

**Regulations on departures of teaching and administrative staff for training purposes in the summer semester of the academic year 2020/2021**

1. The Erasmus + training program, implemented at Warsaw Film School, is addressed to teaching staff and non-teaching staff (administrative employees). The exchange of teaching and administrative staff may be carried out only with an university or other organization outside the educational sector with a valid interinstitutional agreement including the possibility of staff exchange within a given KA103 project.
2. A teaching and administrative employee qualified for Erasmus + Programme must meet the following formal criteria:
  - 2.1 must be a WSF employee;
  - 2.2 must have a contract of employment in compliance with the local Labor Law
3. A teaching and administrative employee qualified for a trip under the Erasmus + programme may have citizenship of any country in the world. A departure authorization is determined by the fact that one belongs to the academic community of WSF on the basis of an employment contract. The didactic and administrative employee is obliged to check the rules related to the trip to the territory of the host country in connection with the planned stay as an Erasmus + scholarship holder and to comply with the regulations of the country.
4. A didactic and administrative employee qualified for mobility under Erasmus + programme may not travel during unpaid leave, maternity leave, parental leave and sick leave.
5. The purpose of the mobility is to participate in training course which raises qualifications related to the work performed at WSF and broadens knowledge in a given field in the context of the employee's professional development and the WSF development. The expected results of mobility must be related to the modernization and internationalization of universities, they must be specific and, if possible, be implemented in the WSF.
6. The tasks set for the employee during the training and specified in the Individual Training Program "Mobility Agreement" (Staff Mobility for Training) must guarantee work in an international environment and the development of competences appropriate for work in such an environment, including language competences.

7. Participation of the didactic and administrative employee in a training course of the program university or other organization must start and end within the term of the agreement between the WSF and the National Agency. Departures must be completed by June 30, 2021 at the latest.
8. The period of stay at the host university is specified with accuracy of one day and depends on the grant awarded in a given KA103 project. The Erasmus + program regulations allow stays from 2 days to 2 months.
9. The program university or other organization must guarantee work in an international environment and the development of competences appropriate for working in such an environment, including language competences.
10. A training mobility may be finalized to countries which WSF has signed appropriate bilateral agreements / agreements with.

## **Recruitment**

11. Recruitment takes place only at the university or other organization which WSF has signed a bilateral agreement with, under the given KA103 project of the Erasmus + program.
12. The recruitment rules are regulated by the current recruitment procedure announced by the appropriate vice-rector and published on the website.

## **Individual support (scholarship)**

13. An employee leaving for training is entitled to individual support, hereinafter referred to as the scholarship, which will be awarded in the amount and according to the University rules for the allocation of the Erasmus + Programme subsidy granted to Warsaw Film School by the National Agency for decentralized activities and the payment of a scholarship to WSF employees as part of the 2019 project.
14. The individual support received by the teaching and administrative staff member is complementary and is intended to cover additional costs related to the trip and stay at the program university. Individual support does not have to cover the full cost of travel and stay at the host university.

15. The employee has the option of making a trip without individual support from the Erasmus + Programme budget (so-called trips without a scholarship), then all rules, except for those related to the granted individual support, must be met.

16. University rules for the distribution of the Erasmus + Programme subsidy granted to the Warsaw Film School by the National Agency for decentralized activities and scholarship payments for WSF employees under the 2019 project, along with attachments, are announced by the decision of the appropriate vice-rector and published on the website.

### **Before you go**

17. Persons qualified for the program are required to confirm their intention to travel.

17.1. People who travel by June 30, 2020 must deliver the Letter of Acceptance from the host institution to ICD by March 31, 2020, but no later than 30 days before departure.

17.2. People who travel from July 1, 2020 must provide a Letter of Acceptance from the host institution by May 31, 2020, but no later than 30 days before departure.

18. Persons qualified for the program are required to provide ICD no later than 30 days before the planned departure:

18.1. The Erasmus + departure referral signed by the Chancellor. The form is available on the website.

18.2. "Mobility Agreement" filled out in English, signed by the Participant and the host party. The form is available on the website.

18.3. A copy of private travel insurance (travel and stay insurance at the host institution), including:

18.3.1. medical cost insurance (KL);

18.3.2. accident insurance (NNW);

18.3.3. liability insurance (OC).

