

Recommendations on the Recognition of Staff Mobility in the Erasmus+ Programme at the University of Warsaw

The University of Warsaw has been developing and submitting mobility projects under the Erasmus+ programme for years, obtaining the highest funding for student and staff mobility in Poland among universities with the European Commission's authorization (Erasmus Charter for Higher Education). In the final evaluation of projects, issued by the Foundation for the Development of the Education System acting as the National Agency of the Erasmus+ Programme and the European Solidarity Corps (NA), the University receives very good scores. In the latest summary from December 2024, it was noted that "The activities [carried out by the UW], not only in terms of the priorities of the current edition of the Erasmus+ but overall in the context of commitment to the best implementation of the Programme, can serve as an inspiration for other universities."

However, the score obtained by the University is consistently lowered due to the percentage results recorded in the summary of responses provided by the participants in individual reports, specifically with respect to the recognition of staff mobility. According to the latest evaluation report, only 57% of the outgoing staff members feel satisfied with the level of recognition. Therefore, following the NA's suggestion, the University should develop and implement detailed rules for the recognition of staff mobility in the Erasmus+ Programme, which will comply with the guidelines of the Erasmus Charter for Higher Education (ECHE), adopted by the Senate of the University of Warsaw Resolution No. 84 of July 2, 2021, on the Erasmus Charter for Higher Education for 2021–2027. The recognition process of the expertise gained by staff members should be transparent, with clearly defined evaluation criteria and procedures.

Recommendations for Heads of Organisational Units

1. **Ensure that staff have easy access to information** regarding the recognition of mobility in their unit. Provide information about training that supports staff participating in the Erasmus+ Programme, such as language training or training supporting communication in an intercultural environment available in the general training department's offer.
2. **Monitor the staff mobility process** to ensure compliance with the requirements of the ECHE. Regular mobility evaluation can be conducted, results analyzed, and participant feedback collected to identify areas needing improvement, adjust procedures, and disseminate the results obtained during the exchange.
3. **Treat staff mobility as one of the key elements** of the University's development strategy, in accordance with ECHE guidelines. Promoting mobility as a means of professional and personal development of staff should be an integral part of cooperation strategy with partner universities and external organizations.
4. **Promote the benefits of mobility** for staff, both at the individual and institutional levels. Increasing awareness of the values that mobility within Erasmus+ brings will help build a culture of international cooperation and increase motivation to participate in the Programme.

Additionally, it is recommended to introduce practices such as:

1. **Exchange of expertise** between staff members who have already participated in Erasmus+ mobilities and those who consider such an opportunity, including sharing information about the host unit with other staff members. This will create an opportunity for a knowledge transfer and promotion of skills acquired during the mobility within the home unit, e.g.,

innovative education, novel methods, etc. This can be done through meetings, workshops, conferences, publications, etc.

2. **Publishing summary information** about the mobility on the unit's website or disseminating the results in any other form.
3. **Encouraging staff members with less than 5 years of work experience** to travel. The first years of employment are primarily a time of getting acquainted with the organization of work at the University, which is why newly employed staff members do not always receive the information about mobility opportunities, and if they do, they rarely use it (creating development plans and training for young employees, taking into account Erasmus+ STA or STT mobility).
4. **No need to make up for classes** at UW that "fell out" during the mobility at a host university, i.e., a flexible approach supporting foreign mobility, e.g., the possibility of substitutions, online classes, etc.
5. **Including mobility within the Erasmus+ Programme in periodic evaluations** and professional advancement of staff, including entering Erasmus+ mobility into the employee's portfolio as an element of the professional development path.
6. **Including mobility** in quarterly bonuses and/or the Rector's UW award.

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