UNIWERSYTET MIKOŁAJA KOPERNIKA W TORUNIU

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ERASMUS+ PROGRAM 2021-2027
KA131: EU AND THIRD COUNTRIES ASSOCIATED WITH THE PROGRAMME
Student mobility for traineeships: SMT

Rules of preliminary recruitment and implementation of student mobility for traineeships (SMT) Long-term and short-term mobilities project Erasmus+ KA131 2026-2028

1. A student or a participant in doctoral schools (hereafter referred to as the student) who has the status of a student at the Nicolaus Copernicus University in Toruń (NCU) may apply for an Erasmus+ grant in order to complete a traineeship abroad as a student (student traineeship) or a future graduate (graduate traineeship).

   An Erasmus+ traineeship (SMT) shall be understood as physical mobility abroad (physical mobility) or physical mobility combined with virtual mobility (blended mobility) to the host country in order to complete the agreed traineeship programme in the host country, as agreed in the *Learning Agreement for Traineeships* prior to the student's or graduate's departure.

   Physical mobility shall mean mobility that simultaneously meets the following conditions:
   a. mobility to a country other than that of the sending university,
   b. mobility to a country other than the country in which the student resided during their studies, outside the territory of Poland[1],
   c. mobility to a country other than the country in which the student's mother tongue is the national language[1].

2. The traineeship must take place in an institution based in an EU country or in a third country associated with the Programme, which includes:

   a) European Union Member States: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden;
   b) European Free Trade Association (EFTA) Member States which are members of the European Economic Area (EEA): Iceland, Liechtenstein, Norway;
   c) acceding countries, candidate countries, and potential candidate countries to the EU: Serbia, Türkiye, North Macedonia.

3. Finding a suitable host institution lies on the part of the student.

4. A student's or graduate's traineeship planned at the same host institution will not be accepted[1].

5. The traineeship may be completed in one of the following:

   a) higher education institution (and in its units, e.g. hospitals, laboratories, libraries, university archives, administrative units, etc.) holding an ECHE card (Erasmus Charter for Higher Education) valid for the project KA131 2026-2028. Concluding by the NCU an Erasmus+ Inter-institutional Agreement (IIA) is not required in this case;
   b) an embassy or consular office established in an eligible country;
   c) another institution/entity based in an eligible country, which may include, for example companies/businesses, museums, galleries, non-governmental institutions, foundations, associations, law firms, public administration units, etc.

6. Preference will be given to traineeships to universities that form the YUFE Alliance - Young Universities for the Future of Europe (European Universities Initiative) being strategic partners of the NCU https://yufe.umk.pl/:

   - Maastricht University, Netherlands
   - Universidad Carlos III de Madrid, Spain
   - University of Antwerp, Belgium
   - University of Bremen, Germany
   - University of Cyprus, Cyprus
   - University of Eastern Finland, Finland
   - University of Rijeka, Croatia
   - Université Sorbonne Nouvelle, France

[1] In particularly justified cases, and with the approval of the Vice-Rector for Education, exceptions may be allowed.

7. The traineeship may not be completed in:
   a) the European Union (EU) institutions and other EU bodies, including specialised agencies (a list of institutions can be found at: https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions-and-bodies-profiles_en),
   b) in organisations managing EU programmes such as the Erasmus+ National Agencies (in order to avoid possible conflicts of interest or double funding).
8. Participation in conferences, congresses, symposia, etc., is not eligible under Erasmus+.
9. Traineeships may be carried out starting from 1 January 2026.
10. A maximum of two students or graduates may carry out a traineeship at the same host institution at the same time.[2]
11. Recruitment is open to:
    a) for student traineeships – full-time or part-time students:
       - first-[3], second-, and third-cycle (including participants in doctoral schools),
       - long-cycle master studies,
    b) for graduate traineeships - full-time or part-time students in their final year of studies:
       - first-, second-, and third-cycle (including participants in doctoral schools),
       - long-cycle master studies,

    who will qualify for mobility during their final year of studies (before graduation).

