

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

Rules of preliminary recruitment and implementation of student mobility for traineeships (SMT)
project KA131 2022-2024

1. A student or a participant in doctoral studies or 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 (mixed 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 meets the following conditions at one and the same time:

- a. mobility to a country other than that of the sending university,
- b. mobility to a country other than the country in which the doctoral student resided during their studies, outside the territory of Poland¹,
- c. mobility to a country other than the country in which the doctoral student's mother tongue is the national language¹.

2. **Because of the availability of funds under the financial agreement KA131 2021-2023 (and depending on the dates of mobility) – mobilities will be financed first from the above mentioned project.**
3. 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, Slovenia, Slovakia, 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, Turkey, North Macedonia.
4. Finding a suitable host institution lies on the part of the student.
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 Card for Higher Education) valid for the academic year 2023/2024. Concluding by the NCU an Erasmus+ Inter-institutional Agreement (IIA) is not required in this case.
 - b) an embassy or consular post 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.;

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

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://www.umk.pl/yufe/>:
- Maastricht University, Holland
 - Universidad Carlos III de Madrid, Spain
 - University of Antwerp, Belgium
 - University of Bremen, Bremen
 - University of Cyprus, Cyprus
 - University of Eastern Finland, Finland
 - University of Rijeka, Croatia
 - Université Sorbonne Nouvelle, France
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: http://europa.eu/european-union/about-eu/institutions-bodies_pl);
 - 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. Recruitment is open to:
- a) for student traineeships – full-time or part-time students:
 - first-², second-, and third-cycle (including participants in doctoral schools),
 - long-cycle master studies,
 - b) for graduate traineeships - studenci ostatniego roku studiów stacjonarnych lub niestacjonarnych:
 - first-, second-, and third-cycle (including participants in doctoral schools),
 - long-cycle master studies,who qualified 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 Studies/Doctoral Schools respectively in place at the Nicolaus Copernicus University.
10. Participants in postgraduate studies are not eligible for Erasmus+ SMT mobility.
11. 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).
12. 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.
13. Students who, in previous years, resigned from a traineeship without notifying the NCU and giving reasons for their withdrawal may not reapply.
14. 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 work placements (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.

² 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.

15. A student must have the status of a student at the Nicolaus Copernicus University in Toruń 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 in Toruń while carrying out an Erasmus+ grant.

16. In the case of graduate students, the traineeship must start and end within 12 months of graduation. 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.

17. The following types of traineeships may be carried out under KA131 2022-2024:

- a) long-term physical traineeships for students and doctoral students
- b) long-term mixed traineeships for students and doctoral students
- c) short-term physical traineeships for doctoral students,
- d) short-term mixed traineeships for doctoral students

All traineeships (every type) must be completed by 31.07.2024.

18. The student's home unit decides whether to classify the Erasmus+ internship as obligatory or optional. If possible, the traineeship should be an integral part of the study program. The traineeship must be added to the student's course of study and listed in the diploma supplement (for student traineeships only).

19. 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 days³.

20. Long-term mixed 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 days³,
- 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 traineeships.
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.

21. 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 days³.

22. Short-term mixed 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 days³,
- 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 traineeships.
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.

23. Travel days are not counted towards the minimum and maximum duration of the physical stay at the host institution.

24. Long-term traineeships are preferred.

25. Preference is given to the qualifications of students who have not yet benefited from Erasmus+ mobility.

26. Recruitment for traineeships is continuous and will be carried out until the limit of the funds allocated to SMT mobility under the KA131 2022-2024 project is fully used.

³ The number of days with Erasmus+ funding may increase by a maximum of 4 travel days, if applicable. Travel days do not count towards the minimum and maximum length of physical stay at the host institution.

27. 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.

28. 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 credit condition as on the date of qualification.

29. 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 2022-2024 project will be conditional upon the completion of the student's leave and/or the completion and settlement of the previous Erasmus+ mobility.

30. Recruitment for traineeship is preliminary, i.e. until the date:

- a) the NCU awards the student an Erasmus+ SMT grant and
- b) the student signs an individual mobility agreement.

31. 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/wspolpraca/erasmus-plus-2021-2027/studenci-praktyki/>.

