

The Erasmus+ regulations

Receiving institution: Ignacy Lukaszewicz Rzeszów University of Technology (RUT)

Partner: Georgian Technical University (GTU)

Under agreement no. 2016-1-PL01-KA107-023712

In the academic year 2016/18 the abovementioned institutions will carry out project within the Key Action 1 – Mobility of Individuals Mobility of learners and staff – cooperation with partner countries, Region 2 – Eastern Partnership Countries. All the procedures and completion of the project will be in accordance with the Erasmus+ Programme Guide and Erasmus Policy Statement publicised on the programme web page <http://fao.portal.prz.edu.pl/en/erasmus-partner-countries/>.

Schedule:

August/September 2016 - administrative staff training, setting the rules and procedures for organizing the mobilities,

October 2016 – selection and application of students, project promotion,

November 2016 – preparing the documentation for beneficiaries.

The deadline for student's application - 30th November

November/December 2016 – recruitment of teachers, beginning of mobilities,

February 2017 – start of the student mobility,

November 2017 – end of mobilities,

December 2017 – administrative staff training, verification of the project

31st July 2018 – end of the project,

August 2018 - summing up and dissemination of results.

Recruitment

Recruitment and selection of the beneficiaries will be compliant with the principles of equality and transparency. The information about recruitment will be widely available at the university with the means of posters, leaflets, university's media channels and organizations, social media, web page, information meetings. For the recruitment process the following offices will be responsible: RUT – Foreign Affairs Office, GTU - International Relations and Standards Office.

1. Students

Candidates must be enrolled at the partner university on 2nd level studies (Master studies). They will be recruited on the basis of their: academic knowledge - average of grades from previous years of study, knowledge of English verified by the internal exam, application through the university's web page.

2. Teachers for teaching/Staff for training

Candidates must be employed at the partner universities. Teachers will be recruited on the basis of: academic experience - seniority, science field compliant with the project's assumptions - priority to mechanical engineering, priority to already established partnerships between teachers, knowledge of English. Staff mobility for training will be assigned to the person working on completing the project and carrying it out from the administrative perspective.

The candidates will be appointed by the Selection Committee consisting of the persons responsible chosen by the university. The recruitment process will be documented by listing all the applications, drawing up a protocol including the recruitment criteria, main list of the candidates, reserve list and a list of not qualified ones stating the reason for not being accepted.

Before arrival

Selected candidates will use the official documents and lists of subjects from the programme page: <http://fao.portal.prz.edu.pl/en/erasmus-ukraine/documents/> . Completing the documents will be carried out with the assistance of the departmental coordinators and Foreign Affairs Office's staff.

Individual participants will apply for the visa in their home country.

They are responsible for obtaining insurance for the whole period of stay in Poland as well as organizing travel to Poland.

Realization of mobilities

The contact person:

Rzeszow University of Technology: Monika Stanisz, monikas@prz.edu.pl,

Georgian Technical University: Nino Zhizhilashvili, n_jijilashvili@gtu.ge.

The mobilities will be done in accordance with the pattern used at the receiving institution for Erasmus+ exchanges.

Students will follow the plan of studies compiled in the Learning Agreement. They will be accommodated in the university's dormitories and will receive an Erasmus buddy for assistance with all organizational matters including legalization of their stay in Poland. Students will have on offer language courses held by the Department of Foreign Languages.

Teachers/administration will follow the teaching/training plan compiled in the Staff mobility for teaching/training.

The Mobility Agreement with the individual participants will be signed on the first day of the mobility period and followed by the payment of grant in the cashier's office Bank Pekao SA in accordance with the payment schedule determined in the individual Mobility Agreement. Each participant will receive the grant for the costs of living and travel according to the European Commission's rates.

Recognition

Upon completing the study period the Transcript of Records will be issued by the departmental coordinator on the basis of which the student will receive a full recognition at his home institution according to the scores he/she gathered.

Teachers and administrative staff will count the mobility period among professional achievements at their home institution.

The beneficiaries will be requested to fill in the individual report on-line in the Mobility Tool+.

Promotion and dissemination of results

The project will be promoted at the receiving and sending institutions through universities' media (web page, social media, radio, newspapers). The sending institution declares providing information about the project at various local and international events, including conferences, meetings, etc. The beneficiaries of the project will be involved in Erasmus events organized at the receiving institution: Welcome Days, ICEC-International Classroom – Erasmus Challenge.

The institutions will publish the present document on their web page devoted to the project.

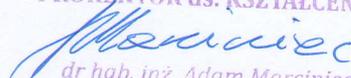
On behalf of Georgian Technical University



Date 27.07.2016

On behalf of the Rzeszow University of
Technology, Vice-Rector for Education

PROREKTOR ds. KSZTAŁCENIA


dr hab. inż. Adam Marciniak
prof. PRZ

Date 29.03.16