

### The Erasmus+ regulations

Project Coordinator: Ignacy Lukaszewicz Rzeszów University of Technology (RUT), Poland  
Partner: Universidade Federal de Ouro Preto (UFOP), Brazil  
Under agreement no. 2018-1-PL01-KA107-047712

In the academic year 2018/19 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 <https://dwm.prz.edu.pl/en/erasmuspartner-countries>.

#### Schedule:

1 <sup>st</sup> June 2018	Start of the project
October 2018	selection of students
9 <sup>th</sup> November 2018 deadline	student application
November/December 2018	recruitment of teachers
May 2019	end of teacher and staff mobility
June 2019	End of student mobility
June/September 2019	summing up and dissemination of results
30 <sup>th</sup> September 2019	End date of the project

Failure to follow the above schedule may result in transferring assigned mobilities to other partners in the project.

#### Recruitment

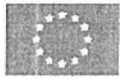
Recruitment and selection of the beneficiaries will be compliant with the principles of equality and transparency. The information about recruitment will be widely available at the university with the means of posters, leaflets, university's media channels and organizations, social media, web page, information meetings. The International Relations Offices will be managing the recruitment process.

##### 1. Students

Candidates must be enrolled at the partner university on at least 2<sup>nd</sup> 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, motivation, interview – if necessary.

##### 2. Teachers for teaching/Staff for training

Candidates must be employed at the partner universities. Teachers will be recruited on the basis of: science field compliant with the project's assumptions, academic experience - seniority, motivation, prospects of setting feasible scientific cooperation, knowledge of English.



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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. Mentioned documents will be prepared in English for the project's needs.

### Before arrival

Selected candidates will use the official documents and lists of subjects from the programme page: <https://dwm.prz.edu.pl/en/erasmuspartner-countries> . Completing the documents will be carried out with the assistance of the departmental coordinators and the International Relations Offices' 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 and organizing travel to Poland.

### Implementation of mobilities

The contact:

Ignacy Lukaszewicz Rzeszów University of Technology: Monika Stanisz, monikas@prz.edu.pl,

Universidade Federal de Ouro Preto: Jaqueline Schultz, international@ufop.edu.br

The distribution of mobilities and field of science for each of them will be communicated to the Partner by e-mail message. The mobilities will be carried out in accordance with the pattern and rules for Erasmus+ exchanges provided by the European Commission.

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/administrative staff will follow the teaching/training plan compiled in the Mobility Agreement Staff Mobility for Teaching/Training.

The Grant Agreement with the individual participants will be signed on the first day of the mobility 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 Grant Agreement. Each participant will receive the grant for the costs of living and travel according to the European Commission's rates:

Students from UFOP to RUT	800 Euro per month
Staff from UFOP to RUT	140 Euro per day (5 days + 2 travel days)
Travel	1500 Euro



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### 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 gathered.

Teachers and administrative staff will count the mobility period among professional achievements at their home institution. The institutions will reassure recognition of the mobilities according to the pattern used in the institution. Results of the project will be widely shared both on the institutional as well as regional and national level.

All beneficiaries will be requested to fill in the individual report on-line in the Mobility Tool+ and a Questionnaire send by the Project Coordinator.

### Final Report

The Partner will provide all necessary information about project outcomes and its influence according to the request of the Coordinator while and after the project ends.

### 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 organizing information sessions, promotion while education fairs, using information platforms to disseminate the results and presentations about the university informing about the project. The beneficiaries of the project will be involved in the university and local events.

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

On behalf of the Universidade Federal de Ouro  
Preto

Professor Cláudia Aparecida Marlière de Lima  
Rector

Date 20.11.2018

On behalf of the Rzeszów University of  
Technology

PROREKTOR ds. WSPÓŁPRACY  
MIĘDZYNARODOWEJ  
  
prof. dr hab. Grzegorz Ostasz

Date 16.11.2018

