



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

(KA131/2023)

**PROCEDURE AND SELECTION CRITERIA, ORGANISATION AND FUNDING RULES
OF STAFF MOBILITY FOR TEACHING ASSIGNMENTS (STA)***

ACADEMIC YEAR September 2023/2024 and October – March 2024/2025

A. Definitions

Whenever a reference is made to:

1. academic teachers – shall be understood as academic teachers for whom the University of Warsaw (UW) is their primary place of employment as specified in the contract of employment and who are involved in the teaching and learning activities or teaching and learning activities together with scientific research;
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 academic teacher(s) nominated by the deans /heads of organisational units and mobility coordinators, in order of priority for the allocation of Erasmus funds;
3. STA mobility (Staff Mobility for Teaching Assignments) – it shall be understood as travel to a foreign university in order to conduct at least 8 teaching hours of classes in one week or for a shorter period of stay (minimum 2 days without travel), as agreed with the foreign university and in accordance with the arrangements resulting from the Erasmus+ inter-institutional agreement. The STA category also includes the travel to Poland of an employee of a foreign company who will conduct at least 8 teaching hours of classes for UW students / doctoral students;
4. mobility – it shall be understood as travelling abroad to a foreign university to complete an agreed teaching programme specified in the Mobility Agreement;
5. STT mobility – it shall be understood as participation in courses to obtain, supplement or enhance skills and qualifications of an academic teacher, i.e. completion of a teaching methodology course (including foreign language teaching);
6. Erasmus STA/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 STA mobility;
7. a foreign university – it shall be understood as a higher education institution with which UW has concluded an Erasmus+ inter-institutional agreement, which is a holder of the ECHE (Erasmus Charter for Higher Education) valid for the academic year 2024/25 and is located 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 or a higher education institution in the United Kingdom with which an agreement has been made according to the Erasmus+ model.
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. an EU Member State – 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. a third country 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.
12. a country not associated with the programme – it shall be understood as countries from outside the European Union that are eligible to participate in the KA131/2023 project – in this competition, that refers to the United Kingdom.

B. Selection rules in UW units

1. The following rules must be observed when submitting an academic teacher's candidature for STA mobility to IRO, thereby agreeing to their travel to a foreign university.

An academic teacher:

- 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 another institution in the academic year 2024/2025.
2. All academic teachers of the University of Warsaw can apply for Erasmus STA/KA131/2023 funding.
 3. Academic teachers may apply for Erasmus STA funding while on leave in order to participate in collaborative research, provided that the teaching programme is consistent with their research topic. Academic teachers may NOT apply for funding while on annual, maternity, parental, childcare, sick, health or unpaid leave.
 4. STA mobility travel can take place:
 - 4.1. only to a university that has ratified the Erasmus Charter for Higher Education valid for the academic year 2024/2025, with the exception of universities in the United Kingdom;
 - 4.2. pursuant to the Erasmus+ inter-institutional agreement concluded by an organisational unit of the University before 1 September 2024 and valid for the entire mobility period of the academic teacher;
 5. Each academic teacher may apply for the Erasmus+ scholarship for a maximum of **2 mobility periods, i.e. 2 STA mobility periods or 1 STA mobility period + 1 STT mobility period** (according to the competition rules for STT) 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**. If an academic teacher completes 1 mobility period by 31 March 2025, they will be able to apply for another one in the subsequent competition announced in January 2025. In the case of STA mobility, additionally when teaching activities are carried out in foreign universities.
 6. An academic teacher may **NOT** apply for mobility under an agreement of an organisational unit other than the home one (i.e. under a “third-party agreement”).
 7. STA mobility may be funded within the “Mobility project for higher education students and staff” (No. 2023-1-PL01-KA131-HED-000114844) until funds are exhausted.
 8. The International Relations Office (IRO) will announce the exhaustion of funds on www.bwz.uw.edu.pl

C. Application procedure of academic teachers to be awarded the Erasmus scholarship type STA/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 academic teachers to be awarded the type KA131/2023 scholarship. The head of an organisational unit shall decide upon committee composition.
3. A candidature/Candidatures for STA may be submitted to the IRO on an ongoing basis with the agreement of the head of the organisational unit and the mobility coordinator.



