

QUALITY MANAGEMENT SYSTEM

DEPARTMENT FOR INTERNATIONAL RELATIONS

ERASMUS+ OFFICE

OPERATIONAL PROCEDURE

ON THE IMPLEMENTATION OF ERASMUS+ INCOMING TEACHING AND TRAINING MOBILITIES FOR EMPLOYEES

Code: UPT-PO-B-0-25

Issue 1

Revision 0

<p>Operational procedure</p> <p>ON THE IMPLEMENTATION OF ERASMUS+ INCOMING TEACHING AND TRAINING MOBILITIES FOR EMPLOYEES</p>	<p>ISSUING BODY: DRI Erasmus+ Office</p>
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LIST OF PERSONS RESPONSIBLE FOR THE DEVELOPMENT, VERIFICATION, AUDIT AND APPROVAL OF EDITION 1, Rev.0

DEVELOPE D	VERIFIED	AUDITED	APPROVE D	EDITIO N
Erasmus+ Office	Department for International Relations	DGCA / Legal and Litigation Service	Rector	0
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Visibility level: ☐ Public ☒ Level 0 ☐ Level 1

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WORK INSTRUCTION STATUS INDICATOR

Crt . no.	Issue	Review	Revised part	Date of commencement	Name, first name			
					Developed	Verified	Audited	Approved
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	1	0		01.05.2024	C. Stoian	C. Albulescu	A. Ciutine L. Sălăjan	F. Dragan

THE WORK INSTRUCTION MAILING LIST

1. Rector
2. Vice-Rector - Education process, students and quality assurance
3. Vice-Rector - Scientific research, innovation, and technology transfer
4. Vice-Rector - Entrepreneurship and financial policies
5. Vice-Rector - Heritage, investment and sustainable development
6. Vice-Rector - Communication, image and relations with the socio-economic environment
7. General Administration Directorate
8. Faculty of Architecture and City Planning
9. Faculty of Automation and Computers
10. Faculty of Industrial Chemistry and Environmental Engineering
11. Faculty of Civil Engineering
12. Faculty of Electronics, Telecommunications and Information Technologies
13. Faculty of Electrical and Power Engineering
14. Faculty of Engineering in Hunedoara
15. Faculty of Management in Production and Transportation
16. Faculty of Mechanical Engineering
17. Faculty of Communication Sciences
18. Department of Architecture
19. Department of Automation and Applied Informatics
20. Department of Computer and Information Technology
21. Department of Applied Chemistry and Engineering of Inorganic Compounds and the Environment
22. Department of Organic and Natural Compounds Engineering

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23. Department of Civil Engineering and Equipments
24. Department of Steel Structures and Structural Mechanics
25. Department of Overland Communication Ways, Foundations and Cadastral Survey
26. Department of Hydrotechnical Engineering
27. Department of Communications
28. Department of Applied Electronics
29. Department of Measurement and Optical Electronics
30. Department of Power Engineering
31. Department of Electrical Engineering
32. Department of Electrical Engineering and Industrial IT
33. Department of Engineering and Management
34. Department of Management
35. Department of Materials and Manufacturing Engineering
36. Department of Mechanical Machines, Equipment and Transportation
37. Department of Mechanics and Strength of Materials
38. Department of Mechatronics
39. Department of Communication and Foreign Languages
40. Department of Fundamentals of Physics for Engineers
41. Department of Physical Education and Sports
42. Department of Mathematics
43. Department of Teacher Training
44. Council for Doctoral Studies
45. Centre for Distance Learning, Part-Time Learning and Digital Education
46. Centre for Lifelong Learning
47. Department for International Relations
48. Communication-Image Department
49. Department for Development, Entrepreneurship and European Funds
50. Directorate-General for Quality Assurance
51. Directorate for Internal Public Audit
52. Directorate for Financial Accounting
53. Directorate for Human Resources
54. Directorate for Technics
55. UPT General Secretariat
56. UPT Central Library

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- 57. Legal and Litigation Service
- 58. Centre for Career Counselling and Guidance
- 59. Compartment for Internal Control
- 60. Directorate for Social Services
- 61. Communications and Informatics Service
- 62. Office for Evidence, Project Monitoring and Scientific Results
- 63. Politehnica Publishing House

<p style="text-align: center;">Operational procedure</p> <p style="text-align: center;">ON THE IMPLEMENTATION OF ERASMUS+ INCOMING TEACHING AND TRAINING MOBILITY FOR EMPLOYEES</p>	<p style="text-align: center;">ISSUING BODY: DRI Erasmus+ Office</p> <p style="text-align: center;">Code: UPT-PO-B-0-25 Issue 1 - Revision 0</p>
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1. Purpose

The aim of the procedure is to establish the way in which teaching and training mobilities are carried out at Politehnica University of Timisoara (UPT) by employees from partner universities, within the framework of the "Erasmus+ Programme with Programme / Countries Associated to the Programme", "Erasmus+ Programme with Partner Countries" and by specialists coming from the foreign economic environment. The aim of the procedure is also to establish the responsibilities of the persons involved in this process. This procedure:

- 1.1. Determines how the work is to be carried out, the departments and persons involved;
- 1.2. Provides assurance that the appropriate documentation is in place to carry out the activity;
- 1.3. Ensures continuity of the activity, including under conditions of staff turnover;
- 1.4. Supports the audit and/or other authorised bodies in audit and/or control actions and the manager, in decision making.

2. Scope

2.1. The procedure applies to Erasmus+ mobility projects, regulating the implementation of *incoming* mobilities for teaching staff, auxiliary teaching staff and administrative staff.

