

“ERASMUS –MOBILITY PROJECT FOR HIGHER EDUCATION STUDENTS AND STAFF BETWEEN EU MEMBER STATES AND THIRD COUNTRIES ASSOCIATED TO THE PROGRAMME”

(KA131/2023)

**PROCEDURE AND SELECTION CRITERIA, ORGANISATION AND FUNDING RULES
STAFF MOBILITY FOR TRAINING (STT)***

ACADEMIC YEAR September 2023/24 and October-March 2024/25

A. Definitions

Whenever a reference is made to:

1. an employee – it shall be understood as all employees for whom the University of Warsaw is their primary place of employment as specified in the contract of employment;
2. an application or a list of applications – shall be understood as an application to the International Relations Office (IRO) of the candidature(s) of employee(s) nominated by the deans /heads of organisational units and mobility coordinators, in order of priority for the allocation of Erasmus funds.
3. mobility – it shall be understood as travelling abroad to a foreign institution to complete an agreed training programme specified in the Mobility Agreement;
4. STT mobility (Staff Mobility for Training) – it shall be understood as participation in courses to obtain, supplement or enhance skills and qualifications of a UW employee at a foreign institution;
5. Erasmus STT/KA131/2023 scholarship – it shall be understood as the funds allocated within the “Mobility project for higher education students and staff” (No. 2023-1-PL01-KA131-HED-000114844) for the funding of STT mobility;
7. a receiving organization – it shall be understood as an institution in one of the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Republic of North Macedonia, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Türkiye.
8. sustainable (low-emission) means of transport – it shall be understood as travel by: bus, train, car (car-pooling with at least 1 passenger).
9. Car-pooling – it shall be understood as a system adapting a passenger car to collective transport. It involves increasing the number of passengers during a car journey on the same route.
10. EU Member States – it shall be understood as one of the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.
11. Third countries associated with the programme, hereinafter referred to as associated countries – shall be understood as one of the following countries: Iceland, Liechtenstein, Republic of North Macedonia, Norway, Serbia, and Türkiye.

B. Selection rules in UW units

1. The following rules must be observed when submitting an employee’s candidature for STT mobility to IRO, thereby agreeing to their travel to a foreign institution.

An employee:

- 1.1 is a UW employee – regardless of citizenship – for whom the University is their primary place of employment;
- 1.2 is employed during the selection and at least until the end of the mobility period on the basis of an employment contract;
- 1.3 is not seconded or transferred to work at another institution in September 2024 or in the academic year 2024/2025.
- 1.4 knows the language in which the training is provided, at least at the B2 level.

2. All UW employees, in particular mobility programme coordinators and non-academic staff (including administration staff, engineering and technology staff, IT specialists, programmers, librarians, scientific information and documentation staff, and lecturers), can apply for Erasmus STT funding.
3. An Erasmus STT/KA131/2023 scholarship may be awarded to an academic teacher, but solely for the completion of a teaching methodology course (including foreign language teaching).
4. Employees may not apply for Erasmus STT/KA131/2023 funds while on: annual, maternity, parental, childcare, sick, health, or unpaid leave.
5. The training may take place only at a university that has ratified the Erasmus Charter for Higher Education (ECHE), valid for the academic year 2024/2025, or at an institution/company, hereinafter referred to as the foreign institution.
6. The training may not be delivered in a European Union institution, an organisation managing European Union programmes or in any Polish establishment.
7. An Erasmus STT/KA131/2023 scholarship cannot be awarded to an employee to attend a language course or to participate in a conference, congress, symposium, etc.
8. Each employee may apply for the Erasmus+ STT/KA131/2023 scholarship for a maximum of **1 STT mobility period** carried out from **1 September 2024 to 31 July 2025, whereby under these rules, for the period from 1 September 2024 to 31 March 2025.**

