

**RULES FOR INCOMING STAFF MOBILITY (STA, STT)
FROM THIRD COUNTRIES NOT ASSOCIATED TO THE PROGRAMME (KA171)
project: 2023-1-PL01-KA171-HED-000124505**

1. The partner HEIs eligible for the mobilities and number of available staff mobilities are listed in the appendix to the financial agreement no. 2023-1-PL01-KA171-HED-000124505.
2. Mobilities can be carried out only from partner universities to NCU and for the duration specified in the Financial Contract 2023-1-PL01-KA171-HED-000124505. Mobilities among partner country universities are not eligible. Mobilities should start and terminate no later than 30th June 2026.
3. The number of mobilities may be subject to change as a result of exceptional permissible budget transfers.
4. The Erasmus+ Programme does not fund research and development activities. Participation in conferences/congresses/symposia is not permitted.
5. The academic and non-academic staff members of the partner HEIs are eligible for Erasmus+ staff mobility.
6. Erasmus+ mobility is available for staff members employed at partner universities (upon contract) who have gone through the recruitment procedure at the partner HEI according to their internal rules and Erasmus + Programme Guide. One mobility per academic year within a given Erasmus+ contract is permitted, where applicable.
7. The aim of the teaching staff mobility (STA) financed by the Erasmus+ Programme is to provide lectures to students and doctoral students (or other didactic activities – seminars, tutorials, laboratories, other classes) at the Nicolaus Copernicus University (NCU) for at least 8 hours/5 days. Only academic staff are eligible for this type of mobility.
8. STA mobility may also concern the provision of 8 hours of training for NCU staff in order to raise their competencies. Only academic staff are eligible for this type of mobility.
9. In the case of training staff mobility (STT) at NCU the aim is to gain, supplement or improve skills and qualifications of a partner university staff member, which will enable them to perform better their duties in a given position, including for example: teaching, providing services to students, preparing teaching offer in foreign languages, participation in international projects.

Both academic and non-academic staff members of the partner HEIs are eligible for this type of mobility.
10. Another type of mobility that is available only to academic staff members is mixed mobility – teaching and training staff mobility (STA+STT) that requires 4 hours of teaching students and doctoral students or 4 hours of training for NCU staff AND participation in training provided by NCU.
11. Each of the abovementioned types of mobility may be carried out in the form of blended mobility, where the physical part of mobility (stay and implementation of the programme at NCU) must last 5 days, and the virtual part - any period of time. The virtual part of mobility is not subject to financing from the Erasmus+ Programme.
12. The choice of the type of mobility depends on the demand and approval of the host faculty/unit at NCU.
13. The results of the recruitment procedure at the partner institution have to be confirmed in a Recruitment Protocol. The protocol template is available on:
https://www.umk.pl/en/erasmus/mobility_projects/documents/
14. The key document required for recruitment is the Staff Mobility for Teaching – Mobility Agreement or the Mobility Agreement - Staff Mobility for Teaching and Training or the Staff Mobility for Training – Mobility Agreement approved and signed by the 3 parties:
the Participant, the sending institution, and NCU. The staff of partner universities should proceed according to local regulations at their home university to obtain formal permission for a mobility period abroad.

15. The participant is obliged to fulfil all the points set out in the Mobility Agreement.
16. Before arrival at NCU qualified participants must fill in and submit the on-online application form for incoming staff available on: https://www.umk.pl/en/erasmus/mobility_projects/documents/.
It is required to attach to the application 2 documents (in pdf format) with all necessary signatures and stamps:
 - the Recruitment Protocol
 - the Staff Mobility for Teaching – Mobility Agreement OR the Mobility Agreement - Staff Mobility for Teaching and Training OR the Staff Mobility for Training – Mobility Agreement
17. If the application is accepted, the Participant will receive the invitation letter, which states the amount of the Erasmus+ grant.
18. The grant from Erasmus+ funds will be paid as a lump sum for travel and subsistence costs at NCU. The Erasmus+ grant is a subsidy and is not intended to cover the full costs of the mobility.
19. The required length of physical stay at NCU equals 5 days (from Monday to Friday). Only 5 days of physical stay at NCU will be financed.
The grant rate (individual support) is 140 EUR per day.
20. Staff members may claim a lump sum for travel costs. The lump sum will be calculated according to the rates and distance calculator developed by the European Commission and depending on the means of transport chosen by the participants.

