[Announcement]

Staff mobility for teaching/ training purposes at Cracow University of Economics (Poland)

Cracow University of Economics (CUE) and Nagasaki University (NU) has agreed to cooperate for exchanges of academic and administrative staff in the context of the Erasmus+ programme and have received funding for the mobility. This will bring more awareness to the staff (academic and administrative) on the importance of the international cooperation so as to allow a closer and better understanding of the partner institution.

If anyone who is interested in taking a part of the programme, please read the selection process and apply for the funding. This selection process is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.

[Project duration]

- 1. from 1 March 2017 till 14 June 2017, excluding Easter (from 13 till 17 April 2017) and bank holidays (1-3 May, 15-16 June);
- from 15 October 2017 till 26 January 2018, excluding bank holidays (1 November, 11 November) and Christmas break (from 22 December 2017 till 5 January 2018);
- 3. from 1 March 2018 till 25 April, excluding Easter (from 29 March 2018 till 2 April 2018).

[Type of mobility / dispatch period]

Academic Staff for teaching: 2 teachers --- 7 days (5 days teaching, 2 days travel)

* One teacher has been selected at 1st Call.

Administrative Staff for training: 1 admin. --- 7 days (5 days training, 2 days travel)

[Financial aspects]

Travel costs: 1100 EUR

Individual Support: 140 Euro/day

* Cashier the first day of his/her stay in Krakow (excluding weekends) paid by CUE

[Fields of the teaching]

Please visit the following site http://bpz.uek.krakow.pl/english-track.html?language=en

[List of Documents]

- 1. Application form *NU format
- 2. Course description (Teaching Staff Mobility only) *CUE format
- 3. Proposed training description (Administrative Staff Mobility only) *CUE format
- 4. Personal data form *CUE format
- 5. CV *no format

<Scholarship holder only>

- 1. Agreement (Teaching Staff Mobility) *CUE format
- 2. A greement (Training Staff Mobility) * CUE format
- 3. Grant Agreement *CUE format
- 4. Financial Rules

For the documents, please access the following site. <u>http://www.econ.nagasaki-u.ac.jp/staffs/index.html</u>

[Application Procedure]

- Submission of the document: December 14, 2016 (1st call), May 7, 2017 (2nd Call)
- Deliberation at International Exchange Committee March 3, 2017 (1st Call), May 8, 2017 (2nd Call)
- Report at Faculty Administration Council
 March 15, 2017 (1st call), May 15, 2017(2nd Call)
- Announcement at Professor's Meeting & Announcement for the Scholarship holder: April 12, 2017 (1st Call), May 17, 2017(2nd Call)

[How to submit the application documents]

· Send the all relevant documents mentioned above to <u>ecso@ml.nagasaki-u.ac.jp</u> by **May 7, 2017**.

The procedures and criteria must comply with

<u>"General principles for qualifying the employees of partner universities for their stay at CUE</u> under Erasmus+ KA107 Inter-institutional Agreement 2015-2017."

I Requirements regarding employees:

- 1. employment at the partner university for the period of at least one year
- 2. fluency in English or Polish
- 3. approval of course description/training programme by CUE (anonymous descriptions)

Failure to meet the above requirements may result in the return of the grant by the sending institution.

II Requirements regarding the application process:

- 1. transparent application criteria
- 2. universal access to information on participation in the programme and application criteria
- 3. unrestricted access for all employees to the recruitment process
- 4. a detailed description of application procedures must be submitted to CUE prior to the commencement of the recruitment process
- 5. a copy of recruitment documentation to be submitted to CUE within one month after the end of the recruitment process