C. Application procedure of employees to be awarded the Erasmus scholarship type STT/KA131/2023

1. Deans/heads of organisational units or mobility coordinators are obliged to make these rules publicly available, in particular on the websites of their units.
2. The head of an organisational unit and the mobility coordinator may appoint a committee to select candidates from among employees to be awarded the type STT/KA131/2023 scholarship. The head of an organisational unit shall decide upon committee composition.
3. A candidature/Candidatures for STT may be submitted to the IRO on an ongoing basis only with the agreement of the head of the organisational unit and the mobility coordinator.
4. Each candidature for an Erasmus STT/KA131/2023 scholarship must be submitted on the "Application for STT mobility form", the template of which is attached as **Appendix No. 1**. IRO will keep a register of "Applications for STT mobility" according to the date on which the office receives the documents, provided that they meet all the formal requirements for the award of an STT/KA131/2023-type scholarship.
5. A properly completed form "Application for STT mobility", certified by signatures and stamps or electronic signatures of the head of an organisational unit of the University and the mobility coordinator, shall be sent as a **scan** to erasmusbwz@uw.edu.pl pursuant to Ordinance No. 279 of the Rector of the University of Warsaw of 10 December 2020 on electronic mail of the University of Warsaw, or shall be sent in a traditional (paper) form to the International Relations Office at the University of Warsaw.
6. A **scan** of an agreed individual training programme shall be appended to the "Application for STT mobility" (form: Mobility Agreement – Staff Mobility for Training), with the **dates of stay at the foreign institution**, containing a detailed training plan for each day written under the "**Activities to be carried out**", containing the legible **signature of the employee**, the legible **signature and stamp or electronic signature of the mobility coordinator or, if there is no coordinator, the signature of the head of an organisational unit, the legible signature of the representative of the foreign institution**. If the signature of a foreign institution is illegible, the personal stamp of the person signing the document or the stamp of the institution is required.
7. The individual training programme shall be drawn up with all care and accuracy on the form *Mobility Agreement – Staff Mobility for Training*, required by the Foundation for the Development of the Education System (FDES). The document must be signed dated after the announcement of the rules. The model form is attached as **Appendix No. 2**.
8. Under no circumstances will e-mail arrangements for the training programme be accepted.
9. IRO will communicate by e-mail the allocation or non-allocation of Erasmus STT/KA131/2023 funds to the employee planning the STT mobility and the mobility coordinator according to the contact details in the "Application for STT mobility" form.

D. Selection and award procedure for the Erasmus scholarship type STT/KA131/2023

1. Erasmus STT/KA131/2023 funds shall be awarded by the university Erasmus+ coordinator on an ongoing basis until funds are exhausted, on the basis of:
 - 1.1 a scan (or the original) of the "Application for STT mobility" form, meeting all formal requirements;
 - 1.2 a scan (or a printout from a scan) of a correctly and thoroughly completed individual training programme (Mobility Agreement – Staff Mobility For Training) with the required signatures and stamps, if applicable;
 - 1.3 The conformity of data in the "Application for STT mobility" form with the requirements set out in Section B;
 - 1.4 according to the order of registration of the "Application for STT mobility" form with its appendices in the incoming mail of IRO; each application will be immediately added to the STT/KA131/2023 mobility list.
2. The Erasmus STT/KA131/2023 scholarship cannot be awarded to an employee who participates in a virtual training course from the territory of Poland.
3. If an employee is unable to leave on a pre-agreed date, they must withdraw from mobility by informing IRO by e-mail and may reapply for mobility during another term. On the basis of the withdrawal of an employee from a mobility period, the STT/KA131/2023 scholarship will be awarded to the next person on the application register set out in point C.4.
4. Mobility of persons who fail to complete the scheduled visit on the notified date **without notifying** IRO of the change of date will be possible after resubmission of the Application for STT" mobility form with attachments to IRO and its reconsideration, provided that the formal requirements specified in point D.1. are met and that UW has available funds.
5. Every 3 months, the university Erasmus+ coordinator shall submit to the Vice-Rector for Cooperation and Human Resources a report on the status of STT mobility and a list of financial resources in "Erasmus – Mobility project for higher education students and staff" (No. 2023-1-PL01-KA131-HED-000114844) for supervisory purposes for evaluation, including monitoring of the correct implementation of the aforementioned projects.
6. Non-award of the Erasmus STT/KA131/2023 scholarship only implies that the decision of the Vice-Rector for Cooperation and Human Resources to award the scholarship is suspended. An employee's mobility period to a foreign institution may be realised with the consent of the dean/head of the organisational unit in a different mode and under different financial rules.
7. The International Relations Office (IRO) will announce the exhaustion of funds on www.bwz.uw.edu.pl.

E. Rules for implementing STT mobilities

1. The purpose of STT mobility is to participate in training at a receiving organization in an EU Member State or in a country associated with the programme.
2. A STT mobility period cannot last less than **two consecutive days**, excluding travel time, and funding will be awarded for a maximum of 2 to 5 days of training.
3. The maximum duration of a STT mobility period is 2 months, but due to limited funding – funds will be awarded for a **maximum of up to 6 days** (total for the participation in training and travel by plane, ferry and one person by car) or up to **10 days**, depending on kilometrage and range from point F6 (total for the participation in training and travel by low-emission means of transport).
4. The mobility period certified by the receiving organization must be the same as the mobility period stated in the individual training programme (Staff Mobility for Training – Mobility Agreement), **excluding travel time**.
5. An employee is required to hold a document entitling them to health care on the territory of the European Union and the countries participating in the Erasmus+ programme, as well as insurance covering medical expenses, accidents (possibly third-party liability) for the duration of their mobility and stay at a foreign institution. The European Health Insurance Card does not give a full right to free health care (<https://www.nfz.gov.pl/dla-pacjenta/nasze-zdrowie-w-ue/leczenie-w-krajach-unii-europejskiej-i-efta/wyjezdzam-do>). Persons travelling are asked to familiarise themselves with the health care system in the host country. An employee may take out University travel insurance for the duration of the departure in accordance with the rules determined in <https://www.uw.edu.pl/wp-content/uploads/2023/07/ubezpieczenie-podrozy-sluzbowych-2023.pdf>. The University bears no responsibility for lack of or insufficient insurance coverage.

