

Ordinance No D/021-36/2019

of the Director of the Institute of Fundamental Technological Research, Polish Academy of Sciences

of 18 December 2019

**on introduction of the Regulation of implementation of Erasmus+ programme at the Institute of
Fundamental Technological Research, Polish Academy of Sciences**

Pursuant to § 10 of the Statute of the Institute of Fundamental Technological Research, Polish Academy of Sciences, it is hereby ordered the following.

§ 1

The Regulation of implementation of Erasmus+ programme at the Institute of Fundamental Technological Research, Polish Academy of Sciences, annexed to this Ordinance, shall be introduced.

§ 2

The Ordinance shall enter into force on the date of its signing.

– signed –

Director

prof. Tadeusz Burczyński

ordinary member of PAN

Annex to Ordinance of the Director of IPPT PAN No D/021-36/2019

Regulation of implementation of Erasmus+ programme at the Institute of Fundamental Technological Research, Polish Academy of Sciences

§ 1

The regulation shall establish the framework rules of receiving staff and students from foreign institutions at IPPT PAN and the framework rules of outbound mobility of employees and PhD students, affiliated to IPPT PAN, in the framework of EU Erasmus+ programme.

§ 2

1. The aim of visits of persons from eligible foreign institutions to IPPT PAN and of outbound mobility of employees and PhD students, affiliated to IPPT PAN, shall be compliant with the principles of Erasmus+ programme for education, which shall cover professional competence and skill development and enlargement of international dimension of education and training.
2. The aim of incoming or outbound mobility shall not be to conduct research.

§ 3

1. Incoming mobility from eligible foreign institutions located in Erasmus+ programme countries and outbound mobility from IPPT PAN to those institutions shall be eligible under Erasmus+ programme.
2. The following countries are the Erasmus+ programme countries: the Member States of the European Union and Norway, Iceland, Liechtenstein, North Macedonia, Serbia and Turkey.
3. The eligible foreign institutions from programme countries are universities and other institutions operating higher education study programmes and holding Erasmus Charter for Higher Education.
4. A visit of a trainer or a professional from a foreign enterprise for the teaching purpose shall be eligible under the programme.
5. Incoming and outbound mobility to other than referred to in section 2 countries, covered by Erasmus+ programme, shall be possible after receiving additional funds from the programme with the aim of mobility with Erasmus+ partner countries.

§ 4

1. The rules and conditions of visits of persons from eligible foreign institutions to IPPT PAN shall be set out in agreements signed by authorised representatives of a sending institution and IPPT PAN, according to Erasmus+ programme requirements.
2. The cost of mobility of employees and students affiliated to higher education institutions located in Erasmus+ programme countries to IPPT PAN shall be incurred by a sending institution.
3. Erasmus+ programme Coordinator, appointed by the director of IPPT PAN pursuant to the Ordinance No D/21-21/2019 of 18 September 2019 on establishment of the office of Erasmus+ at IPPT PAN, shall make publicly available to the community of IPPT PAN detailed rules and conditions regarding incoming mobility from eligible foreign institutions, including eligibility criteria, which shall be binding at IPPT PAN.
4. Incoming mobility of employees and students from foreign institutions to IPPT PAN shall be implemented in collaboration and agreement with Erasmus+ programme Coordinator, in particular regarding the fulfilment of formal requirements and conclusion of necessary agreements.

§ 5

The following persons shall be eligible to apply for co-funding from Erasmus+ programme with the aim to support their mobility:

- a) PhD students affiliated to IPPT PAN,
- b) members of IPPT PAN staff, employed on the basis of a labour contract or a nomination act.

§ 6

1. The following types of mobility shall be eligible at IPPT PAN under Erasmus+:
 - a) mobility of PhD students for traineeships,
 - b) mobility of IPPT PAN staff for teaching or for training.
2. An eligibility condition of staff mobility for teaching to an institution in another Erasmus+ programme country shall be a prior conclusion of an Inter-Institutional Agreement with a foreign receiving institution.
3. Outbound mobility of PhD students for studies to foreign institutions shall be possible under the condition of introduction of relevant regulations regarding PhD studies at IPPT PAN, receipt of dedicated funding from Erasmus+ programme for the purpose and signing an Inter-Institutional Agreement, referred to in s. 2, with a foreign receiving institution.

