

Student
mobility for studies: SMS
Rules for preliminary recruitment for
foreign study mobilities in academic year 2023/2024
project KA131 2023-2025

Regarding the realization of tasks related to student mobility, the following course of preliminary recruitment for study mobilities as part of Erasmus+ Programme is hereby established at Nicolaus Copernicus University in Toruń (hereinafter referred to as "NCU") for the academic year 2023/2024:

1. The organization of the whole student mobility process has to be in accordance with Erasmus Charter for Higher Education (ECHE) https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/program/Erasmus-ECHE-certificat_vert-PL.pdf
2. NCU's priority is the realization of long-term physical mobilities, meaning mobilities longer than 60 days.
3. Recruitment for mobilities for studies takes place within the basic period between 6 February and 15 March 2023. Final-year students (both undergraduate and graduate) may not take part in the basic recruitment.

For students who start their studies (2nd or 3rd degree) in October 2023 and will apply for a study mobility in the summer semester 2023/2024, an additional recruitment date is set from 10 to 25 October 2023.

Recruitment is considered preliminary, until all the following conditions are met:

- **the student is awarded Erasmus+ scholarship by NCU,**
- **the student's acceptance is confirmed by the partner University (host),**
- **the student signs an individual agreement for the mobility. In the case of undergraduate students - the condition for signing an individual scholarship agreement for the mobility will be the completion of the first year.**

The term „student” refers to a person who has been admitted to study at NCU (full-time or part-time) which lead to obtaining a degree, meaning:

- undergraduate or graduate student, or a student of long-cycle Master's degree Programme,
- doctoral student or a participant of a doctoral school.

4. Recruitment at faculties is conducted by Deans, and on their behalf deputies for mobility or study Programme coordinators. Recruitment in doctoral schools is organized by directors of doctoral schools.

Recruitment in a given NCU unit is to be conducted by an at least 2-member recruitment committee.

The confirmation of recruitment process is a protocol including students' ranking list, signed by the recruitment committee.

5. Deputies for mobility/study Programme coordinators/directors of doctoral schools are responsible for timely and appropriate selection of students for a given partner University, in order for the mobility to be the most beneficial possible for the student and for NCU.

The recruitment includes only those partner universities with which the faculty has signed IIA inter-institutional agreements. The list of agreements can be found at <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/> .

Due to the ongoing process of agreement renewal via the EWP (Erasmus Without Paper) network and technical problems on the part of the partners, it is recommended to qualify students to the university with which the contracting process has been completed (agreement with the status "signed") or is in the final stage (agreement with the status "paired – acceptance sent"). Otherwise, it is recommended to indicate in the ranking list of students an alternative choice from among the agreements that meet the aforementioned conditions.

The partner University must own an ECHE card valid for academic year 2023/2024.

The condition of qualification of a doctoral student/participant of the doctoral school is a written consent (e.g. e-mail) of the deputy for mobility to be granted a place within a given Erasmus+ inter-institutional agreement signed by a given faculty. If the agreement does not cover the exchange of doctoral students or there is no convergence of fields - a written confirmation (e.g. e-mail) of the possibility of accepting a doctoral student by the partner university is also required.

6. Out of the available pool of funds up to 10 scholarships are reserved for mobilities made by students qualified for YUFE Student Journey Programme to YUFE - Young Universities for the Future of Europe consortium (European Universities Initiative), as NCU's strategic partners.
7. There is an open call for applications, based on a wide information and promotion campaign.
8. The recruitment process is open to students regardless of their nationality. The student has to take into account the necessity to meet certain entry requirements in the country where the host university is located, e.g. obtaining a visa.
9. Only students with mobility capital (defined in accordance with the rules of Erasmus+ and Erasmus Mundus Programmes) can be recruited. The capital is up to 360 days for each degree, and 720 days for single master studies.
Previous mobilities for studies or traineeships (completed under Erasmus+ 2014-2020, Erasmus+ 2021-2027 and Erasmus Mundus) at a given level of studies reduce the mobility capital available for that level of studies. Students shall submit a statement to this effect which is a part of the application form.
10. The minimum mobility period is 60 days.

Physical mobility shall mean going abroad to a partner university in order to implement an agreed study Programme (*Learning Agreement*), which meets the following requirements:

- 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 Poland¹,
- c. mobility to a country other than the country in which the student's mother tongue is the national language¹.

The Erasmus+ scholarship may be awarded for one semester or a year (two semesters), according to the academic calendar of the host university. The period for which the Erasmus+ scholarship may be awarded will include only the time of classes and obtaining credits (without the so-called re-sit sessions) and possibly the so-called orientation days (if they are included in the invitation from the host university).

