



## **Erasmus + call for applications Notice of 18 December 2019**

Following the award of funds from the European Union Erasmus+ programme (agreement 2019-1-PL01-KA103-061782) by IPPT PAN in 2019

Erasmus+ programme Committee at IPPT PAN, composed of:

- 1) Piotr Kowalczyk, PhD. Dr Habil. Eng. – Chair, a Board of directors' representative,
- 2) Katarzyna Kowalczyk-Gajewska, PhD. Dr Habil. Eng. – a member of the Scientific Council's Committee for Education and Development of Research Staff,
- 3) Oliwia Jeznach, M.Sc., Eng. – a representative of PhD students, designated by the PhD Council,
- 4) Grażyna Omarska, M.Sc. – Erasmus+ programme Coordinator,

acting pursuant to Ordinance No D/021-23/2019 of the Director of IPPT PAN of 3 October 2019 establishing the Erasmus+ programme Committee at IPPT PAN

**launches a call for applications for grants supporting outbound mobility to foreign universities and other higher education institutions.**

1) **The purpose** of outbound mobility is **to develop professional competences and skills** of the staff and PhD students of IPPT PAN and **to enlarge international dimension of education and training**. Research activities are not eligible as a purpose of mobility.

2) **Application submission scheme: continuous**, until EU funds granted to IPPT PAN for outbound mobility are fully consumed.

The number of outbound mobilities, anticipated within Erasmus+ budget granted to IPPT PAN, to be implemented no later than 31 May 2021 is following:

- at least 10 PhD student mobilities for traineeships of the total duration of 30 months,
- at least 10 staff mobilities for teaching of the total duration of 60 days,
- at least 7 staff mobilities for training of the total duration of 42 days.

At least 1 mobility within the grant allocated to IPPT PAN has to be dedicated for a specialised training aiming at development of teaching competences and skills in creation of education curricula.

3) The following persons **are eligible**:

- PhD students who have successfully completed the first year of III cycle education at IPPT PAN,
- staff members employed for at least 6 months (labour contract or nomination), regardless whether full and part-time.

The loss of the status of a PhD student (removal from the list of PhD students) or an employee (e.g. dissolving a labour contract) after the approval of application for mobility by the Committee results in voiding the decision of granting funds and of mobility approval.



In case of resignation from mobility or losing the eligibility status, the next individual from the reserve ranking list (respectively: from the staff group or PhD students group) will be approved for mobility.

4) Under the grant awarded to IPPT PAN outbound **mobility to programme countries** is eligible. The following countries have the status of programme countries:

**European Union Member States**, i.e. Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom **and** the following non-EU countries: **Iceland, Liechtenstein, North Macedonia, Norway, Serbia, Turkey.**

Outbound staff mobility for teaching or training is eligible only to foreign universities or other higher education institutions holding **Erasmus Charter for Higher Education** valid at least for the academic year in which the mobility will be held.

Outbound staff mobility for training is also possible to companies located in Erasmus+ eligible countries.

A training cannot be undertaken in a European Union institution, an organisation managing European Union programmes or a Polish diplomatic post.

5) The possible **duration** of outbound mobility (the duration of stay at the receiving institution, excluding travelling time) is:

- for PhD students: from 2 months to 12 months.

- for the staff: from 2 days to 2 months.

Due to the size of budget for mobility granted to the Institute in 2019 the **recommended duration of individual mobility with funding** is:

- **for PhD students: from 2 months to 4 months,**

- **for the staff: from 5 days to 7 days.**

Visits shorter than 2 working days (excluding travelling time) in case of staff and shorter than 2 months in case of PhD students are not eligible and will not be settled.

Applications for mobility of longer duration than the one recommended by the Committee will be treated equally to applications for mobility of recommended duration, provided that the minimum duration is compliant with Erasmus+ rules, i.e. 2 days for staff mobility and 2 months for PhD students mobility, and that the budget remaining at the disposal of IPPT PAN is sufficient to co-fund relevant mobilities.

