

**RULES FOR INCOMING STUDENT MOBILITY (SMS, SMT)**  
**FROM THIRD COUNTRIES NOT ASSOCIATED TO THE PROGRAMME (KA171)**  
**project Erasmus+ KA171 2025-2028**  
**2025-1-PL01-KA171-HED-000328179**

1. The partner HEIs eligible for the mobilities and number of available mobilities are listed in the appendix to the Financial Contract 2025-1-PL01-KA171-HED-000328179. The partner HEIs list is available on:  
[https://www.umk.pl/en/erasmus/mobility\\_projects/accepted/2025\\_ka171/](https://www.umk.pl/en/erasmus/mobility_projects/accepted/2025_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 2025-1-PL01-KA171-HED-000328179. Mobilities among partner country universities are not eligible. Mobilities should start and terminate (including the virtual part, where applicable) no later than 31st May 2028.
3. The number of mobilities may be subject to change as a result of exceptional permissible budget transfers.
4. Recruitment is conducted by the deans or mobility coordinators of student's home universities or institutions that have signed the Erasmus+ Inter-Institutional Agreement with NCU, hereafter referred to as partner universities or institutions.

Recruitment is conducted according to:

- project 2025-1-PL01-KA171-HED-000328179 rules,
- Erasmus+ Programme Guide 2025 <https://erasmus-plus.ec.europa.eu/erasmus-programme-guide>,
- Erasmus+ International Credit Mobility - Handbook for participating organisations 2025 (<https://erasmus-plus.ec.europa.eu/document/erasmus-international-credit-mobility-handbook-for-participating-organisations-calls-2024-2025>),
- partner university internal rules.

5. Partner universities or 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. There is an open call for applications, based on a wide information and promotion campaign. A recruitment protocol is provided to NCU. The protocol template is available on:  
[https://www.umk.pl/en/erasmus/mobility\\_projects/documents/](https://www.umk.pl/en/erasmus/mobility_projects/documents/).

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. Recruitment for semester studies should be completed and reported to NCU by November 1st for mobilities taking place in the summer semester, and by June 1st for mobilities taking place in the winter semester.

Recruitment for the traineeship and short-term mobilities is ongoing and will continue until the allocated funds are fully used.

7. The recruitment process is open to all students, regardless of their nationality. Only full-cycle students of the 1<sup>st</sup> (bachelor), 2<sup>nd</sup> (master), or 3<sup>rd</sup> (doctoral) level enrolled at partner universities or institutions are eligible to apply.

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.

Applicants 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.

During the whole Erasmus+ mobility period the participant must have the status of a student at the partner university.

8. Recruitment is considered preliminary, until all of the following conditions are met:
  - a) the student's acceptance is confirmed and the student is awarded Erasmus+ scholarship by NCU,
  - b) the student signs an individual agreement for the mobility with NCU.

9. The minimum length of **long-term student mobility for studies (SMS) or for traineeships (SMT)** is 60 days<sup>1</sup> (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, Erasmus+ 2014-2020, Erasmus+ 2021-2027 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.
10. 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.
11. The minimum length of **short-term doctoral mobility for studies (SMS) or traineeships (SMT)** is 5 days (from Monday to Friday), while the maximum length is 30 days<sup>1</sup>. Students of the 1<sup>st</sup> (bachelor), 2<sup>nd</sup> (master) level are not eligible. Any short-term doctoral mobility 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 5 days, and the virtual part - any period of time. The virtual part of mobility is not subject to financing from the Erasmus+ Programme and does not count towards the mobility capital used or the minimum length of mobility.
12. The minimum length of **short-term blended mobility for studies (SMS) or traineeships (SMT)** is 5 days (from Monday to Friday), while the maximum length is 30 days<sup>1</sup>. The physical part of mobility (stay and implementation of the programme at NCU) must last 5 days and obligatory virtual mobility - any period of time. The virtual part of mobility is not subject to financing from the Erasmus+ Programme and does not count towards the mobility capital used or the minimum length of mobility.
13. The choice of the mobility type depends on the demand and approval of the host faculty or unit at NCU.
14. 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.
15. The rates of subsistence and travel support are set by the European Commission and are equal for all partner countries.

| Type of mobility   | Individual support amount  |
|--|--|
| Incoming students from a third country to Poland (long-term mobility)  | 800 EUR/month<br>or<br>1050 EUR/month (students with fewer opportunities)                          |
| Incoming students from a third country to Poland (short-term mobility) | 79 EUR/day from day 5 to day 14 of the stay<br>and<br>56 EUR/day from day 15 to day 30 of the stay |

The Erasmus+ grant shall be calculated only for the actual period of study at NCU, with an accuracy of 1 day and in accordance with the length of stay calculator in the European Commission's reporting system (Beneficiary Module).

For long-term mobilities, in the event of a shortened stay, a 5-day tolerance will be applied, provided that the actual duration of the stay at the host university meets the minimum period requirements, according to the calculator in the European Commission's reporting system.

