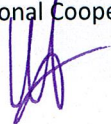


 NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ	Education Programme Staff mobility for Teaching and Training Specific rules for incoming staff mobility in 2020/2021	 Iceland Liechtenstein Norway grants
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1. The aim of the **teaching staff mobility** financed by the Education Programme is to provide lectures (or other didactic activities – seminars, tutorials, laboratories, other classes) at Nicolaus Copernicus University (NCU) for at least 8 hours/week.
2. In case of **training staff mobility** the aim is to develop professional skills of the Participant.
3. Participation in conferences/congresses/symposia is not permitted.
4. Mobilities can be carried out only **from partner universities to NCU** and for the **duration** as specified in the Financial Contracts of Education Programme project of the NCU:
 - EOG/19/K2/W/0016 (implementation period: 2020-2022).
5. The list of partners is available on: https://www.umk.pl/wspolpraca/fundusze_eog/projekty/
6. Mobilities should start and terminate no later than 28.02.2022.
7. Mobilities among partner country universities are not eligible.
8. Mobility is available for **staff members employed at partner universities** (upon contract) who have gone through recruitment procedure. One mobility per year within a given Education Programme contract is permitted, where applicable.
9. The results of the recruitment procedure at partner institution has to be confirmed in a **Recruitment Protocol**. The protocol template is available on: https://www.umk.pl/wspolpraca/fundusze_eog/projekty/
10. The key document required for recruitment is '**Mobility Agreement for Staff Teaching**' or '**Mobility Agreement for Staff Training**' 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 his/her home university to obtain formal permission for a mobility period abroad.
11. Before arrival at NCU qualified participants must fill in and submit the on-line 'Application form for incoming staff' available on: https://www.umk.pl/wspolpraca/fundusze_eog/projekty/. It is required to attach to the application 2 documents (in pdf format):
 - **The Recruitment Protocol**
 - '**Mobility Agreement for Staff Teaching**' or '**Mobility Agreement for Staff Training**'
12. If the application is accepted, the Participant will receive the invitation letter, which states the amount of the Education Programme scholarship. The required length of stay at NCU equals 5 days (from Monday to Friday). Only **5 days of stay and maximum 2 days of travel** will be financed, including subsistence and travel lump sum, paid in cash upon arrival at NCU.
13. The participant will sign the '**Mobility Contract**' upon arrival at NCU. The template is available on: https://www.umk.pl/wspolpraca/fundusze_eog/projekty/
14. The subsistence is 1000 EUR (for 5 days of stay and 2 days of travel) and travel support is 275 EUR.
15. Participants must have and bring with them **health and accident insurance** for the mobility period, including travel days. The copy of the insurance will be attached to the Mobility Contract.
16. On the final day of the exchange the Participant will receive a **Certificate** confirming the dates of stay and the number of lecture hours provided or the description of training completed.
17. The evaluation of mobility is obligatory. During 30 days after of mobility every Participant has to fulfil. Filling in this questionnaire is an integral part of the mobility procedure and is necessary to consider the mobility as completed and eligible.

prof. dr hab. Wojciech Wysota
Vice-Rector for Research and
International Cooperation



mgr Katarzyna Fus
Education Programme

