Regulations for organizing the Erasmus+ program

**Chapter I: General provisions, subject of the regulations and definitions**

**§1.**

1. Following regulations define the rules regarding the operation of the Erasmus+ program at the Institute, in particular regarding the recruitment of participants and the rules for accepting participants from foreign institutions.
2. Definitions:
3. Institute – Institute of Animal Reproduction and Food Research of Polish Academy of Sciences in Olsztyn;
4. Employee - a person employed at the Institute under an employment contract;
5. Participant - a person taking part in the Competition;
6. Application - application for participation in the Competition by the Participant;
7. Program – Erasmus+ program;
8. Erasmus+ Program Coordinator - a person appointed by the Director of the Institute to perform tasks in the program;
9. Mobility – abroad trip;
10. PhD Student – Interdisciplinary Doctoral School student;
11. Recruitment commission - a team of employees appointed by the Director of the Institute to select participants participating in the mobilities.
12. The funds received by the Program participant should be regarded as co-financing.

**Chapter II: Rules of employee recruitment and Participant’s obligations**

**§2.**

1. Any employee or PhD student may participate in the program.
2. The condition for participation in the program is to enter the recruitment process.
3. Recruitment results are announced on the Institute's internal website (Intranet).
4. The recruitment process involves submitting a complete set of application documents to the Coordinator, which includes:
5. Mobility application (Appendix No. 1 to the Regulations) and cover letter with a list of publications and ongoing research projects (applies to PhD students and research workers according to the available template constituting Appendix No. 2 to the Regulations);
6. Confirmation of acceptance for internship (applies to PhD students, Annex No. 8 to the regulations), approved training program agreed with the host institution (applies to employees);
7. Declaration of additional measures (Appendix No. 3 to the regulations);
8. Declaration on the use of funds (Appendix No. 4 to the regulations);
9. Consent of the supervisor (applies to doctoral students), consent of the Head of the Department/Laboratory for the employee's travel (applies to employees - both according to the template Appendix No. 5 to the regulations).
10. The coordinator submits the complete set of documents to the Recruitment Committee, which considers the application.
11. In case of formal deficiencies, the committee, in cooperation with the coordinator, requests their removal.
12. The Commission's assessment of the application shall be based in particular on the following criteria:
13. The usefulness of the mobility in the context of the functioning of the Institute;
14. Scientific achievements of the PhD student or employee (does not apply to administrative employees);
15. Convergence of the research topic being implemented as part of the individual research plan with the topic of the practice (applies to PhD students);
16. Justification of the purposefulness of foreign training (applies to all employees);
17. Training program approved by the Host Institution (in the case of training trips).
18. The work of the committee, completed with the creation of a work report along with a ranking list, is subject to approval by the Director.
19. After assessing the applications, the committee publishes a ranking list of people qualified for the program on its internal website (Intranet).
20. The candidate has the right to appeal in writing against the Commission's decision to the Director of the Institute within two weeks from the date of announcement of the recruitment results.
21. After qualifying for the program, 3 weeks before the planned departure date, the person qualified to participate in the program submits to the Coordinator a set of travel documents along with proof of purchase of an accident insurance policy for reimbursement by the Institute.
22. After returning from mobility, the participant is obliged to complete the Mobility Participant Report Form and submit to the Erasmus Plus Program Coordinator a copy of the participation certificate approved by the Host Institution (Annex No. 6 to the Regulations) within 7 days from the date of completion of mobility. This document, signed by a representative of the Host Institution, is equivalent to the final settlement of participation in mobility.
23. In the event of failure to fulfill the obligation specified in section 11. The program participant is obliged to return the entire mobility subsidy received.

**Chapter III: Persons invited to the Institute**

**§3.**

1. The decision to accept the mobility of an employee of another scientific institution in the Erasmus+ program is made by the head of a given organizational unit.
2. The decision must be issued in writing and forwarded to the coordinator.

**Chapter IV: Program coordinator**

**§4.**

1. The coordinator, appointed by the Director, is responsible for the recruitment process.
2. The tasks of the coordinator regarding employee mobility trips include in particular:
3. Preparation of a mobility agreement with a program participant, including determining the amount of mobility subsidy;
4. Supervising the signing of agreements between the Institute and the Host Institution;
5. Preparation of periodic and final reports in the program;
6. Verification of necessary documents such as: Personal Accident Insurance Policy, health insurance (EHIC card)
7. The Erasmus Plus Program Coordinator supervises the preparation and signing of the bilateral mobility agreement in the Erasmus+ program with an electronic signature (Annex No. 7 to the Regulations) by a representative of the Host Institution and the Director of the Institute.
8. The coordinator's tasks regarding the arrival of invited guests include in particular:
9. coordinating and documenting the arrival of people from abroad participating in mobility to the Institute;
10. support in organizing the stay of a mobility participant invited to the Institute, including:
11. accommodation;
12. contact with state institutions (e.g. health care, uniformed services, offices);
13. verification of necessary documents such as: Personal Accident Insurance Policy, health insurance (EHIC card);
14. Preparation of a certificate confirming the mobility of an employee of a foreign institution.