    The graduation date shall be determined by the provisions of the Rules of Studies/Doctoral Schools respectively in place at the Nicolaus Copernicus University.
12. Participants in postgraduate studies are not eligible for Erasmus+ SMT mobility.
13. Students are eligible for recruitment regardless of nationality. The student must take into account the need to meet specified requirements for mobility to the country in which the host institution is located, e.g. the requirement to obtain a visa (student/graduate completes the visa procedure on their own).
14. Students who have been suspended in their rights as students and those against whom disciplinary proceedings are pending (until the case is resolved) and students punished as a result of disciplinary proceedings are not eligible for recruitment.
15. Students who, in previous years, resigned from a traineeship without notifying the NCU and giving reasons for their withdrawal may not reapply.
16. A student/future graduate must have mobility capital available for the entire period of physical mobility to the host institution. The mobility capital of a student in their first, second and third cycle shall be 360 days and 720 days in the long-cycle, and shall be allocated to the person.

    Previous mobilities for studies or traineeships (carried out under Erasmus+ 2014-2020, Erasmus+ 2021-2027, and Erasmus Mundus) in a given degree programme (also as part of studies undertaken in other universities and/or without funding, i.e. with a zero grant in the Erasmus+ programme), reduce the mobility capital available for that degree programme. The student shall submit a statement to this effect which is a part of the application form.
17. A student must have the status of a student at the Nicolaus Copernicus University during the entire period of student traineeship and may not be on leave.

    A student may not be struck off the list of students at the Nicolaus Copernicus University while receiving an Erasmus+ grant.
18. In the case of graduate students, the traineeship must start and end within 12 months of graduation (subject to point 19). The graduation date shall be understood in accordance with the provisions of the Rules of Studies/Doctoral Studies/Doctoral Schools, respectively, in place at the NCU.
19. The following types of traineeships may be carried out under KA131 2024-2026:
    a) long-term physical traineeships for students and doctoral students
    b) long-term blended traineeships for students and doctoral students
    c) short-term blended traineeships for students
    d) short-term physical traineeships for doctoral students,
    e) short-term blended traineeships for doctoral students.

[2] In particularly justified cases, and with the approval of the Vice-Rector for Education, exceptions may be allowed.
[3] First cycle students should not be qualified for the traineeship before the 1st year of studies has been credited. Exceptions are allowed, but only in particularly justifiable cases.

Preferred latest date for traineeships conclusion (for all types of traineeships) is at most 17 December 2027[4].

20. Under the KA131 2026–2028 project, a student may be eligible for 3 mobilities for traineeships, regardless of the type (listed in point 19).
21. The student's home NCU unit decides whether to classify the Erasmus+ traineeship as obligatory or optional. If possible, the traineeship should be an integral part of the study programme. The traineeship must be added to the student's course of study and listed in the diploma supplement (for student traineeships only).
22. The long-term physical traineeship must last min. 60 days (maximum 360 days), whereby the NCU will award a grant for a maximum of 90 days[5].
23. Long-term blended traineeship consists of:
    a) physical mobility lasting min. 60 days (maximum 360 days), but the NCU will grant a grant for a maximum of 90 days[5],
    b) **obligatory** virtual mobility, which is not eligible for Erasmus+ funding and does not count towards the mobility capital used or the minimum length of traineeship.
    Virtual mobility should be understood as the implementation of a virtual traineeship programme, which takes place in a remote form only outside the country of the host institution and enables teamwork and exchange of experience on the basis of e-learning.
24. Short-term physical traineeship must last a minimum of 5 working days and a maximum of 30 days, whereby the NCU will grant a maximum of 30 days[5].
25. Short-term blended traineeship consists of:
    a) physical mobility of min. 5 working days and a maximum of 30 days, whereby the NCU will a grant for a maximum of 30 days[5],
    b) **obligatory** virtual mobility which is not eligible for funding under Erasmus+ and does not count towards the mobility capital used or the minimum length of traineeship.
    Virtual mobility should be understood as the implementation of a virtual traineeship programme, which takes place in a remote form only outside the country of the host institution and enables teamwork and exchange of experience on the basis of e-learning.
26. Travel days are not counted towards the minimum and maximum duration of the physical stay at the host institution.
27. Long-term traineeships are preferred, lasting min. 60 days.
28. Preference is given to the qualifications of students who have not yet benefited from Erasmus+ mobility.
29. Recruitment for traineeships is continuous and will be carried out until the limit of the funds allocated to SMT mobility under the KA131 2026-2028 project is exhausted.
30. Recruitment of candidates takes place at the student's home unit (faculty/doctoral school), which lays down detailed selection criteria. The NCU unit decides on the appointment of a selection committee or other form of assessment of candidates and publishes the selection rules on the website of the unit. The widest possible information and promotion campaigns are advisable (e.g. posters, information on notice boards and social media, the information provided by traineeship supervisors, group and seminar supervisors, through information meetings in the units), and other forms customary in the unit.

