



Regulations of the Erasmus+ Programme KA171 Action 1 "Educational Mobility with Non-Associated Partner Countries"

2023-1-PL01-KA171-HED-000138057

PROCEDURE, QUALIFICATION CRITERIA, ORGANIZATION AND FUNDING RULES
FOR EMPLOYEES OF WROCŁAW UNIVERSITY OF SCIENCE AND TECHNOLOGY
FOR TEACHING ASSIGNMENTS (STA) AND PARTICIPATION IN TRAINING (STT)

Table of Contents

- I. Definitions
- II. Principles of Programme Implementation and Funding
- III. Qualification Criteria
- IV. Recruitment
 - A. First Stage of Recruitment
 - B. Second Stage of Recruitment
- V. Implementation of Mobility
- VI. Final Provisions
- VII. Contact

I. DEFINITIONS

Whenever the following terms are used, they shall be understood as follows:

- 1. BRP/CKM – refers to the Office for Staff Mobility Development within the Center for National and International Relations, responsible for implementing the Programme and managing the recruitment process of Project participants.
- 2. The Committee – refers to the Erasmus+ KA171 Qualification Committee appointed by the Vice-Rector responsible for international cooperation and project implementation, composed of:
 - *Formal assessment*
 - Chairperson (Head of the Office for Staff Mobility Development – Centre for National and International Relations),
 - Interinstitutional Erasmus+ Programme Coordinator;
 - *Substantive assessment*
 - Faculty Coordinator.

Additional members may be appointed to the Committee if necessary.
- 3. MA – refers to the Teaching/Training Mobility Agreement (STA Teaching / STT Training Mobility Agreement).
- 4. Employee – refers to a mobility participant applying for a grant under these Regulations.
- 5. Programme/Project – refers to the implementation of staff mobility under the Erasmus+ KA171 2023 Programme.
- 6. Regulations – refers to the provisions of this document.
- 7. IRC System – refers to the online system used by staff to register applications for mobility (www.registration.pwr.edu.pl).
- 8. University/Wrocław Tech – refers to Wrocław University of Science and Technology.
- 9. STA Mobility (Staff Mobility for Teaching Assignments) – refers to mobility to a foreign partner university for the purpose of conducting teaching activities, designated for academic staff.
- 10. STT Mobility (Staff Mobility for Training) – refers to mobility aimed at acquiring, supplementing, or improving skills and qualifications at a foreign partner university through participation in courses, trainings, workshops, or job-shadowing at other institutions, designated for administrative staff.
- 11. Foreign Partner University – refers to a selected institution listed in the "List of Partner Universities".

II. RULES FOR IMPLEMENTATION AND FINANCING OF THE PROGRAMME



The recruitment is university-wide and available to all employees who meet the following criteria. Candidates are required to verify the compatibility of the host university's offer with their own scientific field/profession.

