



On the basis of the *Lublin University of Technology Rector's Order No. R-13/2018 of 1.02.2018 on accepting staff from foreign institutions under Erasmus+ Programme and other international educational mobility programmes*, I hereby establish The Financial Procedure for the Mobility of Foreign Institution Staff to Lublin University of Technology (further: LUT) for teaching and training mobility under Erasmus+ Programme (further: arrivals to LUT), project **2023-1-PL01-KA171-HED-000116407**.

The rules are available on the LUT's Office of International Education website (further OIE).

**UNIVERSITY FINANCIAL PROCEDURE FOR THE MOBILITY OF FOREIGN INSTITUTION STAFF TO LUBLIN UNIVERSITY OF TECHNOLOGY (MOBILITY FOR TRAINING AND TEACHING, project no. 2023-1-PL01-KA171-HED-000116407.**

1. The Erasmus+ scholarship is paid in the form of individual support, which is supposed to finance the travel and stay at LUT, but does not cover the full costs of mobility.
2. The basic amount for incoming staff mobility from the third countries not associated to the Erasmus+ programme from 1-12\* regions, with which Lublin University of Technology (LUT) has signed the Erasmus+ inter-institutional agreement, for arrivals lasting no longer than 14 days is 140 EUR. LUT has received financial support for mobilities from the following countries: Algeria, Armenia, Brazil, Montenegro, Georgia, Honduras, India, Indonesia, Japan, Cambodia, Kazakhstan, Kyrgyzstan, Kosovo, Morocco, Tunisia, Panama, Ukraine and Uzbekistan (project no. **2023-1-PL01-KA171-HED-000116407**).
3. A foreign institution staff mobility should take place between 05.02.2024 and 31.07.2025. The financed period is 7 days (including 2 days for travel).
4. LUT will pay out to the foreign institution staff individual support for every day of stay at LUT plus one day for travel to and from the receiving institution. The travel must take place directly before and after mobility period specified in the confirmation issued by LUT, which will include the date of beginning and completing the mobility.
5. Additionally, LUT will pay out travel distance allowance to a foreign institution staff. The travel distance allowance is counted on the basis of EU distance calculator: ([http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_pl](http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_pl)).

Distance	Standard travel - amount	Green Travel support - amount
from 10 to 99 km	23 EUR per participant	
from 100 to 499 km	180 EUR per participant	210 EUR per participant
from 500 to 1999 km	275 EUR per participant	320 EUR per participant
from 2000 to 2999 km	360 EUR per participant	410 EUR per participant
from 3000 to 3999 km	530 EUR per participant	610 EUR per participant
from 4000 to 7999 km	820 EUR per participant	
8000 and more	1500 EUR per participant	

Prorektor ds. studenckich  
  
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6. One month before the planned mobility (at the latest), the staff member is obliged to submit to OIE the following completed and signed documents: Application Form and Individual Teaching/Training Programme. Application documents of a foreign institution staff coming for teaching mobility are substantially verified by the faculty coordinators or the head of the Foreign Language Department. Application documents of a foreign institution staff coming for training mobility are substantially verified by the faculty coordinators or the heads of training host units or vice-rector for student affairs.

7. Every foreign institution staff qualified to participate in the mobility at LUT signs the written agreement, where the conditions for travelling abroad and its financing are specified. The project of agreement is prepared by OIE and sent via email to the staff, who sends two signed copies of the agreement via email to the OIE address two weeks before the planned mobility period at LUT.

8. The financial support, specified in points 4 and 5, shall be paid to the staff on the first day of the mobility, under the condition that the staff submits all necessary documents specified in point 11 and accepts all the conditions of the agreement and under the condition that LUT receives the payment from the Erasmus+ National Agency.

9. The amount of financial support is in EUR, the total numbers. The financial support will be collected by a foreign institution staff in a specified period and branch of a bank indicated by officer of OIE.

10. A foreign institution staff coming to LUT is obliged to settle the mobility, before returning to home institution. A foreign institution staff coming for teaching mobility must deliver a certificate confirming a number of conducted classes and period of mobility to OIE. The said certificate is issued and signed by the faculty coordinator, other person indicated by the faculty heads or the head of the Foreign Language Department. A foreign institution staff coming to LUT for training mobility delivers to OIE a certificate confirming the period spent at LUT and completion of planned training. This certificate is issued and signed by vice-rector for student affairs or the faculty coordinators or the heads of training host units.

11. An additional condition for settlement of the mobility at LUT is the completion of the online report EU-survey, which link to the staff will receive after the end of mobility to the e-mail address indicated in the agreement indicated in point 12.

12. The financial support or part of it (specified in points 4 and 5) shall be recovered if the participant does not carry out the mobility activity in compliance with the terms of the agreement mentioned in points 16-18.

13. Additional or free funds will be allocated to additional incoming mobilities at first.

14. In case of staff coming to LUT with a zero scholarship from EU funds, all the rules mentioned above must be fulfilled, except for those relating to the financial support.

15. A foreign institution staff who participates in the mobility project no. **2023-1-PL01-KA171-HED-000116407** cannot obtain any other funding to finance the same mobility costs under any other Community programs or under other European Commission's initiatives.

16. LUT reserves the right to change The Financial Procedure for the Mobility of Foreign Institution Staff to Lublin University of Technology for teaching and training mobility under Erasmus+ Programme (project no. **2023-1-PL01-KA171-HED-000116407**).

17. The qualification, financial and implementation procedures for the Mobility of Foreign Institution Staff to Lublin University of Technology for teaching and training mobility under Erasmus+ Programme are governed the Lublin University of Technology Rector's Order No. R-13/2018 of 1.02.2018 on accepting staff from foreign institutions under Erasmus+ Programme and other international educational mobility programmes.

