

Rules for the implementation of the Erasmus+  
programme  
at the Powiślański University

Kwidzyn, 2019

**Regulations for the implementation of the ERASMUS+ programme**  
**- Action KA103 - Learning Mobility with Programme Countries**  
**- Action KA107 - Learning Mobility with Partner Countries**

**§1**

1. The Erasmus+ programme (hereinafter referred to as 'the Programme') enables cooperation between universities. It is intended for universities, their students, graduates and staff.

2. The aim of the Programme is to support education and training and to promote the mobility of students and employees of Higher Education Institutions throughout Europe (Programme countries - Action KA103) and worldwide (Partner countries - Action KA107).

Detailed information on all components of the Programme are available on the websites of the Foundation for the Development of the Education System - National Agency for the Erasmus+ Programme, hereinafter referred to as NA [www.frse.org.pl](http://www.frse.org.pl), and on [www.erasmusplus.org.pl](http://www.erasmusplus.org.pl).

3. The University participates in the Erasmus+ Programme in Action KA103 "Mobility with Programme Countries" and Action KA107 "Mobility with Partner Countries". The Programme operates at the Powiślański University (hereinafter referred to as PSW or the University) on the basis of the principles of equality and non-discrimination based on sex, religion, skin colour, wealth level, social origin, political views and nationality of all persons participating in it.

4. The Programme is administered and managed by the PSW Development and Cooperation Department, including the Erasmus+ / International office.

5. Supervision over the implementation of the Programme at the University, in accordance with the Rector's order, is exercised by the Erasmus+ Programme Coordinator in the PSW.

6. These Regulations define the rules for the recruitment of students and graduates for scholarship trips, as well as for determining the amount of scholarships, qualifications of students and graduates, as well as academic teachers and administrative staff for mobility within the Programme.

7. These Regulations apply to students, graduates, academics and employees of PSW, as well as students, academics and administrative staff of partner universities (within KA107 projects).

**8. The trips/trips of students and staff must begin and end in one and the same academic year.** In the case of a student's mobility for traineeship, the Vice-Rector for Students and Teaching may agree to return after the beginning of the next academic year.

9. The financing of the Programme is carried out within the framework of agreements concluded with NA, within the limits provided for therein.

10. All scholarships awarded under the Programme are of a complementary nature and are intended to cover additional costs related to the trip and stay at a foreign institution (university), i.e. the scholarship is primarily intended to cover the difference in the cost of living between Poland and the host country.

11. The Programme budget may only finance activities that meet all formal requirements of the Programme.

12. The activities related to the implementation of mobility are carried out under the PSW under four basic categories:

- a) SMS - (Student Mobility Studies) - exchange (incoming/outgoing) of students between partner universities in order to take part in studies at a foreign university,
- b) SMP - (Student Mobility Traineeships) – Incomings/Outgoings of Student/graduate for traineeships abroad,
- c) STA - (Staff Teaching Assignments) - exchange (incoming/outgoing) of academic teachers between partner universities for the purpose of teaching in a foreign university,
- d) STT - (Staff Training) - exchange (incoming/outgoing) of staff (academic teachers and administrative staff) for training at a foreign institution/ PSW.

13. Mobility activities such as SMS, STA – outgoing mobilities of students for studies and university teachers in order to teach within the framework of Action KA 103 "Mobility with Programme Countries" may be conducted only with partner universities holding an Erasmus Charter for Higher Education (ECHE) granted by the European Commission and entitling them to participate in the programme, with which the PSW has previously concluded agreements (interinstitutional agreements). For higher education institutions based in partner countries (Action KA107 "Mobility with Partner Countries"), the Charter is not required and the quality framework is based on agreements between higher education institutions, i.e. the PSW and the higher education institution concerned.

14. The names and addresses of the websites of the partner universities with which the PSW has signed agreements are available on the PSW website. They are also included in the Mobility Tool within individual projects.

15. Within the framework of the Programme, it is possible to go for a student internship to a foreign company, research institution/institute, foundation, non-profit organisation and other institutions, i.e. a state administration unit, library, hospital, etc., as well as higher education institutions from a Programme country that has an Erasmus Charter for higher education (Action KA103) and/or education institutions based in partner countries (Action KA107) - in this case the Charter is not required and the quality framework is based on agreements between higher education institutions, i.e. PSW and a given higher education institution.