1. Objectives of the trip funded by the Erasmus+ programme:
 - Conducting teaching activities or training at a foreign partner university, in accordance with the provisions of the applicable agreement.
 - Acquiring modern pedagogical skills, competencies in curriculum development, and enhancing digital skills.
 - Establishing cooperation with employees of foreign institutions to jointly implement activities supporting the programme's objectives, exchange proven practices, and deepen cooperation between higher education institutions through joint development of substantive content for new international projects.
 - Supporting the creation of transnational and interdisciplinary education programmes, as well as implementing innovative teaching and learning methods – including online collaboration and teaching based on research outcomes.
 - Creating opportunities to participate in mobility for teaching or training abroad, supporting staff in professional development, enabling knowledge and experience sharing, and broadening competencies through contact with new educational environments.
2. Participant eligible to apply for a grant:
 - 2.1. is an employee of Wrocław Tech – regardless of citizenship:
 - 2.1.1. an academic teacher engaged in teaching and/or teaching combined with conducting scientific research;
 - 2.1.2. administrative staff responsible for submitting or implementing the project;
 - 2.2. employed at the time of qualification and at least until the end of mobility on the basis of an employment contract or civil law contract (preference given to applicants for whom Wrocław Tech is the primary place of employment);
 - 2.3. currently on leave:
 - 2.3.1. may apply for a grant if on scientific leave granted to participate in joint scientific research, provided the teaching programme aligns with the research topic;
 - 2.3.2. may not apply for a grant if on scientific leave granted for other purposes than those mentioned above, including recreational, maternity, parental, childcare, sick, health recovery, or unpaid leave.
3. Forms of mobility implementation:
 - STA type trips;
 - STT type trips.
4. The mobility period cannot include participation in a conference, congress, symposium, or similar events, nor attending such events during the mobility period.
5. Duration of mobility:
 - 5 days – mobility must be completed on consecutive days (e.g., Monday to Friday, Tuesday to Saturday, etc.), in accordance with arrangements with the partner university and conditions resulting from the Erasmus+ interinstitutional agreement,
 - plus 2 travel days – a maximum of one day before and one day after the mobility period, dedicated to travel, will be counted as part of the scholarship period. Travel must take place on days outside the actual mobility days,
 - STA - minimum of 8 hours of teaching activities conducted.
6. Mobility period:
 - starting from October 21, 2025,
 - ending by July 31, 2026,
 - STA - must take place during the period when teaching activities are held at the partner universities.
7. Confirmation of mobility:
 - the participant obtains from the partner university a certificate, i.e., *Erasmus Attendance Certificate / Confirmation of stay* (partner university template), confirming the completion of mobility in the period identical to that approved in the individual *MA programme - STA/STT*,
 - excluding travel time.
8. Financial support to cover costs:
 - 8.1. Stay at the foreign institution is granted as a lump sum according to the daily funding rates set by the European Commission for a period of 5 days amounting to EUR 1,260, i.e.:

- EUR 180/day,
 - plus 2 travel days at a rate equal to 2 days of stay;
- 8.2. Travel costs are calculated based on [the European Commission distance calculator](#), with rates depending on the distance between Wrocław (place of travel start) and the destination, and the chosen mode of transport (sustainable or standard);

Travel grant rates

Distance – one-way distance between the place of departure and the destination	Amount – flat-rate grant for round-trip travel (to and from the destination)
between 10 and 99 km:	EUR 23 per participant
between 100 and 499 km:	EUR 180 EUR per participant
between 500 and 1999 km:	EUR 275 EUR per participant
between 2000 and 2999 km:	EUR 360 EUR per participant
between 3000 and 3999 km	EUR 530 EUR per participant
between 4000 and 7999 km:	EUR 820 EUR per participant
8000 km or more:	EUR 1500 EUR per participant

- 8.3. The amount is expressed in EUR, in whole numbers, and will be paid by bank transfer after the financial agreement has been signed;
- 8.4. It excludes the possibility of receiving simultaneous funding from other European Union sources to cover the costs of mobility under the Erasmus+ Programme.

III. QUALIFICATION CRITERIA

1. The qualification of staff is carried out based on the general guidelines of the Programme and additional criteria established by Wrocław Tech.
2. All information and documentation regarding the call for applications are made available to the university community via the website of the Center for National and International Relations [CKM](#) and eBiP.
3. Based on the fund allocation granted under the agreement 2023-1-PL01-KA171-HED-000138057, the number of scholarships awarded is 22.
4. A candidate may apply for one grant to a selected university located in a non-associated country participating under the Erasmus+ Programme agreement.
5. A candidate may submit a maximum of two (2) applications in the IRC system for mobility to universities in non-associated countries under the Erasmus+ Programme. In such a case, the applicant must indicate their preferences. Preference (application) no. 2 will only be considered if a grant is not awarded under preference no. 1.