4. Each candidature for an Erasmus STA/KA131/2023 scholarship must be submitted on the Application for STA mobility form, the template of which is attached as **Appendix No. 1**. IRO will keep a register of Applications for STA 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 STA/KA131/2023-type scholarship.
5. A properly completed form for STA 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 teaching programme shall be appended to the "Application for STA mobility" (form: Mobility Agreement – Staff Mobility for Teaching), with the **dates for conducting classes at the foreign university**, containing the legible **signature of the academic teacher**, the legible **signature and stamp or electronic signature of the mobility coordinator of the home institution**, the **legible signature of the representative of the foreign university**. If the signature of a foreign university is illegible, the personal stamp of the person signing the document or the stamp of the university is required.
7. The individual teaching programme must be drawn up with all care and accuracy on the form *Mobility Agreement – Staff Mobility for Teaching*, required by the Foundation for the Development of the Education System (FDES) and signed 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 teaching programme be accepted.
9. If STA mobility is organised around Christmas, i.e. between 16 December 2024 to 6 January 2025, a certificate issued by a foreign university will additionally be required, confirming that teaching activities are carried out at the university during this period.
10. IRO will communicate by e-mail the allocation or non-allocation of Erasmus STA/KA131/2023 funds to the academic teacher planning the STA mobility and the mobility coordinator according to the contact details in the "Application for STA mobility" form.

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

1. Erasmus STA/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 STA mobility form, meeting all formal requirements;
 - 1.2. a scan (or a printout from a scan) of a correctly and thoroughly completed individual teaching programme (Mobility Agreement – Staff Mobility For Teaching) with the required signatures and stamps, if applicable;
 - 1.3. a certificate issued by a foreign university confirming that teaching activities are carried out at this university from 16 December 2024 to 6 January 2025, if applicable;
 - 1.4. the conformity of data in the Application for STA mobility form with the requirements set out in Section B;
 - 1.5. according to the order of registration of the Application for STA mobility form with its appendices in the incoming mail of IRO; each application will be immediately added to the STA/KA131/2023 mobility list.
2. The Erasmus STA/KA131/2023 scholarship cannot be awarded to an academic teacher who conducts classes for students /doctoral students of a foreign university from the territory of Poland.
3. If an academic teacher 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 academic teacher from a mobility period, the STA/KA131/2023 scholarship will be awarded to the next person on the application register set out in point C.4, if applicable.
4. Every 3 months, the university Erasmus+ coordinator shall submit to the Vice-Rector for Cooperation and Human Resources a report on the status of STA mobility and a list of financial resources in "Mobility project



for higher education students and staff among EU Member States and countries associated with the programme" (No. 2023-1-PL01-KA131-HED-000114844) for supervisory purposes for evaluation, including monitoring of the correct implementation of the aforementioned project.

5. 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 STA 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.
6. Non-award of the Erasmus STA/KA131/2023 scholarship only implies that the decision of the Vice-Chancellor for Cooperation and Human Resources to award the scholarship is suspended. An academic teacher's mobility period at a foreign university may be realised with the consent of the dean/head of the organisational unit in a different mode and under different financial rules.

