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the European Union**

*Rules adopted based on the provisions of § 2 subparagraph 4 ERASMUS+ PROGRAMME LEARNING  
MOBILITY REGULATIONS FOR ADMINISTRATIVE STAFF AT LAZARSKI UNIVERSITY*

*– ENGLISH VERSION –*

**RULES OF PARTICIPATION  
IN THE ERASMUS+ PROGRAMME  
MOBILITY FOR ADMINISTRATIVE STAFF  
–2024/2025 academic year  
(version binding from October 30, 2024)**

**Recruitment for administrative staff mobility training (STT)  
available for implementation  
until 31 July 2026**

**– co-financed within the Agreement No.  
2024-1-PL01-KA131-HED-000198755**



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# I. OBLIGATIONS OF A CANDIDATE FOR PARTICIPATION IN THE ERASMUS+ PROGRAMME

## STEP 1 – What should you do before you apply?

1. If you are interested in participation in the Erasmus+ Programme [hereinafter the **Programme**] you must get acquainted with the content of *Erasmus+ Programme Learning Mobility Regulations for Administrative Staff at Lazarski University under the Erasmus+ Program* [hereinafter **R&R**] available in:
  - a) a digital form on the Lazarski University [hereinafter the **University**] website in the section dedicated to learning mobility<sup>1</sup>,
  - b) a printed document available in the International Programmes Office – Lazarski University (43, Świeradowska Street, 02-662 Warsaw), room No. 307, sector D.
2. R&R determines basic principles of the functioning of the Programme at the University, including basic rules for selecting the Programme participants and awarding them grant support in a just, transparent, consistent and documented manner; getting acquainted with the content of R&R will let you find answers to, inter alia, the following questions:
  - a) What is the Programme?
  - b) How does the University manage the Programme?
  - c) Who is eligible to participate in the Programme?
  - d) What are the basic rules for selecting the Programme participants?
  - e) What are the basic rules for implementing learning mobility?
  - f) What are the most important documents concerning participation in the Programme?
  - g) What are the main rights and obligations of the Programme participants?
  - h) What are the basic rules for awarding grant support for the implementation of learning mobility?
  - i) What are the basic rules for the financial and substantive recognition of the learning mobility implemented by staff members?
3. The present document, i.e. *Rules of participation in the Erasmus+ Programme. Mobility for administrative staff - 2024/2025 academic year* [hereinafter the **Rules**] contains more detailed information about the provisions of R&R due to constant changes to internal regulations concerning the implementation of the Programme; getting acquainted with the content of the Rules will let you find answers to the following questions:
  - a) When can a staff member participate in learning mobility for training?
  - b) In what way must a candidate submit application documents and what is the deadline?
  - c) Are there any other requirements that must be met in order to apply for participation in the Programme apart from the general ones laid down in R&R?
  - d) What are the criteria for the score-based assessment of candidates for participation in the Programme?
  - e) Have any preferences for the selection of the Programme participants been determined?
  - f) What are the daily rates of grant support for learning mobility implemented in accordance with the Agreement No. 2024-1-PL01-KA131-HED-000198755, which the University entered into with the Erasmus+ Programme National Agency [hereinafter **NA**]?
4. If, having been acquainted with the content of R&R and the present Rules, you will still not be able to take a conscious decision whether to apply for participation in the Programme or you will have additional questions, you can use additional sources of information:
  - a) the University website<sup>2</sup> section presenting information about the Programme;
  - b) the information about the Programme on the noticeboards in the University campus;
  - c) direct contact with:
    - i. Institutional Erasmus+ Coordinator:  
Mrs. Katarzyna Zielińska; e-mail: [erasmus.outgoing@lazarski.edu.pl](mailto:erasmus.outgoing@lazarski.edu.pl);