List of partner universities in non-associated countries covered by the Erasmus+ Programme agreement:

Country	Partner university	Number of grants
Albania	Luarasi University	1
Bosnia and Herzegovina	International Burch University	2
Kosovo	Kolegji Universum O.P	1
Armenia	National Polytechnic University of Armenia Foundation	1
Georgia	Georgian Technical University (GTU)	1
Morocco	Ecole Nationale d'Architecture d'Agadir	1
Tunisia	Sfax University	3
China	Guilin University of Technology	1
South Korea	Kyungpook National University KNU/ SeoulTech	1

Kazakhstan	Al-Farabi Kazakh National University	1
Ghana	University of Cape Coast	2
Ghana	KNUST	2
Kenya	MOI University	2
Tanzania	MBEYA	2
Ecuador	Universidad de Las Americas (UDLA)	1

IV. RECRUITMENT

By applying for recruitment under the Erasmus+ KA171 Programme, the candidate agrees to undertake a STA/STT mobility to a foreign university and commits to complying with the rules outlined below.

The recruitment process consists of two stages:

- Stage I - formal and substantive evaluation by the Commission – preliminary qualification;
- Stage II - evaluation by the Dean/head of unit and the relevant Vice-Rector – final approval of the application.

IV. A. FIRST STAGE OF RECRUITMENT

1. Applicants register for the mobility via the IRC system (registration.pwr.edu.pl) from 00:00 on 1 August 2025 to 23:59 on 30 September 2025.

A complete **application** must be **submitted** [through the IRC system](#) by:

- 1.1. Filling in the application form;
- 1.2. Indicating the preferred partner university – applies to those submitting two applications. In each application, the candidate should select: 1st preference, 2nd preference;
- 1.3. For STA - indicating the field of study along with its [ISCED-F2013 classification code](#);
- 1.4. MA - Mobility Agreement
 - 1.4.1. Proper and detailed completion of the MA form in the IRC system after prior consultation with the partner university regarding the programme content.
 - The applicant is obliged to inform the partner university about the requirement to present the Mobility Agreement for the recruitment process. This does not constitute confirmation of grant approval;
 - 1.4.2. Downloading the completed MA document from the IRC system and forwarding it to the partner university representative for signature (at this stage, the signature of the applicant and the Erasmus+ Programme Coordinator is not required);
 - 1.4.3. Uploading a scan of the Mobility Agreement signed by the representative of the partner university, containing:
 - For STA – the number of teaching hours to be completed during the stay (minimum 8 hours),
 - The dates of the planned stay at the partner university,
 - The subject of the teaching/training activities,
 - A detailed visit programme description,
 - A legible signature of the partner university representative – if the signature is not legible, a name stamp of the signatory and/or official university stamp is required.The document scan must be uploaded in the IRC system. If the process of obtaining a formal signature confirming the possibility of mobility at the partner university is complicated, temporary confirmation may also be uploaded in the form of: email correspondence with the host institution representative, or a letter of invitation;
- 1.5. Uploading a motivation letter (a descriptive document in English, up to 2,000 characters, no longer than one page) including:
 - 1.5.1. Reasoning behind the choice of the partner university;
 - 1.5.2. Broader impact of the exchange for the faculty and the university;