16. 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.
17. The Erasmus+ scholarship shall be paid only via transfer in EUR in 2 tranches, with the last tranche paid in the amount of:
  - a) 50 EUR (short-term mobilities) or
  - b) 100 EUR (mobilities lasting from 60 days up to one semester).
18. Categories of incoming students with fewer opportunities that are eligible for the top-up amount to the individual support of their Erasmus+ grant:

<sup>1</sup> The number of days with Erasmus+ funding may increase by a maximum of 6 travel days, if applicable. Travel days do not count towards the minimum and maximum length of physical stay at the host institution.

- 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.
- c) students who have children up to the age of 8 (in the year of Erasmus+ mobility implementation).  
The required document: a certificate in English issued by the student's home university confirming that a student has a child/children up to the age of 8 (in the year of Erasmus+ mobility implementation).
- d) students who either hold refugee status or have been granted asylum in the territory of partner HEI country.  
The required document: a certificate in English issued by the student's home university confirming that a student holds a refugee status or has been granted asylum in the territory of partner HEI country.

A student may receive only one supplement based on only one criterion confirming their belonging to the group of persons with so-called fewer opportunities. Supplements for students/doctoral students with fewer opportunities are not cumulative.

19. Regarding short-term mobilities, the allowance for students qualifying as persons with fewer opportunities shall be:
  - a) 100 EUR/mobility - for mobilities from 5 to 14 days in total,  
or
  - b) 150 EUR/mobility – for mobilities from 15 to 30 days in total.
20. Moreover, students with a disability certificate may apply for covering additional costs related to special needs, if the expected costs exceed the granted lump sum of the scholarship. To be eligible for the additional scholarship, students must submit an application to the Erasmus+ Polish National Agency before the mobility (after NA publishes templates of documents and detailed rules for granting the scholarship). Additional funding shall be accounted for on the basis of actual costs and will therefore require proof of financial evidence.
21. **Due to limited budgets allocated to individual countries, the Nicolaus Copernicus University does not guarantee the availability of the top-up amount for every eligible student belonging to the group of participants with fewer opportunities. The top-up amount will be granted until all the available funds have been used. If no further funds are available for the top-up for students belonging to the group of participants with fewer opportunities, the student may decide to carry out the mobility with the standard grant rates.**
22. 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>.

| Distance        | Standard travel amount   | “Green” travel - amount  |
|-----------------|--------------------------|--------------------------|
| 10-99 km        | 28 EUR per participant   | 56 EUR per participant   |
| 100-499 km      | 211 EUR per participant  | 285 EUR per participant  |
| 500-1999 km     | 309 EUR per participant  | 417 EUR per participant  |
| 2000-2999 km    | 395 EUR per participant  | 535 EUR per participant  |
| 3000-3999 km    | 580 EUR per participant  | 785 EUR per participant  |
| 4000-7999 km    | 1188 EUR per participant | 1188 EUR per participant |
| 8000 km or more | 1735 EUR per participant | 1735 EUR per participant |

23. “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.

24. Students traveling by standard means of transport may apply for a scholarship for a maximum of 2 travel days, as long as the journey takes place on days other than the days of the study program, indicated in the Participant's individual agreement. The scholarship for travel days will be calculated in accordance with the scholarship rates applicable for a given type of mobility.

It is possible for the travel days to be the start and end days of physical mobility at the same time, provided that these days are also confirmed days of the stay at NCU and it is actually possible to carry out both the travel and the stay at NCU on those days. For a confirmed day of stay at NCU, which is also a day of travel, the student is only entitled to the scholarship rate for the stay, the scholarship for the travel day will not be calculated.

25. The participant's travel days do not count towards the mobility capital used.
26. Regarding long-term mobilities for studies (SMS) - undergraduate and graduate students, as well as students of long-cycle master's degree programme are obliged to complete a programme for 30 ECTS per semester at NCU. Only in justified cases, and with the Faculty's consent can the number be reduced – it should not, however, be lower than 20 ECTS per semester.
27. Doctoral students participating in mobility for studies (SMS) are obliged to participate in classes at NCU. The sole purpose of a doctoral student's mobility may not be participation in research works. The study program (Learning Agreement) should include at least 2 courses.
28. Participation in conferences, congresses, symposia, etc., is not eligible under Erasmus+.
29. An Erasmus+ scholarship cannot be used to cover the same costs previously financed from European Union funds.
30. 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.
31. 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/).
32. 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.

The student shall submit a declaration regarding their health insurance coverage. The declaration template is available on the website: [https://www.umk.pl/en/erasmus/mobility\\_projects/documents/](https://www.umk.pl/en/erasmus/mobility_projects/documents/)

Delivering/sending to DIPEM/CM DRP a declaration regarding their insurance coverage by the student is a condition for the payment of the grant.

33. 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.
34. The above rules are subject to change if there is a modification in the guidelines regarding the implementation of action KA171.
35. 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. Magdalena Barwiółek**

**Vice-Rector for International Relations**

**Toruń, 17.11.2025.**