



**OPERATIONAL REGULATIONS ERASMUS+ KA171 PROGRAMME
MOBILITY OF STUDENTS AND STAFF OF HIGHER EDUCATION
INSTITUTIONS WITH THIRD COUNTRIES NOT ASSOCIATED TO THE
PROGRAMME**

AT AGH UNIVERSITY OF SCIENCE AND TECHNOLOGY

**INCOMING MOBILITY OF ACADEMIC STAFF
FOR MOBILITY FOR TEACHING**

Edition 2022-2025

Definition

Whenever the regulations mention:

1. **Programme** – this should be understood as the Erasmus+ Programme established by Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021 establishing "Erasmus+": the EU Programme for education and training, youth and sport and repealing the regulation (EU) No. 1288/2013 (hereinafter referred to as the "Regulation");
2. **Project** – this should be understood as Project No. 2022-1-PL-KA171-HED-000069971: Erasmus+ Mobility of students and staff of higher education institutions supported by external policy funds KA171-HED, hereinafter referred to as the "Project"
3. **Academic Staff** – this should be understood as employees who are teaching staff within the meaning of Art. 113 of the Act of 20 July 2018 on the Higher Education and Science, (Dz. U. z 2023 r. poz. 742 z póź. zm) ;
4. **Mobility participant** – this should be understood as academic staff who met the formal criteria, submitted all required recruitment documents on time, was positively assessed in the recruitment process, and qualified to participate in the Project;
5. **Educational mobility** – this should be understood as physical relocation to a country other than the country of residence to conduct didactic classes for students,
6. **University** – this should be understood as the AGH University of Science and Technology acting as the primary beneficiary in the Project;
7. **Third countries not associated to the Programme** – this should be understood as countries outside the European Union eligible to participate in the KA171-2022 project;



8. **Partner University** - this should be understood as a higher education institution having its registered office in a third country not associated to the Programme.

Eligible third countries not associated to the Programme in the 2022-2025 edition:

- **Albania**
- **Argentina**
- **Armenia**
- **Australia**
- **Azerbaijan**
- **Bosnia and Herzegovina**
- **Canada**
- **Chile**
- **China**
- **Cuba**
- **Dominican Republic**
- **Fiji**
- **Georgia**
- **Indonesia**
- **Kazakhstan**
- **Russia**
- **Tajikistan**
- **Ukraine**
- **United States of America**
- **Uzbekistan**
- **Vietnam**

Erasmus+ KA171 is a scholarship Programme under which academic staff participate in mobility for teaching to conduct didactic hours for partner university students.



§ 1

GENERAL RULES

1. The exchange of academic staff must be preceded by signing an interinstitutional agreement between the sending and receiving universities.
2. Partner universities participating in the project must have the so-called Organization ID (OID), entitling them to participate in the Programme.
3. The basis for applying for mobility is the preparation of an individual teaching programme ([Erasmus+ Mobility Agreement – Staff Mobility for Teaching](#)), which must be approved by both the home university and the AGH UST. The teaching programme shall be signed by the three parties (both institutions and the employee).
4. Any changes can only be made in extraordinary circumstances and will be assessed and approved by the Coordinator for Cooperation with a given partner country on a case-by-case basis.

§ 2

PERIOD OF MOBILITY OF THE ACADEMIC STAFF AT THE PARTNER UNIVERSITY

1. The mobility period of the academic staff at the AGH UST must begin and end during the project implementation period from April 01, 2022, to July 31, 2025.
2. The duration of the mobility is five consecutive days and two days for travel. It is not possible to shorten or extend mobility.
3. During the mobility, the academic staff is obliged to conduct at least 8 didactic hours.

§ 3

RECRUITMENT OF ACADEMIC STAFF

1. The selection process shall be held at the Partner University, which is obliged to send the final nomination list (including candidates' contact details, positions and faculties) to the AGH UST Centre for International Affairs.
2. The AGH UST Centre for International Affairs will review the nomination list and provide contact details for faculty staff responsible for hosting the mobility participants.



3. The individual mobility agreement ([Erasmus+ Mobility Agreement – Staff Mobility for Teaching](#)) and grant agreement should be send to the AGH UST Centre for International Affairs by the mobility participant. After its approval by all the parties, the Centre for International Affairs shall issue the certificate necessary to obtain a visa.

