



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 University Implementation Rules Of Foreign Institution Staff Incoming To Lublin University Of Technology For Erasmus Training And Teaching (further LUT) for teaching and training mobility under Erasmus+ Programme (further: mobility 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 IMPLEMENTATION RULES OF FOREIGN INSTITUTION STAFF
INCOMING TO LUBLIN UNIVERSITY OF TECHNOLOGY FOR ERASMUS
TRAINING AND TEACHING**

(project no. 2023-1-PL01-KA171-HED-000116407)

1. Mobility of foreign institutions staff can be carried out with universities from non-associated countries in: Algeria, Armenia, Brazil, Montenegro, Georgia, Honduras, Indonesia, Japan, Cambodia, Kazakhstan, Kirgizstan, Kosovo, Morocco, Tunisia, Panama, Ukraine, Uzbekistan, India with which Lublin University of Technology has signed the Interinstitutional Agreement. The list of signed Agreements is available on the OIE website.
2. A foreign institution staff qualified to come to LUT must be employed in the partner institution.
3. A foreign institution staff coming for teaching mobility conducts classes for students and participants of doctoral studies at LUT. During one mobility period the staff is obliged to conduct at least 8 hours of didactic classes.
4. A foreign institution staff coming for training mobility improves his/her skills and qualifications related to the work performed in a foreign institution.
5. A foreign institution staff qualified to come to LUT may change the set date of arrival, only if the suggested arrival date falls within the duration of the project and is possible to be implemented at LUT's unit, which is responsible for accepting the staff.
6. Qualification priority to foreign institutions staff who meet the above criteria equally, will be given to staff carrying out mobility for the first time; staff who work for the internationalization of a foreign institution; staff involved in student exchange at a foreign institution and staff who have established cooperation with LUT.
7. Minimum level of the mobility language knowledge is B1. The staff certifies his/her level of foreign language in the application form.
8. Before the start of the mobility period, the Participant may complete the OLS language proficiency test in the language of mobility (if available). The participant may take part in OLS language courses from the date of access and undertakes to use the full capabilities of the OLS platform.

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9. A foreign institution staff should be insured for the period of travel and stay at LUT. The insurance conditions are governed by an agreement between LUT and the staff, where the conditions for travelling abroad and its financing are specified. A foreign institution staff is obliged to provide a copy of the above-mentioned insurance until the day of arrival to OIE.
10. A foreign institution staff is obliged to settle his/her mobility to LUT before returning to his/her home institution. The staff coming for teaching mobility provides the OIE with a certificate confirming the number of hours of didactic classes and the duration of stay at LUT, issued and signed by the faculty coordinator or other person designated by the faculty head or the head of the Foreign Language Department. A staff coming for training mobility provides the OIE with a certificate confirming the duration of stay at LUT and the implementation of the training program, issued and signed by the vice-rector for student affairs or the faculty coordinator or the head of the training unit.
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, where the conditions for travelling abroad and its financing are specified. The time to submit a report is 30 days from the moment of receiving the request.
12. All conditions, except for financial ones, must be completed in the event of arrival of staff for training and teaching mobility with a zero grant from EU funds.
13. The Implementation Procedure for the Mobility of Foreign Institution Staff to Lublin University of Technology (further LUT) for teaching and training mobility under Erasmus+ Programme are regulated by 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.
14. LUT reserves the right to change university implementation rules of foreign institution staff incoming to Lublin University of Technology for Erasmus training and teaching, project **2023-1-PL01-KA171-HED-000116407**.

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