

## **ERASMUS+**

### **Staff mobility for training (STT)**

#### **Guidelines for Incoming Staff from Partner Countries**

#### **Jan Kochanowski University in Kielce (PL KIELCE 02)**

##### 1. Overview

UJK will provide support to the participants for undertaking a mobility activity of training under the Erasmus+ Programme. The programme provides a framework and funding for academic staff from Partner universities to be trained at UJK. The Erasmus+ exchange is possible only based on inter-institutional agreements which Partner universities have signed with UJK.

##### 2. Purpose

The purpose of the academic staff exchange is to improve the skills required for their current job by participating in training at UJK within academic areas specified in the inter-institutional agreement. Training may take the form of job-shadowing, workshops, courses etc. Participants are selected by their home university.

##### 3. General mobility rules

Staff members are required to participate in training events during 7-day stay at UJK. The participant must have recommended language skills. The participant shall complete and submit the online EU Survey after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it. The participant shall have adequate insurance coverage.

##### 4. Selection and nomination

Participants are selected by their home university, based on its own criteria of selection. Then, the home university will nominate the participants. Subsequently, UJK will issue a Letter of Invitation for the participant to confirm officially that the mobility is going to be implemented.

##### 5. Mobility duration

The start date of the mobility period shall be the first day that the participant needs to be present at the receiving institution and the end date shall be the last day the participant needs to be present at the receiving institution. The Certificate of Attendance (or the Confirmation of Teaching Mobility) shall provide the effective start and end dates of the mobility period. 7-day exchange period is funded by UJK under Erasmus+ for Partner countries.

## 6. Financial support

UJK will administer grant payments for incoming staff from Partner universities. UJK shall provide financial support from Erasmus+ EU funds to the participant for undertaking a mobility activity for training. Prior to the mobility period, the participant will sign the Grant Agreement with UJK. After signing the agreement by both parties, but not later than on the first day of the mobility, the participant shall receive 100% of the support from UJK specified in the Grant Agreement.

## 7. Bank account

The grant will be transferred in EUR. We recommend opening a bank account in EUR in order to avoid additional conversion costs.

## 8. Required documents

Incoming staff member from Partner university will provide Erasmus+ Coordinator at UJK with the following documents:

- *Staff Mobility for Training Mobility Agreement* signed by the participant and the home university, previously approved by UJK (scanned copy, no later than 3 weeks before the arrival date). The participant will receive back via e-mail the scanned document, signed and stamped by UJK authorities.

- *Grant Agreement* signed by the participant (original in 2 copies sent via post, no later than 3 weeks before the arrival date). The participant will receive the original document, signed and stamped by UJK authorities, during the mobility period.

- *Insurance Policy* (scanned copy, no later than 3 weeks before the arrival date).

On the last day of the mobility period the participant will receive the *Certificate of Attendance* (or *Confirmation of Training Mobility*).

## 9. Insurance

The participant is obliged to have a health and accident insurance and to email a scanned copy of the insurance to Erasmus+ Coordinator at UJK no later than 3 weeks before arrival. Upon arrival the participant will show the original document of health and accident insurance to Erasmus+ Coordinator at UJK. Please, remember to obtain an English copy of your insurance before departure, it shall be recognized in Poland.

## 10. Visa

Make sure your passport is valid and apply for visa in the Polish embassy in your home country before coming to Poland. Please do not forget to apply early. The earlier you apply, the easier it is for you to plan your travel.

## Erasmus+ Office Info

Erasmus+ Office (Student Exchange Office) at UJK is responsible for developing the project with Partner universities, including staff and student exchange. We provide full coordination and administration of international mobilities. Erasmus+ Coordinators support incoming/outgoing students and staff before, during and after the mobility.

### Contact information:

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