

**Regulations governing staff exchanges for training purposes
under the Erasmus+ Programme in KA131 and KA171 projects**

I. General provisions

§ 1

Whenever these Regulations refer to:

- 1) Programme – this shall be understood as the Erasmus+ Higher Education – Key Action 1 (KA1) ‘Learning Mobility’ Programme for the period 2021–2027;
- 2) University – this shall be understood as the Jan Kochanowski University of Kielce;
- 3) employee – this shall be understood as a person who is an academic teacher or is employed by the University in an administrative position under an employment contract;
- 4) partner institution abroad – this shall be understood as a foreign university, a foreign business, a scientific and research institution, a non-profit organisation, museums, hospitals, libraries, or other entities where training may take place, located in a EU Member State or a third country associated with the programme, or located in a third country not associated with the programme;
- 5) faculty – this shall be understood as the faculty or branch;
- 6) Erasmus+ Mobility Agreement – Staff Mobility For Training – this shall be understood as a tripartite agreement concerning the programme and the planned dates of training at a partner institution abroad, concluded between the University, the partner institution abroad and the staff member selected for the mobility;
- 7) institute coordinators – Erasmus+ programme coordinators in institutes or departments;
- 8) EU Member States and third countries associated with the Programme – this shall be understood as countries within and outside the European Union which have established a national agency and which participate fully in the Erasmus+ Programme;
- 9) third countries not associated with the Programme – this shall be understood as countries which do not participate fully in the Erasmus+ Programme, but which may participate as partners or applicants in certain actions of the programme;
- 10) people with fewer opportunities – this shall be understood as University employees with a certified disability who are eligible to participate in an Erasmus+ Programme mobility activity.

§ 2

The purpose of an employee's trip under the Programme is to enhance his/her qualifications at a partner institution abroad. The employee travels to the partner institution abroad for a specified period and undertakes the agreed training programme there, whilst remaining an employee of the University and retaining his/her employment rights in the home country.

§ 3

1. Prior to an employee's departure under the Programme to a partner institution abroad, the Erasmus+ Mobility Agreement – Staff Mobility For Training must be agreed between the parties.

2. Training at a partner institution abroad forms an integral part of the University's system for improving qualifications and is closely linked to the performance of the employee's duties at the University.

§ 4

1. An employee's placement at a partner institution abroad must take place during the term of the agreement signed between the University and the National Agency for the Erasmus+ Programme.
2. An employee's placement at a partner institution abroad may last from 2 days to 2 months.

II. Recruitment and organisation of mobility programmes for University employees

§ 5

1. An employee applying for a mobility programme must submit the following documents in electronic form to the Academic Exchange and Erasmus+ Projects Division by the deadline specified by the University's Erasmus+ Programme Coordinator:
 - 1) an application using the application form;
 - 2) a document certifying proficiency in English or the language of the country where the mobility will take place (if available): a language certificate at a minimum B2 level according to the CEFR, or a degree in a foreign philology/linguistics, or a degree from university studies conducted in English, or another document certifying language proficiency;
 - 3) a draft Erasmus+ Mobility Agreement – Staff Mobility For Training.
2. The Erasmus+ Programme Selection Committee draws up a list of staff members selected to participate in the Programme for the given academic year and a reserve list in order of the staff members who have obtained the highest number of points, taking into account the number of places available at the partner institution abroad and the thematic scope of the training.
3. The Selection Committee determines the number of points according to the following rules:
 - 1) for the criteria indicated in the table below, the candidate receives the number of points specified in the table; the maximum total number of points for all criteria is 23;
 - 2) where two or more candidates receive the same number of points, the ranking is determined by the higher number of points obtained for the criterion Erasmus+ Mobility Agreement – Staff Mobility For Training, and in the event of an equal number of points under this criterion, by the shorter length of service at the University.

No.	Criteria	Maximum number of points
1.	First trip abroad under the Programme	5
2.	No training trips funded by the Programme budget in the previous academic year	1
3.	The employee is not an academic teacher – he/she may only apply for a training trip	1
4.	Planned mobility at the university/institution other than those of previous trips (36 months prior to the end of the recruitment period)	1
5.	Tasks related to the Programme and/or the support of international students	2
6.	No withdrawal from the grant awarded for a trip in the previous academic year	1
7.	Knowledge of a foreign language:	
	a) Language certificate at a minimum B2 level according to the CEFR, or a degree in foreign philology/linguistics, or a degree from university studies conducted in English.	3
	b) Certificate of completion of a language course indicating a minimum language level of B2.	2
	c) Other certificate of completion of a language course/supplement to the degree.	1
8.	<i>Erasmus+ Mobility Agreement – Staff Mobility For Training:</i>	
	a) training objectives	3
	b) training programme	3
	c) training outcomes	3

4. The Erasmus+ Programme Selection Committee is appointed by the Rector.
5. The Erasmus+ Programme Selection Committee is composed of the University Erasmus+ Programme Coordinator as Chair of the Selection Committee, the relevant faculty and institute programme coordinator where the selection concerns an academic teacher, and the relevant director/head of the organisational unit where the selection concerns an employee in an administrative position.
6. The Erasmus+ Programme Selection Committee approves the list of staff going on exchange for training purposes under the Programme in a given academic year and the awarded grant rates.
7. An employee who has not been selected to participate in the Programme in a given academic year has the right to appeal. The appeal, together with a statement of reasons, shall be submitted in writing via the University's Erasmus+ Programme Coordinator to the Rector of the University within 14 days from the date of publication of the list of employees selected to participate in the Programme.

