

**Green travel rules for students and staff from third-
countries not associated to the Programme**

1. A student or a staff member (hereinafter referred to as "participants") may declare to travel to the Nicolaus Copernicus University in Toruń (hereinafter referred to as "NCU") by sustainable means of transport (green travel). The declaration must be submitted by the participant only before signing the individual mobility agreement.
2. Erasmus+ recognized sustainable means of transport are: a bus, a train, carpooling – travel by car on the same route by at least 2 persons (car-pooling as defined at <https://en.wikipedia.org/wiki/Carpool>).
3. A green travel does not include a travel by plane, boat (ship/ferry), motorcycle or car (travelling solo).
4. Travel by sustainable means of transport (eco-journey) must be in two directions.
5. In order to declare travel by sustainable means of transport, a participant shall fill in a declaration ("Declaration of planned eco-travel"), according to the template available at https://www.umk.pl/en/erasmus/mobility_projects/documents/.
A signed „Declaration of planned eco-travel” must be delivered/sent to DMPiME as an original or as a scan before the participant’s arrival at NCU.
6. In connection with the declared green travel, a student may be awarded a grant for up to 2 days of travel before the start of the stay NCU and a grant for up to 2 days of travel after the end of the stay at NCU, according to the scheme:
 - a. for travel between 100 km and 1300 km: 1 additional day
 - b. for travel above 1301 km: 2 additional days.
7. In connection with the declared green travel, a staff member may be awarded a grant for up to 3 days of travel before the start of the stay NCU and a grant for up to 3 days of travel after the end of the stay at NCU, according to the scheme:
 - a. for travel between 100 km and 499 km: 2 additional days
 - b. for travel between 500 km and 2999 km: 4 additional days
 - c. for travel between 3000 km and 3999 km: 6 additional days.
8. A participant who travels by "ecological" means of transport ("eco-travel") may apply for an increased lump sum for travel costs:

Distance	Travel by "ecological" means of transport - amount
from 0 to 99 km:	Not applicable
from 100 to 499 km:	EUR 210 per participant
from 500 to 1 999 km:	EUR 320 per participant
from 2 000 to 2 999 km:	EUR 410 per participant
from 3 000 to 3 999 km:	EUR 610 per participant
from 4 000 to 7 999 km:	Not applicable
8 000 km or more:	Not applicable

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>.

9. The choice of the means of transport from among the eligible "ecological" means belongs to the participant. The NCU recommends public transport.
10. The scholarship for travel days shall be calculated according to the standard Erasmus+ monthly/daily rates for participants and according to the calculator available in the reporting system, namely the Beneficiary Module.
11. In the case of travel by train or bus, the participant will be required to present the used ticket at DMPiME before concluding the individual contract. Failure by the participant to present a used ticket will be grounds for non-counting of the green travel grant.

Regarding staff: the participants will be required to present also the return ticket.

12. The payment of lump sum for travel costs and grant for travel days shall be made together with the payment of the first scholarship installment after the arrival at NCU.
13. In the case of return travel by train or bus, the student will be required to send a scan of the return ticket(s) to DMPiME at least 7 days before departure (end of individual contract). A student who does not send a scan of the return ticket(s) by the indicated deadline will be obliged to return the paid eco-travel grant.
14. Upon completion of the return trip to the participant's home university, the participant shall be obliged to submit a second declaration ("Declaration of completed eco-travel"), according to the template available on: https://www.umk.pl/en/erasmus/mobility_projects/documents/.
15. The "Declaration of completed eco-travel" signed by the participant must be sent /delivered to DMPiME as a scan within 30 days from completing the mobility (counting from the end date of the stay of the individual contract concluded with NCU).
16. The "Declaration of completed eco-travel" shall be supplemented with:
 - a) copies of tickets/receipts for tickets (ticket bills) confirming the journey – in the case of traveling by public transport, i.e. train/coach/bus.
 - b) data on the car registration number and the name(s) and surname(s) of the participant's co-travelers – in the case of a journey by a shared car (carpooling).
17. The date on the attached ticket/bill cannot coincide with the dates of the stay at NCU (dates from the individual agreement).
 - a. Regarding students: the journey cannot begin earlier than 30 days before the start of mobility at NCU, nor end later than 30 days after the end of mobility at NCU. The only exception is the start/end date of the travel, which may be the same as the start/end date of the stay at NCU (dates from the individual agreement).
 - b. Regarding staff: the journey cannot begin earlier than 7 days before the start of mobility at NCU, nor end later than 7 days after the end of mobility at NCU. The only exception is the start/end date of the travel, which may be the same as the start/end date of the stay at NCU (dates from the individual agreement).
18. The basis for determining the number of travel days with the individual support category grant for a mobility participant travelling under the green travel option shall be the dates of their travel, i.e. start date and end date (arrival/departure) in both directions as shown in the travel documents confirming the use of environmentally friendly means of transport.
19. In each case, the participant must provide evidence to NCU that the number of travel days requested (travel days grant) and accounted for under the individual eco-travel support category was necessary to cover the distance between the locations of the sending institution and NCU.
20. The participants shall be paid only for the number of travel days covered by travel documents and the grant for one day of travel is awarded as a lump sum regardless of the number of hours of travel on a given day and the number of kilometers, e.g. if, on the basis of the European Commission's distance calculator, at the participant's request the grant is awarded for 4 days of travel in both directions, but it results from the travel documents that the route was completed in 2 days, the grant for the remaining granted 2 days of the travel shall be returned by the participant.
21. A participant whose travel dates, regardless of the means of transport, coincide with the mobility start and end dates as stated in the confirmation certificate issued by NCU may not receive the grant from the category of individual support for travel days connected with the green travel option.
22. If the participant does not submit the "Declaration of completed eco-travel" with the required attachments by the deadline, or the statement or the attached documents do not confirm the participant's earlier declaration of the route and/or way of travel, the participant shall be requested to return the amount paid in connection with the green travel.
23. If, on the basis of the "Declaration of completed eco-travel" and the attached tickets/receipts for tickets, there is a change from the previously declared means of transport to another sustainable means of transport, without any change

to the travel route taken for the calculation of the distance in the EC calculator, the participant will not be required to return the amount paid for the green travel.

24. The student's travel days do not count towards the minimum duration of the mobility or the mobility capital used.

25. The staff member's travel days do not count toward the minimum duration of the mobility.

Approved by

prof. Przemysław Nehring

Vice-Rector for Education

Toruń, 13.11.2023