In the case of students qualifying as the persons with the so-called fewer opportunities, it is also necessary to submit:

- d) a copy of the decision to award a maintenance grant and/or a
- e) a copy of the certificate on the degree of disability (the original certificate must be submitted for inspection).

32. The University Erasmus+ Programme Coordinators has the right to reject a student's application if the application does not meet the formal requirements, or if the coordinators has reservations concerning the guarantee of the correct course of the traineeship abroad and the credibility of the host organisation. The University Erasmus+ Programme Coordinators 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.
33. 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.
34. Grant rates applicable to long-term physical/long-term mixed traineeships:
- a) basic rates:
- 700 EUR/month** – I group: Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden;
700 EUR/month – II group: Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain.;
- 600 EUR/month** – III group: Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Northern Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey
- b) rates for students/graduates qualifying as the persons with the so-called fewer opportunities – after a base rate increase by EUR 250/month:
- 950 EUR/ month** – I group: Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden;
950 EUR/ month – II group: Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain;
850 EUR/ month – III group: Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Northern Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey

The following are eligible for the group of persons with the so-called fewer opportunities:

- students receiving a maintenance grant at the time of recruitment. In order to increase the basic Erasmus+ grant rate, the student must provide the DIPEM / CM DRP with a copy of the decision on the award of a maintenance grant covering the period in which the student's recruitment month applies,
- students who have a disability certificate. In order to increase the basic rate of the Erasmus+ grant, an original certificate of disability covering the entire period of physical mobility must be presented to the DIPEM / CM DRP. A copy of the certificate will be included in the student's grant file. Where the validity of the opinion expires during the period of physical mobility, a decision to increase the basic grant rate in proportion to the period of validity of the opinion is subject to approval from the National Agency for the Erasmus+ Programme.

A student with a disability certificate and receiving a maintenance grant at the same time may only receive one allowance of EUR 250/month. Allowances for students with fewer opportunities are not cumulative.

35. Grant rates applicable for short-term physical/mixed-term traineeships:
- a) the amount of the grant irrespective of the country for which the mobility is intended:
- 70 EUR/day** from 5 to 14 days of stay,
50 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.

The following are eligible for the group of persons with the so-called fewer opportunities:

- students receiving a maintenance grant at the time of recruitment. In order to increase the basic Erasmus+ grant rate, the student must provide the DIPEM / CM DRP with a copy of the decision on the award of a maintenance grant covering the period in which the student's recruitment month applies,

- students who have a disability certificate. In order to increase the basic rate of the Erasmus+ grant, an original certificate of disability covering the entire period of physical mobility must be presented to the DIPEM / CM DRP. A copy of the certificate will be included in the student's grant file. Where the validity of the opinion expires during the period of physical mobility, a decision to increase the basic grant rate in proportion to the period of validity of the opinion is subject to approval from the National Agency for the Erasmus+ Programme.

36. 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).

37. 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 17.

The award of additional funding will be conditional on submitting of an application to the Erasmus+ National Agency via DIPEM / CM DRP 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/wspolpraca/erasmus-plus-2021-2027/studenci-praktyki/>

38. Funding of eco-travel for long-term physical/mixed traineeships:

- a) The student/graduate may declare to travel to the host institution by sustainable means of transport (eco-travel).
- b) In connection with the declared eco-travel, the student/graduate may be granted a one-off allowance of EUR 50 as well as a grant for a maximum of 2 days for travel before the start of the stay at the host institution and a grant for a maximum of 2 days for travel after the end of the stay at the host institution. The grant for travel days shall be awarded according to the documented number of travel days and in accordance with the following scheme:
 - for travel in one direction from 300 km to 1,300 km: 1 additional day,
 - for travel in one direction of more than 1301 km: 2 additional days.
 For travel of up to 300 km in one direction, the student/graduate will be awarded a one-off allowance of €50 and a grant for 1 day of travel in two directions.
- c) The European Commission's calculator is available at: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>, will be used to calculate the distance in accordance with the rules laid down in point 39(f).
- d) The grant for travel days will be calculated in accordance with the rates indicated in point 35.