2.2. The procedure is applied by the staff mobility administrators of the Erasmus+ Office of UPT who are in charge of organising mobilities for *incoming* staff through the Erasmus+ programme and is followed by all participants in the programme. The procedure includes in the *incoming* staff category those employees of partner universities (teaching staff, auxiliary teaching staff and administrative staff) or specialists from the economic environment, who carry out mobilities in UPT through the Erasmus+ programme. For compliance with European and national documents related to the Erasmus+ programme, the procedure uses the term "mobility participant" when referring to employees in relation to the following actors of the programme: UPT as host university, home university/organisation, National Agency for Community Programmes in Education and Training - as coordinating authority of the Erasmus+ programme at national level.

2.3. The procedure only concerns mobility with higher education institutions/organisations abroad.

3. Reference documents

3.1. International regulations specific to the Erasmus+ programme

- Erasmus+ Charter for Higher Education of Politehnica University of Timisoara 2021 - 2027;
- Erasmus Policy Statement: http://www.upt.ro/Informatii_erasmus-policy-statement_1053_ro.html;
- The Erasmus+ Programme Guide in the updated English version (http://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en);
- Annual European and National Call for Proposals (www.erasmusplus.ro);
- Contracts between UPT and the National Agency for Community Programmes in Education and Training for each Erasmus+ project.

3.2. Primary legislation

- Law No. 199/2023 - Law on Higher Education, with subsequent amendments and additions;
- Law No 319/2003 on the status of research and development staff, as amended and supplemented;
- Erasmus+ Programme Guide: <https://erasmus-plus.ec.europa.eu/erasmus-programme-guide>

3.3. UPT own documents

- The Charter of Politehnica University of Timisoara and its annexes;
- Rules of organisation and functioning of the Erasmus+ Office of UPT;
- UPT Internationalisation Strategy;
- Strategic Development Plan of Politehnica University of Timisoara;
- Strategic faculty development plans;

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- The annual operational plans of Politehnica University of Timișoara;
- Faculty operational plans.

Useful documents and information

- Web page dedicated to the annual mobilities, including all the details concerning the calendar of activities, information, application, selection, preparation, carrying out, completing of Erasmus+ mobilities for *incoming* staff;
- List of Erasmus+ bilateral agreements valid each academic year in UPT;
- Information materials, printed or in electronic format, distributed in the run-up to the selection made available to partners;
- The specific requirements for applying and carrying out teaching or training mobilities are published on the web pages of the Department for International Relations.

4. Definitions and abbreviations

Definitions of terms

Crt. no.	The term	Definition and/or, where appropriate, the act defining the term
1	Operational procedure	Formalised presentation, in writing, of all the steps to be followed, the working methods and the rules to be applied in order to carry out the activity, with regard to the procedural aspect. It is elaborated by type of activity, establishes responsibilities for keeping under control a process with specific activities.
2	Edition of an operational procedure	Initial or updated form, as appropriate, of an approved and disseminated operational procedure.
3	Review within an edition	Actions to amend, add, delete or the like, as appropriate, one or more components of an edition of the operational procedure, which actions have been approved and circulated.
4	Erasmus+ Programme	The European Union programme in the fields of education, training, youth and sport; it offers mobility and cooperation opportunities for all actors actively involved in these fields, either as individuals or as institutions/organisations. The Programme is a key instrument supporting the achievement of the objectives set at European level through the European Education Area, the Digital Education Action Plan, the EU Youth Strategy, the Agenda for Competences in Europe and the EU Work Plan for Sport.
5	Key Action 1 - KA1 (mobility projects)	Covers Erasmus+ funded mobilities, including university education. These projects involve partners from several countries (transnational projects). The activities in a mobility project vary from one area to another and, depending on the area, may include: training courses, teaching activities, study or volunteering placements, work placements, short-term internships, <i>job-shadowing</i> activities.
6	Erasmus+ mobility for <i>incoming</i> staff	Teaching and/or training mobility carried out in UPT under the Erasmus+ Programme.
7	Programme countries/ associated programme countries	EU Member States, EEA countries (Norway, Iceland, Lichtenstein) and countries associated / affiliated to the Erasmus+ programme (North Macedonia, Republic of Serbia, Turkey).

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8	Programme partner countries	Countries outside the European area other than those mentioned above.
9	Beneficiary Module / Dashboard / OLA / other tools provided by the European Commission for mobility management	European platforms used to manage Erasmus+ projects.
10	Erasmus+ Institutional Coordinator	The person within UPT who coordinates the activities related to the Erasmus+ programme in UPT regarding: the Erasmus+ Charter and the UPT Internationalisation Strategy, the management of mobility projects, the conclusion of bilateral university agreements and quality assurance within the programme.
11	Head of Erasmus+ Office	The person within the UPT Department for International Relations who implements the Erasmus+ mobility development strategies and guidelines, the provisions of the funding contracts under Key Action 1, including promotion, mobility management and dissemination of results.
12	Staff mobility administrator	The person in the Erasmus+ Office who manages the Erasmus+ mobility+ in all its phases.
13	Departmental Agreement Coordinator	The person in the UPT responsible for the academic coordination of the mobilities carried out under an Erasmus+ Inter-Institutional Agreement.

4.2. Abbreviations of terms

Crt. no.	Abbreviation	Abbreviated term
1.	PO	Operational procedure
2.	E	Evaluation
3.	V	Check
4.	Av	Audit
5.	A	Approval
6.	Ah	Archiving
7.	UPT	Politehnica University of Timișoara
9.	DRI	Department for International Relations
10.	BPE	Erasmus+ Office
11.	DFC	Financial and Accounting Directorate
12.	ROF	Rules of organisation and functioning
13.	ANPCDEFP	National Agency for Community Programmes in Education and Training in Bucharest
14.	HEI	Higher education institution
15.	STA	Staff mobility for teaching
16.	TFS	Staff mobility for training
17.	STAI	Staff mobility from organisations for teaching
18.	IIA	Inter-Institutional Agreements

5. Description of activities, document and information flow, sequence of activities for mobility with programme and partner countries

5.1. General

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5.1.1. Under the Erasmus+ programme, Key Action 1 (KA1) aims to support higher education teaching/auxiliary teaching/administrative staff to participate in teaching (STA) and training (STT) activities abroad, as well as staff from professional backgrounds to teach and train students or staff from higher education institutions (STAI mobilities). These activities can consist, according to the Erasmus+ guidelines, of both teaching and training periods (such as *job shadowing*, training courses, exchanges of good practice, etc.).