All mobilities planned under the currently available funding need to be finalised and settled no later than on 31 May 2021.

A staff member or a PhD student of IPPT PAN can apply for and undertake no more than 1 mobility within the Erasmus+ budget awarded by IPPT PAN in 2019.

The Committee reserves the right to decide:



- in agreement with the applicant, on allocating a grant for a shorter mobility duration than what has been applied for, having in mind the maximum efficiency of funding on the institutional level;
- on allocating a grant in response to an application placed on the ranking list below the application for both a duration longer than recommended and a grant exceeding still available budget at the disposal of IPPT PAN, provided that the still remaining funds are sufficient to co-fund the shorter mobility and provided that such action is effective.

**6) Evaluation criteria of mobility applications:**

- quality of professional achievements of a staff member or a PhD student,
- usefulness of mobility, quality of planned goals and coherence of mobility programme (traineeship, teaching or training) with the scientific scope or professional duties of an applicant.

In addition, an applicant should have the mobility language competence on the level allowing the mobility goals to be achieved (at least B2).

The Committee particularly encourages those potential applicants, who indicated their interest in Erasmus+ mobility at the beginning of 2019, to apply for mobility already in the first months of recruitment. At the same time the Committee informs that all applications will be treated equally and all of them will be evaluated against the criteria listed above.

**7) Required documents:**

Each applicant submits the following documents to Erasmus+ Coordinator:

- mobility application (on an available application form),
- description of the goals of mobility and coherence of mobility programme (traineeship, teaching or training) with the scientific scope or professional duties of an applicant (the description of up to 1000 characters in total),
- invitation from the future receiving institution (a scanned invitation or an e-mail with invitation will be accepted).

In addition, a PhD student submits:

- a short cv with the list of achievements,
- a copy of a language certificate, if available (the language in which the mobility will be held).

8) The Committee makes a decision regarding a mobility and a relevant individual grant within 10 working days since the day of submission of an application.

9) The person approved for mobility submits filled in documents, referred to in § 9 of the regulation of implementation of Erasmus+ programme at IPPT PAN, i.e.:

- Erasmus+ travel application form,
  - financial agreement with IPPT PAN,
  - copies of health insurance and casualty insurance, valid abroad, and:
- a) in case of staff mobility for teaching:
    - Mobility Agreement – Staff Mobility for Teaching,
  - b) in case of staff mobility for training:
    - Mobility Agreement – Staff Mobility for Training,
  - c) in case of PhD student mobility for traineeships:
    - Learning Agreement – Student Mobility for Traineeships,



- a copy of liability insurance in professional life certificate, valid abroad.

In addition, a PhD student is obliged to carry out an on-line test to assess his/her competences in the main mobility language used abroad. This requirement does not apply to PhD students for whom the mobility language is their mother tongue.

Upon return from the foreign receiving institution a PhD student is obliged to perform another language test in OnLine Linguistic Support system. PhD students who passed the first OLS test on C2 level and persons for whom the mobility language is their mother tongue are exempt from the requirement.

An eligibility condition of staff mobility for teaching to an institution in another Erasmus+ programme country is a prior conclusion of an Inter-Institutional Agreement between IPPT PAN and a foreign receiving institution.

**10) Erasmus+ grants and co-funding rules at IPPT PAN:**

**A staff member** approved for mobility is entitled to receive **a lump sum for travel cost** and a **scholarship** grant.

**A PhD student** approved for mobility is entitled to receive **a scholarship** grant.

The level of Erasmus+ scholarship grant is equal to amounts set in Mobility Tool+ and to the rates, set in the programme for a relevant country group in which a receiving institution is located, and it is calculated based on the number of mobility days confirmed by the foreign receiving institution.

