

Erasmus+ staff mobility from Partner Countries (KA107)

General rules

- Duration of the mobility is 5 days.
- Within mobility for teaching (STA), staff member of the partner university is obliged to conduct at least 8 hours of classes for students of Jesuit University Ignatianum in Krakow or 4 hours of classes combined with a training.
- In case of training mobility (STT), the training programme must be scheduled for each day of the mobility.
- Minimum level of foreign language proficiency in which lectures/training will be conducted is B2 according to Common European Framework of Reference for Languages (CEFR).
- The grant from the Erasmus+ programme is only a partial funding to help covering livelihood costs abroad. It does not cover the total cost of travelling and staying in partner country.
- The grant is calculated according to each project's financial regulations. Funding is transferred in the form of a lump sum (no invoices or receipts are gathered).

Detailed information regarding the project of Ignatianum

Project KA107-2019 includes academic exchange of staff members with the following partner universities in the academic years 2019/2020 and 2020/2021:

Partner university	Number of mobilities	Grant for each mobility
Catholic University of Uruguay	2	5 days of mobility*140 euro + 2 days of travelling*140 euro + 1500 euro for travelling
Xavier University, USA	1	5 days of mobility*140 euro + 2 days of travelling*140 euro + 820 euro for travelling
Saint Joseph University in Beirut	4	5 days of mobility*140 euro + 360 euro for travelling
The Ukrainian Catholic University in Lviv	2	5 days of mobility*140 euro + 180 euro for travelling
Borys Grinchenko Kyiv University	2	5 days of mobility*140 euro + 275 euro for travelling

Stages of project implementation

- Application procedure is conducted by home University. Please get in touch with the person responsible for the Erasmus+ Programme (or the specific Erasmus+ project of exchange with Ignatianum) at your University in order to receive more information.

If you are interested in participating in the project, please check:

- a) in which areas the exchange between our universities is possible ([Inter-institutional Erasmus+ Agreements with partner countries \(KA 107\)](#)),
 - b) it is advised to [contact](#) directly to correlating department at our university (with Academic Erasmus+ Coordinators) in order to obtain initial agreement of acceptance for hosting in case of winning the grant,
 - c) our [academic calendar](#).
- After being positively qualified for the mobility, your home university sends to IRO AIK an official nomination and IRO thereafter contacts with you directly in order to discuss the details of your stay (dates of mobility, courses' topics, practical details etc.).

- Afterwards, a qualified staff member must follow the following procedure's steps:
 - a) The staff member sends a good quality scanned copy of the **Staff Mobility for Teaching/ Training Mobility Agreement** to IRO AIK – the document must be signed before the start of the mobility by all 3 sides: staff member, host institution, and home university. Accepted languages to complete the document is English or Polish.
 - b) IRO AIK sends to the staff member an official **Invitation Letter** (in electronic or paper form, on request of the participant).
If applicable, the staff member applies for a **VISA** to enter Poland.
 - c) The staff member sends to IRO AIK a good quality scan of **health insurance** which covers the whole mobility period. Basic coverage might be provided by the national health insurance of the participant. However, the coverage may not be sufficient, especially in case of repatriation and specific medical intervention. For this reason, it is advised to get a complementary private insurance.
Apart from health insurance which covers medical treatment and hospitalization following illness or accident, it is recommended to have an additional insurance covering: civil liability, accidents and serious illness (including temporal and permanent disability), death and repatriation. The staff member is responsible for their insurance coverage.
 - d) IRO AIK send to the staff member an electronic version of the **grant agreement**. The staff member fills out the yellow areas. In one of them, the staff member is requested to provide with a **bank account number** to which the mobility grant will be transferred. The grant is transferred in the form of a lump sum (staff member does not need to collect any receipts or invoices for IRO AIK). It is recommended to provide with a number of bank account in EURO currency in order to avoid deductions caused by currency conversion. After completing the document in electronic form, it is important to send it to IRO to check the correctness of the data. If everything is properly completed, the staff member prints two copies of the document, signs both and sends them by regular post to IRO AIK to the following address:

Biuro Współpracy Międzynarodowej
 Akademia Ignatianum w Krakowie
 Kopernika 26
 31-501 Kraków, Poland

The grant must be signed by both sides (IRO AIK, staff member) on the first day of the mobility, the latest. After signing the grant agreement, the grant is transferred to the indicated by the staff member bank account.

- e) The staff member must have regulated issues regarding their absence at home University for the whole mobility period, in accordance with applicable rules.
- f) On the last day of the mobility, the staff member receives from IRO AIK the **Confirmation for Staff Mobility** document confirming the dates and the lectures/work plan conducted within the mobility
- g) By the end of the mobility, the staff member receives an automatic email containing a link redirection to an **online EU survey/** report.
- h) A few months after the end of the mobility, the staff member receives an email from IRO AIK requesting an **individual descriptive report** of their mobility, describing the results of their mobility and their dissemination (information necessary to the final report of the project).