The types of mobility supported are:

- *Incoming* STA mobility: this activity allows teachers from higher education institutions abroad to teach at UPT in the field in which they work in their home institution. Staff mobility for teaching purposes can take place in any academic field/discipline within UPT.
- *Incoming* STT mobility: this activity supports the professional development of teaching/auxiliary teaching and administrative staff from partner higher education institutions, in the form of participation in training events at UPT and/or periods of direct job shadowing or exchange of good practice.
- STAI mobility: this activity supports specialists from the economic environment abroad to undertake a teaching mobility in UPT, in order to transfer practical knowledge to UPT students and/or staff.

5.1.3. The minimum mobility period for incoming staff is as follows:

- For mobilities with programme countries: minimum 2 consecutive days of activity;
- For mobilities with partner countries: minimum 5 consecutive days of activity;
- For staff mobility from companies (organisations): minimum 1 day of activity.

5.1.4. The main activities that depend on and/or are dependent on the regulated activity are:

- Existence of a valid Inter-Institutional Agreement (IIA) between the UPT and the home higher education institution (mandatory for STA mobility and for all mobilities with programme partner countries);
- Full, correct and timely completion by the participant of the documents required for the mobility;
- Completion and approval by the authorised persons of the Teaching Agreement/Training Agreement document initiated by the participant (before the start of the mobility);
- Fulfilment by the participant, by the UPT, and by the home institution of the specific obligations imposed by the Erasmus+ Programme Guide and the UPT internal procedures.

5.1.5. Staff participating in mobility activities at UPT (STAI or STA/STT mobilities with the programme partner countries) will receive a mobility grant from UPT, as a contribution to their travel and subsistence costs during the period spent at UPT. The grant will be calculated according to the funding rules of the Erasmus+ Programme Guide and the provisions of the funding contract in force. Eligible costs are:

- individual support: costs directly linked to the participants' stay, granted on the basis of the duration of the mobility period per participant at unit costs (lump sum). Where appropriate (e.g. in the case of incoming mobility from partner countries or mobility under the *green travel* category), individual support may also cover, depending on budget availability, travel days.
- transport: contribution to the participants' transport costs from the place of origin to the place of activity and back (lump sum granted on the basis of the distance travelled by each participant). Travel distances must be calculated using the distance calculator agreed by the European Commission (<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>).
- *top-ups* for high travel costs, depending on distance and type of transport, or other types of top-ups (as per the Erasmus+ Programme Guide).

5.2. Description of activities

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5.2.1. The mobility participant must be from European Union countries, candidate countries, EEA countries or an Erasmus+ partner university outside the European area.

5.2.2. The STA mobility must be part of the proposed home university staff exchange under the Erasmus+ Inter-institutional Agreement. In the case of *incoming* STT mobility with Programme/Associated Programme Countries and STAI, it is not compulsory to sign an IIA before the mobility takes place.

5.2.3. The teaching period at UPT is considered as an integral part of the work programme in the home university.

5.2.4. The participant in *incoming* STA / STT mobility shall benefit from academic recognition of the teaching/training period carried out at UPT, according to the practices of the home institution/organisation.

5.2.5. The mobility participant's invitation must be signed before his/her arrival in Romania by the Erasmus+ Institutional Coordinator of the UPT.

5.2.6. Direct, electronic or telephone contact with the mobility participant shall be maintained prior to his/her arrival at UPT, as well as throughout the duration of the mobility and, where appropriate, after completion of the mobility.

5.3. Selection competition

5.3.1. The selection competition shall be organised in the home university in accordance with the principles of the Erasmus+ programme. The selection report will be signed by the members of the selection committee, appointed in such a way as to avoid any conflict of interest. An exception to this rule is the STAI-type mobility which does not involve a selection process, applications being assessed and subsequently accepted/rejected by the Erasmus+ Institutional Coordinator of the UPT.

5.3.2. In the case of *incoming* STA / STT mobility with programme countries / countries associated to the programme, the mobility participant or the staff mobility administrator of the home university contacts DRI to issue an invitation/ acceptance letter.

5.3.3. In the case of the *incoming* STAI-type mobility, in order to select the mobility participant's application, the participant shall submit the following documents to DRI:

- UPT application form;
- CV (in Romanian or English);
- Copy of passport or identity card;
- Note on the processing of personal data signed by the employee in accordance with the provisions of Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

5.3.4. In the case of *incoming* STA / STT type mobility with the programme partner countries, the nomination of participants shall be made by the staff mobility administrator of the home university simultaneously with the submission of the application file for the selected participants. The application file submitted to the UPT contains, in addition to the nomination, the following documents:

- UPT application form;
- CV (in Romanian or English);
- Copy of passport or identity card;
- Note on the processing of personal data signed by the employee in accordance with the provisions of Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

Following the analysis of the file, the Erasmus+ Institutional Coordinator of the UPT issues the acceptance / refusal of the mobility.

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5.4. Pre-mobility documents

5.4.1. In the case of *incoming* STA / STT type mobility with programme countries / programme partner countries:

- Invitation/letter/email of acceptance;
- Mobility Agreement signed by the mobility participant, the home university and UPT.