    Mobility coordinators organise recruitment in the faculties on behalf of the dean in cooperation with faculty coordinators and relevant supervisors/heads of traineeships.

    The referral to the Erasmus+ traineeship shall be the document confirming the unit has qualified the student for the traineeship.

[4] All mobilities in the project, including the possible virtual part, must be completed by May 31, 2028.
[5] 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.

31. Basic recruitment criteria:
    a) the obligatory compliance of the traineeship programme with the study profile/field of study,
    b) academic achievements (including grade point average as confirmed by the unit),
    c) completed *Learning Agreement for Traineeships* – part *Before the Mobility*,
    d) knowledge of the language in which the traineeship is to be conducted,
    e) international dimension of the traineeship,
    f) for student traineeship mobility - only one conditional approval for continuing studies is allowed on the qualification date and on the date of signing the grant agreement.
    The student who, at the time of signing the Participant's individual grant agreement, has a conditional enrollment for the stage of studies during which the mobility is taking place, must submit to the DIPEM/CM DRP a written consent for the mobility issued by the Dean, Deputies for Mobility or study programme coordinators.

32. The following students may take part in the recruitment:
    a) students who are on leave,
    b) students who are carrying out another Erasmus+ mobility for studies/traineeships,
    c) students who have previous Erasmus+ mobility not formally settled.

    The signing of the agreement and the implementation of the traineeship under the KA131 2025-2027 project will be conditional upon the completion of the student's leave and/or the completion and settlement of the previous Erasmus+ mobility.

33. Recruitment for traineeship is preliminary, i.e. until the date:
    a) the NCU awards the student an Erasmus+ SMT grant and
    b) the student/graduate signs an individual mobility agreement.

34. The order in which a set of properly prepared documents is submitted to the Department of International Partnerships and Educational Mobility (DIPEM) and CM Department of Research and Projects (CM DRP) will determine whether the student is awarded an Erasmus+ SMT grant.

    Within 14 days of receiving the complete set of selection documents, the DIPEM /CM DRP will inform the student by e-mail about the award of the grant or lack thereof (in the case of exhaustion of the limit of funds).

    The documents should be submitted to the DIPEM/CM DRP at least one month before the start of the traineeship.

    The set of documents consists of:
    a) referral for mobility for traineeship from the student's unit (original);
    b) printed out the online application form (original);
    c) *Learning Agreement for Traineeships* – approved by all parties (scan or original).
    Templates of all documents are available at https://www.umk.pl/studia-i-ksztalcenie/wymiana-i-programy-miedzynarodowe/erasmus/studenci-praktyki/.

35. The Erasmus+ Institutional Coordinator has the right to reject a student's application if the application does not meet the formal requirements, or if the coordinator has reservations concerning the guarantee of the correct course of the traineeship abroad and the credibility of the host organisation. The Erasmus+ Institutional Coordinator may also ask for supplementary documentation. The application will be reconsidered within 14 days from the date of submitting the complete documents with supplements to the DIPEM/CM DRP.

36. The Erasmus+ SMT grant is not intended to cover the full costs associated with the mobility. In accordance with the rules of the Programme, it is intended to cover partial costs related to mobility and stay at a partner institution abroad.