Mobility extensions from the summer semester 2023/2024 for the winter semester 2024/2025 will not be possible as mobility must be completed within one academic year.

11. The fulfilment of following formal recruitment conditions is expected from a student:
 - owning mobility capital to be used,
 - having a good command of a foreign language, reflecting the requirements of the host University,
 - having good grade average,
 - completing the on-line application form: „Application for international mobility for studies within Erasmus+ Programme KA131 to EU member states and third countries associated to the programme”, available at: <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/studenci-studia/dokumenty/>.
12. An additional advantage in the process of student qualification may be activity within *Erasmus Student Network* or cooperation with Department of International Partnerships and Educational Mobility (DMPiME) or the CM Department of Science and Projects (DNiP CM) as a mentor of visiting students.
13. During the whole Erasmus+ mobility period the student must have the status of NCU student and must not be on leave.
14. Persons who withdrew from the mobility in previous years without notifying the University, cannot reapply.
15. Students who have been suspended as well as students against whom disciplinary proceedings are pending (pending investigation) and students punished as a result of disciplinary proceedings are not eligible for recruitment.
16. Detailed rules of recruitment (including e.g. required grade average, foreign language exam, subject exam in a foreign language, an interview, a competition of documents, deadlines and place of submitting documents) are left to the decision of the faculties/doctoral schools. Units of the Nicolaus Copernicus University set their own rules, taking into account the number of partnership agreements and the number of candidates, as well as the deadlines and procedures for the submission of documents at partner universities.

In any case, an NCU's unit is required to publish the recruitment criteria on its website.

It is recommended to give priority in the qualification process to those students who apply for an Erasmus+ mobility for the first time.

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

17. **In the case of the available pool of funds being insufficient for financing the mobilities of all students preliminarily recruited, Vice-Rector for Education shall set up new criteria in the form of an annex to the Rules for preliminary recruitment included in this document.**
18. A student may be recruited for a study mobility without being granted an Erasmus+ scholarship (the so-called "zero grant" mobility). All other conditions of participation in the Erasmus+ Programme must be fulfilled in the same way as in the case of a mobility with a scholarship.
19. The Erasmus+ grant shall be calculated only for the actual period of study at the host university, with an accuracy of 1 day and in accordance with the length of stay calculator in the European Commission's reporting system (Beneficiary Module). 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 requirements of the minimum period, according to the calculator in the European Commission's reporting system.
20. The monthly rates of the Erasmus+ scholarship are established by the National Agency of the Erasmus+ Programme (Foundation for the Development of the Education System). These rates have a Poland-wide character and are binding for NCU without the right to any modification. Groups of countries were established by the European Commission:

rates	countries
Group I 670 EUR/month	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden
Group II 670 EUR/month	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, the Netherlands, Portugal, Spain
Group III 600 EUR/month	Bulgaria, Croatia, the Czech Republic, Estonia, North Macedonia, Hungary, Latvia, Lithuania, Romania, Serbia, Slovakia, Slovenia, Republic of Türkiye

21. 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 will receive an additional 250 EUR/month as an increase in the basic rate (supplement for students with fewer opportunities).

The condition for increasing the Erasmus+ basic scholarship rate will be providing DMPiME/DNiP CM with 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 DMPiM/DNiP CM before signing the individual agreement.

rates	countries
Group I 920 EUR/month	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden
Group II 920 EUR/month	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, the Netherlands, Portugal, Spain
Group III 820 EUR/month	Bulgaria, Croatia, the Czech Republic, Estonia, North Macedonia, Hungary, Latvia, Lithuania, Romania, Serbia, Slovakia, Slovenia, Republic of Türkiye

22. Students with disabilities shall receive an additional 250 EUR/month as an increase in the basic rate (supplement for students with fewer opportunities).

rates	countries
Group I 920 EUR/month	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden
Group II 920 EUR/month	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, the Netherlands, Portugal, Spain
Group III 820 EUR/month	Bulgaria, Croatia, the Czech Republic, Estonia, North Macedonia, Hungary, Latvia, Lithuania, Romania, Serbia, Slovakia, Slovenia, Turkey

Rules for granting an increased lump sum of the scholarship for students with disabilities shall be published in the form of an annex to these Rules after they have been provided by National Agency of Erasmus+ Programme.