5.4.2. In the case of STAI *incoming* mobility:

- Invitation letter/Award letter for the Erasmus+ grant;
- Mobility agreement signed by the mobility participant, the home organisation and UPT. The document must be approved by the mobility participant, the home organisation and UPT before the financial contract is drawn up with the mobility participant and therefore before his/her arrival at UPT;
- Bank details (IBAN account in EUR or bank account accepting transfers in EUR, SWIFT / BIC code, bank name, etc.) for the payment of the Erasmus+ grant;
- The financial contract with the mobility participant;
- Various requests (postponement of mobility, waiver of mobility, reporting a case of force majeure, various grant *top-ups*, etc.), subject to the approval of the UPT Erasmus+ Institutional Coordinator and/or affidavits (personal data protection, *green travel*, etc.).

5.4.3. In the case of *incoming* staff mobility with programme partner countries:

- Nomination/invitation/Award letter for the Erasmus+ grant. Once the mobility participant has been accepted, the invitation/award letter for the Erasmus+ grant is issued to both the home university and the participant. The document complies with the requirements of the Erasmus+ programme and of the national authorities entitled to grant residence visas in Romania;
- Mobility agreement signed by the mobility participant, the home organisation and the UPT. The document must be approved by both universities before the financial contract is drawn up with the mobility participant and therefore before his/her arrival at the UPT;
- Proof of valid medical insurance for the duration of the stay at UPT;
- Bank details (bank account in EUR or bank account accepting transfers in EUR, IBAN code, SWIFT / BIC code, bank name, etc.) for the payment of the Erasmus+ grant;
- The financial contract with the mobility participant;
- Various requests (postponement of mobility, waiver of mobility, reporting a case of force majeure, various grant *top-ups*, etc.), subject to the approval of the UPT Erasmus+ Institutional Coordinator and/or affidavits (personal data protection, *green travel*, etc.).

5.4.4. In the case of mobility with partner countries, only STA / STT type mobility in the areas mentioned in the Inter-institutional Agreement can be approved.

5.4.5. The payment of the mobility grant for STAI and STA/STT mobilities with the programme partner countries respectively shall be carried out according to the financial management procedure for Erasmus+ projects (Key Action 1).

5.5. Documents during mobility

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5.5.1. In the case of *incoming* STA / STT type mobilities with programme countries / countries associated to the programme:

- Miscellaneous requests (addressed to the institution of origin).

5.5.2. In the case of STAI *incoming* mobilities:

- Miscellaneous requests (modification of the mobility period, request for waiver, invocation of force majeure, etc.), subject to the approval of the Erasmus+ Institutional Coordinator of the UPT, and/or affidavits. Requests affecting the financial contract with the participant will be materialised, as appropriate, by the signature of an addendum to the financial contract and/or the issuing of a debit note. The addendum shall have the same stages of fulfilment as the financial contract;
- Supporting documents (proof of transport/accommodation, etc.).

5.5.3. In the case of *incoming* staff mobility with programme partner countries:

- Miscellaneous requests (modification of the mobility period, request for waiver, invocation of force majeure, etc.) subject to the approval of the UPT Erasmus+ Institutional Coordinator and/or affidavits. Requests affecting the financial contract with the participant will be materialised, as appropriate, by signing an addendum to the financial contract and/or the issuing of a debit note. The addendum shall have the same stages of fulfilment as the financial contract;
- Supporting documents for completing the UPT mobility file (proof of transport/accommodation, etc.).

5.6. Post-mobility documents

5.6.1. In the case of *incoming* STA / STT type mobilities with programme countries / countries associated to the programme:

- Certificate of attendance filled in with the start and end date of the mobility, endorsed by the Erasmus+ Institutional Coordinator of UPT, at the end of the mobility;
- Post-mobility UPT questionnaire, used for the purpose of disseminating mobility results (optional, at the request of the mobility manager).

5.6.2. In the case of STAI *incoming* mobilities:

- Certificate of attendance filled in with the start and end date of the mobility, endorsed by the Erasmus+ Institutional Coordinator of UPT, at the end of the mobility;
- Final participant report (EU online questionnaire - EUSurvey) completed in full online by the participant no later than 30 days after the end of the mobility;
- Post-mobility UPT questionnaire and photos from the mobility period, used for the purpose of disseminating mobility results (optional, at the request of the mobility manager);
- In the case of persons applying for inclusion support, or other *top-ups*, evidence of additional expenses incurred for individual needs (where applicable, evidence of transport, expenses incurred with accompanying person, expenses incurred with medication and/or medical treatment, accommodation expenses, etc.). The mobility file for mobility participants with special needs will be submitted to the ANPCDEF for approval;
- In the event of non-compliance with contractual obligations by the mobility participant, the mobility manager will initiate the recovery of the undue amounts by generating an addendum to the financial contract and issuing a debit note. The addendum has the same

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stages of fulfilment as the financial contract. Refusal by the mobility participant to sign the addendum and/or to repay the undue amounts shall render the participant legally liable.

5.6.3. In the case of *incoming* staff mobilities with programme partner countries:

- Certificate of attendance filled in with the start and end date of the mobility, endorsed by the Erasmus+ Institutional Coordinator of UPT, at the end of the mobility;
- Final participant report (EU online questionnaire - EUSurvey) completed in full online by the participant no later than 30 days after the end of the mobility;
- Post-mobility UPT questionnaire and photos from the mobility period, used for the purpose of disseminating mobility results (optional, at the request of the mobility manager);
- Original travel documents in case funding (subsistence) is granted for travel days between home university and UPT (travel days may or may not be consecutive with the mobility period itself and do not overlap with the mobility period);
- In the case of persons applying for inclusion support, or other *top-ups*, evidence of additional expenses incurred for individual needs (where applicable, evidence of transport, expenses incurred with accompanying person, expenses incurred with medication and/or medical treatment, accommodation expenses, etc.). The mobility file for mobility participants with special needs will be submitted to the ANPCDEFP for approval;
- In the event of non-compliance with contractual obligations by the mobility participant, the mobility manager will initiate the recovery of the undue amounts by generating an addendum to the financial contract and issuing a debit note. The additional deed has the same stages of fulfilment as the financial contract. Refusal by the mobility participant to sign the addendum and/or to repay the undue amounts shall render the participant legally liable.