37. Grant rates applicable to long-term physical/long-term blended traineeships:

    a) basic rates:

    820 EUR/month – I group: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden;
    820 EUR/month – II group: Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain;
    750 EUR/month – III group: Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Romania, Serbia, Türkiye

    b) rates for students/graduates qualifying as the persons with the so-called fewer opportunities – after a basic rate increase by EUR 250/month:

    1.070 EUR/ month – I group: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden;
    1.070 EUR/ month – II group: Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain;
    1.000 EUR/ month – III group: Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Romania, Serbia, Türkiye

38. Grant rates applicable for short-term physical/short-term blended traineeships:

    a) the amount of the grant irrespective of the country for which the mobility is intended:

    79 EUR/day from 5 to 14 days of stay,
    56 EUR/day from 15 to 30 days of stay.

    b) allowance for students/graduates qualifying as the persons with the so-called fewer opportunities:

    100 EUR/mobility - for mobility from 5 to 14 days in total, or
    150 EUR/mobility - for mobility from 15 to 30 days in total.

39. The group of persons with fewer opportunities includes:
    a) students receiving from NCU a maintenance (social) grant at the time of recruitment or students who present a decision on the award of a maintenance (social) grant by the time of signing the individual agreement (acquisition of a maintenance (social) grant after the completion of the Erasmus+ recruitment process),
    b) students or doctoral students with a disability certificate,
    c) students or doctoral students who have children up to the age of 8 (in the year of SMS mobility implementation),
    d) students or doctoral students who either hold refugee status or have been granted asylum in the territory of the Republic of Poland.

40. In order to receive the allowance for the students qualifying as the persons with the so-called fewer opportunities, it is necessary to submit to the DIPEM/CM DRP one of the following documents:
    a) a copy of the decision on awarding a maintenance (social) grant which includes the month of a given student's recruitment. Confirmations of being awarded a maintenance (social) grant shall also be accepted after a given student's recruitment, provided that the decision is delivered to DIPEM/CM DRP before signing the individual agreement,
    b) a declaration confirming holding a disability certificate, along with the certificate (for verification), valid for the entire period of physical mobility. In the case where the validity of the certificate expires during the physical mobility – the granting of the allowance will require the approval of the Erasmus+ National Agency,
    c) a declaration confirming that the student/doctoral student has a child up to the age of 8, along with the child's birth certificate (for verification),
    d) a declaration confirming the granted refugee status/asylum in the territory of the Republic of Poland, along with a residence permit/decision of the Head of the Office for Foreigners (for verification).

41. A student/graduate is eligible for a top-up based on only one criterion confirming their inclusion in the group of individuals with fewer opportunities. Such top-ups are not cumulative.

42. In each case the duration of the stay and the Erasmus+ grant will be calculated with an accuracy of 1 day and according to the calculator in the reporting tool *Beneficiary Module*.

    For long-term traineeships, there is a 5-day tolerance when settling the duration of the physical stay at the host institution provided that the minimum actual duration of stay is met (i.e. 60 days).

43. Students/graduates with a disability certificate may apply for funding for additional costs related to special needs if the anticipated costs exceed the fixed grant awarded. The possibility to apply for additional funding applies to any type of traineeship listed in point 19.

    The award of additional funding will be conditional on submitting of an application to the Erasmus+ National Agency via DIPEM prior to the mobility. The additional funding will be settled by actual costs and will therefore need to be documented by financial evidence.

    Detailed rules on how to apply for funding and a template of the application are available at:
    https://www.umk.pl/studia-i-ksztalcenie/wymiana-i-programy-miedzynarodowe/erasmus/studenci-praktyki/

44. The student is entitled to apply for funding for travel costs (lump sum for travel costs, scholarship for travel days).

    The student is allowed to apply for funding for travel costs only before signing the individual agreement.
    a) in the case of a standard travel – the application for funding is the part of the Application for Traineeships Consent
    b) in the case of eco-travel – the student is obliged to submit the "Declaration of planned eco-travel" to the DIPEM/CM DRP as an original or as a scan.