<sup>1</sup> <https://www.lazarski.pl/en/cooperation/erasmus/pracownicy>

<sup>2</sup> <https://www.lazarski.pl/pl/wspolpraca/erasmus/>

- landline telephone no.: +48 22 54 35 365; cellular telephone no.: +48 513 038 056; International Programmes Office: room no. 307; sector D; open Monday to Friday 8.00 am – 4.00 pm
- ii. the Faculty Coordinator of the Erasmus+ Programme (Faculty of Economics and Management):  
Mrs. Katarzyna Marton-Gadoś; e-mail: [k.marton-gados@lazarski.edu.pl](mailto:k.marton-gados@lazarski.edu.pl)
  - iii. the Faculty Coordinator of the Erasmus+ Programme (Faculty of Law and Administration):  
Dominika Harasimiuk, Ph.D.; e-mail: [dominika.harasimiuk@lazarski.pl](mailto:dominika.harasimiuk@lazarski.pl)
  - iv. Vice Dean for International Cooperation (Medical Faculty):  
dr Olga Aniołek; e-mail: [erasmus.wm@lazarski.pl](mailto:erasmus.wm@lazarski.pl)
- d) open-door informational meetings organised by the University Coordinator of the Erasmus+ Programme concerning recruitment of the Programme participants; information about the time and venue of informational meetings will be provided on the University website;
- e) NA website dedicated to the Programme<sup>3</sup>,
- f) the European Commission website dedicated to the Programme<sup>4</sup>.

## STEP 2 – What are your obligations towards the University when you join the recruitment process?

1. The submission of the electronic application form in the process of the Programme participants recruitment constitutes your confirmation that you got acquainted with the content of R&R and the Rules, you have no objections and you undertake to adhere to the above-mentioned provisions.
2. In order to simplify the recruitment process, including the provision of simplicity and comprehensiveness of the application form, we are going to request you to provide the minimum necessary information. However, you should be prepared to establish and be in contact with the Institutional Erasmus+ Coordinator who, for the needs of the recruitment process, will verify the necessary data concerning you that are retained in the University resources. A possible need to provide additional information /explanation requires that you:
  - a) provide correct personal data in the application form, in particular your given name and surname that are in compliance with the data in the legal document confirming your identity (in case of Polish citizens: ID data; in case of foreigners: passport data);
  - b) provide your contact data in the application form (institutional as well as private email address and telephone number) that are correct, updated and will allow for getting in touch with you quickly;
  - c) regularly check your mailbox in order to read/respond to messages sent by the Institutional Erasmus+ Coordinator, the Faculty Coordinator of the Erasmus+ Programme, the employees of the International Programmes Office and a receiving organisation (communication via electronic mail does not require any additional written documents and the fact of sending a message to the address you have provided is treated as a successful message delivery on the date of sending it);
  - d) inform the Institutional Erasmus+ Coordinator by sending a message to [erasmus.outgoing@lazarski.edu.pl](mailto:erasmus.outgoing@lazarski.edu.pl) about any changes in your personal data (e.g. your changed surname as a result of getting married) and any other change in contact data (email address, telephone number).
3. Due to compliance with and implementation of rules and activities aimed at ensuring the participation of people with fewer opportunities in the Programme, joining the process of the Programme participants recruitment, you will be obliged to:
  - a) conduct a deepened analysis of your actual situation in the context of your potential belonging to a group of people with fewer opportunities; in the application form you are kindly requested to provide information about your status of a disabled person and if you are entitled to a social benefit; these data, however, do not exhaust the assessment of all exclusion factors; the sensitive nature of the data concerning exclusion factors make us ask you to first of all analyse information in R&R concerning people with fewer opportunities and if you identify premises that can include you in this group, please analyse the catalogue of eight barriers to

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<sup>3</sup> <https://erasmusplus.org.pl/>

<sup>4</sup> <https://erasmus-plus.ec.europa.eu/pl>

- inclusion (exclusion factors) presented by the European Commission in Chapter 4 of the document "Implementation Guidelines - Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy"<sup>5</sup>,
- b) in case of identification of premises referred to in subsection (a) herein, contact the Institutional Erasmus+ Coordinator directly so that the Recruitment Commission can initiate adequate support activities in accordance with the rules laid down in R&R;
  - c) adhere to all rules of respecting any dissimilarities of both other people participating in the recruitment process and those who carry it out, and report any instances of discrimination in the process of recruitment and implementation of the Programme.