39. Funding for standard travel for short-term physical/mixed-term traineeships:

- a) A doctoral student travelling by standard means of transport may apply for a grant for a maximum of 2 days of travel (the day immediately before and the day immediately after mobility) provided that the travel takes place on days other than the days of the traineeship programme indicated in the doctoral student's individual grant agreement.
- b) The grant for travel days will be calculated according to the rates indicated in point 35(a).
- c) Travel days may be both mobility start and end days provided that these days are at the same time confirmed days of stay in the host institution and it is actually possible to carry out both travel and stay in the host institution on these days. For a confirmed day of stay at the host institution which is also a travel day - a doctoral student is entitled only to the daily rate of the grant for stay, the grant for the travel day will not be awarded.
- d) Doctoral students qualifying as persons with so-called fewer opportunities may apply for a fixed sum for travel costs.

- e) The fixed rate shall be calculated according to the rates and distance calculator developed by the European Commission and shall depend on the means of transport chosen by the doctoral student. The declaration regarding the means of transport is part of the "Doctoral Student Application Form". Confirmation by the Participant of the completion of the travel using a specific means of transport is obligatory and results from the reporting requirements in the *Beneficiary Module* system.
- f) The amount of the fixed sum depends on the distance between the place of departure and the place of destination (the distance of travel in one direction is taken into account in order to calculate the fixed sum payable for travel in two directions). The place of departure is the location of the seat of the sending institution (Toruń for the Nicolaus Copernicus University and Bydgoszcz for Collegium Medicum). The destination will be the city in which the seat of the host institution is located. The calculator is available at: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>.
- g) Fixed sum rates for travel costs, irrespective of the means of transport chosen, for doctoral students qualifying as persons with so-called fewer opportunities:

Distance	Standard travel - amount
from 0 to 99 km:	EUR 23 per participant
from 100 to 499 km:	EUR 180 per participant
from 500 to 1 999 km:	EUR 275 per participant
from 2 000 to 2 999 km:	EUR 360 per participant
from 3 000 to 3 999 km:	EUR 530 per participant
from 4 000 to 7 999 km:	EUR 820 per participant
8 000 km or more:	EUR 1500 per participant

40. Funding for eco-travel for short-term physical/ mixed traineeships:

- a) A doctoral student may apply for a grant for up to 2 days for travel before the start of their stay at the host institution and a grant for up to 2 days for travel after the end of their stay at the host institution provided that the travel takes place on days other than the days of the traineeship programme indicated in the doctoral student's individual grant agreement.
- b) The grant for travel days shall be awarded according to the documented number of travel days and in accordance with the scheme below:
- for travel in one direction from 300 km to 1,300 km: 1 additional day
 - for travel in one direction of more than 1301 km: 2 additional days.
- For travel of up to 300 km in one direction, a doctoral student will be awarded a grant for 1 day of travel in two directions.
- c) The rules laid down in point 39(f) shall apply to the calculation of the distance.
- d) The grant for travel days will be calculated according to the rates indicated in point 35(a).
- e) A doctoral student who qualifies as the person with the so-called fewer opportunities and travels by "ecological" means of transport ("eco-travel") may apply for an increased fixed sum for travel costs.

Fixed amount for eco-travel costs for doctoral students qualifying as persons with so-called fewer opportunities:

Distance	Travel by "ecological" means of transport - amount
from 0 to 99 km:	-
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:	-
8 000 km or more:	-

- f) A doctoral student who is not eligible for a travel fixed amount may be awarded a one-off allowance of EUR 50 to cover the costs of a travel in two directions for the use of ecological/sustainable means of transport.