    The templates of documents are available at:
    https://www.umk.pl/studia-i-ksztalcenie/wymiana-i-programy-miedzynarodowe/erasmus/studenci-praktyki/

45. The student is entitled to apply for a lump sum for travel costs. The lump sum will be calculated according to the grant rates and The European Commission's calculator and depending on the means of transport chosen by the student.

Confirmation of the specific means of transport by the participant is mandatory and is the result of reporting requirements of *Beneficiary Module* system.

The lump sum depends on the distance between the place of departure and the destination of the Erasmus+ Traineeship (SMT) (the distance of the one way journey is taken into account in order to calculate the journey in both directions). The place of the beginning of the journey is the city of the sending institution's location (Toruń or Bydgoszcz, in the case of Collegium Medicum's mobilities). The destination will be the city of location of the host institution.
The European Commission's calculator is available at: https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator.

Lump sum rates:

Distance	Eco-travel – rates (*definition in p. 49 b*)	Standard travel
from 0 to 99 km:	**56 EUR per participant**	**28 EUR per participant**
from 100 to 499 km:	**285 EUR per participant**	**211 EUR per participant**
from 500 to 1 999 km:	**417 EUR per participant**	**309 EUR per participant**
from 2 000 to 2 999 km:	**535 EUR per participant**	**395 EUR per participant**
from 3 000 to 3 999 km:	**785 EUR per participant**	**580 EUR per participant**
from 4 000 to 7 999 km:	**1188 EUR per participant**	**1188 EUR per participant**
8 000 km or more:	**1735 EUR per participant**	**1735 EUR per participant**

46. For travel up to 499 km, students should use the "eco-travel" option. The selection of a standard means of transport for this distance will require the student to provide a justification (in written form, to be attached to the student's mobility documentation.
47. Students traveling by standard means of transport may apply for a scholarship for a maximum of 2 days of travel, 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.
48. 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 in the host institution and it is actually possible to carry out both the travel and the stay in the receiving institution on these days.

    For a confirmed day of stay at a host institution, which is also a day of travel, the student is only entitled to the scholarship rate for the stay, the scholarship for the day of travel will not be calculated.
49. Rules of all eco-travel (long-term/short-term traineeships):

    A student traveling by "ecological" means of transport ("eco-travel") may apply for a scholarship for an additional 4 days of travel (apart from the days indicated in point 47), i.e. for a total of a maximum of 6 days of travel, as long as the journey takes place on other days than the days of implementation of the traineeship program indicated in the Participant's individual grant agreement.

a. Travel by „ecological" means of transport must be in two directions.
b. Eco-travel shall mean travel by low-emission/sustainable means of transport i.e. travel by bus, train, car (car-pooling as defined at https://pl.wikipedia.org/wiki/Carpooling, i.e. travel by car on the same route by at least 2 persons).
c. Eco-travel does not include travel by plane, boat, motorcycle or car travelling solo.
   Traveling by boat may only be considered as green travel if combined with other low-emissions/sustainable means of transport.

d. The choice of the means of transport from among the eligible " ecological" means is at the discretion of the student/graduate. The NCU recommends public transport. If a student chooses to travel by car (car-pooling), such travel will not be considered business travel to which Order No. 1 of the Rector of Nicolaus Copernicus University in Toruń of 1 January 2026 on the use for official purposes of personal cars not owned by Nicolaus Copernicus University in Toruń may apply. The NCU shall not be liable for any damage that may be caused to the student's/graduate's property during such travel.

e. The student/graduate, in connection with eco-travel, may apply for a scholarship for a maximum of 3 days for travel before the start of the stay at host institution, and a scholarship for a maximum of 3 days of travel after the stay at a host institution. The travel days scholarship will be awarded depending on the documented travel days and according to the scheme below:
   - distance 100-499 km – scholarship for maximum 2 days of travel;
   - distance 500-2999 km – scholarship for maximum 4 days of travel;
   - distance 3000-3999 km – scholarship for maximum 6 days of travel.