18.4. Data for transferring the scholarship to a bank account (required in euro): 1) bank name, 2) bank's SWIFT number, 3) IBAN and full account number, name and surname of the account holder.

18.5. Confirmation of the trip registration on the website <https://odyseusz.msz.gov.pl>.

19. After providing the above-mentioned documents, the University Coordinator will agree with the Participant the date of signing the Agreement between the participant and the WSF.

20. Failure to meet the deadlines specified in point 17 and 18 results in the removal from the list of persons qualified for the trip, and the vacated place is taken by the first person from the reserve list.

21. A teaching or administrative employee qualified for a trip in the 2019/2020 or 2020/2021 academic year, who decides to leave in another month during the academic year than declared in the application form, is obliged to notify the university coordinator by e-mail no later than 30 days before the date of departure specified in the application form, and submit a referral for departure referred to in point 18.

22. Each employee qualified for mobility in the Erasmus + Programme, will need to sign a written Agreement (called the "Agreement") for the contract for training purposes as a teaching or administrative employee. The didactic or administrative employee is obliged to appear in person at ICD in order to sign the Agreement no later than 30 days before the planned departure.

23. The transfer of individual support to an employee may take place only under the condition of acceptance of all terms of the Agreement. Individual support will be paid as described in the University's rules for the allocation of the Erasmus + subsidy granted to Warsaw Film School by the National Agency for decentralized activities and the payment of a scholarship to WSF employees under the 2019 project.

24. Before leaving for the programme university, the employee is obliged to obtain a document entitling to healthcare services in the territory of the host country and to purchase insurance for the period of travel and stay at the program university (treatment costs, consequences of accidents and third party liability insurance). A copy of the documents entitling to use healthcare services and insurance should be delivered to ICD no later than on the day of signing the contract.

### **Implementation of the mobility**

25. During the trip, a lecturer or an administrative employee is obliged to take a training course conducted by the program university or another organization in accordance with the Individual Training Program (Mobility Agreement).

26. During the training at the host university or organization, the employee is required to obtain the following documents:

26.1. Written certificate of the period of stay at this university (Letter of Confirmation). This certificate should contain information about the nature of the training received. This certificate should be drawn up on the letterhead of the host university. The Letter of Confirmation should confirm the dates of stay indicated in the Agreement between the Participant and WSF.

26.2. Individual Training Program (Mobility Agreement) in English, signed and sealed by the host university. After return – settling of accounts with WSF

27. After returning from the university or other program organization, a teaching and administrative employee are obliged to settle the costs of the trip within the period specified in the Agreement. For the purposes of settlement, the teaching and administrative employee is obliged to:

27.1. Provide ICD with an original Letter of Confirmation;

27.2. Provide ICD with the Mobility Agreement in English version, signed by the Participant and signed and stamped by the program's university or other organization;

27.3. Provide ICD with original documents confirming the completed journey, i.e. tickets, boarding passes or a declaration for use of a private vehicle if the journey to and /or from the university or the host organization was made by private transportation

27.4. Provide ICD with a report on the completed training according to the template specified in separate regulations.

27.5. Appear in person at ICD in order to sign the settlement of individual support (scholarship) for a trip abroad, referred to in point 13 and 14 of these departure rules;

27.6. Complete the individual report of the participant on-line EU survey (hereinafter referred to as the questionnaire), which will be accessed electronically from the Mobility Tool application.

28. A participant who fails to reconcile the trip in accordance with point 27, within the time limit specified in the Agreement, may be required by the University to partially or fully refund the received scholarship.

29. A participant who fails to reconcile the trip will not be able to attend further trips under the Erasmus + Programme.

### **Cancelling a mobility**

30. If an academic and administrative employee qualified for the trip cancels it, he / she is obliged to submit a written cancellation form to the Chancellor and Vice-Rector for Education, stating a reason.

31. If an academic and administrative employee qualified for mobility cancels a trip, he / she will not be able to reapply for mobility in the current and next academic year. This does not apply to situations where the cancellation is caused by force majeure (force majeure: a situation independent of the employee, beyond the control of the employee and not resulting from his decision, error or negligence, e.g. serious illness).

32. In order to qualify a given case to the force majeure category, it is necessary to obtain a written decision from the University Coordinator of WSF.