

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

1. The staff eligible for Erasmus+ staff mobility for training (STT) is the academic staff employed at the 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 training (STT) according to the rules set out by the home university and the Erasmus + Programme Guide 2021.
2. A training mobility period (STT) of the incoming staff does not require a valid inter-institutional agreement between the home HEI and the relevant faculty/institute of the University of Szczecin.
3. The duration of Staff mobility for training (STT) is between 2 days and 2 months.
4. Staff mobility for training (STT) can be carried out between 1st October 2021 and 30th September 2022.
5. The application should be submitted via DreamApply system. The applying staff should identify the type of mobility (STT) and their home institution, as well as the relevant faculty/institute. 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 training programme. To complete the application, the applicant uploads their MOBILITY AGREEMENT-STAFF MOBILITY FOR TRAINING (STT) 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.
6. 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).
7. After the completion of the training mobility, the incoming staff member receives a Certificate of Attendance signed by the respective Coordinator. The Coordinator is obliged to upload the scanned document to DreamApply.

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