



# **Erasmus+ Mobility for Administrative Staff of Lazarski University**



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

**[ERASMUS.OUTGOING@LAZARSKI.EDU.PL](mailto:ERASMUS.OUTGOING@LAZARSKI.EDU.PL)**



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# Where can I go?

The mobility of an administrative staff member as part of the Erasmus+ STT may take place on the following terms:

- an administrative staff member 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 administrative staff member selects the host organization from among our partner universities under the Erasmus+ Programme in order to conduct training activities.

# 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 EUR 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).

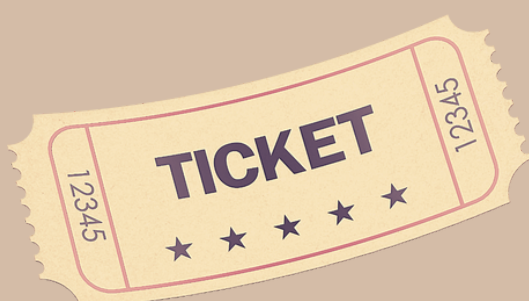
You can receive between EUR 180 and EUR 530 for travel costs, plus a green travel supplement of EUR 30 to 80.

# 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 bank 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 is 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 the administrative staff can also go on an intensive language course (from A1 level).

# **Can I leave before the weekend prior to the mobility and return a few days after the my 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 co-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 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 Administrative Staff" for a current academic year and in the "Erasmus+ Programme Learning Mobility Regulations for Administrative 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' "Odysseusz" service.



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

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

"We met with great kindness from employees who willingly answered the questions we asked them, thanks to which we could take a closer look at the principles of operation at a similar unit and compare them with those used at Lazarski University."

"We had the opportunity to participate in the market that is organized in Barcelos every Thursday, where the local people offer local food, ceramics, and pottery. The market takes place in Campo de Feira and is called "Feira de Barcelos". It is one of the largest and oldest fairs in Europe, which is why it is considered a great event in Barcelos."



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

"The possibility of mobility under the Erasmus+ programme was a great opportunity to get to know a different culture, cuisine and, most importantly, to improve language skills."

"We exchanged information on the organization of cyclical and occasional events, the method of conducting academic classes, student internships, trips, recruiting students, and the methods of conducting a promotional campaigns before and during the pandemic."

"I would rate my overall mobility experience as very good. The stay was insightful and very pleasant. The activity has much potential to produce interesting cooperation between Lazarski University and IPCA."

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





"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."

"Summing it all up, the International Staff Week exceeded my expectations and left me with one powerful idea that one of the lecturers mentioned. This idea is that as employees we do not work for institutions, but we work with the institutions."

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

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