5.7. Document and information flow, sequence of activities for mobilities

5.7.1. General activities and deadlines

No. crt.	Compartment, action, conditions, details	Term
1.	DRI, through the Office for International Cooperation, keeps records of bilateral agreements (<i>Inter-Institutional Agreements - IIA</i>) valid for the following academic year. The list of bilateral agreements in force is published on the DRI website.	31 January (continuous update)
2.	The information available for Erasmus+ mobilities for <i>incoming</i> staff is made public on the DRI website.	continuous updating
3.	The Director of the Department for International Relations establishes staff mobility administrators for <i>incoming</i> staff. The job description of the staff mobility administrators shall include specific tasks for the work carried out.	-

5.7.2. STA / STT *incoming* mobilities with programme countries

No. crt.	Compartment, action, conditions, details	Term
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1.	The participant submits the application to the home university and takes part in the selection competition. In order to be selected for a mobility in the UPT, the mobility participant or the staff mobility administrator of the home university contacts DRI to issue an invitation/award letter. The UPT <i>incoming</i> staff mobility manager checks the compatibility of the applicant's field of activity with the activities carried out in UPT and identifies the coordinator of the mobility at UPT (usually the departmental coordinator of agreement, if the mobility is carried out under an IIA). In case of acceptance, he/she draws up and sends the invitation letter, signed in advance by the UPT Erasmus+ Institutional Coordinator, to the applicant / home institution.	Maximum 7 days from receipt of request
2.	The mobility participant initiates the <i>Mobility Agreement</i> , signed by him/her and the home university. The Mobility Agreement is sent by the mobility participant to the <i>incoming</i> staff mobility manager of UPT for signature by the Erasmus+ Institutional Coordinator of UPT.	Before the start of mobility.
3.	If the mobility participant needs to obtain a short-stay visa, he/she will have to follow the legal procedure according to the Romanian legislation. The UPT Staff mobility administrator advises the participant in this matter, but cannot substitute him/her in carrying out this activity. At the same time, the staff mobility administrator shall forward to the authorities the information on the participant's mobility in order to obtain the short-stay visa.	-
4.	On arrival at UPT, the participant is required to present him/herself at the Erasmus+ Office, where the certificate of attendance is partially filled in, mentioning the starting date of the mobility.	The start of mobility
5.	Throughout the mobility, the participant keeps in touch with the Erasmus+ staff mobility administrator of UPT and the academic/professional mobility coordinator, in order to fulfil the mobility programme and to find solutions together to any difficulties encountered. The UPT mobility coordinator ensures that staff mobility is carried out in accordance with the mobility agreement.	-
6.	Throughout the mobility, the participant respects the internal regulations of UPT, the working health and safety rules. UPT cannot be held responsible for any deeds contrary to the aforementioned belonging to the <i>incoming</i> Erasmus+ participant staying at UPT.	-
7.	At the end of the mobility, a certificate of attendance is issued, filled in with the start and end dates of the mobility, signed by the Erasmus+ Institutional Coordinator. The certificate will contain the name of the participant, the period of mobility, the number of hours of activity, the mention of the fulfilment of the work programme. In the case of a mixed mobility, the certificate must state the duration of the physical and virtual components of the mobility.	Ending mobility
8.	The staff mobility administrator completes the opis of the participant's mobility file and signs for the existence of all necessary documents. The opis contains the list of documents, the number of pages and the date of completion/verification of the documents. The opis is not mandatory if the management of the mobility file is fully digitised.	Each stage of the mobility process
9.	Participants who have benefited from an Erasmus+ mobility in UPT are obliged to participate, at the request of UPT, in promotional activities of the programme.	Maximum 30 days from receipt of request

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5.7.3 STAI *incoming* mobilities with programme countries

No. crt.	Compartment, action, conditions, details	Term
1.	In order to select the mobility participant's application, he/she shall send to the <i>incoming</i> staff mobility administrator of the Erasmus+ Office, by e-mail, the application form, CV (in Romanian or English), copy of passport or identity card, note on the processing of personal data.	At least 40 days before the start of mobility
2.	Following the evaluation of the application file, the Erasmus+ Institutional Coordinator of UPT accepts / rejects the application. The acceptance of the application is based on criteria such as the added value for the UPT brought by the mobility and the identification of a UPT coordinator who will be in charge of the <i>incoming</i> STAI staff during the mobility. In case of acceptance of the application, the UPT <i>incoming</i> staff mobility manager prepares and sends the Erasmus+ grant invitation/award letter, signed in advance by the UPT Erasmus+ Institutional Coordinator, to the applicant.	Maximum 7 days from the date of application
3.	The mobility participant initiates the Mobility Agreement, signed by him/her and the home organisation. The Mobility Agreement is sent by the mobility participant to the <i>incoming</i> staff mobility manager of UPT in order to obtain the signature of the Erasmus+ Institutional Coordinator of UPT.	Maximum 7 days from the date of sending the invitation/ award letter for the Erasmus+ grant
4.	The mobility participant submits to the <i>incoming</i> staff mobility administrator of UPT the bank details (bank account statement in EUR or bank account accepting transfers in EUR, IBAN code, SWIFT/BIC code, bank name, etc.) and, where applicable, various requests/ affidavits (request for waiver, various grant top-ups, etc.). These documents are used to draw up the financial contract and to make the Erasmus+ grant payment.	Maximum 7 days from the date of sending the invitation/award letter for the Erasmus+ grant
5.	The staff mobility administrator completes, where appropriate, the opis of the participant's mobility file and signs for the existence of all necessary documents. The Head of the Erasmus+ Office verifies the correctness and completeness of the participant's mobility file and signs the verification sheet. For a complete and correct file, he/she orders the financial contract to be issued by the staff mobility administrator. The opis is not mandatory in the case of fully digitised mobility file management. In this case the Head of the Erasmus+ Office is obliged to check the documents in the platform before requesting the payment of the mobility grant and after the end of the mobility.	Each stage of the mobility process
6.	The UPT <i>incoming</i> staff mobility administrator draws up the financial contract with the mobility participant and initiates obtaining the necessary signatures (participant, Head of Erasmus+ Office, financial representative and Rector of the university), according to the UPT working procedure on financial management and archiving of Erasmus+ (Key Action 1) and EEA projects (no. 25857/13.12.2021). The mobility details will be registered in the European mobility reporting platforms (Beneficiary Module, etc.).	At least 14 days before the start of the mobility
7.	The staff mobility administrator prepares the payment requisition and the ALOP documents for the payment of the mobility grant. They are signed by the Head of the Erasmus+ Office and checked by the Erasmus+ Institutional Coordinator, who also grants the compartment visa, according to the UPT working procedure on financial management and archiving of Erasmus+ (Key Action 1) and EEA projects (no. 25857/13.12.2021).	At least 14 days before the start of mobility

