



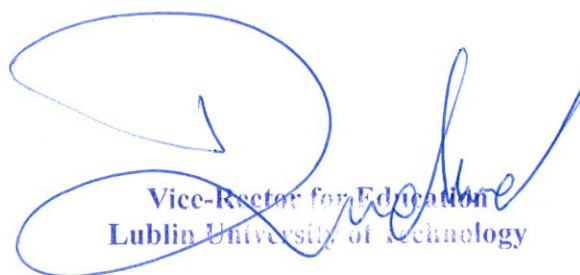
University implementation rules of staff from partner countries (except regions 5 and 14) incoming to Lublin University of Technology for Erasmus training and teaching mobility project no 2021-1-PL01-KA131-HED-000004759

1. University implementation rules of staff from partner countries incoming to Lublin University of Technology for Erasmus training and teaching mobility is regulated by *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.*
2. Lublin University of Technology (LUT) carries out incoming staff mobility for teaching and training from partner countries (except region 5 and 14).
3. A foreign institution staff qualified to come to LUT must be employed in the partner institution.
4. 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.
5. A foreign institution staff coming for training mobility improves his/her skills and qualifications related to the work performed in a foreign institution.
6. Standard mobility period at LUT is 3-5 days. If the staff participates in international staff training and teaching week, the mobility is 5 days.
7. The staff delivers to OIE (original or scan):
 - 1) Application form signed by the participants and his/her superior;
 - 2) Project of Staff Mobility for Teaching/Training Mobility Agreement signed by the participant and sending institution
8. The basis of qualification of staff incoming to LUT for Erasmus+ training mobility is Staff Mobility for Training Mobility Agreement, agreed with LUT. Individual Training programme specifies goals, expected results of training, work schedule and tasks for staff.
9. The basis of qualification of staff incoming to LUT for Erasmus+ teaching mobility is Staff Mobility for Teaching Mobility Agreement, agreed with LUT. Individual Teaching Programme specifies subjects of lectures and staff work schedule.
10. A minimum of 8 teaching hours per week (or any shorter period of stay) has to be respected. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week.
11. Qualification documents specified in point 8 and 9 should be sent at the latest to OIE (email or post) 14 days before the start of mobility at LUT. In case of participation in international staff training and teaching week the deadline of qualification will be announced.
12. The staff qualified to come to LUT can change the date of mobility, if the new suggested date will not exceed the dates of project realization and the mobility is possible to be conducted by the LUT hosting unit.
13. During the mobility at LUT (last day of mobility at the latest), the staff receives certificate confirming the dates of stay at LUT and purpose of mobility (conducted training or 8 hours of teaching).

14. The Staff incoming to LUT for teaching and training mobility receives grant from his/her sending institution.
15. LUT reserves the right to change University implementation rules of staff from partner countries (except regions 5 and 14) incoming to Lublin University of Technology for Erasmus training and teaching mobility project no 2021-1-PL01-KA131-HED-000004759.

University qualification rules of staff from partner countries (except regions 5 and 14) incoming to Lublin University of Technology for Erasmus training and teaching mobility project no 2021-1-PL01-KA131-HED-000004759

1. The qualification procedure is carried out according to the signed Interinstitutional Agreements, taking into account the conditions specified thereof, unless the rules of the programme specify otherwise.
2. Only staff employed in a foreign institution can take part in qualification procedure for teaching and training mobility.
3. The qualification procedure is carried out according to the signed Interinstitutional Agreements, taking into account the conditions specified thereof, unless the rules of the programme specify otherwise.
4. The deadlines of qualification and documents submission at OIE:
 - 1) 11.09.2022 (training and teaching mobility within international Staff training and teaching week planned between 17-21.10.2022),
 - 2) 16.01.2023 (training and teaching mobility within international Staff training and teaching week planned between 17-21.04.2022),
5. Incoming training and teaching mobilities in a period other than international staff training and teaching week, respecting academic calendar, are agreed individually. Teaching mobility is agreed with faculty coordinators for international exchange, or other person indicated by the faculty heads , the head of Foreign Languages Department. Training mobility is agreed with vice-rector for students affairs, faculty coordinator or head of unit accepting the participants.
6. The staff may appeal the result of the qualification to the LUT's vice-rector for student affairs within 7 days of the publication of the results. The rector's decision is final.
7. In the event of resignation of qualified candidates, the candidate from reserve list is taken into account.


Vice-Rector for Education
Lublin University of Technology

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