16. Traineeship may lead to the improvement of digital skills. In the case of a trip of this nature, the student's field of study is irrelevant. Such an internship must guarantee participation in one or more of the following activities:

- a) digital marketing (e.g. social media management, web analytics);
- b) computer-based graphic, mechanical or architectural design;
- c) creation of applications, software, scripts or websites;
- d) installation, maintenance and management of IT systems and networks;
- e) cyber security;

- f) data analysis, exploration and visualisation;
- g) programming of robots and applications using artificial intelligence.

Such practice may not include general user support, order fulfilment, data entry or office work.

17. To the extent not covered by these Regulations, they shall apply in order:

- a) provisions of the agreement concluded between the University and NA,
- b) The Erasmus Charter for Higher Education,
- c) Communications from the Erasmus+ National Agency,
- d) the provisions of Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing "Erasmus+",
- e) Study Regulations of the Powiśle Higher Education School.

### **Erasmus+ Programme Coordinator**

#### **§2**

1. The Erasmus+ Coordinator (hereinafter referred to as the Coordinator) is responsible for direct implementation of the Programme in the PSW.
2. The Coordinator, acting in the Erasmus+ / International office at the University, is appointed and dismissed by the Rector.
3. The Coordinator is responsible for internationalisation of the educational process and its administrative and financial support.
4. The scope of the Coordinator's activities includes:

- a) informing the academic community about the opportunities and modalities of participation in the Erasmus+ programme,
- b) preparation of draft documents related to the implementation of cooperation between PSW and foreign higher education institutions,
- c) coordinating the work of the members of the Erasmus+ / International office,
- d) organisational and financial management of the programme,
- e) drawing up reports and reports on the implementation of the programme,
- f) close cooperation with the University authorities,
- g) cooperation with the National Agency in Warsaw and the European Commission in Brussels in the implementation of the Erasmus+ Programme.

**Erasmus+ student mobility - incoming/outgoing (Action KA103, KA107)**

**§3**

1. Students participating in international exchanges under the Programme shall be subjected to the following rules, which shall be strictly observed by all participating parties:

- a) Students participating in an exchange under the Programme on the basis of an individual "Mobility Capital", which means the 12 months available to the student for each type of degree, i.e. for the first and second cycle, with the possibility to use them for mobility of the type of study or traineeship (in total); "Mobility Capital" covers all previous periods of student mobility under the programmes during the period 2007-2013: LLP-Erasmus, Erasmus Mundus and Erasmus+, with and without funding. This principle also covers POWER grant holders.

- b) The minimum duration of the scholarship is 3 months (studies) and 2 months (traineeships), the maximum is 12 months (maximum stay (studies and/or traineeships) within the maximum mobility capital at a given stage of studies,
- c) Student who is going away/coming for studies may also apply for a traineeship which cannot be undertaken at the same time,
- d) Student going to a foreign higher education institution/entry to the PSW for a fixed period of time (semester) in order to pursue part of his/her studies there shall not cease to be a student at his/her home institution with rights and obligations (including the continued payment of national scholarships).
- e) Student (with active status) going to a foreign institution/entry to the PSW for a fixed period of time (minimum 2 months) in order to carry out a traineeship related to the field of study shall not cease to be a student of the home institution with rights and obligations (including the continuity of national scholarship payments),
- f) The host university shall not be entitled to charge any tuition fees (registration fee, tuition fees, examination fees, etc.) to students coming under the Programme,
- g) Students qualified for the trip/arrival under the Programme are exempt from tuition fees (semester administrative/temporary fees) under the PSW,
- h) The amount and payment of the grant shall be guaranteed for the initially fixed duration of the scholarship, as specified in the Financial Agreement for student mobility for studies or traineeships under the Erasmus+ Programme in the case of Action KA103 (Programme Countries). In case of a request for extension of the mobility (action KA103), a new decision of the Erasmus+ Programme Selection Committee is required. The amount and payment of the grant is guaranteed for the fixed duration of the scholarship, as specified in the Financial Agreement for student's mobility for studies or a traineeship under the Erasmus+ programme in the case of Action KA107 (partner countries).

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1. Student of PSW and/or a partner university under KA107 action, applying for a scholarship under the Programme, must meet the following conditions:

- a) be a bachelor or master student,
- b) be a full-time or part-time student,
- c) be a citizen of any country in the world, entitlement to travel/arrival shall be determined by the fact of belonging to the academic community of the home university,
- d) have the status of student at the time of recruitment for studies and for work experience,
- e) have the status of student during the course of the mobility for studies,
- f) have a weighted average grade in the last closed semester of study at least at level 3.5 (for partner higher education institutions - Action KA107 - at an analogous/similar level),
- g) at the time of his/her departure/arrival, he/she must be a student of at least the second year of first-cycle study, excluding traineeships, where he/she must be a student of at least the second semester of first-cycle study (the departure/arrival shall be decided upon by a decision of the Vice-Rector for Students and Teaching Affairs of the PSW),
- h) not be on dean's or student's leave and not take a break from studying at the time of recruitment and participation in the Program (must have active student status),
- i) obtain all credits on time and take the exams required by the study programme, valid until the time of joining the Programme, and not be in arrears with the fees to the PSW for the period preceding the trip (not applicable to arrivals - action KA107).