## II. DETAILED RECRUITMENT RULES WITHIN STT

### STEP 3 – Basic information

1. The purpose of the mobility of an administrative staff member for training (Staff Mobility for Training [hereinafter STT]) is to participate in training boosting qualifications related to the nature of work performed at the home university (sending organisation).
2. As part of a given recruitment round indicated in STEP 4 sec. 4, the employee may apply for only one mobility under the Erasmus+ KA 131 Programme.
3. The period of stay in a foreign host organization is 5 working days. As part of the Erasmus+ KA131, shorter stays are allowed, but not less than two working days.
4. Before submitting the application form for mobility, the candidate should (himself or herself) obtain the consent of his/her direct supervisor for mobility under the Program.

### STEP 4 – Recruitment scope and mode

1. The recruitment<sup>6</sup> is carried out for the programme called Staff Mobility for training (hereinafter **STT**) to be implemented until **31 July 2026** - mobility financial support from the European Union funds within the Agreement number 2024-1-PL01-KA131-HED-000198755 entered into by the University and NA.
2. The recruitment is carried out in accordance with general rules laid down in R&R and more detailed rules presented in the present document.
3. The recruitment is carried out in a **continuous mode**, i.e. until all resources for funding the implementation of STT are exhausted, however, taking into account the provisions of R&R concerning the possibility of STT implementation with zero grant support and a possibility of changes in the allocation of particular categories of resources within the agreement entered into by the University and NA.
4. The Recruitment Commission establishes two rounds of application documents submission:
  - a) Round I – submission of the electronic application form by **08.12.2024**.
  - b) Round II – submission of the electronic application form by **31.05.2025**.
5. The Recruitment Commission may take a decision to change the deadlines referred to in subparagraph 4 and/or to set an additional round/additional rounds of recruitment by means of updating the present Rules and publishing the updated version.

### STEP 5 – Application documents

1. A candidate joins the recruitment process by filling in and submitting his/her application documents, meeting the deadline set for the given tour of recruitment. The link to the electronic application form is as follows:  
<https://forms.office.com/e/PMMhaGJK5F>

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<sup>5</sup> The document is available in 23 languages: <https://erasmus-plus.ec.europa.eu/document/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity-strategy>

<sup>6</sup> Internal recruitment code: KA131/2024/STT

2. In case of whatever doubts concerning the content of the electronic application form or difficulties in filling it in and submission, a candidate may ask the University Coordinator of the Erasmus+ Programme for assistance.

### STEP 6 – Choosing a host institution (for training)

1. A mobility of an administrative staff member within the framework of STT may take place to the following destinations:
  - a) an administrative staff member looks for training weeks organized by various institutions and chooses a mobility, at a convenient time and place, developing, for example, presentation, language, technical skills or in the field of stress or time management, quality, student support, etc. - link to search for opportunities: <http://staffmobility.eu/staff-week-search>
  - b) an administrative staff member selects the host organization from among our partner universities under the Erasmus+ Programme in order to take part in job shadowing/training.
2. Indication in the electronic application form by the candidate to participate in the Program of the proposed host organization must be made in accordance with the provisions of § 17 of the Regulations.
3. If, for reasons beyond the control of the employee, it will be impossible to carry out the educational mobility in the host organization indicated in the electronic application form, it will be possible to propose another host organization. In order to make this change, it is required to inform the Institutional Erasmus+ Coordinator by e-mail about the reasons for choosing a new host organization in relation to the expected training/teaching objectives.

### STEP 7 – Qualification requirements for candidates

1. The recruitment is carried out in compliance with the qualification requirements that candidates must meet in order to participate in SMS referred to in § 7 R&R - **The Recruitment Commission shall not introduce additional requirements.**
2. Whether a candidate has met the requirements for participation in the Programme is subject to assessment in accordance with the rules determined in R&R and based on the data provided in the electronic application form, data retained in the University resources and possible additional information/explanation obtained from the candidate.

### STEP 8 – Score-based assessment

1. The score-based assessment of candidates is carried out in accordance with the general rules laid down in § 12 R&R and more detailed ones stipulated in the present Rules.
2. The Recruitment Commission shall apply the score-based assessment based on the information obtained through the application form.
3. **Assessment criteria** – the basis for qualification is the substantive assessment of the purpose of the training programme. Each member of the Recruitment Committee will evaluate the candidate based on the analysis of information provided by the candidate for participation in learning mobility. Possible ratings:
  - a) 1 point – purpose of training unprepared,
  - b) 2 points – purpose of training underdeveloped,
  - c) 3 points – purpose of training outlined,
  - d) 4 points – purpose of training well prepared,
  - e) 5 points – purpose of training very well prepared.
4. The total score-based assessment of the candidate is an arithmetic mean of the scores awarded by all members of the Recruitment Commission (scores are rounded up to two decimal places).
5. The total score-based assessments of candidates, potentially increased by the bonus points indicated in step 9 hereinafter, help the Recruitment Commission to develop a ranking list in accordance with the rules laid down in R&R.

