

Formal procedures of applying for a teaching period at Kielce University of Technology (Erasmus+ staff mobility for teaching) within the international mobility - cooperation with the third countries not associated to the program

1. The staff eligible for Erasmus+ staff mobility for teaching assignment (STA) is an academic staff member employed at the partner university cooperating with KUT under the already signed and valid Inter-institutional agreement covering this type of mobility.
2. The interinstitutional agreement should be signed before the start of any individual mobilities.
3. The duration of STA mobility lasts 5 days.
4. Staff mobility for teaching assignments can be realized during the semester time according to the Academic Calendar published on <https://erasmus.tu.kielce.pl/academic-calendar/> or <https://international.tu.kielce.pl/main/students/academic-calendar/>
5. The qualification process takes place at the partner university according to the rules set out by the partner university accordingly to the Erasmus + Programme Guide.
6. The partner university sends a list of the applicants to the Department of Staff Development and International Cooperation of the Kielce University of Technology no later than 4 weeks before the proper mobility period starts.
7. The staff member submits an application to the Kielce University of Technology by sending the Application Form and project of Mobility Agreement Staff Mobility of Teaching via email: erasmus@tu.kielce.pl.
8. The Faculty authorities approve the candidates on a basis of their Staff Mobility for Teaching Mobility Agreement and assess the following criteria:
 - o overall objectives of the mobility;
 - o content of the teaching/training program;
 - o expected outcomes and impact;
 - o added value of the mobility.
9. A scholarship for staff mobility for teaching ('Individual support') is 140 Euro per day.
10. A participant may start their travel earlier than one day before the beginning of the mobility period or return later than one day after the end of the mobility, but only up to two additional days (one day before the mobility and one day after its completion) will be taken into account when calculating the scholarship ('Individual support').
11. Employees receive an additional grant to cover travel expenses, which is calculated using a distance calculator available on the European Commission website http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm
12. The obligation to complete the procedures of obtaining a visa and insurance lies with the employee, however, the Department of Staff Development and International Cooperation of the Kielce University of Technology provides all the documents (eg. invitation) necessary for the visa procedure.
13. A person qualified for the STA mobility becomes a beneficiary of the Erasmus+ program at the moment of signing the grant agreement, which is the condition for payment of the scholarship. The scholarship agreement should be signed by the staff member 2 weeks prior to the scheduled departure. However, it is acceptable for the grant agreement to be signed immediately after the staff member's arrival. The grant is paid no later than the last day of the mobility period.
14. After the end of the mobility, the employee receives a Certificate of attendance confirmed by the respective faculty of the Kielce University of Technology.