E. Rules for implementing STA mobilities

1. The purpose of STA mobility is to conduct classes for students/doctoral students at a foreign university for **at least 8 teaching hours in one week or for a shorter stay**. If the stay exceeds one week, the number of teaching hours to be completed during a period of less than a full week will be proportionally higher.
2. Pursuant to the FDES information, the scheme for calculating the number of teaching hours $(8/5) \times$ a number of days exceeding one week (i.e. 7 days) applies to mobilities in which a number of additional days, i.e. over seven, is less than five. If the number of additional days equals five, six or seven (7+5, 7+6 or 7+7), then the number of teaching hours specific to the week, i.e. 8 hours (8+8), applies.
3. An academic teacher may carry out two STA mobility periods between 1 September 2024 to 31 July 2025 subject to point B5 with STA/KA131/2023 scholarship at the same foreign university on different dates solely at the explicit invitation of the foreign university with at least two weeks between the mobility periods.
4. A STA mobility period cannot last less than 2 **consecutive days**, excluding travel time, and funding will be awarded for a maximum of 2 to 5 days of conducting classes.
5. The maximum duration of a STA mobility period is 2 months, but due to limited funding – funds will be awarded for a **maximum of up to 6 days** (total for lectures and travel by plane, ferry and one person by car) up to **10 days**, depending on kilometrage and range from point F6 (total for lectures and travel by low-emission means of transport).
6. The mobility period certified by the foreign university must be the same as the mobility period stated in the individual teaching programme (Staff Mobility for Teaching – Mobility Agreement), **excluding travel time**.
7. An academic teacher 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 university. The European Health Insurance Card does not give full rights 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 academic teacher 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.
8. All rules, with the exception of those related to the awarded Erasmus scholarship type STA/KA131/2023, must be observed in the case of the departure of an academic teacher who has not received Erasmus funding ("non-funded departure").

F. Funding rules for STA mobility

1. STA mobility (lectures + travel) must be concluded no later than **31 March 2025**.
2. Before departure, it is necessary to establish an individual financial agreement with each academic teacher.
3. The Erasmus STA scholarship is intended to cover additional, rather than full, costs associated with increased living costs abroad.



4. The amount of the Erasmus STA/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 foreign university, for each day of mobility certified by the foreign university and for travel days, subject to points. E.4, E.5 and F6.

Group countries	Daily scholarship rate in Euro
Group 1 – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom	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

5. The academic teacher 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

6. An employee travelling by plane, ferry or car (one person) will be granted an additional lump sum for a maximum of 2 days, subject to point E5 for travel at the rates in point F4, provided the travel is on days other than lectures.

An employee travelling by sustainable (low-emission) means of transport will be granted a lump sum at the rates in point F4, subject to point E5, 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 STA scholarship lectures + travel: 6);

500- 2999 km lump sum up to 4 days of travel (maximum number of days of STA scholarship lectures + travel: 8);

3000-3999 km lump sum up to 6 days of travel (maximum number of days of STA scholarship lectures + travel: 10).

7. Travel by sustainable (low-emission) means of transport must be made in both directions.
8. The Erasmus STA/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 STA travel application submitted to IRO. The travel application for Erasmus STA 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 STA mobility with a trip for other purposes for which an academic teacher will receive funding from the funds at the disposal of the head of the organisational unit, a UW travel application should be completed in addition to the Erasmus STA travel application, the original of which should be forwarded to IRO together with the Erasmus STA travel application.
10. If the academic teacher 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. Academic teachers 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 STA 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 2 weeks before departure 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 academic teacher requests an extension no later than on the last day of mobility, subject to the limit set out in points E. 4., E.5 and F.6.
13. Persons with a recognised disability 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 academic teacher has the right to appeal in writing against the decision not to award the STA 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 academic teacher'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 academic teachers shall be processed in connection with their participation in the Erasmus+ programme.
 - 1.4. The basis for the processing of the academic teachers' 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 academic teacher is voluntary but necessary to participate in the selection procedure. The provision of data by qualified academic teachers 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 university to which the academic teacher travels for teaching 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 academic teacher 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 academic teacher 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 teaching assignments (STA) have been established on the basis of:

- a) financial agreement no. 2023-1-PL01-KA131-HED-0000114844 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, Kazimierzowski Palace, Krakowskie Przedmieście 26/28, Warsaw, room no. 28, 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.