   The rules set out in point 45 apply to calculate the distance.

   The scholarship for travel days will be calculated in accordance with the scholarship rates applicable to the given type of mobility (long-term/short-term).

f. On completion of the stay at the host institution, the student is required to submit a "Declaration of completed eco-travel", according to the template available at: https://www.umk.pl/studia-i-ksztalcenie/wymiana-i-programy-miedzynarodowe/erasmus/studenci-praktyki/

g. The "Declaration of completed eco-travel" signed by the participant must be delivered/submitted to DIPEM/CM DRP in original form within 6 weeks[6]/14 days[7] of the completion of the mobility (counting form the end date of the stay indicated in the certificate from the host institution).

   The following shall be attached to the "Declaration of completed eco-travel" - copies of tickets/ticket bills confirming the travel – in the case of travelling by rail or by bus.

h. The date on the attached ticket/bill cannot coincide with the date of stay at the host university (dates from the individual agreement) neither the travel may begin earlier than 30 days[5]/7[6] days before the start of the stay at the host institution nor end later than 30 days[5]/7 days[6] after the end of the stay at the host institution. 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 the host university (dates from the individual grant agreement).

i. The basis for determining the number of travel days with the individual support category grant for a mobility participant travelling under the eco-travel option shall be the dates of their travel, i.e. start date and end date (departure/arrival) in two directions as shown in the travel documents confirming the use of environmentally friendly means of transport.

j. In each case, the participant must provide evidence to the Nicolaus Copernicus University 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 the receiving institution.

k. The participant 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 student.

l. A participant whose travel dates, regardless of the means of transport, coincide with the start and end dates of mobility listed in the confirmation of stay issued by the host institution, cannot receive funding (scholarship) from the category of individual support for travel days related to the eco-travel option.

m. If the participant does not submit the "Declaration of completed eco-travel" with the required attachments by the deadline, or the declaration or the attached documents do not confirm the student's/graduate's earlier declaration of the route and/or method of travel, the student will be asked to return the difference between the amount paid for eco-travel and the amount for standard travel.

n. 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 return of the amount paid in respect of eco-travel will not be required.

[6] Applies to long-term traineeship
[7] Applies to short-term traineeship

50. The lump sum for travel costs from the Erasmus+ programme funds shall be granted to a student/graduate only if the travel was directly related to the implementation of SMT mobility.

    According to the contractual terms and conditions applicable to the NCU: "*If the travel has not taken place or has been funded by EU sources other than the Erasmus+ programme (e.g. the mobility participant is already in the destination for a different activity than the one funded under the contract), the beneficiary must report this situation accordingly in the Erasmus+ Reporting and Management Tool for each mobility action concerned. In this case, no travel grant will be awarded.*"

51. The participant's travel days do not count towards the mobility capital used.

52. The student/graduate who does not receive funding under the Individual Support and Travel category of the Erasmus+ Program (so-called "zero grant") may not receive funding for the cost of travel.

53. The student/graduate who does not receive funding under the Individual Support and Travel category of the Erasmus+ Program (so-called "zero grant") may not receive funding for the cost of travel by environmentally friendly means of transport.

54. The Erasmus+ grant may not be used to cover the same costs previously funded by European Union funds.

55. The student/graduate shall inform DIPEM/CM DRP in writing about the grants received. The institution which awarded the grant decides whether to maintain another grant during the Erasmus+ mobility period.

56. Formal consent for a student to undertake a traineeship abroad is granted by the Vice-Rector for International Relations on the basis of an opinion/recommendation from the head of the student's home unit after it has been established that it is possible to combine the traineeship with the implementation of the study programme at the Nicolaus Copernicus University. The Dean may grant consent to an Individual Study Plan or Individual Study Organisation for this purpose. In the case of graduate traineeships, the head of the unit shall recommend the application of the student/graduate after determining that the implementation of the traineeship programme is likely to lead to the expansion of knowledge, skills, and social competences in the field of study.