41. Rules for all eco-travels (short-term/long-term traineeships):

- a) In all cases 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>, car-pooling as defined, i.e. travel by car on the same route by at least 2 persons).
- c) Eco-travel does not include travel by air, ferry, boat, or car travelling solo.
- d) In order to declare travel by sustainable means of transport, the student/graduate shall complete a declaration ("Declaration of planned eco-travel") according to the template available at <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/>. The declaration may only be submitted by a doctoral student before the signature of the individual agreement for mobility. The "Declaration of planned eco-travel" signed by the doctoral student must be delivered/submitted to DIPEM/CM DRP as an original or as a scan.
- e) The choice of the means of transport from among the eligible "ecological" means is at the discretion of the doctoral student. The NCU recommends public transport. If a doctoral student chooses to travel by car (car-pooling), such travel will not be considered business travel to which Order No. 9 of the Rector of Nicolaus Copernicus University in Toruń of 16 January 2023 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 doctoral student's property during such travel.
- f) On completion of the stay at the host institution, the doctoral student is required to submit a "Declaration of completed eco-travel", according to the template available at: <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/studenci-praktyki/>
- g) The "Declaration of completed eco-travel" signed by the doctoral student must be delivered/submitted to DIPEM/CM DRP in original form within 30 days⁴/14 days⁵ of the completion of the mobility.

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,
- details of the car registration number and the name(s) of the person(s) travelling with the doctoral student - in the case of car-pooling.

⁴ Applies to long-term traineeship

⁵ Applies to short-term traineeship

- 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 15 days⁶/7 days⁷ before the start of the stay at the host institution nor end later than 15 days⁶/7 days⁷ 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) If the student/graduate 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/graduate shall be required to return the amount paid in connection with the eco-travel
- j) 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.
- k) 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.
- l) In each case, the student/graduate 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
- m) The student/graduate 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 fixed sum regardless of the number of hours of travel on a given day and the number of kilometers for a given day and for the number of kilometers, e.g. if, on the basis of the European Commission's distance calculator, at the doctoral student'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.

42. The fixed amount 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 SMS 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."*

43. The student's/graduate's travel days do not count towards the mobility capital used.

44. 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.

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

46. 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.

47. Formal consent for a student to undertake a traineeship abroad is granted by the Vice-Rector for Education 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.

⁶ Applies to long-term traineeship

⁷ Applies to short-term traineeship

48. 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 qualifying.

The grant will be paid to the student/graduate only by transfer, in EUR, in 2 installments, with the second installment of EUR 100⁸/ EUR 50⁹ after the student/graduate has been formally accounted for from the mobility.

49. In the case of the graduate traineeship the graduate must deliver the following to the DIPEM/CM DRP (prior to the issuance of 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 programme¹⁰/dissertation defence, or
- b) a copy of graduation diploma/medical doctor's diploma.

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.

50. A student/graduate is obliged to have a document authorising them to receive health care services on the territory of the country of stay as well as medical expenses insurance, accident insurance¹¹, and third-party liability insurance¹² for the duration of the travel and stay at the host institution.

A copy of the insurance policy(s) shall be attached to the student's/graduate's individual grant agreement.

Delivering/sending to DIPEM/CM DRP a copy of the insurance policy(s) by the student/graduate is a condition for the payment of the grant.

51. Once qualified for Erasmus+ mobility, each student shall be granted access to the OLS system (*Online Language Support*):

- a) for long-term mobility - completion of a placement language before starting the mobility is obligatory,
- b) for short-term mobility up to and including 14 days – completion of a placement language before starting the mobility is optional,
- c) for short-term mobility from 15 to 30 days – completion of a placement language in the OLS system is obligatory.

The student/graduate should complete a placement test in the language in which they will be pursuing training at the host institution

Persons for whom the language in question is their native language (*native speakers*) and persons with disabilities, if their disability excludes them from completing the test, are exempt from the test if their disability excludes them from completing the test.

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

A student/graduate can benefit from the online language course(s) available in the OLS system. Completion of the language test is obligatory, participating in the language course(s) is optional.

52. 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.

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.

53. Upon completion of the traineeship, the student/graduate may apply for a *Europass Mobility Certificate* (<https://europa.eu/europass/pl/europass-mobility>).
54. The student may be qualified for short-term physical mobility 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.
55. 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 Education. The decision of the Vice-Rector for Education shall be final
- In both cases, the student has 14 calendar days from receipt of the decision to submit an appeal.
56. 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.
57. The rules are subject to change based on further information and guidelines provided by the Erasmus+ National Agency.

Approved by:

Vice-Rector for Education

prof. dr hab. Przemysław Nehring

Toruń, 30.06.2023 r.