## STEP 9 – Preference given to candidates in the selection of the Programme participants

1. The Recruitment Commission gives preference to candidates in the selection of the Programme participants in case of the following circumstances:
  - a) FIRST MOBILITY – 2-point-bonus; a candidate who has never participated in any ST mobility within the Programme is awarded an additional bonus of 2 points;
  - b) PERSON WITH FEWER OPPORTUNITIES – 3-point-bonus; a candidate having the status of a person with fewer opportunities confirmed in the course of the process of recruitment to the Programme based on the candidate's data retained at the University or based on the information/documents submitted by him/her is awarded an additional bonus of 3 points.
2. The additional bonus points are added to the overall score of a given candidate.
3. In order to strengthen the possibility of applying preferences for people travelling within Erasmus+ for the first time, a rule is introduced limiting the number of mobilities of the same person in the STT category to two mobilities. Violation of this rule will mean that the third mobility of the same person under the agreement number 2024-1-PL01-KA131-HED-000198755 between the University and NA is considered unauthorized.

## STEP 10 – Obtaining the status of the Programme participant

1. After successfully passing the assessment of meeting the conditions for participation in the Program and passing the score evaluation, the candidate will obtain the status of a person pre-qualified for participation in the Program and will be obliged to submit to the International Programmes Office "Declaration on the bank account number"<sup>7</sup>.
2. A candidate who obtains the status of a person preliminarily qualified for participation in the Programme (a person on the ranking list) is obliged to participate in activities related to the preparation of the trilateral Staff Mobility Agreement for Training and the Grant Agreement for the Erasmus+ Programme for mobility of academic teachers in accordance with the rules stipulated in R&R.
3. The Institutional Erasmus+ Coordinator will provide detailed information concerning the above-mentioned process.

## III. DETAILED RULES OF STAFF MOBILITY (STT) IMPLEMENTATION

### STEP 11 – Rules for STT implementation

1. STT mobilities are implemented in accordance with the general rules stipulated in R&R and more detailed provisions of the present Rules.
2. Grant support for STT is awarded, paid and settled in accordance with the general rules laid down in R&R and more detailed provisions of the present Rules.
3. The protection of personal data of candidates and participants in STT is implemented in accordance with the rules stipulated in R&R.

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<sup>7</sup> It is required to confirm the data in the document by submitting a handwritten signature or electronic signature by the prequalified Program participant.

## STEP 12 – Rates and amounts of grant support for the purpose of STT implementation

1. The rates of grant support for learning mobility in higher education and algorithms used to calculate the amount of grant support are determined by NA for each Grant Agreement and published on the website: [erasmusplus.org.pl](https://erasmusplus.org.pl)<sup>8</sup>.
2. An employee leaving for the mobility under the Program receives co-financing in the form of individual support, paid on the basis of a financial agreement signed between the Program participant and the University (Grant Agreement). Mobilities are settled with an accuracy of 1 day.
3. Amount of co-financing: under the Mobility with Program Countries action, from the European Union funds, the employee is paid individual financial support ranging from EUR 148 to 190 per day, depending on the country of departure. Possible duration of training trips: from 2 days to 2 months = 60 days. The university prefers mobilities in a foreign host organization up to 5 working days.
4. The amount of the grant support for STT mobilities under the Agreement No. 2024-1-PL01-KA131-HED-000198755 with NA is as follows:

