



The rules of the ERASMUS+ programme at the Institute of Physics of the Polish Academy of Sciences in the years 2021-2027

STAFF MOBILITIES FOR TRAINING (STT)

§ 1. General arrangements

1. Information on staff mobilities for training (STT) can be found in:
 - a. The Erasmus+ Programme Guide, available on the websites of the National Agency of the Erasmus+ Programme and the European Solidarity Corps (hereafter NA),
 - b. [Erasmus Charter for Higher Education](#) (ECHE), awarded to the Institute of Physics, Polish Academy of Sciences (hereinafter - IPPAS) by the European Commission,
 - c. [The grant agreement for the implementation of each subsequent project concluded between NA and IPPAS](#),
 - d. Erasmus+ participant grant agreement between the employee and IPPAS and [Staff Mobility for Training – Mobility Agreement](#).
2. The legal representative of the Institute of Physics PAS before the European Commission in matters concerning the Erasmus+ programme is exclusively the Director of the Institute of Physics PAS – prof. dr hab. Roman Puźniak.
The coordinator of the Erasmus+ programme at the Institute of Physics PAS is dr. hab. eng. Daniel Jakubczyk (bl. VIII, room 013, phone 2991, e-mail: jakub@ifpan.edu.pl), hereafter referred to as the Coordinator.
3. Information on the availability of staff mobility for training in subsequent years, mobility rules and official forms are available on the [Erasmus+ website at IPPAS](#) and from the Coordinator.
4. The receiving organisation may be a higher education institution holding a valid ECHE or any public or private organisation **other than a higher education institution** active in the labour market or in the field of education, training or youth.
5. An employee qualifying for an STT mobility in the framework of the Erasmus+ programme must be employed at IPPAS at the time of the mobility under an employment contract or a civil law contract.
6. The purpose of a staff member's mobility under the STT action of the Erasmus+ programme is to participate in a training activity to improve skills related to the nature of the work carried out at IPPAS.
7. The minimum duration of stay at the training is 2 days, and the maximum (within one project) grant period (including travel days - see § 3.2) adopted by IPPAS, resulting from the pursuit of equal distribution of funds received, is 9 days. In the case of freeing up funds by participants carrying out shorter mobilities, in justified cases considered individually, the grant period may be extended to 14 days, including travel days.
8. Support from Erasmus+ funds is in the nature of a scholarship and in the form of a lump sum. According to the rules adopted at IPPAS, only "Individual Support" is granted from these funds. However, "Travel support" is not granted (see § 3.3).
9. The travelling person is insured under the "[Group Travel Protect](#)" provided by IPPAS for its employees, PhD students and scholarship holders.
It is the responsibility of the travelling person to follow the IPPAS procedure for insuring profes-



sional travel abroad, announced on the IPPAS website available locally:

www.ifpan.edu.pl/local/Procedura_dotyczaca_ubezpieczenia_sluzbowych_podrozy_zagranicznych.doc

10. Individual support for the duration of stay and travel provided under the Erasmus+ programme cannot be co-financed by other European Union funds.
11. Participation in seminars and conferences within the framework of the STT mobility is not permitted. However, participation in workshop-type training is authorised.

§ 2. Rules for recruitment and circulation of documents related to mobility

1. Upon receiving information from the NA about the allocation of funds for the next project, usually in the spring, the Coordinator sends an e-mail to all IPPAS staff and PhD students with the relevant information, specifying the first deadline for applications to ensure equal access to the resources available. This information is also published on the [Erasmus+ website at IPPAS](#).
2. In the case of vacancies after this date, recruitment is carried out on an ongoing basis and continuously until the available resources are exhausted.
3. There are no restrictions on age, position, seniority or anything else when applying.
4. Applications are sent to the Coordinator and must tentatively include the proposed date and length of the training and the name (and country) of the receiving institution.
5. The coordinator shall check and inform the applicant whether the proposed receiving institution is eligible to receive Erasmus+ participants.
6. In case of positive verification of the receiving institution, the Coordinator helps the applicant to prepare an individual training programme: Staff Mobility for Training - Mobility Agreement. Otherwise, the application is automatically rejected.
[Mobility Agreement forms are available on the Erasmus+ programme website of IPPAS](#).
7. The Mobility Agreement shall specify the objectives and expected results of the training provided as well as the work schedule and tasks of the employee – training programme. It is the responsibility of the applicant to arrange the Mobility Agreement with the receiving institution.
8. Applications are assessed in a committee by the Director of IPPAS and the Coordinator on the basis of submitted individual training programmes. The final decision on awarding the individual support grant is made by the Director of IPPAS, who concludes an Erasmus+ participant grant agreement with the employee. The agreement is prepared by the Coordinator.
9. Once the Agreement has been concluded, the employee fills in the [Posting Instruction](#) and follows the IPPAS rules for the professional trips.
10. Upon return from the mobility, within the statutory 14-day deadline, the participant shall settle the professional trip in accordance with the procedures adopted by IPPAS. The participant shall also provide at that time (also to the Coordinator) a Certificate of stay issued by the receiving organisation confirming the fulfilment of the individual training programme (containing, in particular, information on the date of stay and the nature of the training received).
11. Within one month of the completion of the training, the participant is also required to complete an online Survey, available at the link provided in the email sent by the Beneficiary Module system.
12. Participants are also encouraged to provide the Coordinator with a short (max. 1 page A4) report containing information on the training, its outcomes, skills gained and added values. [These reports are published on the Erasmus+ website at IPPAS](#).

§ 3. Funding rules

1. The amounts of individual support are calculated according to the "Rules for the allocation of financial support for mobility projects in the higher education sector in the Erasmus+ programme"



(„[Zasady alokacji dofinansowania dla projektów mobilności w sektorze szkolnictwa wyższego w programie Erasmus+](#)”) published annually by the NA and also available on the Erasmus+ website at IPPAS.

2. A maximum of 2 travel days (one each immediately before and after the training activity) may be included in the grant period (individual support), subject to section 3.
3. For participants who confirm making the majority of their travel (more than half of the round trip) by low-carbon means of transport (train, bus, carpool) by submitting a copy of their tickets or a statement of the distance travelled (in the case of sharing a means of transport with a person going to the same place and for the same purpose), individual support may include up to 4 days of travel in total.
3. As indicated in § 1.8, it has been adopted at IPPAS that travel expenses pertaining to the mobility – tickets – are generally covered from funds other than those paid from the Erasmus+ programme.
4. Information on the exemption (or not) of a grant received from the Erasmus+ programme from taxation is published, together with the legal basis, on the [Erasmus+ website at IPPAS](#).