

**Incoming staff teaching mobility (STA) within the Erasmus+ KA131: formal procedures 2022/2023**

1. General information:
 - a) The staff eligible for Erasmus+ staff mobility for teaching (STA) is the academic staff employed at a partner university recognised by competent authorities in a third country not associated to the Programme 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.
 - b) A teaching mobility period can only be carried out on the basis of a valid inter-institutional agreement (IIA) between the home HEI and the relevant faculty of the University of Szczecin (USz). The IIA regarding staff mobility for teaching must be signed prior to the submission of the application.
 - c) The duration of staff mobility for teaching (STA) is minimum 2 days and maximum 2 months.
 - d) Staff mobility for teaching can be carried out between 01/10/2022 and 30/09/2023.
 - e) 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.
 - f) The USz does not provide the incoming staff with any scholarship for their stay.
2. Application procedure:
 - a) The application should be submitted via [DreamApply system](#) (DA).
 - b) Submitted applications are processed by International Exchange Coordinators. Within 10 working days the relevant coordinator contacts the applicant to agree the content of their teaching programme.
 - c) MOBILITY AGREEMENT: STAFF MOBILITY FOR TEACHING (MA) – approved by the applicant and their home institution – is a required application document, to be uploaded into the DA application.
 - d) The application is accepted once the relevant coordinator approves the uploaded MA.
 - e) The applicant is informed by the relevant coordinator about the acceptance/rejection of their application through the DA.
3. The obligation to complete the procedures necessary for obtaining a visa and insurance lies with the incoming staff. Upon request, the relevant coordinator provides all the documents necessary for the visa procedure (e.g. an invitation letter).
4. After the mobility:
 - a) the relevant coordinator issues and signs a certificate of attendance to the incoming staff,
 - b) the relevant coordinator uploads the scanned/electronically signed document to the DA within 5 working days from the end date of the training.

*Opracowanie: Uczelniany Koordynator Programu Erasmus+, Mobilność Edukacyjna: kraje programu
Zatwierdzono po konsultacjach z koordynatorami ds. wymiany międzynarodowej prowadzonych w
terminie: 05-12/09/2022*

Zatwierdził: Prorektor ds. Organizacji, dr hab. Kinga Flaga-Gieruszyńska, prof. US

PROREKTOR
ds. Organizacji

dr hab. Kinga Flaga-Gieruszyńska, prof. US

dnia 14 WRZ 2022



Szczecin,
(DD/MM/YYYY)

LETTER OF INVITATION: STAFF MOBILITY FOR TEACHING

The Faculty of
(name of the US faculty)

University of Szczecin, invites Ms/Mr
(name and surname)

a teaching staff member at
(name and Erasmus code of partner HEI)

to undertake a mobility activity for teaching under the Erasmus+ Programme, Key Action 1.

The mobility period is to take place between and
(DD/MM/YYYY) (DD/MM/YYYY)

and the mobility is to be carried out in accordance with the agreed Mobility Agreement - Staff Mobility For Teaching.

.....
Stamp and signature of the
International Exchange Coordinator

.....
Stamp and signature of the
person authorized to sign on behalf of
the Faculty

Zatwierdzam wzór
PROREKTOR
ds. Organizacji
dr hab. Kinga Flaga-Gieruszynska, prof. US



Co-funded by
the European Union





Zatwierdzam wzór

Szczecin,

(DD/MM/YYYY)

CERTIFICATE OF ATTENDANCE: STAFF MOBILITY FOR TEACHING

This is to certify that Ms/Mr ,
(name and surname)

a teaching staff member at ,
(name and Erasmus code of partner HEI)

completed a mobility activity for training under the Erasmus+ Programme, Key Action 1 at
the Faculty of ,
(name of the US faculty)

University of Szczecin.

The mobility took place between and
(DD/MM/YYYY) (DD/MM/YYYY)

and was carried out in accordance with the agreed Mobility Agreement - Staff Mobility For Teaching.

During their stay Ms/Mr ,
(name and surname)

covered hours of teaching.
(number)

PROREKTOR
ds. Organizacji

dr hab. Kinga Flaga-Gieruszyńska, prof. US

.....
Stamp and signature of the
International Exchange Coordinator



Co-funded by
the European Union



Erasmus+ Mobility Agreement

Staff Mobility For Teaching¹

Planned period of the physical mobility: from [day/month/year] to [day/month/year]

Duration (days) – excluding travel days:

If applicable, planned period of the virtual component: from [day/month/year] to [day/month/year]

The teaching staff member

Last name (s)		First name (s)	
Seniority ²		Nationality ³	
Sex [M/F/Undefined]		Academic year	20../20..
E-mail			

The Sending Institution/Enterprise⁴

Name			
Erasmus code ⁵ (if applicable)		Faculty/Department	
Address		Country/ Country code ⁶	
Contact person name and position		Contact person e-mail / phone	
Type of enterprise:		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

The Receiving Institution

Name	University of Szczecin	Faculty/Department	
Erasmus code (if applicable)	PL SZCZECIO1		
Address	Al. Papieża Jana Pawła II 22a 70-453 Szczecin	Country/ Country code	Poland, PL
Contact person name and position	Anna Dachnowska IRO	Contact person e-mail / phone	anna.dachnowska@usz.edu.pl tel. +48914441068

For guidelines, please look at the end notes on page 3.

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Main subject field⁷:

Level (select the main one): Short cycle (EQF level 5) ☐; Bachelor or equivalent first cycle (EQF level 6) ☐; Master or equivalent second cycle (EQF level 7) ☐; Doctoral or equivalent third cycle (EQF level 8) ☐

Number of students at the receiving institution benefiting from the teaching programme:
.....

Number of teaching hours:

Language of instruction:

Overall objectives of the mobility:

Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):

Content of the teaching programme (including the virtual component, if applicable):

Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):

II. COMMITMENT OF THE THREE PARTIES

By signing⁸ this document, the teaching staff member, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teaching staff member.

The teaching staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The teaching staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The teaching staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

The teaching staff member

Name:

Signature:

Date:

The sending institution/enterprise

Name of the responsible person:

Signature:

Date:

The receiving institution

Name of the responsible person:

Signature:

Date:

¹ In case the mobility combines teaching and training activities, **this template** should be used and adjusted to fit both activity types.

² **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

³ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

⁴ All references to "**enterprise**" are only applicable to mobility for staff between EU Member States and third countries associated to the programme or within Capacity Building projects.

⁵ **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.

⁶ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁷ The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscsed-f_en.htm) (available at http://ec.europa.eu/education/tools/iscsed-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training.

⁸ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with third countries not associated to the programme: the national legislation of the EU Member State or third country associated to the programme). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.