

ERASMUS+
RULES ON THE STAFF MOBILITY OF WSEI UNIVERSITY FOR TEACHING AND
TRAINING PURPOSES IN THE ACADEMIC YEAR 2025/2026

1. The rules on the staff mobility of the WSEI University, hereinafter referred to as WSEI University, for teaching and training purposes under the Erasmus+ programme shall be in compliance with the following documents:
 - a) The Erasmus Charter for Higher Education (ECHE) 2021-2027;
 - b) Agreement between the Erasmus+ National Agency and the WSEI Academy;
 - c) Financial agreement between the university and the employee,
 - d) Curriculum/training agreement between the university, the host institution and the participant.
2. The purpose of the staff mobility under the Erasmus+ programme shall include:
 - a) teaching at a partner university for at least 8 hours each week of stay;
 - b) participating in training to raise qualifications related to the nature of the work performed at WSEI University, for a period of at least 2 days in countries associated with the program or 5 days in countries not associated with the program (academic teachers and administrative staff).
3. The selection process of the university staff shall be conducted in accordance with the 'Rules on the qualification of the WSEI University staff for teaching and training purposes in the academic year 2024/2025'.
4. The mobility activity shall commence upon the receipt of confirmation of admission from the partner university and the approval by WSEI University and the partner university or institution hosting the '*Mobility Agreement Staff Mobility for Teaching*' or the '*Mobility Agreement Staff Mobility for Training*'.
5. In the case of mobility for teaching purposes, the staff member's stay at the partner university/host institution must be started and completed during the academic year of the host university.
6. For the mobility activity to one of the Programme Countries, the minimum duration of stay is 2 days; a maximum is 2 months. For the mobility activity to partner countries, this period ranges from 5 days to 2 months.

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7. A written financial agreement shall be signed with each staff member selected for the mobility under the Erasmus+ programme, specifying the amount of the grant and the rules on the settlement of the mobility. The grant shall be paid in euro (EUR) in the manner agreed between the employee and WSEI University. The preferred form is a transfer to the employee's personal bank account in one instalment equal to 100 % of the grant amount.

8. The fund may not be paid to the staff member until he/she accepts all the terms and conditions of the agreement. The grant shall be paid in a manner agreed between the parties. The 'green travel' top-up shall be granted only after the completion of the mobility, and solely on condition that the required confirmations or proofs of the undertaken journey are submitted to the Center of Projects and International Cooperation.

9. The fund amount shall be fixed in the form of a lump sum per each day of stay abroad and depends on the country to which an employee travels. The Erasmus+ programme does not fully cover travel and subsistence expenses abroad.

10. All rules, except those related to the grant awarded, must be fulfilled in case of the mobility of staff member who does not receive funding from the Erasmus+ budget (mobility without grant/mobility with zero grant).

11. The staff member shall be obliged to insure themselves (medical insurance and accident insurance) for the duration of travel and stay at the partner university/host institution. The employee shall take out insurance by themselves.

12. Within 2 weeks of the end of the mobility at the partner university/host institution, a staff member of WSEI University participating in the Erasmus+ Programme shall:

- a) submit a certificate to the Centre of Projects and International Cooperation of the duration of the stay at the partner university/institution and the achievement of the mobility objectives, drawn up on the headed paper of the host university/institution,
- b) in the case of mobility for teaching purposes, the certificate should indicate the number of teaching hours,
- c) in the case of mobility for training purposes, the certificate should indicate the nature of the training provided,
- d) submit the report on the implementation of mobility,
- e) fill in the Individual Participant Report *online (online EU survey)*. The completion of the Participant Report is necessary for the financial settlement of the mobility. An employee who does not fill in the survey is obliged by the home university to reimburse the funding received

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from the EU. The reimbursement must be made in the form and currency in which the employee received the funding.

13. WSEI University shall inform the outgoing staff member about the obligation to fill in the Online Participant Report when signing the Erasmus+ Mobility Agreement as a mandatory part of the financial settlement of the grant.

14. Complaints and requests should be addressed to the University Erasmus+ Coordinator by email at: erasmus@wsei.pl

APPROVED BY

Lublin, on.....

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Rector

WSEI University

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President

WSEI University

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