

Formal procedures regarding a teaching mobility period (STA) at the University of Szczecin within Erasmus+, Key Action 1, Mobility of Individuals in the academic year 2021/2022

1. The staff eligible for Erasmus+ staff mobility for teaching (STA) is the academic staff employed at the partner university in a programme country holding the Erasmus Charter for Higher Education (ECHE) or at the recognised by competent authorities partner country university who have met the selection criteria regarding staff mobility for teaching (STA) according to the rules set out by the home university and the Erasmus + Programme Guide 2021.
2. A teaching mobility period (STA) can only be carried out on the basis of a valid inter-institutional agreement between the home HEI and the relevant faculty of the University of Szczecin. The agreement including staff mobility for teaching (STA) must be signed prior to the submission of the application.
3. The duration of Staff mobility for teaching (STA) is between 2 days and 2 months.
4. The minimum number of teaching hours is 8 hours per week or any shorter period of stay. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week.
5. Staff mobility for teaching (STA) can be carried out between 1st October 2021 and 30th September 2022.
6. The application should be submitted via DreamApply system. By identifying their home institution the applying staff are referred to the valid inter-institutional agreements of the relevant faculty. Their applications are processed by the International Exchange Coordinators in charge of staff mobility. Within 10 days the relevant Coordinator contacts the applicant to agree the content of their teaching programme. To complete the application, the applicant uploads their MOBILITY AGREEMENT-STAFF MOBILITY FOR TEACHING (STA) approved by their home institution to their individual account in DreamApply. The application is accepted once the International Exchange Coordinator confirms the programme set out in the MOBILITY AGREEMENT has been approved. The applicant is informed by the Coordinator about the acceptance (or rejection) of their application through DreamApply.
7. The obligation to complete the procedures necessary for obtaining a visa and insurance lies with the incoming staff. However, upon request, the relevant International Exchange Coordinator provides all the documents necessary for the visa procedure (eg. the Invitation Letter).
8. After the completion of the teaching mobility, the incoming staff member receives a Certificate of Attendance signed by the relevant International Exchange Coordinator. The Coordinator is obliged to upload the scanned document to DreamApply.

Opracowanie: – Uczelniany Koordynator Programu Erasmus+, Mobilność Edukacyjna: krajowy program
Przedłużenie zasad zatwierdzonych na spotkaniu koordynatorów ds. wymiaru międzynarodowej 24.09.2020 r.

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06 PAŹ. 2021