

A collage background featuring a topographic map, a white pen, a red and white train, and various city photographs. An orange circle with a white airplane icon is positioned at the top center.

Erasmus+ Mobility for Academic Staff of Lazarski University



**We encourage you to read
the information leaflet on
mobility opportunities**

ERASMUS.OUTGOING@LAZARSKI.EDU.PL



Co-funded by
the European Union

Where can I go?

The mobility of an academic teacher as part of the Erasmus+ STA or STA+STT may take place on the following terms:

- an academic teacher looks for training weeks and chooses a mobility, at a convenient time and place, developing, for example, methodological, didactic, presentation, language, technical skills or in the field of stress or time management, assertiveness or creativity, etc. Link to search for opportunities:
<http://staffmobility.eu/staff-week-search>
- an academic teacher selects the host organization from among our partner universities under the Erasmus+ Programme in order to conduct teaching activities (min. of 8 teaching hours per working week).

For how long can I go?

We make efforts to ensure that as many people as possible benefit from the Erasmus+ mobility programme; therefore, we have adopted the principle that mobility can last a minimum of 2 and a maximum of 5 working days, and from 2 to 4 days are intended for travel to and from the place where classes/training are held (depending on the means of transport used).

What is the grant amount?

The amount of the grant depends on the destination country and ranges from 140 to 180 euros per day.

Are travel expenses also subsidized?

Yes, you will receive a lump sum for travel, the amount of which depends on:

- the distance between the place of departure and destination according to the Erasmus+ Distance Calculator: **<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>** and
- the means of transport - i.e. plane or green travel (e.g. bus, train, bicycle, carpooling).

You can receive between EUR 180 and EUR 530 for travel costs, plus a green travel supplement of EUR 30 to 80.

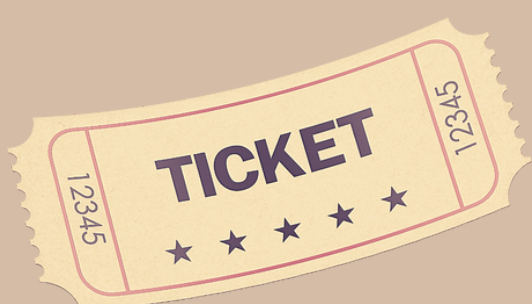
What if there is a fee to be paid for the selected Staff Week ?

In some cases receiving institution requires paying a registration fee. In this case, Lazarski University undertakes to cover the costs of such training up to EUR 400.

Is it necessary to collect invoices and receipts?

You will receive a lump sum for your stay and travel, so it is up to you to decide what standard of hotel is adequate for your needs or what means of transport you prefer.

However, it is necessary to show us, for example, boarding passes in the case of air travel, train tickets, or receipts from a gas station. This is to confirm the travel took place, not to settle the actual travel costs.



Do I need a euro account?

The grant is paid in EUR, and in most countries where our employees travel, the official currency is also EUR. In order not to lose on a currency conversion, it is therefore beneficial to open an account in EUR. Most banks offer this service free of charge. However, it is not necessary to have an account in EUR.

Is it possible to grant a scholarship to a person who has already been on an Erasmus+ mobility?

Yes, although in case of obtaining the same number of points, priority will be given to people applying for Erasmus+ mobility for the first time.

Can a person employed under a civil law contract go?

Yes, of course. Staff willing to participate in the Programme must be employed at the University under an employment contract or civil law contract, for at least one year, prior to the announcement of a given recruitment round.

How well should I know the language of the country I am going to?

If you are going, for example, to Denmark or Spain and don't speak the language of the destination country, you have to bear in mind that the language in which classes/training are conducted is important. In most cases, the person leaving for the mobility should be able to speak English at a level that allows unhindered communication. Please remember that it is also possible to go on an intensive language course (from A1 level) for academic teachers.

Can I leave before the weekend prior to the mobility and return a few days after the classes/training?

Yes, of course. It is worth getting to know the culture of the country you are going to and make the most of your stay there. However, please note that these extra days will not be financed by Erasmus+ funds. The International Programs Office will ask you for the following information:

- duration of mobility (2-5 days);
- travel days (2-4 days);
- break duration (number of days).

Should I take a leave during my Erasmus+ mobility?

No. We fully support the mobility of our teachers, as employee mobility is considered an important element of professional achievements. However, if you would like to stay in the host country for a few days longer after the classes/training, you should report this to your supervisor and apply for leave for these days.

When and where to apply?

A detailed description of the rules are available on the University website and outlined in the "Rules of participation in the Erasmus+ Programme Mobility for Academic Staff" for a current academic year and in the "Erasmus+ Programme Learning Mobility Regulations for Academic Staff".

Do I need insurance?

Yes, the purchase of insurance is necessary. The minimum insurance coverage must include health insurance (that also covers repatriation costs), insurance against the consequences of accidents, as well as civil liability insurance. The EHIC alone does not meet all the minimum requirements during the Erasmus+ mobility. It is recommended that Programme participants who have Polish citizenship register their time abroad with the Polish Ministry of Foreign Affairs' "Odyseusz" service.

Opinions of people who have returned from mobility under the Erasmus+ programme.

We encourage you to read the opinions of Lazarski University staff:

"The trip was part of the International Week organized by the host university. For this reason, it was possible to introduce Lazarski University not only to students interested in participating in the Erasmus+ programme but also to a wider group of academic lecturers from different countries."

"I highly recommend participation in the Erasmus+ programme to all my colleagues from the departments of science, didactics, and administration, because it raises the level of awareness and professionalism."

"I find the entire mobility process to be very inspiring and beneficial in terms of gaining new knowledge and experience."



"During the mobility I gave lectures, which became the starting point for a discussion on the economic transformation of Poland and Spain and the prospects for their long-term development in the context of the climate transformation, accelerated by the ongoing war in Ukraine and the need to quickly abandon the use of fossil fuels imported from Russia."

"I can say that the course met my professional and social expectations. I am very pleased with the good contact with the lecturers as well as with the other participants of the course. We exchanged phone numbers and emails. Perhaps there will be some joint projects in the future. For our participation in the training, we received certificates that are recognized in the EU."

"We also had the opportunity to see students after graduation, whose heads were decorated with wreaths of flowers - they were wandering the streets of the city with family and friends."

"I also received a valuable personal experience of immersing myself in a different culture and approach to teaching, and I really believe that the experience I received will bring good results for my work and activities at Lazarski University."



"The island of Asinara in Italy, which is a strategic scientific partner of Lazarski University, especially of the Faculty of Medicine, made an incredible impression on us. There, research is conducted on the unique fauna and flora found only in this climate. University scientists conducting research there have developed special creams specific only to this island, produced from plants growing there periodically."

"I believe that Erasmus+ mobility for lecturers and administrative staff is an amazing opportunity to build new cooperation with international universities around the world."

**If you have any questions,
please contact us:**

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