The lump sum depends on the distance between the place of departure and Toruń or Bydgoszcz (the distance of a travel in one direction is taken into account to calculate the lump sum for a travel in two directions). The place of departure is the town where the seat of the partner university is located.

The calculator is available at <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

Lump sum rates:

Distance	Standard travel amount	“Green” travel - amount
0-99 km:	23 EUR per participant	Not applicable
100-499 km:	180 EUR per participant	210 EUR per participant
500-1 999 km:	275 EUR per participant	320 EUR per participant
2 000-2 999 km:	360 EUR per participant	410 EUR per participant
3 000-3 999 km:	530 EUR per participant	610 EUR per participant
4 000-7 999 km:	820 EUR per participant	Not applicable
8 000 km or more:	1500 EUR per participant	Not applicable

21. A staff member travelling by standard means of transport may apply for a grant for a maximum of 2 days of travel, provided that the travel takes place on days other than those of the mobility programme approved by NCU.
The grant rate for travel day/days is 140 EUR per day.
22. It is allowed for travel days to be at the same time the days of start and end of physical mobility, provided that these days are at the same time confirmed days of stay at NCU and there is an actual possibility of both travel and stay at NCU on these days.
For a confirmed day of stay at NCU which is also a travel day - the staff member is entitled only to the daily rate of the stay grant, the grant for the travel day will not be awarded.
23. “Green” travel shall mean travel by low-emission/sustainable means of transport i.e. travel by bus, train, bicycle, car (car-pooling as defined at <https://en.wikipedia.org/wiki/Carpool>, i.e. travel by car on the same route by at least 2 persons).

“Green” travel does not include travel by air, ferry, boat, motorcycle or car travelling solo.

In all cases travel by "ecological" means of transport must be in two directions.

The financial rules of “green” travel are regulated separately.

24. Once the application form has been accepted by NCU, an individual grant agreement will be sent to the participant.
The participant will sign the Individual Agreement upon arrival at NCU. The template is available on:
https://www.umk.pl/en/erasmus/mobility_projects/documents/.
25. The Erasmus+ financial support is paid in cash upon arrival at NCU.
26. The participant is obliged to have a document entitling them to health care on the territory of Poland, as well as medical expenses insurance (including repatriation costs of body or ashes (remains)) and personal accident insurance, as well as third-party liability insurance for the duration of the trip and stay in Poland.
A copy of the insurance policy(s) will be attached to the participant's individual grant agreement. Delivering/sending to DIPEM a copy of the insurance policy(s) by the staff member is a condition for the payment of the grant.
27. Participants shall carry out the formalities for obtaining a visa or legalizing their stay themselves.
28. On the final day of the mobility the Participant will receive a Certificate of attendance confirming the dates of the mobility and the number of lecture/training hours provided or the description of training completed.
29. The evaluation of mobility is obligatory. The day after the end of a mobility every Participant will receive the invitation from the Beneficiary Module system in order to fill in an EU Survey. Filling in this questionnaire is an integral part of the mobility procedure and is necessary to consider the mobility as completed and eligible.
30. Participants are expected to share their experience and disseminate information on the benefits of participation in the Programme as well as to motivate those interested in participating in such mobilities.
31. The above rules are subject to change if there is a modification in the guidelines regarding the implementation of action KA171.
32. All personal data regarding staff mobility shall be processed in accordance with Regulation (EC) No 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU organisations and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the individual mobility agreement by the NCU, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).

Approved by
prof. Przemysław Nehring

Vice-Rector for Education

Toruń, 20.02.2024