2. Students who participated in previous editions of the Programme (i.e. LLP-Erasmus, Erasmus Mundus and Erasmus+, and PO WER) may carry out a mobility again, provided that the

university will have free places at its disposal and that they have not used the entire "mobility capital" that falls on a given study cycle.

### **Graduates' departure/arrival**

#### §5

1. a graduate of PSW has the opportunity to go on an internship under the Programme (Action KA103) provided that he/she has the appropriate "mobility capital" and has passed the recruitment process in the last year of his/her studies.
2. a graduate should undergo and complete a foreign traineeship within one year after the completion of his/her studies, i.e. within 12 months from the date of completion of his/her studies, but not later than by the end of a given Erasmus+ Programme financial agreement.
3. funding for student mobility is granted first to students, and then to graduates.

### **Recruitment**

#### §6

1. Students are recruited to the Programme for travel/trip (action KA103 and KA107) at the university level and applies to the whole University. Recruitment to the programme is conducted by the Erasmus+ / International office - action KA103 and with the help of Erasmus+ academic coordinators of partner countries - action KA107.
2. The recruitment of study candidates takes place in the academic year preceding the trip.
3. students are recruited for study visits:
  - a) for the winter semester - until 30 April of a given year
  - b) for the summer semester, by 30 October of the year concerned
4. The recruitment of students for travel/internship is continuous until the seat limits are exhausted.
5. In justified cases, the Coordinator, in consultation with the Vice-Rector for Students and Teaching, may organise additional recruitment.

6. information on recruitment to the Erasmus+ Programme is made public by the Erasmus+ / International office.

7. priority is given to students leaving for the first time in their trips/transitions for studies and trips/transitions for traineeships.

8. students with active student status have priority during recruitment for the traineeship over graduates.

9. students interested in taking part in the Programme apply directly to the Erasmus+ / International office within the recruitment deadline and submit the following documents:

a) a completed "Student Application for Mobility Abroad" with the grade average for the last closed semester of studies completed and certified by the Dean's Office,

b) a certificate/statement confirming the knowledge of a foreign language, at least B1 level, in which the student will study or practice abroad,

c) a decision/certificate which confirms receipt of a social grant (if applicable),

d) certificate(s) attesting the activity for the PSW (optional).

10. the Academic Qualification Committee (hereinafter referred to as the Committee) decides on the eligibility of a student to participate in the Programme at a meeting(s).

11. the Committee is appointed by the Rector in its composition:

a) legal representative of the PSW - Rector / Chancellor - Chairman of the Committee;

b) the Quaestor, / seconded employee of the Quaestor

d) a representative of the Students.

12. After collecting the applications, the committee appointed by the PSW Rector's Ordinance on the composition of the Academic Qualification Committee for conducting the selection procedure for students' mobility under the Erasmus+ Programme verifies the documents submitted by the candidate and makes a decision on the student's mobility/transit.

13. Minutes of the proceedings are taken.

14. The results of the qualification procedure are public.

15. The results of the qualification procedure are given individually to students within 2 weeks of the procedure completion.

16. Each person qualified for the Erasmus+ scholarship is pre-qualified until the foreign university confirms in writing that they have been admitted to the studies and signs an individual agreement with the PSW, and in the case of the KA107 action after signing an individual agreement with the PSW.

The student, through the Erasmus+ Programme Coordinator, has the right to lodge an appeal with the Rector within 7 days of receiving the information.

### **Performance of the trip**

#### §7

1. Persons qualified to go / travel within the Erasmus+ Programme (action KA103 and/or action KA107) are obliged to complete:

a) in the case of a trip/trip to studies - "Agreement on the study programme". The Learning Agreement. Student Mobility for Studies signed by the Vice-Rector for Students and Teaching and the host/sending university.

b) in the case of a trip/transit for traineeship - "Learning Agreement". (Learning Agreement. Student Mobility for Traineeships), signed by the Vice-Rector, Erasmus+ Programme Coordinator and the host/sender institution.