**PhD students mobility for traineeship – scholarship grants:**

Programme countries groups	EU grant (scholarship) in EUR
<b>Group 1</b> – Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Liechtenstein, Norway	600
<b>Group 2</b> – Austria, Belgium, Cyprus, Germany, France, Greece, Italy, Malta, Netherlands, Spain, Portugal	550
<b>Group 3</b> – Bulgaria, Croatia, Czechia, Estonia, Hungary, Latvia, Lithuania, Romania, Serbia, Slovakia, Slovenia, North Macedonia, Turkey	500

**Staff mobility for teaching (including incoming mobility of experts from foreign enterprises) and staff mobility for training - scholarship grants:**

Programme countries groups	Daily scholarship grant (in EUR) for mobility of up to 14 days	Daily scholarship grant (in EUR) for mobility over 14 days <sup>*)</sup>
<b>Group 1</b> – Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Liechtenstein, Norway	180	126
<b>Group 2</b> – Austria, Belgium, Cyprus, Germany, France, Greece, Italy, Malta, Netherlands, Spain, Portugal	160	112
<b>Group 3</b> – Bulgaria, Croatia, Czechia, Estonia, Hungary, Latvia, Lithuania, Romania, Serbia,	140	98



Slovakia, Slovenia, North Macedonia, Poland, Turkey		
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*\*1) In case of mobility longer than 14 days, starting from 15th day the daily scholarship grant is equal to 70% of mobility daily scholarship grant for up to 14 days.*

A lump sum for travel cost, paid to a staff member approved for mobility, is based on the rates calculated using the distance calculator, developed by the European Commission and made available in Erasmus+: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). The amounts are listed in the table below.

Distance (kilometres)	Amount (EUR)
10 - 99	20
100 - 499	180
500 - 1999	275
2000 - 2999	360
3000 - 3999	530
4 000 - 7 999	820
8000+	1500

A staff member or a PhD student approved for mobility is in charge of his/her travel arrangements.

A staff member, purchasing a ticket supported from Erasmus+ budget, is recommended to buy the ticket via the company which serves IPPT PAN in purchasing business trips tickets (currently it is Why Not TRAVEL).

In case of questions and doubts, please, contact Erasmus+ programme Coordinator:  
[erasmus@ippt.pan.pl](mailto:erasmus@ippt.pan.pl)

On behalf of the Committee: .....

*– signed –*

*Piotr Kowalczyk, PhD. Dr Habil. Eng.*

**Attachments:**

- 1) Ordinance No D/021-23/2019 establishing the Erasmus+ programme Committee at IPPT PAN
- 2) Scope and operation mode of the Committee
- 3) Ordinance No D/021-36/2019 on introduction of the Regulation of implementation of Erasmus+ programme at IPPT PAN
- 4) Mobility application form



*Rules of data protection of natural persons in accordance with personal data processing (GDPR)*

*Pursuant to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR) we inform that:*

- 1. The administrator of your personal data is IPPT PAN, represented by the Director.*
- 2. Data protection Officer at IPPT PAN can be contacted at: [iod@ippt.pan.pl](mailto:iod@ippt.pan.pl) (the scope: proper processing of personal data).*
- 3. Personal data of applicants and participants in Erasmus+ programme at IPPT PAN will be processed for the purpose and within the scope necessary to participate in the programme.*
- 4. Personal data processing follows the consent of the person whose data is to be processed. The data of applicants approved for mobility will be processed pursuant to the agreement between IPPT PAN and the Foundation for the Development of the Education System – which is Erasmus+ National Agency and the Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC.*
- 5. The recipients of individual personal data are entities entitled for that pursuant to legal regulations, the Foundation for the Development of the Education System as an operator of Erasmus+ programme and a respective foreign receiving institution.*
- 6. An applicant and a participant of Erasmus+ programme has the right of access to the content of his/her personal data, the right to correct, restrict processing, and to withdraw the consent at any time. The statement of withdrawing the consent should be sent to: [erasmus@ippt.pan.pl](mailto:erasmus@ippt.pan.pl). The person referred to in the first sentence has the right to make a complaint to the President of the Personal Data Protection Office in case of finding or suspecting his/her data processing breaches GDPR regulation.*