stay at KSE shall begin and end in the period till 30th July 2018.
7. The selected employee shall receive the Erasmus+ scholarship which is granted according to the GWSH Financial Rules.
8. The employee shall not receive any additional remuneration due to the conducted didactic classes at GWSH.

§2

Qualification of mobility participants and Mobility Agreement

1. Foreign partner University (PUET) nominates its staff to GWSH to participate in this mobility. Employees shall be selected by PUET in the process of recruitment where required candidates' selection criteria of Erasmus+ programme are used. Together with this nomination PUET sends to GWSH the **protocol of staff recruitment with its declaration of implementation of the agreed criteria in this selection process.**
2. Committee at GWSH: Dean for International Affairs, Director for organization and development and Institutional Erasmus+ Coordinator at GWSH makes **final acceptance.**
3. „**Mobility Agreement – Staff mobility for teaching/training**” (attachments) sets the mobility aims, content of the teaching/training programme and expected outcomes. It shall be approved by all parties, at KSE this approval is done by the Dean for International Affairs. This mobility

¹ Approved by the Rector of GWSH on 11/10/2017

agreement shall be approved before the employee's arrival to KSE by e-mail (scans are accepted). **Teaching/training programme should be written for each day of stay.**

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Mobility organization

1. Employee shall receive from GWSH to review a **grant agreement** which shall be signed with GWSH immediately after his/her arrival to Poland. Mobility may be conducted only under the condition that the employee accepts all provisions of this grant agreement.
2. Employee is obliged to obtain a document entitling him to use the medical care at the territory of Poland and to insure for the duration of travel and stay at GWSH. The minimum coverage of the **mandatory insurance** is: **health and accident insurance**. Employee is responsible for ensuring the mandatory insurance. It is recommended to purchase the civil liability insurance by the Employee (covering damages caused by the student at the study place). Home university and GWSH will advise students on acquiring the appropriate insurance.
3. Obtaining a **visa** to Poland is the responsibility of the Employee. GWSH shall issue an appropriate letter of acceptance to accompany the visa application.
4. Institutional Erasmus+ Coordinator at GWSH shall provide the Employee with the practical information on arrival.
5. On employee's request, GWSH shall support him/her, advice on logistic and organizational issues as well as helps in accommodation booking. The cost of accommodation is covered by the employee.

During mobility

6. After arrival to GWSH, Employee shall receive and sign the „**Certificate of Arrival**” confirming the mobility beginning date.
7. The **Erasmus+ grant agreement** with GWSH is signed and scholarship is transferred.

After mobility

8. GWSH shall issue to the Employee a conformation of participation in this mobility with confirmed dates of stay.
9. Employee shall sign „**Certificate of Departure**” confirming the ending date of this mobility.
10. Employee shall complete the internal evaluation survey and Erasmus+ on-line survey. The on-line survey is one of the obligatory required documents for settlement of the received scholarship.

§4

1. Issues not covered by these Rules, matters of dispute and related to the funding of the mobility are subject to the provisions of the documents referred to above under point I.1, which shall take precedence over these Rules
2. The University reserves the right to make any changes to the content of these Rules, which may result from any new findings / changes that are made available on a timely basis by the European Commission and the Foundation for the Development of the Education System.

ATTACHMENTS

- Official Erasmus+_ Guide for 2016 projects
http://erasmusplus.org.pl/wp-content/uploads/2016/10/2016-erasmus-plus-programme-guide-v-ii_en.pdf
- Mobility agreement - Staff Mobility For Teaching (STA)[EN]
http://erasmusplus.org.pl/wp-content/uploads/2014/07/II.7-Annex-HE-HE-INTL-Staff-Mobility-Agreement-teaching_integr_2016.docx
- Mobility agreement - Staff Mobility For Training (STT) [EN]
http://erasmusplus.org.pl/wp-content/uploads/2014/07/II.7-Annex-HE-HE-INTL-Staff-Mobility-Agreement_training_integr_2016.docx