

**Erasmus+ KA171 Programme**  
**Mobility with Third Countries Not Associated with the Programme**  
Projects 2025-1-PL01-KA171-HED-000340233

## **I. General Principles**

1. The Erasmus+ KA171 Mobility Project supports the following types of mobility with partner countries not associated with the Programme:
  - a) student mobility for the purpose of completing part of the study programme at a partner university;
  - b) student mobility for the purpose of undertaking an internship/traineeship at a partner institution or enterprise;
  - c) academic staff mobility for the purpose of teaching at a foreign higher education institution;
  - d) university staff mobility for the purpose of training.
2. The number of partner countries and the Adam Mickiewicz University in Poznań (AMU) faculties participating in the project depends on the results of calls for proposals announced by the Foundation for the Development of the Education System in a given academic year.
3. Depending on the amount of funding granted by the Foundation for the Development of the Education System, internal recruitment calls are announced at individual AMU faculties.
4. The following AMU faculties take part in the project 2025-1-PL01-KA171-HED-000340233: The Faculty of Biology, Faculty of Chemistry, The Faculty of Modern Languages, The Faculty of Physics and Astronomy, The Faculty of Pedagogy and Fine Arts in Kalisz.

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## **II. Recruitment Principles**

1. The recruitment process is organized at the faculty level.
2. The Faculty Recruitment Commission, hereinafter referred to as the “Commission”, acts as the recruitment body for the Erasmus+ KA171 Programme.
3. The Commission is appointed by the Dean of the Faculty for the purpose of conducting the recruitment procedure.
4. The Commission consists of at least three members appointed by the Dean or the Dean’s representative.
5. The Commission operates on the basis of the Erasmus+ Faculty Recruitment Rules, hereinafter referred to as the “Faculty Rules”, adopted by the Dean of the Faculty.
6. The Faculty Rules must include at least the following information:
  - a) the composition of the Faculty Recruitment Commission;
  - b) the responsibilities and operating principles of the Commission;
  - c) a detailed recruitment procedure, including recruitment dates, document submission procedures, announcement of results, and appeal procedures;
  - d) a list of required documents;
  - e) detailed selection and evaluation criteria.
7. The Faculty Rules are public and non-classified.
8. Within 14 days of the completion of the recruitment process, the Faculty Recruitment Commission prepares a list of student and staff candidates qualified for Erasmus+ mobility grants.

9. The Faculty Recruitment Commission prepares a reserve list. In the event that a selected candidate resigns from participation in the Programme, candidates from the reserve list are qualified for mobility.
10. After the completion of the recruitment process, the Chair of the Commission prepares a recruitment protocol and a final list of candidates qualified for mobility.
11. The documents referred to in point 14 must be submitted to the Erasmus+ Office within two weeks of the completion of the recruitment process, either by e-mail (scanned copies) or in hard copy.
12. The University-wide Committee is responsible for selecting administrative staff from the central administration and university-wide units for mobility.
13. The University-wide Committee is appointed by the Vice-Rector for International Cooperation at AMU.
14. The University-wide Committee shall consist of:
  - a) the Institutional Erasmus+ Program Coordinator;
  - b) an employee of the Erasmus+ and Special Programs Section at AMU;
  - c) the Director of the AMU International Cooperation Support Center.
15. Recruitment for mobility of administrative staff from the central administration and university-wide units shall be carried out on the basis of the following criteria, on which the list of candidates shall be established:
  - a) Formal criteria:
    - completion and submission of the application form together with the required attachments, within the specified deadline and in the required form;
  - b) Quality criteria:
    - the candidate's involvement in the internationalization process of AMU;
    - the impact of the mobility on the development of professional competences;
    - Opportunities for applying the acquired knowledge and skills in the home unit of UAM;
    - knowledge of a foreign language necessary to fully benefit from the mobility abroad.
16. In accordance with the recommendations of the National Agency for the Erasmus+ Program, where candidates meet the quality criteria to an equal degree, priority shall be given to employees participating in mobility abroad for the first time and to employees with shorter work experience
17. A grant agreement is concluded between the qualified student or staff member and Adam Mickiewicz University in Poznań. The agreement specifies the terms and conditions of studies or training, detailed information on funding, payment arrangements, and insurance coverage.