Moreover, students with a disability certificate may apply for covering additional costs connected with special needs, if the expected costs exceed the granted lump sum of the scholarship (i.e. in accordance with the basic rate increased by 250 EUR/month). The condition of granting the additional scholarship is submitting an application to the National Agency of Erasmus+ Programme before the mobility (after NA publishes templates of documents and detailed rules of granting the scholarship). **Additional funding shall be accounted for on the basis of actual costs and will therefore require proof of financial evidence.**

23. **A student with a disability certificate and receiving a social grant at the same time may receive only one supplement of 250 EUR/month. Supplements for students with fewer opportunities are not cumulative.**
24. A student may declare to travel to the host university by sustainable means of transport (eco-travel). The declaration may be submitted by a student only before signing the individual mobility agreement.
- Erasmus+ recognized sustainable means of transport are: a bus, a train, a bicycle, carpooling – travel by car on the same route by at least 2 persons (car-pooling as defined at <https://en.wikipedia.org/wiki/Carpool>).
 - An eco-journey does not include a travel by plane, boat (ship/ferry), motorcycle or car (travelling solo).
 - Travel by sustainable means of transport (eco-journey) must be in two directions.
 - In order to declare travel by sustainable means of transport, a student shall fill in a declaration ("Declaration of planned eco-travel"), according to the template available at www.umk.pl/wspolpraca/erasmus-plus-2021-2027/studenci-studia/dokumenty/. A signed „Declaration of planned eco-travel” must be delivered/sent to DMPiME/DNiP CM as an original or as a scan.
 - In connection with the declared eco-travel, a student may be granted a one-time allowance of 50 EUR and a grant for up to 2 days of travel before the start of the stay at the host university and a grant for up to 2 days of travel after the end of the stay at the host university, according to the scheme:
 - for travel between 100 km and 1300 km: 1 additional day
 - for travel above 1301 km: 2 additional days.
 - The distance shall be calculated according to the European Commission’s calculator available at: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>.
 - The choice of the means of transport from among the eligible "ecological" means belongs to the student. 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. 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 student's property during such travel.
 - The scholarship for travel days shall be calculated according to the standard Erasmus+ monthly rates for the country in which the host University is located, and according to the calculator available in the reporting tool, namely the Beneficiary Module.
 - The payment of additional 50 EUR and the grant for the journey shall be made together with the payment of the first scholarship installment for the stay at the host university.

- j. After completing the stay at the host university, the student shall be obliged to submit a second declaration ("Declaration of completed eco-travel"), according to the template available at: www.umk.pl/wspolpraca/erasmus-plus-2021-2027/studenci-studia/dokumenty/.
- k. The "Declaration of completed eco-travel" signed by the student must be sent /delivered to DMPiME/DNiP CM in its original form within 6 weeks from completing the mobility (counting from the date of completing the stay included in the confirmation certificate from the host university).
- l. The "Declaration of completed eco-travel" shall be supplemented with:
 - copies of tickets/ticket bills confirming the journey – in the case of travelling by mass transport other than a plane, for example railway/coach/bus.
 - data on the car registration number and the name(s) and surname(s) of the student's co-travelers – in the case of a journey by a shared car (*carpooling*).
- m. The date on the attached ticket/bill cannot coincide with the date of the stay at the host university (dates from the individual agreement). The journey cannot begin earlier than 30 days before the start of mobility at the host university, nor end later than 30 days after the end of mobility at the host university. 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 agreement).
- n. 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 both directions as shown in the travel documents confirming the use of environmentally friendly means of transport.
- o. In each case, the student 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 host institution.
- p. The student 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 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.
- q. A student 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 the host university may not receive the grant (scholarship) from the category of individual support for travel days connected with the eco-travel option.
- r. If the student 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 student's earlier declaration of the route and/or way of travel, the student shall be requested to return the amount paid in connection with the eco-travel.
- s. 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 student will not be required to return the amount paid for the eco-travel.
- t. The student's travel days do not count towards the minimum duration of the mobility or the mobility capital used.
- u. A student who does not receive funding under the Individual Support and Travel category of the Erasmus+ Program (so-called "zero grant") may not receive 50 EUR/increased lump sum for travel costs by environmentally friendly means of transport.
25. The student shall be obliged to provide, by the day of signing the individual agreement, a confirmation from the host university (in the form of a note in the Learning Agreement in the part "Before the mobility"/an addendum to the Learning Agreement/e-mail from the host university) that the educational Programme will be available to the student, specifying its form (traditional/face-to-face or remote/virtual/on-line classes).
26. In justified cases, and with the consent of NCU and the host university, mobility for studies can be realized as blended mobility, by combining physical and virtual mobility. In each case, the minimum length of physical mobility (understood as going abroad to a partner university in order to realize an agreed study Programme) is 60 days, according to the calculator from the European Commission's reporting tool. The virtual part may be realized both before and after the physical part with no minimum duration specified.