STATES BELONGING TO THE GIVEN GROUP (i.e. in R&R: "the EU Member States and third countries associated to the Programme")	STAFF MOBILITY - individual support rate per day in EUR for mobilities up to 14 days	STAFF MOBILITY - individual support rate per day in EUR for mobilities from 15 days up to 2 months
GROUP 1 – Austria, Belgium, Denmark, Finland, France, Ireland, Island, Lichtenstein, Luxemburg, the Netherlands, Germany, Norway, Sweden, Italy	190	133
GROUP 2 – Cyprus, Czechia, Estonia, Greece, Spain, Latvia, Malta, Portugal, Slovakia, Slovenia	170	119
GROUP 3 – Bulgaria, Croatia, Northern Macedonia, Lithuania, Romania, Serbia, Turkey, Hungary	148	103
PARTNER COUNTRIES (i.e. in R&R: "third countries not associated to the Programme") – 10% allocation limit	STAFF MOBILITY – individual support rate per day in EUR for mobilities up to 14 days	STAFF MOBILITY – individual support rate per day in EUR for mobilities for 15 days up to 2 months
REGION 13 – Andorra, Monaco, Vatican City State, San Marino	190	133
REGION 14 – the Faroe Islands, Switzerland, the United Kingdom	190	133
REGION 1 – Western Balkan states: Albania, Bosnia and Herzegovina, Kosovo, Montenegro  REGION 2 – Neighbourhood East: Armenia, Azerbaijan, Belarus, Georgia, Moldova, the territory of Ukraine recognised by international law  REGION 3 – South-Mediterranean countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia	190	133

<sup>8</sup> Attachment IV: Rates applicable to lump sums related to KA131-2024 agreements: <https://erasmusplus.org.pl/dla-beneficjentow/szkolnictwo-wyzsze/linki/umowy>



~~REGION 4 – the Russian Federation – the territory of Russia recognised by international law – cooperation with the Russian Federation has been suspended~~

REGION 5 – Asia: Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam

High income countries and territories: Brunei, Hong Kong, Japan, Republic of Korea, Macao, Singapore and Taiwan

REGION 6 – Central Asia: Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan

REGION 7 – Middle East: Iran, Iraq, Yemen

High income countries: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates

REGION 8 – Pacific: Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu

High income countries: Australia, New Zealand

REGION 9 – Sub-Saharan Africa: Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Eswatini, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe

REGION 10 – Latin America: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela

REGION 11 – Caribbean: Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Suriname and Trinidad & Tobago

REGION 12 – US and Canada: United States of America, Canada

5. The amount of lump sums to support travel costs of University employees:

DISTANCE <sup>9</sup>	AMOUNT <sup>10</sup> - LUMP SUM TO COVER TRAVEL COSTS	GREEN TRAVEL
from 10 to 99 km	28 € per participant	56 € per participant
from 100 to 499 km	211 € per participant	285 € per participant
from 500 to 1999 km	309 € per participant	417 € per participant
from 2000 to 2999 km	395 € per participant	535 € per participant
from 3000 to 3999 km	580 € per participant	785 € per participant
from 4000 to 7999 km	1188 € per participant	N/A
8000 km or more	1735 € per participant	N/A

6. In the application form, the candidate declares to travel to the destination country of mobility using an ecological means of transport (green travel), indicating its type (i.e. e.g. bus, train, electric car). On this basis, a supplement of EUR 30 to EUR 200 is granted depending on the distance.
7. Depending on the distance separating the host organization from the sending organization and the estimated travel time by ecological means of transport, additional days for the mobility are granted to the Program participant and individual support is calculated within the scholarship rates specified in section 4 above for the assigned travel days, i.e. a maximum of 4 days.
8. If the training selected by the employee (STEP 6, section 1.a) requires paying a fee, the University undertakes to cover the costs of such training up to EUR 400 EUR.
9. Employees with a disability certificate may also apply to the NA through the Institutional Erasmus+ Coordinator for additional funding as part of real costs.
10. The application for additional funding of real costs of mobility implementation incurred by an employee is justified when they constitute resources without which mobility implementation is not feasible and which are not provided by university or financed from other sources.
11. In case of the occurrence of justified circumstances referred to in paragraph 9 and 10 above, such a need should be reported to the Institutional Erasmus+ Coordinator in order to initiate the application process to NA.

<sup>9</sup> "DISTANCE" specifies the distance between the place of departure and destination (one way) according to the Erasmus+ Distance Calculator: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

<sup>10</sup> "AMOUNT" - a flat-rate co-financing of a return trip (to and from the destination).