

**RULES FOR INCOMING STUDENT MOBILITY (SMS, SMT)  
FROM THIRD COUNTRIES NOT ASSOCIATED TO THE PROGRAMME (KA171)  
project: 2023-1-PL01-KA171-HED-000124505**

1. The partner HEIs eligible for the mobilities are listed in the appendix to the financial agreement no. 2023-1-PL01-KA171-HED-000124505 and at [https://www.umk.pl/en/erasmus/mobility\\_projects/accepted/ka171/](https://www.umk.pl/en/erasmus/mobility_projects/accepted/ka171/).
  2. Mobilities can be carried out only from partner universities to the coordinating university – Nicolaus Copernicus University in Toruń (NCU) and for the duration specified in the Financial Contract 2023-1-PL01-KA171-HED-000124505. Mobilities among partner country universities are not eligible. Mobilities should start and terminate (including the virtual part, where applicable) no later than 30th June 2026.
  3. The number of mobilities may be subject to change as a result of exceptional permissible budget transfers.
  4. The recruitment is carried out by the deans of student's home universities/institutions that have signed the Erasmus+ Inter-Institutional Agreement with NCU, further called partner universities/institutions.
  5. Partner universities/institutions take the whole responsibility for the transparency of the recruitment process, for compliance with the rules of mobility capital and for the quality of participants qualified, including their language competence. A recruitment protocol is provided to NCU. Nomination letters should be sent to NCU to the Department of International Partnerships and Educational Mobility (DIPEM), e-mail: [incoming@erasmus.umk.pl](mailto:incoming@erasmus.umk.pl).
  6. The recruitment should be completed and reported to NCU by November 1st for mobilities which will take place in the summer semester and by June 1st for mobilities which will take place in the winter semester.
  7. Only full-cycle students of the 1<sup>st</sup> (bachelor), 2<sup>nd</sup> (master), or 3<sup>rd</sup> (doctoral) level registered in partner universities/institutions can be subject to recruitment. Students of post-diploma studies or courses cannot participate in the Erasmus+ exchange. Students on sick leave, students suspended in student rights, students under disciplinary or legal trial, and students continuing their studies under conditional permission cannot participate in recruitment. The student must have completed at least the first year of studies in the first cycle (bachelor). Students of the first year of studies in the 2nd or 3rd cycle can participate in Erasmus+ mobility in the summer semester only.
  8. The minimum length of student mobility for studies (SMS) or for traineeships (SMT) is 60 days (according to the Beneficiary Module system), while the maximum is one semester. The length of stay as indicated in the Financial Contracts must be respected. Previous international mobilities completed in frames of Erasmus Mundus or Erasmus+ 2014-2020 must be reported and will be deducted from the Mobility Capital. A formal statement in this respect must be provided to NCU at the stage of student nomination.
  9. Each of the abovementioned types of mobility (SMS, SMT) may be carried out in the form of blended mobility, where the physical part of mobility (stay and implementation of the programme at NCU) must last 60 days, and the virtual part - any period of time. The virtual part of mobility is not subject to financing from the Erasmus+ Programme. The choice of the type of mobility depends on the demand and approval of the host faculty/unit at NCU.
  10. The following formal requirements must be fulfilled:
    - a) adequate Mobility Capital available,
    - b) foreign language proficiency, as specified in the Inter-Institutional Agreement,
    - c) good student records,
    - d) a filled in application form available at <https://irk.umk.pl/en-gb/>.
- Nominated students should proceed according to the application procedure described in "Application Step-by-Step" available at <https://irk.umk.pl/en-gb/> and provide the requested documents to NCU.
11. The rates of subsistence and travel support are set by the European Commission and are equal for all partner countries. Rates are available at: [https://www.umk.pl/en/erasmus/mobility\\_projects/budget/](https://www.umk.pl/en/erasmus/mobility_projects/budget/).
  12. The grant from Erasmus+ funds will be paid as a lump sum for travel and subsistence costs at NCU. The Erasmus+ grant is a subsidy and is not intended to cover the full costs of the mobility.
  13. Categories of incoming students with fewer opportunities that are eligible for the top-up amount to the individual support of their Erasmus+ grant:

- a) students with lower socio-economic status - on condition that a student is a recipient of state social benefit.  
The required document: a certificate in English issued by the student's home university confirming that a student is a recipient of state social benefit.
- b) students with special needs (with disabilities: physical, mental and health related conditions)  
The required document: the certificate/decision issued by the competent institution/state body showing the type of disability (a copy) translated into English.
14. Students may claim a lump sum for travel costs. The lump sum will be calculated according to the rates and distance calculator developed by the European Commission and depending on the means of transport chosen by the participants.
- The lump sum depends on the distance between the place of departure and Toruń or Bydgoszcz (the distance of a travel in one direction is taken into account to calculate the lump sum for a travel in two directions). The place of departure is the town where the seat of the partner university is located.
- The calculator is available at <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>.
15. "Green" travel shall mean travel by low-emission/sustainable means of transport i.e. travel by bus, train, bicycle, car (car-pooling as defined at <https://en.wikipedia.org/wiki/Carpool> , i.e. travel by car on the same route by at least 2 persons).
- "Green" travel does not include travel by air, ferry, boat, motorcycle or car travelling solo.
- In all cases travel by "ecological" means of transport must be in two directions.
- The financial rules of "green" travel are regulated separately.
16. Accepted students will receive formal invitation letters from NCU necessary for visa application.  
Students shall carry out the formalities for obtaining a visa or legalizing their stay themselves.
17. An individual grant agreement will be sent to the student before arrival. The student will sign the Individual Agreement upon arrival at NCU. The template is available on: [https://www.umk.pl/en/erasmus/mobility\\_projects/documents/](https://www.umk.pl/en/erasmus/mobility_projects/documents/).
18. The student is obliged to have a document entitling them to health care on the territory of Poland, as well as medical expenses insurance (including repatriation costs of body or ashes (remains)) and personal accident insurance, as well as third-party liability insurance for the duration of the trip and stay in Poland.  
A copy of the insurance policy(s) will be attached to the student's individual grant agreement. Delivering/sending to DIPEM a copy of the insurance policy(s) by the student is a condition for the payment of the grant.
19. The evaluation of mobility is obligatory. Every student will receive an invitation from the Beneficiary Module system in order to fill in an EU Survey. Filling in this questionnaire is an integral part of the mobility procedure and is necessary to consider the mobility as completed and eligible.
20. The above rules are subject to change if there is a modification in the guidelines regarding the implementation of action KA171.
21. All personal data regarding staff mobility shall be processed in accordance with Regulation (EC) No 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU organisations and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the individual mobility agreement by the NCU, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).

Approved by  
prof. Przemysław Nehring  
Vice-Rector for Education  
Toruń, 15.03.2024