

## Regulations on how to apply for Erasmus+ staff teaching and training mobility in academic year 2020/2021

With Erasmus+, both teaching staff and administrative staff of WSB University can take advantage of either teaching or training mobility abroad.

Teaching mobility allows higher education institutions teaching staff or staff from enterprises to teach at a partner universities abroad. Staff mobility for teaching can be in any subject area/academic discipline. It is possible to participate in training periods for teaching staff that allow them to develop pedagogical and curriculum design skills.

Training mobility supports the professional development of higher education institution teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI, or at another relevant organization abroad.

### **What are the eligibility criteria?**

Eligible applicants must hold an employment contract with WSB University. Application materials should include a completed application form (Appendix 1) and a teaching „*Staff mobility for teaching mobility agreement*” (Appendix 2) or a training „*Staff Mobility for training Mobility agreement*” (Appendix 3), program approved by all parties. Candidates applying for the mobility for the first time and those employed as full time staff will be given the priority. The selection of candidates is made by WSB University Commission for International Mobility of Students and Staff based on the following criteria:

No.	Criterion	Yes = 1	No = 0
1.	Relevance of cooperation with the receiving institution for the home university		
2.	Mobility will created a perspective of developing the cooperation with the receiving institution in terms of students and staff mobility		
3.	Mobility will provide for establishing cooperation with the receiving institution		
4.	First time mobility for the candidate/Full time employment		
5.	Training program to be carried out in receiving institution abroad is closely related to the work the candidate performs at home university and such training will provide for their work skills increase		
6.	The candidate is a teaching staff and such Erasmus+ mobility is the only way for them to get some experience abroad		
7.	The candidate’s job description includes activities to be covered by training mobility program		
		<b>TOTAL:</b>	

### **What is the mobility period?**

Erasmus+ staff mobility period can last from 2 days until 2 months, excluding travel time. However, staff of WSB University are entitled to do 5 working days\* of mobility maximum. Erasmus grant is not granted for the days of travelling to and from mobility, only for the actual days of mobility activities carried out at the receiving institution. \*\* In case of 5-day mobility for teaching, each staff is required to conduct at least 8 hours of teaching. In case of a longer mobility period for teaching, the number of hours is increased accordingly to the mobility period.

### **Where can mobility be carried out?**

A list of WSB University partner universities can be downloaded from [www.wsb.edu.pl/erasmus](http://www.wsb.edu.pl/erasmus) - Partners and is available in International Office (room 206). Non-teaching staff of WSB University that are interested in applying for training mobility can look for some training opportunities at:

<http://erasmusplus.org.pl/szkolnictwo-wyzsze/>

<http://staffmobility.eu/>

### **How much is Erasmus+ scholarship?**

Successful candidate will receive an Erasmus+ scholarship which is paid to the mobility participant as a lump sum for organizational support and travel and its amount is subject to a place and the period of mobility. Erasmus+ grant is calculated by Mobility Tool in line with the actual rates of Erasmus+:

- Staff mobility to program countries (EU): <https://erasmusplus.org.pl/wp-content/uploads/2020/01/KA103-2020-Zasady-alokacji-i-finansowania.pdf> (Table C and Table D)

#### **Travel grant – Table D**

Distance	Erasmus grant available
10 – 99 km	20 EUR per person
100 – 499 km	180 EUR per person
500 – 1999 km	275 EUR per person
2000 – 2999 km	360 EUR per person
3000 – 3999 km	530 EUR per person
4000 – 7999 km	820 EUR per person
8000 km and more	1500 EUR per person

#### **Individual support – Table C**

Country group	Erasmus grant rate per day in EUR for mobility lasting up to 14 days	Erasmus grant rate per day in EUR for mobility lasting more than 14 days
Group 1: Denmark, Finland, Ireland, Iceland,	180 EUR	126 EUR

Lichtenstein, Luxembourg, Norway, Sweden		
Group 2: Austria, Belgium, Cyprus, France, Greece, Spain, The Netherlands, Malta, Germany, Portugal, Italy	160 EUR	112 EUR
Group 3: Bulgaria, Croatia, Czechia, Estonia, Republic of North Macedonia, Lithuania, Latvia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary, Poland	140 EUR	98 EUR

- Staff mobility to partner countries (non-EU): [https://erasmusplus.org.pl/wp-content/uploads/2020/09/ZAL\\_IV\\_KA107-2020.pdf](https://erasmusplus.org.pl/wp-content/uploads/2020/09/ZAL_IV_KA107-2020.pdf)

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### Individual support

- **140 EUR** per day for incoming mobility lasting up to 14 days and 98 EUR per each day after 15<sup>th</sup> day of mobility
- **180 EUR** per day for outgoing mobility lasting up to 14 days and 98 EUR per each day after 15<sup>th</sup> day of mobility

Every Erasmus mobility carried out by WSB University staff is considered as a business trip and is subject to internal regulations based on Business Trip Form which has to be claimed from the Rector's Office before going for mobility.

### ***Will staff mobility be recognized?***

WSB University has developed standards of recognition for staff participating in international mobility. These include Rector's awards granted to employees that have contributed to internationalization of the university. In addition, a periodic evaluation of research and teaching staff of WSB University, as one of the assessment criteria lists the increase of their academic skills which includes participation in international mobility.

### ***Who is responsible for arranging travel and accommodation during mobility?***

Every mobility participant is solely responsible for arranging their travel and accommodation to the place of their mobility. All arrangements such as signing of Erasmus Grant Agreement and collection of the

scholarship are done before going on mobility.

***What are the application deadlines?***

Completed application forms should be submitted in person to the International Office (room 206) or sent by e-mail to the following address: [dczerniak@wsb.edu.pl](mailto:dczerniak@wsb.edu.pl) by **15<sup>th</sup> February 2021**. Application forms submitted at a later date will only be considered if there are any vacancies left. If the number of available mobilities is exceeded, a waiting list of candidates will be created or it might be possible for the candidate either to take advantage of staff mobility under KA107 agreement (mobility to Erasmus partner countries outside of EU) or mobility without funding from Erasmus+ program.

### **What are application documents?**

1. Application form (*Appendix 1*);
2. Staff mobility for teaching mobility agreement (*Appendix 2*)
3. Staff mobility for training mobility agreement (*Appendix 3*)

### **Additional information:**

More information on Erasmus+ staff mobility can be found at <https://erasmusplus.org.pl/sektory/szkolnictwo-wyzsze/> or <https://en.wsb.edu.pl/staff-mobility/> or in International Office of WSB University, room 206 tel. 32 295 93 16 / 32 295 93 57.

*\* Longer mobility period is possible only in case of any funds available as a result of savings on the grant used.*

*\*\* In case of staff mobility under KA107 to partner countries outside of, Erasmus scholarship is granted both for the working days of mobility activities and for the travel time.*