



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

between

The International University of Logistics and Transport in Wrocław, POLAND

and

The Polytechnic School of Agadir, MOROCCO

GENERAL PROJECT REGULATIONS

Whenever the following wording will be used in this regulation, it should be understood as:

Partner Institutions - The International University of Logistics and Transport in Wrocław, POLAND (IULT) and The Polytechnic School of Agadir, Morocco (EPA)

The Applicant Institution - The International University of Logistics and Transport in Wrocław

The Partner Institution - The Polytechnic School of Agadir, Morocco

1. The project will be carried out between 1st February 2016 and 31st May 2017.
Detailed schedule:
04-05.2016: recruitment activities
06.2016: recruitment result announcement
07.2016-04.2017: staff mobility
09.2016-02.2017: students mobility
04-05.2017: summary activities, dissemination.
2. The parties agree to cooperate for the exchange of students and staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.
3. In accordance with the project application granted under the agreement no 2015-2-PL-01-KA107-022776 mobility numbers between partners per academic year are as follows:
 - ✓ Staff mobility for teaching
 - Poland – Morocco – 2
 - Morocco – Poland – 4
 - ✓ Staff mobility for training
 - Poland – Morocco – 2
 - Morocco – Poland – 4
 - ✓ Student mobility for studies
 - Poland – Morocco – 2 (II degree students)
 - Morocco – Poland – 4 (I degree students)
 - Morocco – Poland – 4 (II degree students)
4. The recruitment procedure for Polish and Moroccan candidates follows the requirements of the Erasmus+ KA1 Mobility with partner countries regulations for the academic year 2016/2017 specified in the Recruitment regulations.
5. The sending institutions take responsibility to ensure that the successful candidates present recommended language skills at the start of the mobility to successfully participate in the study or teaching period.

6. The successful candidates are granted Erasmus+ financial support for the period of time specified in the individual agreements to cover all increased expenses related to the mobility i.e. subsistence allowance (including passport/ visa costs, insurance, language preparations etc.) and transport costs between sending and hosting institution.
7. The host institution will provide assistance in accommodation and transport for incoming students and will appoint a mentor (buddy) for every hosted participant.
8. The total duration of staff mobility period is minimum 5 days (plus a total of 2 days for travelling). The total durations of student mobility period is 5 months. Effective start and end dates of the mobility period are to be certified by the hosting institution
9. The Erasmus+ grant will be transferred to the participants' bank accounts:
 - ✓ in case of students - divided in two instalments:
 - 70% not later than the start day of the mobility and
 - 30% within 45 days from the end of the mobility, under provision that the participant fulfilled all the requirements specified in the individual agreements.
 - ✓ in case of staff – in one instalment (100%) not later than the one day before the start day of the mobility.
10. The parties will communicate through e-mail and phone regularly. A detailed schedule for meetings and activities of project teams will be jointly elaborated.
11. The parties confirm that they will jointly cooperate in the realization of supporting measures such as promoting events, open lectures for students and participants from outside academic community, organization of international students clubs, newsletter mailing (at least 3 times during the project), creating and updating webpages (incl. information about project and its achievements, project's events invitations) and facebook profiles (in English and national language - regularly updated) etc. Every institution is responsible for supporting activities in its own country.
12. The parties confirm that every institution is responsible for elaborating of students scientific association for students participating in mobility and those with international mobility experience and responsible for reporting of its meetings and activities.
13. The parties declare that they will cooperate after the project in the area of joint projects, joint master degree program etc. The parties confirm that every institution is responsible for providing the report from every visit of their own employees containing at least topics of possible joint cooperation established at experts meetings during the mobility.

14. The parties declare that they will jointly prepare the concept of an web platform that will enable e-learning possibilities in the future in the areas in which each partner has a unique knowledge and experience.
15. The parties declare that they will jointly prepare final publication of the project containing opinions and conclusions form mobility participants.
16. Applicant institution (IULT) is responsible for legal, financial and technical issues.
17. Partner institution (EPA) commits to providing the Applicant institution with the information needed to draw up and submit, according to the deadlines set in the Project Contract, Progress reports and other specific documents required by the National Agency of Erasmus+ Programme.