2. The condition for the implementation of the courses set out in the "Learning Agreement" is the acceptance of the document by the host university.

3. the student should choose a programme as close as possible to the curriculum of the home university, following the course catalogues available at the university where he/she intends to implement the mobility.

4. The prerequisite for the implementation of the traineeship programme established in the "Learning Agreement" is its acceptance by the host institution.

5. Before departure/arrival, the student is obliged to take out insurance on his/her own and meet all requirements for trips abroad. The minimum scope of insurance that the student is obliged

to take out is basic health insurance (European Health Insurance Card - EHIC) and accident insurance (e.g. Euro<26, ISIC, etc.) in case of KA103 action. In the case of a trip/traineeship, the student is additionally obliged to take out civil liability insurance covering possible damages caused by the Programme participant at the place of the internship. Additionally, the Programme participant from the PSW is obliged to register in the Odysseus service run by the Ministry of Foreign Affairs: <https://odyseusz.msz.gov.pl/>.

6 During the scholarship, a student who leaves/enters to study should earn at least 30 ECTS points (per semester).

7 All changes introduced to the "Learning Agreement". Student Mobility for Studies" is made on the form in the "During the Mobility" section and requires written approval - of all three parties (student, PSW and/or partner university, host university and/or PSW).

8 All changes made to the "Learning Agreement". Student Mobility for Traineeships" is made on the form in section

"During the Mobility" and require the written approval of all three parties (student, PSW or partner university, host institution or PSW).

8. If a student who is entitled to a social grant decides to extend the trip with a zero grant, he is not entitled to payment of the "social allowance".

9. the extension of the stay cannot interfere with the completion of studies in the PSW within the period provided for in the study plan.

### **Cancellation of the trip/arrival**

#### §9

1. a student who resigns from a trip/trip under the Programme should inform the Coordinator as soon as possible in writing, as well as the host university/institution to which the application was sent, providing documented reasons for the resignation.

Violation of the above requirement on the part of the student will result in the loss of the possibility to reapply for the scholarship for one year. This provision does not apply to cases of "force majeure" which are beyond the student's control.

3) Any violation of the regulations concerning the Program, providing false information, or concealing relevant information may result in suspension of the possibility to participate in the Program for a period of one year.

4) Non-compliance by the participant with the terms of the Financial Agreement between the student and the University may result in the need to return the scholarship in part or in full. The decision to return the whole or part of the scholarship is taken by the Erasmus+ Programme Coordinator in consultation with the PSW Vice-Rector for Students and Teaching.

If the student's stay on the scholarship is shortened in relation to the declared length of stay in the agreement with the PSW, the student must return the part of the scholarship which covers the time of the unrealized scholarship (the student's stay on the scholarship is calculated on the basis of actually confirmed days of stay). If the period of stay is shortened with the flexibility of 5 days, the scholarship is paid with the right to keep the whole scholarship. The return will not be required only if the student could not complete the planned activities abroad due to "force majeure". Force majeure" can be considered as e.g. sudden illness, accident or life-threatening situations. Then

The student is entitled to receive an amount of the grant proportional to the actual duration of the mobility and will have to return the remainder of the grant. Cases of "force majeure" must be reported to the University immediately after the event has occurred. Ultimately, such an event is approved by NA.

The final calculation of the student's stay on the scholarship is made on the basis of a confirmation of the stay issued by the University/institution receiving the scholarship.

7 The method of returning the grant for the time of the unrealized scholarship shall be defined in the financial agreement between the student and the University.

### **Financing the trip/arrival**

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1. The institution supervising the financing of Erasmus+ scholarships is the Foundation for the Development of the Education System - National Agency for the Erasmus+ Programme (NA).
2. an Erasmus+ scholarship may be granted from the funds allocated for the PSW only to a student undertaking a study at a foreign university in the case of KA103 and KA107 shares, and/or in the PSW in the case of KA107 shares at the same or a related faculty and undertaking a practical traineeship, in accordance with the study programme in the case of KA103 and/or KA107.
3. the countries participating in the Programme are divided into groups according to their cost of living. The monthly rate of the Programme grant, which is determined on the basis of fixed rates defined for different groups of countries. Information on the amounts is available at <https://erasmusplus.org.pl/dokumenty/szkolnictwo-wyzsze/>.
4. a student who leaves/transits the scholarship, qualified to participate in the Erasmus+ programme, is provided with a grant for the actual period of stay abroad. It does not apply to outbound/arrival students qualified to participate in the "zero grant" programme.
5. The amount of the grant cannot be increased after the end of mobility.
6. If the dates on the proof of residence differ from those contained in the financing agreement, the following procedure shall be followed:
  - a) if the difference between the period confirmed by the university / foreign institution and the one indicated in the grant agreement is greater than 5 days, the grant will be recalculated (the student will receive a reduced second instalment of the grant, or will be asked to return part of the funds),
  - b) if the difference is 5 days or less, the grant will not need to be converted.
7. the Erasmus+ grant is paid in EURO currency.
8. In case of a larger number of applicants than the possibility of financing the trips, the university reserves the right not to accept all applications.

