



**Incoming staff training mobility (STT) at the US administrative units within the Erasmus+ KA131:
formal procedures 2022/2023**

1. General information:
 - a) The staff eligible for Erasmus+ staff mobility for training (STT) is the non-academic staff employed at a university holding the Erasmus Charter for Higher Education (ECHE) in a programme country 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.
 - b) A training mobility period (STT) does not require a valid inter-institutional agreement between the home HEI and the relevant administrative unit of the University of Szczecin (USz).
 - c) The duration of staff mobility for training is minimum 2 days and maximum 2 months.
 - d) Staff mobility for training can be carried out between 01/10/2022 and 30/09/2023.
 - e) 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) The application should be submitted for the proper type of mobility (STT) and it should contain the name and country of staff's home institution, as well as the USz hosting unit.
 - c) Submitted applications are forwarded within 10 working days by the International Relations Department (IRD; contact person for STT mobility) to the hosting administrative units.
 - d) The hosting administrative unit contacts the applicant to agree the content of their training programme.
 - e) MOBILITY AGREEMENT: STAFF MOBILITY FOR TRAINING (MA) – approved by the applicant, their home institution, and the USz administrative unit – has to be uploaded into the DA application.
 - f) The applicant is informed by the IRD (contact person for STT mobility) about the acceptance 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 IRD (contact person for STT mobility) provides all the documents necessary for the visa procedure (e.g. the invitation letter).
4. After the mobility:
 - a) the head of the hosting administrative unit issues and signs a certificate of attendance to the incoming staff,
 - b) the hosting administrative unit sends the scanned copy/electronically signed certificate of attendance to the IRD (contact person for STT mobility) within 5 working days from the end date of the training,
 - c) the IRD (contact person for STT mobility) uploads the scanned document to the DA.

*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



Zatwierdzam wzór

PROREKTOR
ds. Organizacji

dr hab. Kinga Flaga-Gilruszyńska, prof. US

Szczecin,

(DD/MM/YYYY)

LETTER OF INVITATION: STAFF MOBILITY FOR TRAINING

The ,
(name of the US administrative unit)

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

an administrative staff member at ,
(name of the institution and Erasmus code if applicable)

to undertake a mobility activity for training 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 Training.

.....
Stamp and signature of the
Head of the US administrative unit



Co-funded by
the European Union





Zatwierdzam wzór

PROREKTOR
ds. Organizacji

dr hab. Kinga Płaga-Wierczyńska, prof. US

Szczecin,
(DD/MM/YYYY)

CERTIFICATE OF ATTENDANCE: STAFF MOBILITY FOR TRAINING

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

an administrative staff member at ,
(name of the institution and Erasmus code if applicable)

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

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 Training.

.....
Stamp and signature of the
Head of the US administrative unit



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Erasmus+ Mobility Agreement

Staff Mobility For Training¹

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 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

Name		Faculty/Department	
Erasmus code ⁴ (if applicable)			
Address		Country/ Country code ⁵	
Contact person name and position		Contact person e-mail / phone	

The Receiving Institution / Enterprise⁶

Name	University of Szczecin		
Erasmus code (if applicable)	PL SZCZECIO1	Faculty/ Department	
Address	Al. Papieża Jana Pawła II 22a 70-453 Szczecin	Country/ Country code	Poland, PL
Contact person, name and position	Agnieszka Dobrzeńska, IRO	Contact person e-mail / phone	agnieszka.dobrzeńska@usz.edu.pl tel. +48 91 444 1082
Type of enterprise:	HEI	Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input checked="" type="checkbox"/> >250 employees

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Language of training:

<p>Overall objectives of the mobility:</p>
<p>Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):</p>
<p>Activities to be carried out (including the virtual component, if applicable):</p>
<p>Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):</p>

II. COMMITMENT OF THE THREE PARTIES

By signing⁷ this document, the staff member, the sending institution and the receiving institution/enterprise 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 staff member.

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

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

The 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, **the mobility agreement for teaching 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 **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.

⁵ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁶ 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.

⁷ 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.