§ 7

1. The duration of a stay in a receiving institution in Erasmus+ programme country shall be:
 - a) from 2 to 12 months – in case of a PhD student mobility,
 - b) from 2 working days to 2 months – in case of a staff mobility.
2. A shorter stay than the lower limit referred to in s. 1 shall be ineligible.
3. A staff member going abroad to Erasmus+ programme country shall be entitled to receive a unit cost grant as a contribution to travel costs and a unit cost grant as a contribution to subsistence costs, calculated according to the rules and rates published by Erasmus+ national agency.
4. A PhD student going abroad to Erasmus+ programme country shall be entitled to receive a unit cost grant as a contribution to subsistence costs, calculated according to the rules and rates published by Erasmus+ national agency.
5. During the period of receiving a grant from Erasmus+ programme a PhD student shall not be eligible to receive another EU grant, understood as a contribution to subsistence costs, for the same purpose.
6. A grant from Erasmus+ programme shall constitute a contribution to additional expenses induced by a visit to another country, with no aim of full coverage of all real costs of the visit. The regulation of business trips at IPPT PAN shall not be applicable to clearance of the cost of mobility of staff and PhD students under Erasmus+ programme. A staff member and a PhD student shall be entitled to receive a grant, referred to in the first sentence, transferred to a staff member according to the rules set out in s. 3, and to a PhD student according to the rules set out in s. 4.
7. A grant, referred to in s. 3 and 4 respectively, shall be transferred to an outgoing individual after concluding an individual funding agreement with IPPT PAN.
8. The scope and conditions of outbound mobility of staff and PhD students of IPPT PAN to Erasmus+ partner countries, namely other countries included in Erasmus+ programme than referred to in § 3 s. 2, shall be set out after relevant circumstances occur, justifying application by IPPT PAN for dedicated Erasmus+ budget for the purpose, and having relevant funding awarded.

§ 8

1. Erasmus+ programme Committee, nominated by the director of IPPT PAN pursuant to Ordinance No D/021-23/2019 of 3 October 2019, shall conduct activities related to the implementation of the programme, acting in the framework set out by Ordinance No D/021-23/2019 and the budget awarded by the Institute for outbound mobility. The Committee shall in particular:

- a) announce recruitment rules for outbound mobility of staff and PhD students, including the timetable of the recruitment process and evaluation criteria of mobility grant applications,
 - b) conduct mobility recruitment process, according to the rules and criteria, concluded by informing an applicant of a positive or negative decision of the Committee regarding mobility and the award of a mobility grant.
2. The Committee shall comply with fairness, transparency and non-discrimination principles in its activities.
 3. The Committee shall draw up a report of its activities, in particular of the recruitment process, with a ranking list of evaluated applications attached.
 4. An applicant receiving a negative decision of the Committee shall have the right to appeal to the director of IPPT PAN.
 5. The appeal shall be submitted to the Erasmus+ programme Coordinator within 10 working days since the day of the receipt of the decision of the Committee. Appeals submitted after that time limit shall not be proceeded.

§ 9

1. A staff member of a PhD student approved for Erasmus+ mobility shall submit to Erasmus+ programme Coordinator a set of mobility documents, consisting of Erasmus+ travel application form, a financial agreement with IPPT PAN, a copy of a health insurance certificate and casualty insurance, both 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 traineeship: Learning Agreement – Student Mobility for Traineeships and a copy of a liability insurance in professional life valid abroad.
2. Templates of required documents shall be published by Erasmus+ Coordinator.
3. IPPT PAN shall not be liable for incorrect insurance of a person going abroad.
4. A PhD student shall be obliged to perform a language test in OnLine Linguistic Support system.
5. A failure to submit the documents, referred to in s. 1, at least 3 working days before the date of the beginning of the mobility shall be deemed as a resignation from the mobility.
6. In case of resignation from mobility by a person approved for mobility, the next individual from the reserve ranking list, respectively from the staff group or PhD students group, shall be approved for mobility.
6. In case of no candidates on the reserve list who could fill the gap, the Erasmus+ programme Committee shall proceed with a supplementary recruitment process.

§ 10

Business trip procedure, binding at IPPT PAN according to the regulation of business trips at IPPT PAN, introduced pursuant to the Ordinance No D/021-9/2016 of director of IPPT PAN of 14 June 2016, shall be applicable to outbound mobility under Erasmus+ to the degree to which it is not in contradiction to Erasmus+ rules and this regulation.

§ 11

1. An outbound mobility shall be settled upon approval of documents confirming the visit to a receiving institution and a final visit report.
2. The list of documents confirming the visit to a receiving institution shall be published by the Coordinator.
3. A failure to submit the final visit report by an employee or a PhD student shall result in the obligation to return a part or full EU grant received from Erasmus+ programme for the purpose of outbound mobility.

4. A force majeure, preventing the planned activities abroad to be finalised, shall exclude the obligation of returning the EU grant.
5. Upon return a PhD student shall be obliged to perform a language test in OnLine Linguistic Support system.