- All rules, with the exception of those relating to the awarded Erasmus scholarship type STT/KA131/2023, must be observed in the case of the departure of an employee who has not received Erasmus funding ("non-funded departure").

F. Funding rules for STT mobility

- STT mobility (training + travel) must be concluded no later than **31 March 2025**.
- Before** departure, it is necessary to establish an individual financial agreement with each employee.
- The Erasmus STT scholarship is intended to cover additional, rather than full, costs associated with increased living costs and travel abroad.
- The amount of the Erasmus STT/KA131/2023 scholarship shall be compliant with the amounts resulting from the European Union Beneficiary Module electronic system, in accordance with the rates set out in the FDES Tariff below, **depending on the country of the receiving organization, for each day of mobility certified by the receiving organization** and for travel days, subject to points. E.2, E.3 and F.6.

Group countries	Daily scholarship rate in Euro
Group 1 – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden	180
Group 2 – Austria, Belgium, Cyprus, France, Greece, Spain, Malta, the Netherlands, Germany, Portugal, Italy	160
Group 3 – Bulgaria, Croatia, Czechia, Estonia, Latvia, Lithuania, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Türkiye, Hungary	140

- The employee is entitled to a lump sum to cover travel costs. The lump sum depends on the distance between Warsaw (the place of departure) and the destination, as well as on the choice of means of transport. The distance of one-way travel must be considered to calculate the amount of the lump sum payable for a round trip. To calculate the distance, IRO will use the distance calculator developed by the European Commission, available on the Erasmus+ website:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

Distance	Lump sum— travel by plane, ferry, car (one person)	Lump sum – travel by sustainable (low-emission) means of transport
from 10 to 99 km:	€23 per participant	x
from 100 to 499 km:	€180 per participant	€210 per participant
from 500 to 1999 km:	€275 per participant	€320 per participant
from 2000 to 2999 km:	€360 per participant	€410 per participant
from 3000 to 3999 km:	€530 per participant	€610 per participant
from 4000 to 7999 km:	€820 per participant	x
8000 km or more:	€1500 per participant	x

- An employee travelling by plane, ferry or car (one person) will be granted an additional lump sum for a maximum of 2 days for travel according to the rates in point F5, subject to point E3, provided the travel is on days other than training.

An employee travelling by sustainable (low-emission) means of transport will be granted a lump sum at the rates in point F5 for subsistence costs while travelling up to 6 additional days depending on the documented number of days of travel and in accordance with the following range:

100- 499 km lump sum up to 2 days of travel (maximum number of days of STT scholarship training + travel: 6 days);

500 -2999 km lump sum up to 4 days of travel (maximum number of days of STT scholarship training + travel: 8 days);
3000-3999 km lump sum up to 6 days of travel (maximum number of days of STT scholarship training + travel: 10 days);

7. Travel by sustainable (low-emission) means of transport must be made in both ways.
8. The Erasmus STT/KA131/2023 scholarship and the lump sum for travel costs are expressed in euros, in whole numbers; they will be paid by transfer to a bank account after the signing of the financial agreement prepared on the basis of the Erasmus STT travel application submitted to IRO. The travel application for Erasmus STT shall be sent as a **scan** to erasmusbwz@uw.edu.pl pursuant to Ordinance No. 279 of the Rector of the University of Warsaw of 10 December 2020 on electronic mail of the University of Warsaw or shall be sent in a traditional (paper) form to the International Relations Office at the University of Warsaw at least **4 weeks** prior to the date of departure.
9. In the case of combining STT mobility with a trip for other purposes for which an employee will receive funding from the funds at the disposal of the head of the organisational unit, a UW travel application should be completed by an employee in addition to the Erasmus STT travel application, the original of which should be forwarded to IRO.
10. If the employee plans to travel by private car, they will submit an agreement on using a private vehicle for business travel prior to the trip and a statement of the trip on their return. Employees requesting permission to use a private car for business purposes are required to undergo additional occupational health examinations and submit the relevant certificate to the Human Resources Office (pursuant to Ordinance No. 61 of 4 August 2017 of the Rector of the University of Warsaw on conducting additional examinations of employees using company or private cars for business purposes at the University of Warsaw).
11. The payment of the Erasmus STT scholarship to the outgoing person can only take place if they accept all the terms and conditions of the individual financial agreement delivered to IRO in the original or electronic form if a qualified electronic signature is used.
12. In the case of an extension of the mobility period abroad, the amount of the scholarship may not be increased unless the employee requests an extension no later than on the last day of mobility, subject to the limit set out in points E3 and F6.
13. Persons with a recognised disability (disadvantaged employees) can apply to FDES through the IRO for additional travel funding from the special Erasmus+ fund for persons with disabilities. Questions about the procedure shall be addressed to erasmusbwz@uw.edu.pl