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8.	The ALOP documents go through the specific circuit in the UPT and reach the Erasmus+ project financial officer, who operates in the project bank account each payment individually. The grant payment is made according to the UPT working procedure on financial management and archiving of Erasmus+ (Key Action 1) and EEA projects (no. 25857/13.12.2021).	Before the start of mobility
9.	If the mobility participant needs to obtain a short-stay visa, he/she will have to follow the legal procedure according to the Romanian legislation. The UPT staff mobility administrator advises the participant in this matter, but cannot substitute him/her in carrying out this activity. At the same time, the staff mobility administrator shall transmit to the authorities, at their request, the information on the participant's mobility in order to obtain the short-stay visa.	-
10.	On arrival at the UPT, the participant is required to present him/herself at the Erasmus+ Office, where the attendance certificate is partially filled in, mentioning the starting date of the mobility. The mobility participant is obliged to provide the <i>incoming</i> staff mobility administrator with supporting documents regarding transport/accommodation.	The start of mobility
11.	Payment of the Erasmus+ mobility grant takes place upon the participant's arrival at UPT. The payment is made in a single instalment, following verification of the conformity of the mobility file by the Head of the Erasmus+ Office and verification of the existence of the documents on file by the Erasmus+ Institutional Coordinator.	The start of mobility
12.	Requests to change the mobility or to withdraw from the mobility after the start of the mobility are submitted to the <i>incoming</i> staff mobility administrator and subject to the approval of the Erasmus+ Institutional Coordinator of the UPT. In case of withdrawal from the mobility without having completed the minimum number of mobility days according to the Erasmus+ Programme Guidelines, the participant is obliged to return the mobility grant in full. Cases of force majeure will be subject to the approval of the ANPCDEFP.	Duration of mobility
13.	Throughout the mobility, the participant keeps in touch with the Erasmus+ staff mobility administrator of UPT and the academic/training mobility coordinator, in order to fulfil the mobility programme and to find together solutions to any difficulties encountered. The UPT mobility coordinator ensures that staff mobility is carried out in accordance with the mobility agreement.	-
14.	Throughout the mobility, the participant respects the internal regulations of UPT, the working health and safety rules. UPT cannot be held responsible for any deeds contrary to the aforementioned belonging to the <i>incoming</i> Erasmus+ participant staying at UPT.	-
15.	At the end of the mobility, a certificate of attendance is issued, completed with the start date and the end date of the mobility, stamped by the Erasmus+ Institutional Coordinator. The certificate will contain the name of the participant, the period of mobility, the number of hours of activity, the mention of the fulfilment of the work programme. In the case of a mixed mobility, the certificate must state the duration of the physical and virtual components of the mobility.	End of mobility
16.	Mandatory submission by the participant of the final report / EU online questionnaire (via the online EUSurvey tool). If the report is not submitted, the mobility participant will be sanctioned according to the provisions of the financial contract signed between him/her and the UPT.	Maximum 30 days after the end of mobility

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17.	In the case of persons applying for inclusion support, or other <i>top-ups</i> , evidence of additional expenses incurred for individual needs (where applicable, evidence of transport, expenses incurred with accompanying person, expenses incurred with medication and/or medical treatment, accommodation expenses, etc.). Proofs shall be submitted to the <i>Incoming</i> Mobility Manager electronically and in original physical format by post.	Maximum 7 days after the end of mobility
18.	At the end of the mobility the participant must complete the final participant report (EU online questionnaire – EUSurvey). The staff mobility administrator follows up this requirement in order to complete the mobility file. If, for technical or personal reasons, the questionnaire is not completed within the foreseen timeframe, the staff mobility administrator will re-send from the European mobility reporting platforms the invitation to complete the questionnaire. If the report is not transmitted, the mobility participant will be sanctioned according to the provisions of the financial contract signed between him/her and UPT.	Maximum 30 days after the end of mobility
19.	Each mobility participant will disseminate the mobility experience on social networks and within the team to which they belong and use it in further activities. Optionally, at the request of the staff mobility administrator, the mobility participant will submit the UPT post-mobility questionnaire/relevant photos from the mobility, used for the purpose of disseminating the mobility results.	Maximum 30 days after the end of mobility
20.	The staff mobility administrator will update / complete the information in the European reporting platforms whenever needed, but mandatorily at the end of the mobility. The Head of the Erasmus+ Office ensures that the data is entered correctly, updated and complete.	Closing of the Erasmus+ project
21.	Participants who have benefited from an Erasmus+ mobility are obliged to participate in the programme's promotion and audit actions at the request of the UPT Erasmus+ Office.	Maximum 5 years from the end of the project in which the mobility took place.