9. OP WER programme:

The project Foreign mobility of students with disabilities and those in a difficult financial situation is implemented under the Operational Programme Knowledge Education Development and supports transnational student mobility.

The main objective of the project is to improve the professional and key competences of students with disabilities and students in a difficult financial situation by implementing a part of the educational programme in a foreign university.

The expected results are, first of all, an increase in competences appropriate for future professional work and increasing the competitiveness of students as future employees on the labour market.

Students qualified for trips financed from agreements concluded in a given academic year in the Erasmus+ programme, for which the university will confirm the right to receive "social allowance" receive both "individual support" and "social allowance" from the OP IE budget. The financial agreement in the Erasmus+ programme between NA and the university will contain a clause on financing all student mobility (for studies and traineeships) meeting the definition of a person in a difficult financial situation from OP WER funds and treating these mobility as mobility in the Erasmus+ programme with "zero grant".

The principles set out in the "Erasmus+ Programme Guide" relating to additional financial support for people from disadvantaged (i.e. materially deprived) backgrounds have been applied in the form of an additional amount, which has been called "social allowance". The sending university determines the date when it will decide on the right to additional support resulting from their difficult material situation, i.e. the right to a "social allowance" for students qualified for the trip.

Taking into account the above, the Foundation for the Development of the Education System, in agreement with the Ministry of Science and Higher Education and the Ministry of Development, defines the following principles:

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- a. A "social allowance" shall be granted to students who, by the deadline for submitting an application for a scholarship under the Erasmus+ programme, are entitled to a social grant, as defined in Article 173, subsection 1.1 of the Act on Higher Education "A student may apply for material aid from the funds allocated for this purpose in the state budget in the form of: 1) a social scholarship".
- b. A student applying for study mobility in the Erasmus+ programme is entitled to receive a social grant if the application for mobility is accompanied by documentation of the right to a "social allowance".
- c. In order to document the right to receive a social grant, according to the regulations of the university, the student is obliged to submit a document confirming the right.
- d. Receiving the "social allowance" is guaranteed from the beginning of the scholarship trip.
- e. Acquisition by a student of the right to receive a social grant after the deadline set as the deadline for verifying the right to receive a social grant does not impose an obligation to pay the "social allowance". A higher education institution shall be obliged to observe the principles of equal treatment of all scholarship recipients.
- f. If a student is extended a scholarship trip with payment for an extended period of mobility of "individual support", the "social supplement" shall also be further paid.
- g. If a student with the right to a social grant decides to extend the trip with a zero grant, he is not entitled to payment of the "social allowance".
- h. Participants who are entitled to a "social allowance" receive a lump sum for their subsistence costs in accordance with the guidelines.
- i. The rules of mobility implementation, the rules of calculating and settling individual support plus the "social allowance" are the same as for the budget category "individual support" in the Erasmus+ programme, with the reservation that the rates of individual support and "social allowance" are specified in PLN.

j. The University shall take all decisions in matters not regulated by these "Conditions". While making decisions, the University is obliged to guarantee equal treatment to all students - participants of the trips who are in the same situation.

The rules contained in the "Erasmus+ Programme Guide" relating to additional financial support for people with disabilities (chapter "*Support linked to special needs. Additional costs directly linked to disabled participants in mobility*") should be interpreted as follows:

1. A person with a disability, hereinafter referred to as a "participant in mobility", implementing an Erasmus+ mobility is entitled to receive an additional amount under the category "Support for participants with special needs". The amount of the additional amount **will be determined on the basis of a specific application** made by a person with a disability to the FRSE. The application should be submitted by the Erasmus+ programme coordinator and the University's legal representative - Rector / Chancellor. A template of the application submitted to FRSE is published on the website.

The application must be sent to FRSE immediately after the person is qualified for the trip and no later than 4 weeks before the disabled student's departure.

2. In the application for funding for additional costs directly related to the disability, **the participant must specify in detail the needs arising from the disability**, other than standard travel and subsistence costs during the stay abroad. **Each additional cost will require a detailed justification**, an indication of the amount of anticipated expenses and the source on the basis of which the anticipated amount of expenses has been calculated.

