

ERASMUS+ Programme 2021-2027

Student mobility for studies: SMS **Rules of preliminary recruitment of students** **KA131 2023-2025** **ANNEX no. 1**

The following points are inserted in the Rules:

42. A NCU student/doctoral student (hereinafter referred to as the student) may be selected to participate in the Blended Intensive Programme, hereinafter referred to as BIP.

According to the Erasmus+ Programme Guide, BIPs are "short intensive programmes that use innovative learning and teaching methods, including online collaboration. The programmes may include challenge-based learning, in which transnational and transdisciplinary teams work together to address some challenges, for example, related to the UN Sustainable Development Goals or other societal challenges faced by specific regions, cities, or businesses.

The programme should have an added value compared to already existing courses or training offered by participating higher education institutions and may last several years. By providing new and more flexible mobility formats combining physical and virtual mobility, blended intensive programmes aim to reach all types of students from all backgrounds, fields of study, and study cycles.

During these blended intensive programmes, groups of students or staff members will undertake short-term physical mobility abroad combined with a compulsory virtual component enabling teamwork and exchange of experiences based on collaborative e-learning.

The virtual component must provide a space for learners to work collaboratively and simultaneously online on specific tasks that are part of a blended intensive programme and contribute to the achievement of the overall learning outcomes."

43. The BIP participant is required to participate in both physical and virtual mobility (remote).

Physical mobility should be understood as mobility abroad to the HEI country organising the BIP to complete the agreed BIP programme, with a minimum stay of 5 working days and a maximum stay of 30 days. The minimum and maximum duration of the physical stay at the HEI organising the BIP does not include travel days.

Virtual mobility should be understood as the implementation of the BIP virtual programme, which takes place remotely only outside the HEI organisation's country and enables teamwork and exchange of experiences on the basis of e-learning.

44. Preference will be given to participation in the BIPs organised within the YUFE consortium - Young Universities for the Future of Europe (European Universities Initiative) being strategic partners of the NCU

<https://www.umk.pl/yufe/>:

- Maastricht University, the Netherlands
- 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

The participation of the NCU student in a given BIP is, in each case, possible only on the condition that the NCU has an active Erasmus+ inter-institutional agreement (IIA) with the HEI organising the BIP.

45. The decision on the student's eligibility to participate in the BIP is made by the NCU unit (faculty or doctoral school).
A committee consisting of at least two persons will be appointed to carry out the selection in a given NCU unit.

The confirmation of the student's selection for participation in the BIP is a protocol signed by the selection committee

46. A student may be selected for one short-term blended mobility (BIP) under the Erasmus+ KA131 2023-2025 project.

47. The student's participation in the BIP under these rules must be completed (physical and virtual mobility) by 31 July 2025.

48. Because of the availability of funds under the financial agreement KA131 2022-2024 and depending on the dates of mobility – mobilities will be financed first from the above mentioned project

49. Department of International Partnerships and Educational Mobility (DIPEM) / CM Department of Research and Projects (CM DRP) accept recruitment documents on a continuous basis until the limit of funds has been exhausted.

50. Within 14 days of receipt of the complete recruitment documents, DIPEM will inform the doctoral student by e-mail whether or not the scholarship has been awarded (in the event that funds have been exhausted).

Required documents:

- a. Student selection protocol from a given NCU unit,
- b. Student application form - to be completed at <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/studenci-studia/dokumenty/>
- c. *Learning Agreement for Studies* - approved at least by the NCU.

51. The Erasmus+ grant will be calculated only for the period of physical mobility with an accuracy of 1 day and according to the duration of stay calculator in the European Commission's reporting system (*Beneficiary Module*). Virtual mobility is not eligible for funding.

52. The grant amount, regardless of the country of departure, shall be:

- a. **79 EUR/day** from day 5 to day 14 of the stay,
- b. 56 EUR/day from day 15 to day 30 of the stay.

53. The allowance for students qualifying as persons with the so-called fewer opportunities, i.e. with a recognised disability and/or receiving a maintenance grant at the time of recruitment, shall be:

- a. **100 EUR/mobility** - for mobilities from 5 to 14 days in total or
- b. 150 EUR/mobility – for mobilities from 15 to 30 days in total.

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 the following:

- a. a copy of the decision to award a maintenance grant and/or
- b. the original disability certificate, valid for the entire period of physical mobility. A copy of the certificate will be included in the student's grant file.

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 National Agency of the Erasmus+ Programme

54. Students holding a disability certificate may also apply for additional costs related to special needs if the anticipated costs exceed the lump sum grant awarded.

The condition for the award of additional funding will be submitting an application to the Erasmus+ National Agency via DIPEM before departure. The additional funding will be accounted for by actual costs and will therefore require proof of financial evidence.

Detailed rules on how to apply for funding and a template application form are available at <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/studenci-studia/dokumenty/>

55. Irrespective of the means of transport chosen, a student 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 on which the study programme is implemented as specified in the student's individual grant agreement.

