

## **Rules for recruiting employees for training and teaching trips (STT and STA) as part of the Erasmus+ KA131 2024/2025 project - 3rd call**

1. An employee planning a trip for training (STT) or for teaching (STA) under the Erasmus+ program fills out an electronic application available at <https://gdansktech.atlassian.net/servicedesk/customer/portal/19/group/36/create/242>
2. The decision on eligibility for the trip will be made by the admission committee, which includes the following persons: Rector's Representative for International Educational Programs, Head of the Scientific Affairs Office and the University Coordinator of the Erasmus+ program. If any of the committee members is absent the, the Vice-Rector for Partnership appoints a replacement.
3. The Vice-Rector for Partnership approves the final list of candidates qualified for the mobility.
4. By the end of the academic year 2024/25, the call for applications for training and teaching mobilities will be held in 4 editions. Applications will be collected until the 15th day of February, April, June and July 2025. The Admission Committee will consider applications within two weeks of the submission closing date.
5. The committee's decisions will be communicated to the applicants through Gdańsk Tech notification system - Zgłoszenia PG.
6. The employee applying for a mobility grant shall attach the following documents to the application:
  - a) A draft document of the Mobility Agreement - Staff Mobility for Teaching or Mobility Agreement - Staff Mobility for Training, respectively, signed by the relevant dean (in the case of NA) or the director/head of the unit concerned (in the case of academic administration staff) and the Erasmus+ faculty coordinator (if applicable), constituting a confirmation of approval for the mobility.
  - b) Confirmation of the mobility from the partner institution if the Mobility Agreement has not yet been signed by the host unit (e.g. email confirmation) In the absence of such confirmation, the application will be considered, but the chances of obtaining funding will be lower.
  - c) Appendix No. 1 hereto.
7. Detailed guidelines for the evaluation system of the submitted applications are provided in the Appendix No. 2 hereto.
8. In addition to the specific rules set forth in this document for this call, the other guidelines of mobility as provided for in the Regulation of the Rector of Gdańsk University of Technology No. 53/2024 of 11 December 2024, and in the Rules of grant distribution at Gdańsk University of Technology for the academic year 2024/2025 under KA131, remain unchanged.

Appendix No. 1 Template application for training and teaching mobility (STT and STA) as part of the Erasmus+ KA131 2024/2025 project (the deadline for the 3rd call is 15th of June 2025; late applications will not be accepted)

1. Name and Surname:				
2. Faculty/Unit:				
3. Have you participated in mobility in the years 2021/22-2024/25, organized within the scope of the Erasmus+ Program (KA103, KA107, KA131, KA171)?				
<input type="checkbox"/> no	<input type="checkbox"/> 1 time	<input type="checkbox"/> 2-3 times	<input type="checkbox"/> 4-5 times	<input type="checkbox"/> over 5 times
4. Types of mobility trips taken between 2021/22-2024/25 for each mobility individually (if applicable): - type (STT, STA), - place (university/organization), - for STT mobility, indicate its purpose with a brief description (staff week, language course with an indication of which language and at what level, etc.),				
5. Justification of the choice of the planned mobility in the context of its connection with the job and impact on the duties performed (improvement of qualifications)				
<input type="checkbox"/> mobility directly related to the nature of the work performed		<input type="checkbox"/> mobility indirectly related to the nature of the work performed		<input type="checkbox"/> mobility unrelated to the nature of the work performed
Justification (along with the link to the training course, receiving institution, etc.):				
6. Is the trip related to the cooperation within the framework of ENHANCE or an agreement concluded with another host unit (other than the Erasmus+ inter-institutional agreement)?				
<input type="checkbox"/> with ENHANCE		<input type="checkbox"/> with other unit		<input type="checkbox"/> no
7. If yes, indicate the type of cooperation (project/educational agreement, e.g., for joint events or studies, etc.).				
8. Have you hosted Erasmus+ visitors (for training or educational purposes) or co-organized intensive courses (e.g., summer schools), staff week or other events under Erasmus+ or other projects/programs:				
<input type="checkbox"/> yes (what):			<input type="checkbox"/> no	

**Appendix No. 2 Guidelines for evaluation of the application (max. 100 points)**

The score for the evaluation criterion described in point 3				
No: 20 points	1 time: 15 points	2-3 times: 10 points	4-5 times: 5 points	Over 5 times: 0 points
The score for the evaluation criterion described in point 5. If previous mobility overlaps thematically with the planned mobility, the number of points will be reduced accordingly.				
Directly: 25 - 50 points		Indirectly: 0 - 25 points		Unrelated: 0 points
The score for the evaluation criterion described in point 6				
ENHANCE: 20 points		Agreement/collaboration with another host entity: 15 points		No: 0 points
The score for the evaluation criterion described in point 8				
yes: 0 - 10 points		No: 0 points		