3. The allocation of additional funds to cover costs directly related to the disability, without which it would not be possible to carry out the trip and which are not provided by the university/host institution or are not financed from other sources, will take place in the following situations:

a) The disability requires special transport for the participant in the mobility to the destination (special transport costs).

b) The disability requires the support of an accompanying person for part or all of the stay abroad. Travel costs of the accompanying person and costs related to the stay of the

accompanying person (accommodation, meals, local transport, etc.) The stay of the accompanying person excludes the possibility of covering the work costs of the local carer.

c) The disability requires the support of a professional local carer for the mobility participant (salary costs). The work of a professional local carer excludes the possibility of covering the costs of an accompanying person.

d) The disability requires the use of special educational material by the mobility participant in training/internship at the host institution (cost of special educational material).

e) The disability requires special medical care for the participant of the mobility on the spot (costs of medical care, rehabilitation, medicines without which a stay abroad would not be possible). To be granted a grant in this category, a medical certificate will have to be submitted, which will show the necessary scope of special medical care.

f) The disability requires special insurance for the participant in the mobility (special insurance costs).

g) The disability requires other costs to be borne by the mobility participant without which the scholarship trip could not have taken place (this category needs to be documented by a recommendation from the disability authority or doctor) . In the case of a student who has been granted the right to live in a separate room in the disability certificate, FRSE may subsidise up to 50% of the costs of renting a flat or room. Otherwise, no additional funds will be granted to co-finance the rent of the flat or room.

4. If FRSE, when assessing the application, has doubts as to the legitimacy of a given expenditure, it may require the mobility participant applying for co-financing to provide additional justification, e.g. an appropriate medical certificate.

5. After the examination of the application submitted by the mobility participant and reviewed by the university, FRSE will approve the costs, additional grant, together with the amount of grant. In a notice sent by FRSE to the university - no later than 14 days from the submission of the application (this time will be "stopped" if there is a need to supplement the information contained in the application) - the amount of funding granted in the form of real costs will be determined and will be settled only if they are supported by financial evidence. This notification will constitute the decision to award a grant to the named mobility participant. If necessary,

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FRSE will supplement the amount of the general grant to the university under the implemented financial agreement with the amount of additional costs related to disability, exceeding the lump sum used in the allocation of funds on the basis of the interim report submitted by the university. The decision issued by FRSE will constitute an obligation of FRSE towards the university.

6. The university will inform the mobility participant applying for a disability grant about the approved amount of additional support (additional to the lump sum resulting from the planned duration of stay abroad).

7. The University will be obliged to account for a participant with an established disability immediately after the end of his/her stay abroad. To settle the account of a student with a disability, FRSE's suggested disabled settlement card, available on the website, will be used. The university will be responsible for the settlement of the disabled person.

8. The settlement of additional costs will be the settlement of actual costs, which means that they must be documented with financial evidence. The table below lists the PSW of documents (financial evidence) that will be necessary to consider the cost as eligible.

<p>Participant's mobility journey</p> <p>and</p> <p>journey of an accompanying person</p>	<p>Name ticket with price and date of travel.</p> <p>If there is no price on the ticket - ticket and invoice.</p> <p>If the ticket is not named (e.g. in case of travel by rail, bus) - the ticket and a statement that the journey was related to the given mobility.</p> <p>In case of travel by car - according to university regulations and national law.</p> <p>If an accompanying person and a mobility participant travel together in a passenger car, the travel costs are reimbursed to one person.</p>
<p>Residence of an accompanying person</p>	<p>For short-term stays (up to 60 days):</p>

	<p>- accommodation: on the basis of the bill, invoice, rental agreement;</p> <p>- other maintenance costs related to the stay: bills, invoices, receipts confirming that expenses have been incurred up to the amount of the product of the number of days and the amount specified as a diet when leaving for a given country in the Ordinance of the Minister of Labour and Social Policy on the amounts due for business travel (Journal of Laws of 2013, item 167).</p> <p>For long-term stays (60 days and more):</p> <p>- accommodation and other subsistence costs related to the stay:</p> <p>- bills, invoices, receipts confirming expenses up to the amount of the product of the number of months and the amount of monthly individual support to which the disabled person is entitled.</p> <p>Accompanying person's stay excludes the possibility of employing a professional local carer.</p>
Professional local caregiver	<p>Invoice or bill*.</p> <p>The employment of a local caretaker excludes the possibility of covering the costs of an accompanying person.</p>
Special teaching materials - if not provided by the university/host institution	Invoice or bill*.
Special medical care for the mobility participant, including rehabilitation, purchase of medicines	Invoice / bill / policy*.
Special insurance for the mobility participant	Invoice or bill*.
Other costs requested by the mobility participant - if recommended in the disability certificate or by the doctor	Invoice or bill*.
The invoice or bill should be issued to the university.	