- 1.5.3. Information on the applicant's previous involvement in the internationalisation of the university;
- 1.5.4. Overview of activities within the Erasmus+ Programme:
 - under KA131 (EU + associated countries) and/or KA171 (non-EU – partner countries)
 - a. First mobility – not applicable,
 - b. Second/subsequent mobility – please specify (in case of doubt, contact BRP/CKM):
 - Years of mobility (starting from 2024),
 - STA mobilities – which universities,
 - STT mobilities – what type of training,
 - Outcomes of participation in previous mobilities,
 - Information on participation in initiating a project with a partner institution and involvement in the development and activities related to the KA171 2023 project,
 - Hosting of STA/STT visitors under the Erasmus+ KA131/KA171 Programme within the last 5 years – indicate who and in which academic year. This applies only to guests registered in the Electronic System for the Registration of Foreign Guests operated by BRP/CKM (<https://sd.pwr.edu.pl/>).
- 1.6. Uploading a CV in English:
 - Prepared in a concise format (1 page), written in bullet points, divided into thematic sections and listed in reverse chronological order (from most recent to oldest achievements),
 - Including the following:
 - 1.6.1. For STA – a document outlining the course of the applicant's professional and academic career, including:
 - Personal data + employing unit,
 - Information on professional experience – for the last 5 years,
 - Additional information – for the last 5 years: participation in scientific conferences and a list of presentations delivered; participation in research internships.
 - 1.6.2. For STT – a document outlining the course of the applicant's professional career, including:
 - Personal data + employing unit,
 - Information on professional experience – for the last 5 years,
 - Additional information – for the last 5 years: participation in international projects, cooperation with partner universities, organisation of international events with foreign partners, etc.
- 1.7. Indication of any previous ties with the host institution or its region through projects, publications, etc.:
 - If applicable – provide a list,
 - If not – present a clear vision for future collaboration with the new partner institution.
- 1.8. Submission of a language proficiency declaration, specifying the language(s) and level of fluency and communicative competence based on the CEFR scale (from A1 – lowest to C2 – highest).
2. **Submission of the application** for evaluation via the IRC system constitutes acceptance of:
 - 2.1. The procedure and qualification criteria, the organisation and financial rules of staff mobility, as well as the obligations and consequences arising therefrom;
 - 2.2. The processing of personal data under the Erasmus+ Programme for the purpose of conducting the recruitment process, in accordance with:
 - the Act of 10 May 2018 on the Protection of Personal Data (Journal of Laws 2018, item 1000),
 - Regulation (EC) No 45/2001,
 - Regulation (EU) 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 and on the free movement of such data, repealing Directive 95/46/EC (General Data Protection Regulation – GDPR).
3. Application evaluation stages along with the score awarded by the Commission:

- 3.1. Verification:
 - Formal – only complete applications that meet the requirements specified in these Rules and are submitted through the IRC system will be forwarded for substantive evaluation;
 - Substantive – evaluation of the alignment between the mobility objectives stated in the Mobility Agreement (MA) and the qualification rules, as well as the goals of the applicant's unit and Wrocław Tech, and the nature of cooperation with the selected partner university.
- 3.2. Scoring according to the evaluation criteria:
 - 3.2.1. Individual teaching/training programme (MA STA – Staff Mobility for Teaching / MA STT – Staff Mobility for Training) – properly agreed upon, correctly and thoroughly completed, and bearing the required signatures (0–5 points);
 - 3.2.2. Motivation letter, including explanation for the choice of the foreign partner university (0–5 points);
 - 3.2.3. Curriculum Vitae (CV) (1 point);
 - 3.2.4. For STA - Teaching in English during the 2024/2025 academic year (1 point);
 - 3.2.5. First Erasmus+ KA171 (formerly KA107) mobility at Wrocław Tech (1 point);
 - 3.2.6. Co-authorship of the KA171 – 2023 project application at the submission stage (5 points);
 - 3.2.7. Hosting Erasmus+ KA131/KA171 STA/STT visitors within the last 5 years (0–5 points);
 - 3.2.8. Timely submission of the final report from the previous KA171 mobility in the EU CORPORATE NOTIFICATION SYSTEM (0–1 point);
 - 3.2.9. Application submitted as:
 - Preference No. 1 – primary (2 points),
 - Preference No. 2 – secondary (1 point).
- 3.3. Among applicants who receive the same number of points during the qualification evaluation, priority will be given to those applying for an Erasmus+ KA171 grant for the first time.
- 3.4. Evaluation proceedings conducted by the Commission during Stage I of the recruitment process.