§ 4

LANGUAGE REQUIREMENTS

1. Proficiency in English or Polish is required to a level necessary to perform didactic hours (not lower than B2).

§ 5

RESIGNATION OF MOBILITY

1. The academic staff who resigns from mobility must submit a written resignation to the Home University, which shall then immediately inform the AGH UST Centre for International Affairs about the resignation.
2. If an academic staff from the initial nomination list resigns from the mobility, the next person from the reserve list will be considered.

§ 6

REGULATION FOR THE ALLOCATION OF FUNDS

1. Financial support awarded in the Erasmus+ KA171 Programme is supplementary – it is intended to co-finance additional, not total costs related to travel and stay at the host institution.

§ 7

GRANT AMOUNT

1. The National Agency of the Erasmus+ Programme determines the amount of the grant. The approved grant amounts cannot change, even if academic staff resigns from mobility. According to the information published by the National Agency of the Erasmus+ Programme, the rate of the Erasmus + grant for the 2022-2025 edition of the Programme is:



Type of mobility	Daily grant rate in EURO
Individual support	140

Travel support (according to distance calculator)	Distance	Amount
	from 100 to 499 km	180 EUR
	from 500 to 1 999 km	275 EUR
	from 2 000 to 2 999 km	360 EUR
	from 3 000 to 3 999 km	530 EUR
	from 4 000 to 7 999 km	820 EUR
	8 000 km or more	1 500 EUR

§ 8

CONDITIONS OF FINANCING

1. The start date of the mobility period will be the first day on which the mobility participant, must be present at the receiving institution, in accordance with the individual teaching programme.
2. The end date of the mobility period will be the last day on which the mobility participant must be present at the receiving institution.
3. The grant shall be transferred to the mobility participant in two installments:
 - The first installment, representing 70% of the total amount of the grant shall be transferred to the mobility participant within 30 calendar days following the signature of the agreement by both parties, and no later than the start day of the mobility period. In case the participant did not provide the supporting documents in time, according to the funding organization's timeline, a later payment of the pre-financing can be exceptionally accepted, based on justified reasons.
 - The second installment, representing 30% of the total amount of the grant shall be transferred to the mobility participant upon submission of the participant report via the online EUSurvey tool.



§ 9

DOCUMENTS REQUIRED BEFORE STARTING MOBILITY IMPLEMENTATION

1. Before the departure, the mobility participant is obliged to:
 - submit to the AGH UST Centre for International Affairs an individual [Erasmus+ Mobility Agreement – Staff Mobility for Teaching](#)), approved by home university, AGH UST, and the participant,
 - send to the AGH UST Centre for International Affairs copies of certificates of insurance for: health, civil liability and accident insurances valid for duration of the mobility (including travel).

§ 10

SIGNING THE GRANT AGREEMENT

1. The agreement between the academic staff and the AGH UST (2 copies) shall be entered into electronically. Signing the agreement is one of the conditions for receiving the first instalment of the grant.

§ 11

DOCUMENTS REQUIRED UPON ARRIVAL

1. Within 3 days upon arrival, the mobility participant is required to submit at the AGH UST Centre for International Affairs the original of the individual teaching programme ([Erasmus+ Mobility Agreement – Staff Mobility for Teaching](#)).
2. AGH UST Centre for International Affairs will register mobility participant in the DWZ AGH Application Service system.

§ 11

DOCUMENTS REQUIRED UPON THE COMPLETION OF THE MOBILITY PERIOD ACADEMIC TEACHER

1. After completing the mobility, the mobility participant is obliged to complete the participant report via the online EUSurvey tool.
2. The AGH UST Centre for International Affairs will issue and send to the mobility participant a Certificate of Completion of the Mobility which will include number of didactic hours completed and the content of teaching programme conducted.



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3. The payment of remaining 30% of the total amount of the grant shall be transferred to the mobility participant within 30 calendar days from the submission of the participant report.

ATTACHMENTS

No.1 Sample of Grant Agreement

No.2 Sample of Mobility Agreement Staff Mobility For Teaching

VICE-RECTOR FOR COOPERATION


Professor Rafał Wiśniowski