The grant for travel days will be calculated according to the rates laid down in point 52.

56. Travel days can be both the start and end days of the mobility provided that these days are at the same time confirmed days of stay in the institution organising BIP, and it is actually possible to carry out both travel and stay in the institution organising BIP on these days.

For a confirmed day of stay at the institution organising BIP, which is also a travel day - a student is entitled only to the daily rate of the grant for stay, the grant for the travel day will not be awarded.

57. In connection with travel by sustainable means of transport (eco-travelling), a student may apply for a grant for an additional 2 travel days (in addition to the days indicated in point 55), i.e. a maximum of 4 travel days in total provided that the travel takes place on days other than the days of the study program as specified in the student's individual grant agreement.

A student may apply in connection with an eco-travel for a grant for a maximum of 2 days for travel before the start of the stay at the institution organising BIP and a grant for a maximum of 2 days for travel after the end of the stay at the institution organising BIP. The grant for travel days will be awarded depending on the documented number of travel days and according to the scheme below:

- for travel in one direction from 100 km to 1300 km: 1 additional day,
- for travel in one direction of more than 1301 km: 2 additional days.

The rules laid down in point 58(b) apply to calculate the distance.

The grant for travel days will be calculated according to the rates specified in point 52.

58. Students qualifying as the persons with the so-called fewer opportunities, i.e., with a declared disability and/or receiving a maintenance grant at the time of recruitment, may apply for a fixed sum for travel expenses.

- a. 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 student. 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.
- b. The fixed sum amount 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 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> .

59. Fixed sum rates for travel costs, irrespective of the means of transport chosen, for 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 above:	EUR 1500 per participant

60. A student who qualifies as the person with so-called fewer opportunities and who travels by "ecological" means of transport ("eco-travel") may apply for an increased fixed sum for travel costs.

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 above:	-

61. A student who does not qualify as the person with the so-called fewer opportunities may declare to travel to the host institution by sustainable means of transport ("eco-travel").

In connection with the declared eco-travel, the student may be granted a one-off allowance of EUR 50 and travel days in accordance with point 52.

62. Rules for all eco-travels:

- 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://en.wikipedia.org/wiki/Carpool>, 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, motorcycle or car travelling solo.
- d. In order to declare travel by sustainable means of transport, the student shall complete a declaration ("Declaration of planned eco-travel") according to the template available at <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/studenci-studia/dokumenty/>. A student may submit the declaration only before the signature of the individual agreement for mobility. The "Declaration of planned eco-travel" signed by the student must be delivered/submitted to DIPEM/CM DRP as an original or a scan.
- e. The choice of the means of transport from among the eligible "ecological" means is at the student's discretion. 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. 226 of the Rector of Nicolaus Copernicus University in Toruń of 16 November 2021 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.
- 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/wspolpraca/erasmus-plus-2021-2027/studenci-studia/dokumenty/>.
- g. The "Declaration of completed eco-travel" signed by the student must be delivered/submitted to DIPEM/CM DRP in original form within 14 days 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 travel by rail or by bus,
 - details of the car registration number and the name(s) of the person(s) travelling with the student - in the case of car-pooling.
- h. The date on the attached ticket/bill cannot coincide with the date of stay at the institution organising BIP (dates from the individual agreement) nor can the journey start earlier than 7 days before the start of mobility at the institution organising BIP. 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 institution organising BIP (dates from the individual grant agreement).
- i. If the student 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 earlier declaration of the

route and/or method of travel, the student 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 student will not be required to return the amount paid for the eco-travel.
 - 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 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 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 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.
63. The fixed amount for travel costs from the Erasmus+ programme funds shall be granted to a student only if the travel was directly related to the implementation of short-term mobility/BIP.

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."*

64. The student's travel days do not count towards the mobility capital used.
65. Students who qualify for the BIP are required to sign an individual grant agreement in DIPEM/DRP CM.
- The agreement must be signed by the student before the start of the BIP programme. Failure to sign the agreement prior to the start of the BIP will be the grounds for the student to be struck off the list of successful applicants.
- The grant will be paid to the student by bank transfer only in EUR in two tranches, with the second tranche of EUR 50 - after the student has formally settled their account for mobility.

66. Every student qualified for an Erasmus+ mobility will be given access to the OLS system (*Online Language Support*):
- a. for short-term mobility up to and including 14 days - completion of a placement language is optional,
 - b. for short-term mobility from 15 to 30 days – completion of a placement language test in the OLS system is obligatory.

The student should complete a placement test in the language in which they will be pursuing BIP.

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

Completion of the language test is compulsory, and taking part in the language course(s) is voluntary.

67. The rules for participation in the Erasmus+ programme apply in other respects in accordance with the rules for long-term mobility for studies.

Approved on 01.03.2024

Vice-Rector for Education

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