

Student
mobility for studies: SMS
Rules for preliminary recruitment for foreign study mobilities
long-term and short-term mobilities
project KA131 2024-2026

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 project KA131 2024-2026:

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. The term „student” refers to a person who has been admitted to study at NCU (full-time or part-time) which leads to obtaining a degree, meaning:
 - a. undergraduate or graduate student, or a student of long-cycle Master’s degree Programme,
 - b. a participant of a doctoral school (doctoral student).
3. Mobilities can begin on 1 June 2024.
All mobilities must be completed by 30 June 2026.
4. Every mobility must be completed within one academic year.
5. The following types of mobilities for studies may be carried out under KA131 2024-2026:
 - a. long-term physical mobility for students and doctoral students – that consists of physical mobility lasting min. 60 days,
 - b. long-term blended mobility for students and doctoral students – that consists of physical mobility lasting min. 60 days and obligatory virtual mobility (which is not eligible for Erasmus+ funding and does not count towards the mobility capital used or the minimum length of studies),
 - c. short-term physical mobility for doctoral students - that consists of physical mobility of min. 5 working days and a maximum of 30 days,
 - d. short-term blended mobility for students and doctoral students, including participation in Blended Intensive Programmes (BIP) - that consists of physical mobility of min. 5 working days and a maximum of 30 days and obligatory virtual mobility (which is not eligible for Erasmus+ funding and does not count towards the mobility capital used or the minimum length of studies).

Travel days do not count towards the minimum and maximum length of physical stay at the host university.

Blended Intensive Programmes – “these are short, intensive programmes that use innovative ways of learning and teaching, including the use of online cooperation. The programmes may include challenge based learning where transnational and transdisciplinary teams work together to tackle challenges for example those linked to the United Nations’ sustainable development goals or other societal challenges identified by regions, cities or companies.

The intensive programme should have added value compared to existing courses or trainings offered by the participating HEIs and can be multiannual. By enabling new and more flexible mobility formats that combine physical mobility with a virtual part, blended intensive programmes aim at reaching all types of students from all backgrounds, study fields and cycles.

During these blended intensive programmes, groups of students and/or staff as learners will undertake a short-term physical mobility abroad combined with a compulsory virtual component facilitating collaborative online learning exchange and teamwork. The virtual component must bring the learners together online to work collectively and simultaneously on specific assignments that are integrated in the blended intensive programme and count towards the overall learning outcomes.”

6. 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.
7. Virtual mobility should be understood as the implementation of the virtual programme agreed in the LA, which takes place remotely only outside the HEI organisation's country and enables teamwork and exchange of experiences on the basis of e-learning. The virtual part of the mobility may be realized before or after the physical part of the mobility; the minimum length is not specified.

The virtual part of the mobility will be a "zero-grant" period.

8. Regarding long-term mobilities - the Erasmus+ scholarship may be awarded for up to 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).

Due to limited availability of funds, requests for extension of mobilities from winter to summer semester will not be approved.

9. Regarding short-term mobilities - the Erasmus+ scholarship shall be awarded for 5-30 days. The number of days with Erasmus+ funding may increase by travel days, if applicable.

Due to limited availability of funds, requests for extension of short-term mobilities will not be approved.

10. NCU's priority is the realization of long-term physical mobilities, meaning mobilities longer than 60 days.

11. Recruitment for mobilities for studies takes place within the basic period between 5 February and 15 March 2024.

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 2024 and will apply for a study mobility in the summer semester 2024/2025, an additional recruitment date is set from 7 to 25 October 2024.

12. Recruitment for short-term mobilities is continuous and will be carried out until the limit of the funds is fully used.

13. 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.

14. 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.

15. 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.

16. The recruitment for mobilities to the EU countries and third countries associated to the Programme 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 in which the NCU student mobility takes place must own an ECHE card valid for academic year.

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

The condition of qualification of a doctoral student 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.

17. 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.

18. Regarding short-term mobilities - preference will be given to visits 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, the 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
- *University of Essex, United Kingdom*²

19. Out of the available pool of funds up to 10 scholarships are reserved for mobilities to third countries not associated to the Programme. In case of remaining funds, the number of scholarships may be increased.