57. Students qualified for the traineeship are required to sign an individual grant agreement at the DIPEM/CM DRP.

    The agreement must be concluded before the student/graduate starts their stay at the host institution. Failure to sign the agreement before departure to the host institution will be the basis for striking the student/graduate off the list of those qualified.

    The grant will be paid to the student/graduate only by transfer, in EUR, in 2 installments, with the second installment 100 EUR[8]/50 EUR[9] - after the student/graduate has been formally accounted for from the mobility.

58. In the case of the graduate traineeship the graduate must deliver the following to the DIPEM/CM DRP (prior to issuing the individual agreement):
    a) a certificate from the graduate's home institution regarding the date of passing the diploma examination/the date of passing the last examination required by the study programme[10]/ dissertation defence, or
    b) a copy of graduation diploma/doctoral degree.

    The following are obligatory annexes to the individual graduate agreement:
    a) a promissory note agreement,
    b) a declaration on the bill of exchange,
    c) a blank bill of exchange.

59. The student/graduate is required to have a document entitling them to healthcare coverage in the host country, as well as medical expenses insurance (KL), accident insurance (NNW)[11] and third-party liability insurance (OC)[12] for the duration of the travel and stay at the host institution.

    Students/ graduate shall submit a declaration regarding their health insurance coverage. The declaration template is available on the website: https://www.umk.pl/studia-i-ksztalcenie/wymiana-i-programy-miedzynarodowe/erasmus/studenci-praktyki/

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

[8] Applies to long-term traineeship
[9] Applies to short-term traineeship
[10] Applies to students of medicine and veterinary medicine
[11] Concerning the cost of damage caused by an accident at the student's/graduate's workplace.
[12] The scope of the third party liability insurance should cover damage caused by the student/graduate during traineeship abroad during and outside (of) working hours.

60. Once qualified for Erasmus+ mobility, each student shall be granted access to a language support platform (*EU Academy*). The student/graduate may complete a placement test in the language in which they will be pursuing training at the host institution.

    The result of the placement language test does not affect the award of the Erasmus+ grant.

    A student can benefit from the online language course(s) available in the OLS system.

61. Due to limited availability of Erasmus+ SMT funds, extensions of traineeships shall not be funded. The student/graduate will be able to extend the traineeship without funding (with a zero grant) under the current SMT policy for the duration of the SMT.

62. An interruption of mobility may be granted only in exceptional, unforeseen personal or health-related circumstances. Each case will be considered individually by the Vice-Rector for International Relations, the Mobility Coordinator and the Dean / Director of the Doctoral School, upon the student's written request.

63. **Interruptions of mobility (i.e. return to and physical presence at NCU) for the purpose of completing any part of the study programme at NCU, are not permitted. Any interruption of the mobility period for the purpose of completing the study programme at NCU in physical form shall constitute grounds for termination of the student's individual grant agreement and for recovery of the full amount of the Erasmus+ grant paid.**

64. Upon completion of the traineeship, the student/graduate may apply for a *Europass Mobility* Certificate. https://europa.eu/europass/pl/europass-mobility

65. The student may be qualified for traineeship without the award of an Erasmus+ grant (so-called "zero grant"). All other requirements for participation in the Erasmus+ programme must be met under the same conditions as for mobility with a grant.

66. The student has the right to appeal in writing against the decision not to qualify for the traineeship to the authorities of their home unit.

    The student has the right to appeal the decision of the home unit authorities in writing to the Vice-Rector for International Relations. The decision of the Vice-Rector for International Relations shall be final.

    In both cases, the student has 14 calendar days from receipt of the decision to submit an appeal.

67. The student/graduate resigning from the Erasmus+ grant is obliged to report this fact without delay, stating the reason for the resignation in writing (e.g. by e-mail) to the following:

    a) DIPEM/CM DRP,
    b) Co-ordinator for mobility/head of home unit at the NCU,
    c) receiving institution.

68. The rules are subject to change based on further information and guidelines provided by the Erasmus+ National Agency.

Approved by
dr hab. Magdalena Barwiołek, prof. UMK
Vice-Rector for International Relations
Toruń, 16.11.2026