



Cooperation Basics: Erasmus+ Key Action 107 (University of Opole, Poland)

1. Overview of the programme

Key Action 107 is a Credit Mobility Action of Erasmus+ EU mobility programme. The idea is to enable “a mobility for a limited period of study abroad - in the framework of ongoing studies at a home institution - for the purpose of gaining credits. After the mobility phase, students return to their home institution to complete their studies.” To facilitate this process, short staff mobilities are possible within the project.

The idea of the programme is based on the principle of open recruitment - it can be limited to a specific department or open to the whole university, but clear and transparent criteria must apply.

The University of Opole (PL OPOLE01) is an experienced university belonging to the Erasmus programme for years both within the EU or collaborating with the partner countries including the likes of: Montenegro, Ukraine, Serbia, Bosnia and Herzegovina, Albania, Israel, United States, Japan, Brazil, Russian Federation, Moldova, Afghanistan.

More information about the programme: https://ec.europa.eu/programmes/erasmus-plus/node_en

2. Available actions

As regards your esteemed institution, we would like to **host your one Staff mobility for teaching participant (within the subject area of English studies) and one Staff mobility for training participant. Additionally, one Staff mobility for teaching participant and one Staff mobility for training participant will visit your university.**

a. Staff mobility for teaching

- i. *for a short stay - 5 days of stay in Opole (+ 2 days of travel) to teach at the hosting university for 8 hours;*
- ii. *with travel costs reimbursed¹ and 140 EUR a day scholarship for staff members coming to Poland;*

b. Staff mobility for training²

- i. *for a short stay - 5 days of stay in Opole (+ 2 days of travel) to shadow the job or otherwise learn how some processes are organized at the hosting university;*
- ii. *with travel costs reimbursed³ and 140 EUR a day scholarship for staff members coming to Poland;*

¹ Based on the distance calculator and the rates for traveling costs within the Erasmus+ programme

² Training periods: this activity supports the professional development of Higher Education Institution teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI, or at another relevant organisation abroad.

³ Based on the distance calculator and the rates for traveling costs within the Erasmus+ programme.

3. Time perspective

- a. Exchange period: academic year 2017/2018

What happens next:

4. Signing of the bilateral agreement

This is the formal starting point of the project.

5. Recruitment

All the types of mobilities require open and transparent recruitment procedures on the part of your university. They can be defined at the sending institutions, they can be narrowed down to the particular departments. There need to be clear criteria of enrolling to the programme for:

- a. faculty (for teaching),
- b. faculty or staff (for training)

All the recruitment for mobilities must be documented and written records ought to be made in the form of:

- c. protocols including criteria for selection, persons qualified, persons not qualified with providing the reason
- d. preferably - the link to a website with the call for applications.

If you want you can consult the recruitment procedure with us beforehand.

6. Carrying out the mobilities

a. letter of invitation

The hosting institution will be issuing the invitations for the nominated faculty or staff to use in the visa procedure after it receives:

- i. The official nomination for the mobility from the sending university (possibly added to the recruitment report).

The document flow is scan-based but requests for hard copies may apply.

b. individual agreements

The teaching, training agreement signed by the sending institution is the most basic document and is the basis for each mobility. It specifies the goals and details the program of individual visit. The contents can be discussed with the coordinators:

- Dr. Stankomir Nicieja (stann@uni.opole.pl)

c. financial agreement

Financial agreement is prepared by the Erasmus+ office of the University of Opole and will be sent to a participant by e-mail first, whereas the hardy copy will be signed on the first day of the stay in Poland.

d. insurance and residence permit

The participant needs to send the scan of the document entitling him/her to make use of health care during both journey and stay on the territory of the European Union. Additionally, it is recommended to have accident insurance, insurance against costs of medical treatment and liability insurance within the period mentioned above. The participant is responsible for taking the insurance. The participant acknowledges that he/she got acquainted with all the formalities connected with the temporary residence permit in the target country.

e. grant

The individual grant will be paid to the staff member (100% at once) in cash at the University of Opole. The withdrawal of the grant is very important and must be done on the 1st day of the mobility. Please, note that this means that traveling costs to Poland have to be paid by the individual in advance before they are eventually reimbursed with the grant.

f. confirmation

The conclusion of the mobility is the document confirming the stay of the individual at the hosting university. The participant is also obliged to complete online survey after the mobility.

g. exchange dates

You can schedule your visits during the academic year 2017/2018 (please refer to our calendar here: <http://hello.uni.opole.pl/academic-year-2017-2018/>) but we strongly encourage you to visit us during our Central European International Academic Week that is going to take place between 16th-20th April 2018. We will inform you about the details of the event at a later date.

7. Further questions...

Should you have any further questions, please, do not hesitate to refer to Halina Palmer-Piestrak at the Erasmus office of the University of Opole (erasmus@uni.opole.pl).