



POLITECHNIKA  
LUBELSKA

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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 **2022-1-PL01-KA171-HED-000073013**.

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. 2022-1-PL01-KA171-HED-000073013.**

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, Indonesia, Japan, Cambodia, Kazakhstan, Kyrgyzstan, Kosovo, Morocco, Tunisia, Panama, Ukraine, Uzbekistan and India (project no. 2022-1-PL01-KA171-HED-000073013).
3. A foreign institution staff mobility should take place between 01.04.2023 and 31.06.2024. 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	

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6. The participant can obtain additional funding to cover travel costs by low-emission means of transport (hereinafter referred to as: Green Travel).

7. Green Travel — a travel which is taken (at least 51% round trip) by low-emission means of transport: train, bus or carpooling (shared travel by car of individuals travelling to the same destination). Green Travel doesn't cover the costs of travel by plane, ferry and a single travel by car.

8. In order to receive Green Travel support the participant should hand in Green Travel application in the Office of International Education. The application must be submitted at least 14 days before the start date of the planned trip abroad. The application template is available at <http://bkm.pollub.pl>.

9. The participant receiving Green Travel support, referred to in point 7, can also obtain additional days of travel before and after the mobility, according to the table below, in the amount of the daily scholarship rate specified in point 2 for each day:

The distance between Lublin University of Technology and sending university headquarter. The distance is counted on the basis of „distance calculator”:	Number of additional days of travel by low-emission means of transport:
from 0 to 700 km:	
from 701 to 1500 km:	1 day
1501 km and more:	2 days

10. Green Travel support is valid only for arrivals to Poland from Kosovo, Montenegro and Ukraine.

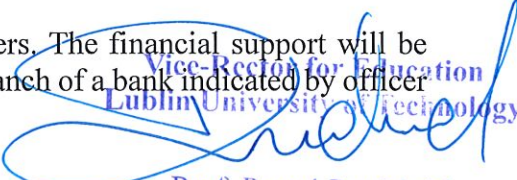
11. One month before the planned mobility (at the latest), the staff member is obliged to submit to OIE the following completed and signed documents: Application Form and Individual Teaching/Training Programme. Application documents of a foreign institution staff coming for teaching mobility are substantially 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.

12. 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.

13. 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.

14. Reimbursement of additional cost bore due to a students' disability, where appropriate, will be made on the basis of “The conditions of financing mobilities of disabled participants with fewer opportunities (people with disability certificate) qualified for teaching or training mobility under Erasmus+ programme” which are available on OIE website.

15. 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.

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16. 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.

17. 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.

18. After the mobility the participant files statement on travel completion according to Green Travel Support rules (at least 51%). The form is available on <http://bkm.pollub.pl>. In case of travel by public means of transport (i.e. bus, train), the participant files also copies of tickets/bills confirming the travel. The participant sends the above-mentioned statement and bills confirming travel by ecological means of transport to the provided e-mail address.

19. 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.

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

21. 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.

22. A foreign institution staff who participates in the mobility project no. 2022-1-PL01-KA171-HED-000073013 cannot obtain any other funding to finance the same mobility costs under any other Community programs or under other European Commission's initiatives.

23. 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. 2022-1-PL01-KA171-HED-000073013).

24. 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.

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