

Annex to the Ordinance of the Director of IPPT PAN No D.021.12.2025

Erasmus+ Mobility Regulations in IPPT PAN for 2025-2027

1. Objective of the programme

The aim of the Erasmus+ mobility ('the programme') is to enhance professional competences and develop the international dimension of education and training of staff (scientific and administrative) and doctoral students of IPPT PAN. The aim of the trips is not to conduct research.

2. Call for proposals

The call for proposals is ongoing until the allocated funding for each project is exhausted. The number of mobilities possible to carry out depends on the funding granted by the Erasmus+ National Agency. The distribution of funds under the Staff Mobility for Training (STT) category between academic and administrative staff will depend on the percentage of applications from these groups at the application preparation stage.

3. Eligible applicants

Participation in the programme is open to:

- doctoral students after completing their first year of study,
- employees (scientific and administrative) employed under a contract of employment of a minimum duration of 6 months, regardless of the working time.

The loss of the status of a doctoral student or employee will result in the cancellation of the grant decision.

4. Eligible countries

Mobility is possible to Erasmus+ countries, including EU Member States, countries associated with the Erasmus+ programme and selected non-EU countries indicated in the competition documentation as possible destinations. Mobility to units in non-EU countries and countries not associated with the Erasmus+ programme may be subject to limitations specified in each agreement with the Erasmus+ National Agency.

5. Mobility duration

- doctoral students: long-term mobility: 2 to 12 months (recommended 3-4 months),
- doctoral students: short-term mobility: 5 to 30 days,
- staff members: 2 days to 2 months (recommended 2-5 days).

Stays shorter than the minimum requirements will not be eligible.

6. Criteria for evaluation of applications

Applications will be assessed on the basis of the following criteria:

- the purpose of the mobility and the compatibility of the planned mobility programme with the work carried out or the topic of the doctorate and the applicant's career development goals,
- the declared knowledge of the language in which the mobility will be carried out (minimum level B2).

7. Required documents

Applicants shall submit the following documents:

- application for eligibility for the trip,
- description of the purpose of the trip (maximum 1000 characters),
- an invitation from the host institution,
- a declaration of knowledge of at least B2 of the language in which the training will be given.

8. Decision making

On the basis of the documents referred to in point 7 submitted by the applicant, the Erasmus+ Committee shall take a decision within 10 working days of the submission of the application. The decision will be immediately communicated to the Applicant.

9. Pre-mobility documents

Prior to departure, the applicant shall submit:

- Erasmus+ application,
- financial agreement with IPPT PAN,
- a copy of the health and accident insurance or a declaration that they have an EHIC card,
- appropriate agreement (depending on the type of mobility).

10. Financial regulations

The funding provides:

- fellowship for the duration of stay and travel, according to the rates specified in each call for proposals,
- a lump sum for travel costs (standard or increased in the case of travel carried out using low-impact modes of transport – green travel),
- inclusion costs for participants with fewer opportunities.

Participants with fewer opportunities are those who, for economic, social, cultural, geographical or health-related reasons, for reasons of migrant background or for reasons such as disability or learning difficulties, or for any other reason, including those which may give rise to discrimination under Article 21 of the Charter of Fundamental Rights of the European Union, face obstacles to their effective access to opportunities under the programme.

The specific rates will be specified in each call for applications and will depend on the signed agreement with the Erasmus+ National Agency.

The travel is organised by the expatriate, and it is recommended to use the services of companies cooperating with IPPT PAN for the purchase of tickets.

11. In order to settle the mobility, it is necessary to:

- present the original certificate confirming participation in the training/placement signed by the training/placement supervisor,
- submit the tickets confirming the return journey, in particular when using low-emission means of transport.
- fill in the mobility report in the online system and sending a pdf copy to the Erasmus+ Coordinator.

12. Concluding remarks

Employees and doctoral students may apply for one mobility grant within the allocated pool of funds for a given year. Priority will be given to those who have not participated in Erasmus+ mobility so far, as well as those who have expressed an interest in taking part in mobility at the stage of submitting a grant application.

Should you have any questions, please contact the Erasmus+ coordinator.



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