

Incoming staff teaching mobility (STA) within the Erasmus+ KA131: formal procedures

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 within a given academic year.
 - 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.

Potwierdzam zgodność wydruku z dokumentem wydanym w postaci elektronicznej:

Identyfikator dokumentu	113658.289446.248939
Nazwa dokumentu	IN STA zasady.docx
Tytuł dokumentu	IN STA zasady
Skrót dokumentu	7760CA2D50A36CAA769ECC572153A56D7916987B
Wersja dokumentu	1.0
Akceptacja	Flaga-Gieruszyńska Kinga w zastępstwie za Prorektor ds. Organizacji US, 16.12.2023 13:13:16, wersja 1.0 (Konto funkcyjno-organizacyjne, Prorektor ds. Organizacji (O), Prorektor ds. Organizacji (O)) Uniwersytet Szczeciński
Akceptacja	Skokowska Żaklin, 15.12.2023 09:50:03, wersja 1.0 (specjalista, Dział Spraw Międzynarodowych (O-DM), Dział Spraw Międzynarodowych (O-DM)) Uniwersytet Szczeciński
	EZD 3.118.1.1.
Data wydruku:	18.12.2023 09:08:16
Autor wydruku:	Skokowska Żaklin