

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

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 within a given academic year.
 - 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.

Potwierdzam zgodność wydruku z dokumentem wydanym w postaci elektronicznej:

Identyfikator dokumentu	113658.289447.248940
Nazwa dokumentu	IN STT admin zasady.docx
Tytuł dokumentu	IN STT admin zasady
Skrót dokumentu	C4CD010E0A9B2364B610A0D3BE647C7938EF2C 1D
Wersja dokumentu	1.0
Akceptacja	Flaga-Gieruszyńska Kinga w zastępstwie za Prorektor ds. Organizacji US, 16.12.2023 13:13:12, wersja 1.0 (Konto funkcyjno- organizacyjne, Prorektor ds. Organizacji (O), Prorektor ds. Organizacji (O)) Uniwersytet Szczeciński
Akceptacja	Skokowska Żaklin, 15.12.2023 09:50:00, 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 09:08:02
Autor wydruku:	Skokowska Żaklin