All documents confirming additional costs incurred due to the disability should be accompanied by a payment confirmation.

Additional funding for staff with disabilities will only be granted from the Erasmus+ programme budget.

In addition to the additional funding directly related to the disability, disabled participants will receive a lump sum for subsistence costs at an amount determined according to the guidelines.

The rules for the implementation of mobility and the calculation and settlement of "individual support" for disabled students are the same as in the Erasmus+ programme.

### **Settlement of the trip**

#### §11

1. the student is obliged to settle the scholarship trip/arrival in accordance with the signed agreement.

2. after returning from the scholarship, within 30 days from the date of the end of the mobility, the student leaving / arriving to study is obliged to provide the Coordinator at the home university with the following documents:

a) "Transcript of Records". ("Transcript of Records") - a list of all the subjects completed together with the number of ECTS points earned during the stay on the scholarship, original or printout of the scan signed by the host institution,

b) a signed certificate from the host university confirming the period of student's stay on the scholarship,

c) the student is also required to fill in the Mobility Participant's Report on-line and to re-take the online Foreign Language Test (OLS) if no other information is obtained from the system (OLS).

3. upon return from the scholarship, within 30 days from the date of termination of the mobility, the student/graduate going on placement must provide the Coordinator with the following documents:

a) "Learning Agreement for Traineeships" - "After the mobility" part completed and signed by the tutor at the host institution,

b) a signed certificate from the host institution confirming the duration of the student's practical placement,

c) It is also the student's/graduate's responsibility to complete the Mobility Participant's Report on-line and to re-take the Online Foreign Language Test (OLS).

4. a student who is going to be a student under the Erasmus+ Programme may apply for an exemption from passing the internship with the Internship Supervisor at his/her home university on the basis of the "Transcript of Records" provided ("Transcript of Records") PSW guarantees the student a credit for the period of studies completed at the university accepting the student on the scholarship.

5. PSW may refuse to pass on the basis of the "Transcript of Records". ("Transcript of Records") in case the student does not achieve satisfactory results or does not meet the conditions specified between the parties in the agreement as necessary to obtain a semester/year credit.

6. Fulfillment of the requirements and confirmation of the recognition of the student's studies at the university receiving the student, and thus the credit of the scholarship period, is finally approved by the ViceRector for teaching and student affairs, based on the university's internal regulations.

7. The information about the internship completed by the student will be included in the diploma supplement, regardless of whether the internship was obligatory or optional.

### **Trips of academic teachers and administrative staff**

#### §12

1. The recruitment of academic teachers and administrative staff of the Polish Academy of Sciences (PSW) and partner universities (action KA107) to the Programme takes place at the university level and applies to the whole University, and similarly to partner universities (action KA107).

2. The Candidate for the trip within the Programme must be an employee of the University - PSW or a partner university (action KA107).
3. The basis for employment of an academic teacher and administrative employee should be an employment contract or other civil law contract.
4. University congratulates the Rector in case of academic teachers and the Chancellor in case of non-academic staff during important university events. The trips of teaching staff are also rewarded in the evaluation of academic teachers.
5. Recruitment of academic teachers and administrative staff of PSW / partner universities (action KA107) is conducted continuously until the limits of places are reached.
6. an academic teacher and employee who wants to take part in the program submits the following documents to the Erasmus+ Coordinator:
  - a) Questionnaire for a trip abroad for teachers and employees of the PSW,
  - b) 'Learning Agreement' or 'Training Agreement' for all mobility candidates.
7. the "Learning Agreement". The "Mobility Agreement. Staff Mobility for Teaching" must be signed by a legal representative of the PSW - Rector or Chancellor or a legal representative of the partner university, the host university/institution and the academic teacher before the STA departure.
8. "Training Program Agreement" The "Mobility Agreement. Staff Mobility for Training" must be signed before the STT departure by a legal representative of the PSW - Rector or Chancellor or a legal representative of the partner university, the foreign university/institution and the academic teacher or employee.
9. The templates of documents listed in points 8 and 9 are available on the University's website and from the Erasmus+ Coordinator.
10. a prerequisite for participation in the program is that an employee must arrange substitutions at the University for the duration of the trip.
11. The minimum duration of the academic teacher's and employee's stay on the scholarship is 2 days, and the maximum is 30 days.

