



Erasmus+



RECRUITMENT STATUTE FOR STAFF, FOR ERASMUS +

THE EXCHANGE BETWEEN THE INTERNATIONAL UNIVERSITY OF LOGISTICS AND TRANSPORT in
WROCLAW

AND

ECOLE POLYTECHNIC SCHOOL OF AGADIR

2015-2-PL01-KA107-022776

1. Trips for tutors and administrative staff are carried out between 1st May 2016 and 31st March 2017, until financial resources for their organisation are available.
2. Trips with the purpose of running classes are available for all tutors who are educational staff of The International University of Logistics and Transport in Wroclaw, and of Polytechnic School of Agadir. Trips with the purpose of participating in trainings are available for all staff members of The International University of Logistics and Transport in Wroclaw, and of Polytechnic School of Agadir.
3. The objective of the trips is to improve staff's qualifications and to enhance the level of the universities' internationalization.
4. The program of the trip is set prior to departure: **Staff Mobility for Teaching** (for trips with the purpose of teaching), and **Staff Mobility for Training** (for trips with the purpose of training). A filled in and signed program constitutes the basis for qualifying an employee for a trip. A trip may last 5 days, and in that time min. 8 hours of teaching or training need to be realised. Travel time is **not** included in the period for which funding is allowed.
5. People who have not participated in the Erasmus + program yet will be given priority.
6. Grants are calculated according to the conditions of the Erasmus + program, and will be paid to the employee's account, after signing a financial contract between a University and an employee. The grant is:
 - IULT: 5 days x EUR 224 of individual support and EUR 530 to cover the travel costs – 1650 EUR,
 - EPA: 5 days x EUR 196 of individual support and EUR 530 to cover the travel costs – 1510 EUR.
7. Funding is given to an employee in two tranches. The first tranche in the amount of **100% of the total grant** can be paid only on condition an employee accepts all provisions of the contract, and after he/she presents a copy of a visa required in the partner country, as well as the confirmation of the insurance in his/her possession.

8. The condition of the financial payoff is providing a confirmation of the stay from the receiving party, filling a detailed report of participant's activities during mobility (incl. topics of possible future cooperation) and filling in an on-line survey.