1. The University shall enter into an agreement with each employee eligible to undertake a mobility placement at the partner institution, whether based in an EU Member State, a third country associated with the programme, or a third country not associated with the programme, setting out the terms and conditions of the financial support granted for the implementation of mobility activities.
2. Payment of the grant to the employee may only take place provided that the employee accepts all the terms of the agreement.
3. The grant received by the employee is intended to cover costs associated with the trip and stay at the partner institution abroad (living costs abroad). It is not intended to cover costs associated with preparing for the trip.
4. Employees meeting the definition of 'people with fewer opportunities' receive increased funding for their trip under the Programme.
5. At the time of departure to the partner institution, the employee must have settled all previous trips under the Programme.

§ 7

Upon completion of his/her stay abroad, the employee shall, on pain of having to repay the grant:

- 1) submit to the University a written certificate confirming the dates of the stay, issued by the partner institution abroad;
- 2) draw up a report on the trip;
- 3) submit the Erasmus+ Mobility Tool Participant Report/Individual Participant Report (online EU Survey).

§ 8

The employee of the university located in a third country not associated with the programme, who has been selected for an exchange at the Jan Kochanowski University of Kielce, shall enter into an agreement setting out the terms of the financial support granted for the implementation of mobility activities, written in Polish and English.

III. University, Faculty, and Institute Erasmus+ Programme Coordinators

§ 9

1. The role of the University Erasmus+ Programme Coordinator shall be held by the Vice-Rector for International Cooperation.
2. The University Erasmus+ Programme Coordinator:
 - 1) is responsible for the implementation of the Programme at the University;
 - 2) supervises international cooperation under the Programme;
 - 3) helps determine the criteria for selecting students for study abroad and the criteria for allocating funds under the Programme;
 - 4) is the Chair of the Erasmus+ Programme Selection Committee;
 - 5) is the administrator of the Programme's funds at the University;
 - 6) approves documentation related to the implementation of the Programme;
 - 7) represents the University when signing the Erasmus+ Mobility Agreement – Staff Mobility For Training, bilateral agreements concerning academic exchange under the

Erasmus+ Programme, and financial agreements concluded by the University with employees travelling abroad under the Programme.

§ 10

1. The role of Faculty Erasmus+ Programme Coordinator shall be held by the Vice-Dean or another academic teacher designated by the Dean.
2. The Faculty Erasmus+ Programme Coordinator:
 - 1) cooperates with the University Programme Coordinator on the duties listed in § 9 in relation to the employees of the respective faculty;
 - 2) initiates the faculty's policy on courses taught in foreign languages and supervises the development of the range of courses taught in foreign languages;
 - 3) establishes cooperation and initiates the conclusion of inter-institutional agreements with partner universities;
 - 4) supervises the activities of the departmental Erasmus+ Programme coordinators responsible for the degree programmes within the faculty;
 - 5) monitors activities aimed at establishing and implementing a training programme for staff from foreign partner universities visiting the University;
 - 6) disseminates information about the Programme among faculty employees;
 - 7) participates in the selection of candidates for visits to partner universities under the Programme.

§ 11

1. The role of the Institute Erasmus+ Programme Coordinator for a given field of study shall be held by an academic teacher appointed by the director of the institute.
2. The Institute Programme Coordinator responsible for a particular field of study:
 - 1) cooperates with the Faculty Programme Coordinator on the duties specified in § 10;
 - 2) establishes cooperation and initiates the conclusion of inter-institutional agreements with partner universities;
 - 3) consults on the training programme for employees of foreign partner universities preparing to visit the University;
 - 4) determines the programme for the visit of employees of foreign partner universities to the University;
 - 5) supervises the foreign partner university employee undergoing training at the University;
 - 6) disseminates information about the Programme within the institute/department;
 - 7) participates in the selection of candidates for visits to foreign partner universities under the Programme.

§ 12

1. Templates:
 - 1) Erasmus+ Mobility Agreement – Staff Mobility For Training for KA131 and KA171 projects;

2) agreements on the terms of financial support granted for the implementation of mobility activities in KA131 and KA171 projects, in Polish and English, for the relevant project numbers under the Erasmus+ Programme, are published by the Academic Exchange and Erasmus+ Projects Division on the website

<https://erasmus.ujk.edu.pl/>

2. Prior to publication, the model agreements must be approved by the University Erasmus+ Programme Coordinator, the Vice-Rector for International Cooperation, and the attorney-at-law.