G. Right to Appeal

1. The employee has the right to appeal in writing against the decision not to award the STT scholarship. Appeals against decisions shall be lodged through the entity which issued the contested decision – within 14 days from the date of delivery of the decision. The appeal, together with the case file and its opinion, shall be forwarded by the entity issuing the decision at first instance to the Vice-Rector for Cooperation and Human Resources within seven days of the date of the appeal unless the Vice-Rector accordingly issues a decision upholding the appeal in its entirety within this period. If the appeal has formal deficiencies, the entity issuing the decision at first instance shall call upon the appellant to make good such deficiencies within a specified period, which shall not be less than 7 days, otherwise the appeal shall be considered unreviewed. The internal decision is final.

H. Information on the protection of natural persons with regard to the processing of personal data (GDPR)

1. Pursuant to Regulation (EC) No. 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data (GDPR), we would like to inform that:
 - 1.1 The controller of the employee's personal data is the University of Warsaw, represented by the Rector with the registered seat at ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw. The controller can be contacted by selecting one of the contact forms found on: <https://www.uw.edu.pl/kontakt/>.
 - 1.2 The controller has appointed a Data Protection Officer supervising the correctness of personal data processing, who can be contacted via the e-mail address: iod@adm.uw.edu.pl.
 - 1.3 Personal data of the employees shall be processed in connection with their participation in the Erasmus+ programme.

- 1.4 The basis for the processing of the employee's personal data is their consent to the processing of personal data. The data of the persons selected for mobility shall be processed on the basis of an agreement concluded between the University of Warsaw and the Foundation for the Development of the Education System – the National Agency (FDES-NA) and on the basis of Regulation (EU) No. 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing Erasmus+ – the EU Programme for education, training, youth and sport, and repealing Decisions No. 1719/2006/EC, 1720/2006/EC and 1298/2008 /EC.
- 1.5 Providing data by the employee is voluntary, but necessary to participate in the selection procedure. The provision of data by qualified employees is obligatory otherwise the scholarship cannot be paid.
- 1.6 Recipients of the data will be entities authorised by law and the Foundation for the Development of the Education System (FDES – operator of the Erasmus+ programme), the foreign institution to which the employee travels for training purposes.
- 1.7 The data will be stored for a period of 5 years from the receipt of the letter from FDES closing the settlement of the project, i.e. until 31 December 2030 at the latest.
- 1.8 The employee has the right to access their personal data, correct them and limit their processing. Further, they have the right to withdraw their consent at any time. Information on the withdrawal of consent should be sent to: erasmusbwz@uw.edu.pl.
- 1.9 The employee has the right to lodge a complaint to the President of the Personal Data Protection Office if they believe that the processing of their personal data violates the provisions of the General Data Protection Regulation.

The aforementioned selection criteria have been formulated based on the information and guidelines provided by the Foundation for the Development of the Education System – the National Agency for the Erasmus+ and the European Solidarity Corps as of the date of their publication by the University of Warsaw.

Any amendments or additions to this document will be published in Section I along with the publication date, subsequent to approval by the UW Vice-Rector for Cooperation and Human Resources.

Approved on 16 July 2024

Vice-Rector for Cooperation and Human Resources

Prof. dr hab. Sambor Grucza

* The procedure and selection criteria, organisation and funding rules of staff mobility for training (STT) have been established on the basis of:

- a) financial agreement no. 2023-1-PL01-KA131-HED-0000114844 (KA131/2023) <https://erasmusplus.org.pl/dla-beneficjentow/szkolnictwo-wyzsze/linki/umowy> concluded between the University of Warsaw and the Foundation for the Development of the Education System (FDES). It is possible to access the agreement from the University Erasmus+ programme coordinator (International Relations Office of the University of Warsaw, Old Library, Krakowskie Przedmieście 26/28, Warsaw, room no. 207, from 09:30 to 14:00 from Monday to Thursday by prior appointment in the schedule <http://terminarz.bwz.uw.edu.pl>
- b) guidelines and information provided by FDES and the European Education and Culture Executive Agency (EACEA), with its registered seat in Brussels.