5.7.4 STA / STT *incoming* mobilities with programme partner countries

No. crt.	Compartment, action, conditions, details	Term
1.	In order to accept / reject the application of the mobility participant, the staff mobility administrator of the partner university sends the <i>incoming</i> staff mobility administrator of the Erasmus+ Office of UPT the nomination, the application form, CV (in Romanian or English), copy of passport or identity card, note on the processing of personal data.	At least 40 days before the start of mobility
2.	Following the evaluation of the application file, the Erasmus+ Institutional Coordinator of UPT accepts / rejects the application. The acceptance of the application is based on criteria such as the added value for the UPT brought by the mobility and the fulfilment of the result indicators of the Erasmus+ projects. In case of acceptance of the application, the UPT <i>Incoming</i> Staff Mobility Manager prepares and sends the invitation/award letter for the Erasmus+ grant, signed in advance by the UPT Erasmus+ Institutional Coordinator, to the applicant.	Maximum 7 days from the date of application
3.	The mobility participant initiates the <i>Mobility</i> Agreement, signed by him/her and the home organisation. The Mobility Agreement is then forwarded by the mobility participant to the UPT <i>incoming</i> staff mobility administrator for signature by the UPT Erasmus+ Institutional Coordinator.	Maximum 7 days from the date of sending the invitation/award

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		letter for the Erasmus+ grant
4.	The mobility participant submits to the UPT <i>incoming</i> staff mobility administrator the bank details (bank statement in EUR or bank account accepting transfers in EUR, IBAN code, SWIFT / BIC code, bank name, etc.), proof of insurance valid for the duration of the mobility and, where applicable, various requests / affidavits (postponement of mobility, various grant <i>top-ups</i> , etc.). These documents are used to draw up the financial contract and make the Erasmus+ grant payment.	Maximum 7 days from the date of sending the invitation/award letter for the Erasmus+ grant
5.	The staff mobility administrator completes the opis of the participant's mobility file and signs for the existence of all necessary documents. The Head of the Erasmus+ Office verifies the correctness and completeness of the participant's mobility file and signs the verification sheet. For a complete and correct file, he/she orders the financial contract to be issued by the staff mobility administrator. The opis is not mandatory in the case of fully digitised mobility file management. In this case the Head of the Erasmus+ Office is obliged to check the documents in the platform before requesting the payment of the mobility grant and after the end of the mobility.	Each stage of the mobility process
6.	The UPT <i>incoming</i> staff mobility administrator draws up the financial contract with the mobility participant and initiates obtaining the necessary signatures (participant, Head of the Erasmus+ Office, financial representative and Rector of the university), according to the UPT working procedure on financial management and archiving of Erasmus+ (Key Action 1) and EEA projects (no. 25857/13.12.2021). Mobility details will be registered in the European mobility reporting platforms (Beneficiary Module, etc.).	At least 14 days before the start of the mobility
7.	The Staff mobility administrator prepares the payment requisition and the ALOP documents for the payment of the mobility grant. They are signed by the Head of the Erasmus+ Office and checked by the Erasmus+ Institutional Coordinator, who also grants the compartment visa, according to the UPT working procedure on financial management and archiving of Erasmus+ (Key Action 1) and EEA projects (no. 25857/13.12.2021).	At least 14 days before the start of the mobility
8.	The ALOP documents go through the specific circuit in the UPT and reach the Erasmus+ project financial officer, who operates in the project bank account each payment individually. The grant payment is made according to the UPT working procedure on financial management and archiving of Erasmus+ (Key Action 1) and EEA projects (no. 25857/13.12.2021).	Before the start of mobility
9.	If the mobility participant needs to obtain a short-stay visa, he/she will have to follow the legal procedure according to the Romanian legislation. The UPT staff mobility administrator advises the participant in this matter, but cannot substitute him/her in carrying out this activity. At the same time, the staff mobility administrator shall transmit to the authorities, at their request, the information on the participant's mobility in order to obtain the short-stay visa.	-
10.	On arrival at UPT, the participant is required to present him/herself at the Erasmus+ Office, where the attendance certificate is partially filled in, mentioning the starting date of the mobility. If a subsistence grant is granted for the day of travel prior to the start of the mobility, the mobility participant shall hand in the proof of transport to the <i>incoming</i> staff mobility administrator of UPT.	The start of mobility
11.	Payment of the Erasmus+ mobility grant takes place upon the participant's arrival at UPT. The payment is made in a single instalment, following verification of the conformity of the mobility file by the Erasmus+ Institutional Coordinator.	The start of mobility