The recruitment for mobilities to third countries not associated to the Programme includes only those partner universities with which the NCU has signed KA171 IIA inter-institutional agreements. The list of KA171 agreements is attached to the Rules in a separate file (xls). The list of agreements will be updated at least once a month.

20. There is an open call for applications, based on a wide information and promotion campaign.

21. 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.

22. 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.

23. 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+“, available at: <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/studenci-studia/dokumenty/>.

24. 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.

25. During the whole Erasmus+ mobility period the student must have the status of NCU student and must not be on leave.

26. Persons who withdrew from the mobility in previous years without notifying the University, cannot reapply.

27. 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.

28. 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 in Toruń set their own rules, taking

² Mobilities to UK can be implemented only within the framework of reallocations of funds for cooperation with third countries not associated to the Programme (within the number of places specified in paragraph 19).

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.

29. 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.
30. 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.
31. 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).

Regarding long-term mobilities - 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.

32. **Basic monthly rates of the Erasmus+ scholarship for long-term mobilities to the EU countries and third countries associated to the Programme and third countries not associated to the Programme from regions 13 and 14, will be published in the form of an annex to these Rules after they have been provided by the Erasmus+ National Agency.**
33. The basic Erasmus+ scholarship amount for long-term mobilities to third countries not associated to the Programme from regions 1-12 is equal to **700 EUR/month**, regardless of the country of destination.
34. Regarding long-term mobilities - 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).
35. Regarding long-term mobilities - students with disabilities shall receive an additional 250 EUR/month as an increase in the basic rate (supplement for students with fewer opportunities).
36. Regarding short-term mobilities - the basic Erasmus+ scholarship amount, regardless of the country of destination, 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.
37. Regarding short-term mobilities - 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.
38. 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 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,
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 Erasmus+ National Agency.
39. 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.

40. 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.

41. The financial rules of travel/“green travel” (travel by low-emission means of transport) will be published in the form of an annex to these Rules after they have been provided by the Erasmus+ National Agency.

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

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.

43. 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 schools.

44. Regarding long-term mobilities - 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.

45. Doctoral students (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 is approved by the director of a doctoral school. The supervisor of the mobility of a doctoral student is the director of doctoral school or a supervisor designated by them.

46. Realization of long-term blended mobility does not exempt the student/doctoral student from the requirements of sections 44 and 45.

47. Regarding participants of BIPs – students are obliged to realize a programme for at least 3 ECTS.

48. Regarding short-term mobilities other than participation in BIPs - the Learning Agreement may include any form of short-term physical/blended educational component at the host university agreed on by all parties (the mobility participant, the NCU and the host institution), e.g. workshop, seminar, laboratory, intensive/specialist/further educational course, specialist language course, etc.

Regarding short-term blended mobilities – students are obliged to realize a programme for at least 3 ECTS.

49. Participation in conferences, congresses, symposia, etc., is not eligible under Erasmus+.

50. An Erasmus+ scholarship 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.

51. 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.

52. The Erasmus+ scholarship shall be paid only via transfer in EUR in 3 tranches (mobilities for 2 semesters) or in 2 tranches (all other mobilities lasting shorter than 2 semesters), with the last tranche paid in the amount of:

- a. 50 EUR (short-term mobilities) or
- b. 100 EUR (mobilities lasting from 60 days up to one semester) or
- c. 200 EUR (mobilities lasting 2 semesters).

The last tranche will be paid to the student after the formal settlement of a mobility.

53. All mobility participants are 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 insurance and third-party liability insurance 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 individual grant agreement.

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

54. 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.
55. 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.

56. 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 for long-term mobilities at NCU, that is until 20 March 2024 and 30 October 2024.
57. Regarding short-term mobilities - within 14 days of receipt of the complete recruitment documents, DIPEM will inform the student by e-mail whether or not the grant has been awarded (in the event that the funding limit has been exhausted).

Required documents:

- a. student recruitment 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.

58. 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.
59. 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.
60. In April 2024 and in November 2024, 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.
61. The rules can be modified based on further information and guidelines from Erasmus+ National Agency.

Approved on 23 January 2024 by

Professor Przemysław Nehring

Vice-Rector for Education