

**REGULATIONS FOR STAFF MOBILITY**  
**under the Erasmus+ Programme**  
**Higher School of Humanities and Economics in Brzeg**

**§1 General Provisions**

1. These Regulations define the principles of organization, qualification, and implementation of mobility for teaching and administrative staff of the Higher School of Humanities and Economics in Brzeg under the Erasmus+ Programme.
2. The Regulations have been developed in accordance with the Erasmus Charter for Higher Education (ECHE) and the applicable guidelines of the Erasmus+ Programme.
3. Staff mobility includes business trips for the purpose of conducting teaching activities (STA – Staff Mobility for Teaching) and professional training (STT – Staff Mobility for Training).

**§2 Objectives of Mobility**

1. The main objective of mobility is to improve the quality of education through the exchange of experiences and good practices with partner institutions.
2. Mobility serves to develop professional competencies of teaching and administrative staff and to build international cooperation networks.
3. The implementation of the mobility programme aims to internationalize the institution and strengthen its position in the European Higher Education Area.
4. Mobility supports the transfer of knowledge and innovative teaching and organizational solutions.

**§3 Mobility Participants**

1. Participants in mobility may include academic teachers employed at the Higher School of Humanities and Economics in Brzeg on the basis of an employment contract.
2. Administrative staff of the institution may also participate in the mobility programme.
3. Candidates for participation in mobility should demonstrate professional activity and commitment to the institution's activities.

**§4 Principles of Equality and Non-Discrimination**

1. All mobility activities are implemented with respect for the principles of equality, transparency, and non-discrimination.

2. The institution ensures equal access to the mobility programme for all eligible staff members, regardless of gender, age, disability, race, ethnic origin, religion, or sexual orientation.
3. Persons with disabilities and persons in particularly difficult life situations may receive additional financial and organizational support.

### **§5 Recruitment and Qualification**

1. Recruitment of candidates for participation in mobility is conducted by the Erasmus+ Programme Coordinator at the institution.
2. Information about the opportunity to participate in mobility is published on the institution's website and transmitted electronically to all eligible employees.
3. Candidates submit an application form together with a justification for the planned mobility and an indication of benefits for the institution.
4. The basic qualification criteria are:
  - a) alignment of the planned mobility with the strategic objectives of the institution,
  - b) potential impact of mobility on the quality of education and institutional development,
  - c) language competencies of the candidate,
  - d) previous commitment to the institution's activities.
5. The decision to qualify for the mobility programme is made by the Rector of the institution based on the recommendation of the Erasmus+ Programme Coordinator.
6. The list of qualified candidates is published on the institution's website and transmitted to interested parties electronically.

### **§6 Documentation and Preparation for Departure**

1. A prerequisite for departure is the preparation of complete documentation required by the Erasmus+ Programme, in particular:
  - a) Mobility Agreement,
  - b) agreement with the partner institution defining the scope and programme of mobility,
  - c) certificate of health insurance and accident insurance,
  - d) documents confirming language qualifications.
2. The mobility participant is required to attend an organizational meeting with the Erasmus+ Programme Coordinator before departure.
3. The institution provides organizational support in preparing documentation and contacting the partner institution.

## **§7 Obligations of Mobility Participants**

1. Upon completion of mobility, the participant is required to submit a substantive report in the form specified by the Erasmus+ Programme Coordinator, within no more than 14 days from the date of completion of mobility.
2. The participant is obliged to provide financial settlement of the received support in accordance with applicable regulations.
3. The participant should promote the Erasmus+ programme in the academic community by presenting the results and experiences from mobility.
4. In the case of receiving additional financial support for persons with disabilities, the participant is required to provide detailed settlement of incurred costs.
5. The mobility participant undertakes to comply with the regulations of the host institution and to represent WSHE in a dignified and professional manner.

## **§8 Financial Support**

1. Mobility participants receive financial support from Erasmus+ Programme funds in accordance with applicable daily rates and grant allocation rules.
2. The amount of support depends on the destination country and the duration of mobility.
3. Detailed rules for granting and settling financial support are specified in separate Erasmus+ Programme guidelines.

## **§9 Final Provisions**

1. In matters not regulated by these Regulations, the provisions of the Erasmus+ Programme and the internal regulations of the institution shall apply.
2. These Regulations enter into force on the date of their publication on the institution's website and in the Public Information Bulletin of WSHE.
3. Amendments to these Regulations require written form and approval by the Rector of the institution.
4. Interpretation of the provisions of these Regulations falls within the competence of the Rector of the institution.