



**Formal procedures of applying for a study period at the Powiślański University
(Learning mobility for higher education students between EU Member States and third
countries not associated to the Programme. Project 2022-1-PL01-KA171-HED-00007859
(1.08.2022 – 31.07.2025))**

1. The students eligible to apply for a study period at the Powiślański University are students officially registered at the sending Higher Education Institution (HEI) and who at the moment of the arrival to the Powiślański University have completed at least 1st year of their bachelor studies.
2. The HEIs participating in the project are listed in the appendix to the financial agreement no. 2022-1-PL01-KA171-HED-00007859.
3. The period of study at the Powiślański University lasts one semester (minimum period of stay: 2 months) and is carried out from a.y. 2022/23 to a.y. 2024/25.
4. Students should be guaranteed academic recognition of studies carried out at the Powiślański University as equivalent to a period of study at their home HEI. For this purpose, a scale set out by the sending and receiving HEIs will apply.
5. Implementation of the mobility is organized in accordance with the principles set out in the guide for Erasmus + Programme Guide published at <http://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide> and guidelines of Polish National Agency of Erasmus+ Programme.
6. The selection process takes place at the sending HEI according to the rules set out by the home University and Erasmus + Programme Guide.
7. The scholarships are awarded until all the funds are exhausted according to the following country limits:
 - Albania: 1 SMS mobility;
 - Algeria: 1 SMS mobility;
 - Armenia: 1 SMS mobility;
 - Iran: 1 SMS mobility;
 - Jordan: 2 SMS mobilities;
 - Kosovo: 1 SMS mobility;
 - Lebanon: 1 SMS mobility;
 - Libya: 1 SMS mobility;



- Montenegro: 1 SMS mobility;
 - Morocco: 1 SMS mobility;
 - Palestine: 4 SMS mobilities;
 - Republic of Moldova: 1 SMS mobility;
 - Tunisia: 1 SMS mobility;
 - Uganda: 1 SMS mobility;
 - Ukraine: 1 SMS mobility.
8. The limits mentioned above may be increased upon a decision Senate Representative for International Programs.
 9. The type of the mobility may be changed upon a decision of the Senate Representative for International Programs.
 10. The partner sending HEI send to International Office of Powiślański University a ranking list of the students nominated for a study period at least four months before the mobility starts. The list of the students nominated for the exchange should include student's: **field of study, name, surname, gender, date of birth, citizenship, home address, e-mail address, English language level, GPA, info about previous participation in Erasmus+ programme, info about student activity.**
 11. The nominated students apply on-line according to the instructions provided by the International Office of the Powiślański University. The obligatory documents to be filed are:
 - online application form,
 - a transcript of records,
 - a scan of a valid passport,
 - a scan of health insurance coverage valid for the entire period of planned mobility and on the territory of Poland,
 - a scan of English/other required language proficiency confirmation:
 - a certificate confirming language competence at minimum B1 level issued by an accredited body, **or**
 - a confirmation of placement test results at minimum B1 level issued by the relevant unit at the sending HEI, **or**
 - the results of the Online Linguistic Support test at minimum B1 level.
 12. If the number of nominated students exceeds the budget foreseen in the project, the Commission for Erasmus+ Programme of Powiślański University selects the students on



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a basis of their academic performance and English language skills as well as their motivation.

13. The accepted student prepares their Learning Agreement which must be approved and signed by the student, the responsible person at the sending HEI and a respective coordinator(s) at Powiślański University.
14. The grant agreement is signed with the student when their Learning Agreement has been approved by both HEIs.
15. International Office of the Powiślański University issues an invitation and any other relevant documents related to the visa application process.
16. The student receives a grant of 800 Euro per month and additional grant to cover travel expenses calculated upon a distance using a calculator provided by the European Commission

http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Distance	Amount	Green travel
10 – 99 km:	23 EUR	x
100 – 499 km:	180 EUR	210 EUR
500 -1999 km	275 EUR	320 EUR
2000 – 2999 km:	360 EUR	410 EUR
3000 – 3999 km	530 EUR	610 EUR
4000 – 7999 km	820 EUR	x
8000 km lub więcej	1500	x

14. Students are allowed to make changes to their LAs within 2 weeks from the beginning of each semester. Changes have to be made in 'DURING THE MOBILITY' section of Learning Agreement, which then should be signed by the student, a responsible person at the sending HEI and the relevant coordinator at the Powiślański University.
15. Once the student has completed all their courses and knows the results of their exams, the International Office received from the Dean's Office the information about the grades and on this basis fill out the 'AFTER THE MOBILITY' section of the Learning Agreement. This sections includes all student's grades as well as the period of their mobility.



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16. 'AFTER THE MOBILITY' documentation along with the Certificate of stay and List of Transcript are sent by email and by post to the student's home University.
17. The home university of the student prepares Table E of AFTER THE MOBILITY and sends it to the IRD by email and by post, if possible.

Appendix 1 „List of partner universities”