IV. B. SECOND STAGE OF RECRUITMENT

1. Applications qualified by the Commission in Stage I of the recruitment process:
 - 1.1. Are forwarded for evaluation to the Deans/line managers and the relevant Vice-Rector,
 - 1.2. A final recruitment decision is made:
 - 1.2.1. Announcement of the results of Stage II**
 - Will take place **no later than 15 October 2025** (results may be published at different times depending on the number of applications submitted for each partner institution);
 - Confirmation or rejection of the grant award will be issued via the IRC system.
 - 1.2.2. If a candidate is not awarded a scholarship, they have the right to appeal:
 - The appeal must be submitted via the IRC system within two (2) working days from the date the results are communicated;
 - The appeal will be reviewed by the relevant Vice-Rector, and the decision is final
2. In the case of resignation (this also applies to a second change of the mobility period specified in the Mobility Agreement – except for circumstances beyond the participant's control) from the awarded grant:
 - 2.1. The applicant must immediately inform the Center for National and International Relations (BRP/CKM) – no later than 31 January 2026 – by sending an email to: staffmobility@pwr.edu.pl or by submitting a notification in the IRC system. Failure to submit a resignation on time will result in fewer points being awarded in the next recruitment round for a new Project, provided an application is submitted.
 - 2.2. Based on the resignation, the given grant will be awarded to the next person on the reserve list.



3. If, after the recruitment process is completed, unused mobility places to partner universities remain available, the Chair of the Commission may decide to conduct supplementary recruitment at the earliest possible opportunity.

V. IMPLEMENTATION OF THE MOBILITY

1. Final selection and obligations of the participant:
 - 1.1. The participant, upon receiving the grant award notification in the second recruitment stage, must confirm acceptance of the grant in the IRC system within two (2) working days. Failure to confirm will be considered as resignation, and the grant will be assigned to the next person on the reserve list.
 - 1.2. The participant may once change the planned mobility dates (except for reasons beyond their control), previously agreed in the Mobility Agreement (MA), after prior consultation with BRP/CKM, but no later than January 31, 2026.
 - 1.3. The participant is obliged to:
 - 1.3.1. Register the trip in accordance with Circular Letter 19/2019 at BRP/CKM (Foreign business trips), based on which the University provides health insurance coverage for medical expenses during travel and stay at the partner institution;
 - 1.3.2. Obtain personal insurance covering accidents (NNW) and civil liability (OC) for the duration of travel and stay at the partner institution. PWr bears no responsibility for lack or inadequacy of insurance. A copy of the insurance certificate must be uploaded to the IRC system before signing the financial agreement and before departure;
 - 1.3.3. If applicable, possess the required visa for the partner country by applying for it well in advance. The cost of the visa may be covered by the Erasmus+ funding received;
 - 1.3.4. Organize the visit independently and familiarize themselves with the entry and stay regulations in the partner country;
 - 1.3.5. Sign an individual financial agreement at BRP/CKM (the unit responsible for preparation and processing) at least 14 days before the start of mobility – a mandatory condition for scholarship payment.
 - 1.4. After returning, within 30 days from the end of the mobility period, the participant must:
 - 1.4.1. Submit the original and upload a scanned copy in the IRC system of the Erasmus Attendance Certificate/Confirmation of Stay, issued on the official letterhead of the host institution, confirming the physical period of mobility and/or the number and topics of lectures delivered;
 - 1.4.2. Complete an individual mobility report:
 - in the EU CORPORATE NOTIFICATION SYSTEM, for which the participant will receive an email notification directly from the platform (it is recommended to download and save a confirmation of report submission for personal records),
 - a mobility summary report in the IRC system (for internal use of PWr).
- Failure to fulfill reporting obligations on time will result in fewer points awarded in subsequent recruitment rounds for new projects, if an application is submitted.

VI. FINAL PROVISIONS

Matters not regulated by these Rules and Regulations shall be governed by the provisions of the financial agreement concluded between the University and the Beneficiary, the Erasmus+ Programme Guide published on the European Commission's website, and the Erasmus Charter for Higher Education.

VII. CONTACT

if you have any questions or concerns, please contact [the Staff Mobility Development Office \(BRP\)](#) at the Center for National and International Relations via email: staffmobility@pwr.edu.pl.