12. during one STA trip, the academic teacher is required to conduct at least 8 hours of teaching for students of the host university in case of a trip lasting up to 5 days.

13. Priority will be given to training trips of academic teachers going on specialized methodological courses or job shadowing activities in order to improve their teaching skills. In such a case, it is possible to carry out combined trips (STA and STT) within a single trip, as long as the training part concerns the improvement of didactic competences. In this case, the minimum number of didactic activities to be carried out will be reduced to 4 hours.

14 The candidacies of academic teachers and employees who apply for the first time and the applications of junior staff are treated as a priority.

15. Recruitment is conducted by the Rector's appointed Academic Qualification Committee, (hereinafter referred to as the Committee) in its composition:

- a) legal representative of PSW - Rector / Chancellor - Chairman of the Committee;
- b) the Quaestor / seconded employee of the Quaestor,
- c) Head of the Dean's Office.

16. the Committee qualifies the academic teacher and employee for participation in the Program on the basis of the "Learning Agreement" or "Training Agreement".

17. minutes are taken of the proceedings.

18. The results of the qualification process are public.

19. Academic teachers and employees are notified by the Coordinator by phone/e-mail within 2 weeks after the completion of the proceedings.

20. The academic teacher and staff members have the right to appeal to the Rector through the Erasmus+ Coordinator within 7 days of receiving a message from the Coordinator.

21. Before departure/arrival, the academic teacher and the employee are obliged to take out insurance and meet all requirements for trips abroad. The minimum scope of insurance is basic health insurance (European Health Insurance Card - EHIC), accident insurance and civil liability insurance. Additionally, each academic teacher and PSW employee is required to

register in the Odysseus service run by the Ministry of Foreign Affairs:  
<https://odyseusz.msz.gov.pl/>.

22. In order to finalize the departure/arrival, the academic teacher and the employee is required to sign a bilateral agreement with the PSW, regulating the rights and obligations of both parties.

23. After returning from the scholarship, the academic teacher and employee is obliged to provide the Erasmus+ Program Coordinator with a certificate from the host university/institution confirming the period of stay at the scholarship.

24. the academic teacher and employee is also obliged to fill in the Mobility Participant Report on-line.

25. In matters not covered by these Regulations, the final decision will be made by the PSW Rector.

### **Financing of trips/arrival**

#### §13

1. The financial resources allocated to universities for the payment of scholarships for academic teachers and employees of PSW and partner universities (action KA107) may be used only for persons qualified for STA and STT trips.

2. the following rules will be taken into account when deciding on the scholarship rates:

a) the amount of the scholarship rates paid on trips/comings to the same countries for employees of all faculties/departments of the university will be the same, predetermined in the agreement with NA,

b) daily rates of the scholarship fixed in the Erasmus+ programme, published at <https://erasmusplus.org.pl/dokumenty/szkolnictwo-wyzsze/>, are not subject to change during the term of a given agreement between the PSW and NA,

c) the period of stay at the host university/institution, which is the basis for the settlement of the scholarship, shall be determined to the nearest one day.

Resolution of the Senate 5/VI/19/S of 28th of June 2019

3. The scholarship paid from the Program budget allows for covering part of the costs of living abroad and depends on the destination country and the number of days of stay at the partner university/host institution, a lump sum for travel, according to the distance calculator published on [https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en) and the daily rates in force. The university finances up to 2 days of travel in justified cases, the decision is made by the Erasmus+ Programme Qualification Committee.

4. The countries participating in the Program are divided into groups, depending on the cost of living. This division together with the scholarship rates is available on the website: <https://erasmusplus.org.pl/dokumenty/szkolnictwo-wyzsze/>.

### **Final provisions**

#### §14

All situations not included in these Regulations will be resolved individually by the Rector / Chancellor of PSW.

#### §15

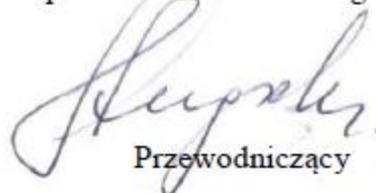
The provisions of these Regulations are supervised by the Rector / Chancellor of PSW.

#### §16

The Regulations for the implementation of the Erasmus+ Programme at the Powiślański University come into force on the date of commencement and apply to all financial agreements between the Powiślański University and the National Agency for the Erasmus+ Programme.

Za Senat

prof. dr hab. Stefan Angielski



Przewodniczący