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12.	Requests to change the mobility or to withdraw from the mobility after the start of the mobility are submitted to the <i>incoming</i> staff mobility administrator and approved by the Erasmus+ Institutional Coordinator of UPT. In case of withdrawal from the mobility, the participant is obliged to return the grant in full. Cases of force majeure will be subject to the approval of the ANPCDEF.	Duration of mobility
13.	Throughout the mobility, the participant keeps in touch with the Erasmus+ staff mobility administrator of the UPT and the academic/training mobility coordinator, in order to fulfil the mobility programme and to find together solutions to any difficulties encountered. The UPT mobility coordinator ensures that staff mobility is carried out in accordance with the mobility agreement.	-
14.	Throughout the mobility, the participant respects the internal regulations of UPT, the working health and safety rules. UPT cannot be held responsible for any deeds contrary to the aforementioned belonging to the <i>incoming</i> Erasmus+ participant staying at UPT.	-
15.	At the end of the mobility, a certificate of attendance is issued, completed with the start and end dates of the mobility, signed by the Erasmus+ Institutional Coordinator. The certificate will contain the name of the participant, the period of mobility, the number of hours of activity, the mention of the fulfilment of the work programme. In the case of a mixed mobility, the certificate must state the duration of the physical and virtual components of the mobility.	End of mobility
16.	In the case of a subsistence grant for the day of travel after mobility, the mobility participant shall submit to the UPT <i>incoming</i> staff mobility administrator, the proof of transport, in electronic format by e-mail and by post (if applicable).	Maximum 7 days after the end of mobility
17.	In the case of persons applying for inclusion support, or other <i>top-ups</i> , proof of additional expenses incurred for individual needs (where applicable, proof of transport, expenses incurred with accompanying person, expenses incurred with medication and/or medical treatment, accommodation expenses, etc.). Proofs shall be submitted to the <i>incoming</i> staff mobility administrator electronically and in original physical format by post.	Maximum 7 days after the end of mobility
18.	At the end of the mobility the participant must complete the final participant report (EU online questionnaire - EUSurvey). The staff mobility administrator follows up this requirement in order to complete the mobility file. If, for technical or personal reasons, the questionnaire is not completed within the foreseen timeframe, the staff mobility administrator will re-send from the European mobility reporting platforms the invitation to complete the questionnaire. If the report is not transmitted, the mobility participant will be sanctioned according to the provisions of the financial contract signed between him/her and UPT.	Maximum 30 days after the end of mobility
19.	Each mobility participant will disseminate the mobility experience on social networks and within the team to which they belong and use it in further activities. Optionally, at the request of the staff mobility administrator, the mobility participant will submit the UPT post-mobility questionnaire/relevant photos from the mobility, used for the purpose of disseminating the mobility results.	Maximum 30 days after the end of mobility
20.	The staff mobility administrator will update / complete the information in the European reporting platforms whenever needed, but mandatorily at the end of the mobility. The Head of the Erasmus+ Office ensures that the data is entered correctly, updated and complete.	Closing of the Erasmus+ project
21.	Participants who have benefited from an Erasmus+ mobility are obliged to take part in the programme promotion and audit actions at the request of the UPT Erasmus+ Office.	Maximum 5 years from the end of the

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		project in which the mobility took place.
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6. Organisation, coordination and distribution of responsibilities

6.1 UPT Rector

- a) approves this procedure;
- b) approves the composition of the selection and appeals committees;
- c) approves financial contracts with participants in mobility;
- d) approves the payment requisition in view of the grant payment.

6.2. Erasmus+ Institutional Coordinator / Director of International Relations Department

- a) develops the application strategy for funding and policy of the Erasmus+ programme within UPT;
- b) is responsible for the strategic management of Erasmus+ projects and reporting activity within projects;
- c) decides on the appropriateness of allocating funds within Erasmus+ mobility projects;
- d) proposes the composition of the selection and appeals committees;
- e) approves/rejects applications from *incoming* staff;
- f) verifies and approves/approves invitations/award letters for the Erasmus+ grant, teaching/training agreements, applications of mobility participants, certificates of attendance;
- g) verifies the existence of the documents related to the mobility files in order to award the Erasmus+ grant and approve its payment;
- h) designates the *incoming* staff mobility administrator for both programme and partner countries;
- i) provide institutional support for *incoming* staff mobilities.

6.3 Head of the Erasmus+ Office

- a) verifies the correctness and completeness of the participant's mobility file and carries out the calculations for awarding of the Erasmus+ grant;
- b) initiates the payment process of the Erasmus+ grant (related payment instalments);
- c) verifies the management of mobility files on the dedicated UPT platforms;
- d) verifies the reporting of mobilities in European platforms such as Beneficiary Module or similar, agreed by the ANCPDEFPP;
- e) for a complete and correct file, orders the issuance of the financial contract by the mobility manager and signs the financial contract with the mobility participant;
- f) is responsible for the communication activity within Erasmus+ mobility projects and dissemination of results;
- g) consults the Erasmus+ Institutional Coordinator on the availability of funds to finance certain categories of mobility;
- h) publishes the results of the selection rounds on the DRI website;
- i) provides institutional support for the implementation of staff mobilities and assists staff mobility administrators in the management of mobility files and in counselling mobility participants.

6.4. Erasmus+ incoming staff mobility manager

- a) maintains correspondence with partners on *incoming* employee mobility;
- b) advises employees from partner institutions who wish to carry out a teaching/training mobility in UPT;
- c) manages mobilities from an administrative and financial point of view;
- d) operates the mobility management platforms provided by UPT (if they have functionality for managing *incoming* staff mobilities);
- e) reports mobilities in European platforms such as Beneficiary Module or similar, agreed by ANCPDEFPP;

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- f) draws up the mobility documents on behalf of UPT (invitation/award letter for the Erasmus+ grant, financial contract, certificate of attendance, Erasmus+ grant payment documents, etc.) and checks the conformity of the documents provided by the participants, being responsible for the correctness of the documents related to the mobility file;
- e) advises the participant on obtaining a visa to enter the country, at his/her request;
- f) initiates, if necessary, the recovery of undue payments by generating an addendum to the financial contract and issuing a debit note to the mobility participant;
- g) keeps electronic records of mobilities and completes the opis of mobility files (provided that they are kept in physical format);
- h) reports statistics on *incoming* staff mobilities.

6.5. Erasmus+ Departmental Agreement Coordinator

- a) liaisons with the partner university to ensure that the partnership remains relevant, active and reports to DRI any problems encountered in conducting the mobilities;
- b) implements the activities and monitors the mobilities carried out under the mobility agreement;
- c) informs DRI and the academic community of UPT on cooperation opportunities;
- d) provides information and advice to employees of partner institutions on the academic offer, infrastructure, publications, events organized by UPT in order to implement *incoming* mobilities;

6.6 DGCA

- a) manages: coding, dissemination and revisions of the procedure.

6.7. Legal and Litigation Service

- a) gives its legal opinion on this procedure.

7. REGISTRATIONS

- a) Record 1: List of proceedings;
- b) Record 2: Status indicator of the procedure.

8. OTHER MENTIONS

As from the date of application of this procedure, the previous internal provisions on *incoming* staff mobilities in UPT shall no longer apply.