

## **Incoming staff training mobility (STT) at the US faculties/institutes within the Erasmus+ KA131: formal procedures**

1. General information:
  - a) The staff eligible for Erasmus+ staff mobility for training (STT) is the academic staff employed at a partner 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 faculty/institute 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 faculty/institute.
  - c) Submitted applications are processed by International Exchange Coordinators. Within 10 working days the relevant coordinator contacts the applicant to agree the content of their training programme.
  - d) MOBILITY AGREEMENT: STAFF MOBILITY FOR TRAINING (MA) – approved by the applicant and their home institution – is a required application document, to be uploaded into the DA application.
  - e) The application is accepted once the relevant coordinator approves the uploaded MA.
  - f) 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. the 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	113658.289448.248941
Nazwa dokumentu	IN STT kadra zasady.docx
Tytuł dokumentu	IN STT kadra zasady
Skrót dokumentu	B30AE4389C54BB9FFF6FC17485EDED4CE7A65D6C
Wersja dokumentu	1.0
Akceptacja	Flaga-Gieruszyńska Kinga w zastępstwie za Prorektor ds. Organizacji US, 16.12.2023 13:13:09, wersja 1.0 (Konto funkcyjno-organizacyjne, Prorektor ds. Organizacji (O), Prorektor ds. Organizacji (O)) Uniwersytet Szczeciński
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