The Erasmus+ scholarship shall be calculated only for the period of physical mobility. The virtual part of the mobility will be a zero-grant period.

Realization of blended mobility does not exempt the student from the requirements of sections 30 and 31.

27. During COVID-19 pandemic the student shall receive an Erasmus+ grant for the duration of the stay abroad at the host university, even if the studies are carried out at the host university only in a remote/virtual/on-line form. The decision to realize such a mobility must be agreed on by all parties - NCU, the host university and the participant before the student goes abroad.

28. Every student qualified for an Erasmus+ mobility will be given access to the OLS system (Online Language Support). A student should complete a placement test in the language in which they will be pursuing education at the host institution (if such language is available).

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.

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.

Completion of the language test is obligatory, participating in the language course(s) is optional.

29. Before signing an individual agreement for a study mobility, the student creates, with the assistance of deputy for mobility/study program coordinator/director of a doctoral school, an education program at the host university. The Learning Agreement model devised by the European Commission shall be used for the purpose of creating the programme. In case of differences in curricula, an addendum shall be added to the Learning Agreement, approved of by the student and the Dean/director of doctoral school.

Approval of the Learning Agreement by the student's home unit (faculty, doctoral school) entitles the student to a full and automatic recognition and accounting for all courses/subjects completed by the student at the host university. Completion of each course/subject must be documented by the student in the form of a transcript of records from the host university. Credit shall be granted according to the procedures defined in NCU regulations: of studies, doctoral studies/doctoral schools.

30. Undergraduate and graduate students, as well as students of long-cycle Master's degree Programme are obliged to realize at the host university a programme for 30 ECTS per semester. Only in justified cases, and with the Faculty's consent can the number be reduced – it should not, however, be lower than 20 ECTS/semester.

31. Doctoral students (3rd degree students and participants of doctoral schools) are obliged to participate in classes at the host University. 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.

The study program (*Learning Agreement*) of a doctoral student–participant of a doctoral school is approved by the director of a doctoral school. The supervisor of the mobility of a doctoral student–participant of a doctoral school is the director of doctoral school or a supervisor designated by them.

32. An Erasmus+ grant cannot be used to cover the same costs previously financed from European Union funds.

The student shall inform DMPiME/DNiP CM in writing about the scholarships received. Keeping another scholarship during Erasmus+ mobility is decided by the institution which awarded the scholarship.

33. Students recruited for a study mobility are obliged to sign an individual grant agreement at DMPiME/DNiP CM. The agreement must be concluded before the start of the student's stay at the host institution. Failure to sign the agreement before departure to the host institution shall be grounds for removing the student from the list of those qualified for mobility.

The agreement should be signed at DMPiME/DNiP CM personally by the student or by a person authorised by the student. It is also allowed to send a signed agreement by mail.

34. Students resigning from a study mobility are obliged to fill in a relevant on-line survey available at www.umk.pl/wspolpraca/erasmus_plus/studenci-studia/dokumenty/, as well as to inform deputy for mobility/director of doctoral school and DMPiME/DNiP CM of the resignation.

35. A written appeal from the decision made by the recruitment committee can be made by the student to the authorities of their home unit (faculty/Doctoral School). The decision by the authorities of the home unit can be appealed in writing to the Vice-Rector for Education. The decision by the Vice-Rector for Education is final.

In both cases, the student has the right to appeal within 14 days from receiving the decision.

36. Deputies for mobility/study programme coordinators/directors of doctoral schools submit the recruitment protocol to DMPiME/DNiP CM, including the list of all applicants and the ranking of preliminarily recruited students within the maximum period of 3 working days from the completion of recruitment at NCU.
The recruitment ends on 15.03.2023, unless a given NCU unit sets an earlier deadline, responding to the requirements of the host university.
37. Due to the high rate of resignations from mobilities, NCU units are advised to conduct broader recruitment and to create an additional reserve list, in the order of the places obtained during the initial recruitment.
38. On the basis of the recruitment protocols the DMPiME/DNiP CM staff shall conduct the procedure of granting the mobility to qualified students in the USOS system and will send nominations to host universities.
39. In April 2023, the DMPiME/DNiP CM staff shall conduct an information meeting on the formal principles of mobility within Erasmus+ Programme. Participation in the meeting for qualified students is mandatory, of which they should be informed upon recruitment.
40. **The conditions for implementing short-term mobility for studies will be announced in the form of an annex to the Rules for preliminary recruitment included in this document - after verification of available funds following the signing of one-semester or full-year study mobility agreements.**
41. The rules can be modified based on further information and guidelines from Erasmus+ National Agency.

Approved by

Professor Przemysław Nehring

Vice-Rector for Education

Toruń, 31.01.2022