

Student

mobility for studies: SMS

Rules for preliminary recruitment for foreign study mobilities

long-term and short-term mobilities

project Erasmus+ KA131 2026-2028

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 2026-2028:

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-certifikat_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 2026.
All mobilities must be completed by 30 June 2028.
4. Every mobility must be qualified to only one academic year.
5. The following types of mobilities for studies may be carried out under KA131 2026-2028:
 - 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.

6. 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.”

A student can only be qualified for a BIP where NCU serves as a full partner, i.e., where NCU participates in developing and implementing the program.

Faculties or units of NCU may submit a proposal for the participation in BIP as a partner university.

To propose NCU's participation in BIP intended for students, the following information must be sent to DiPEM by using a form:

- a) BIP title, subject field
- b) Name and Erasmus code of the coordinating university BIP
- c) ID BIP (BIP identifier in the reporting system *Beneficiary Module* - BIP coordinator's data)
- d) Names and Erasmus codes of partner universities in BIP
- e) Name of the unit and details of the BIP substantive coordinator at NCU
- f) Number of ECTS credits and working hours allocation to the physical part, virtual part and self-study.
- g) Place where the physical part of the BIP will take place
- h) Dates of the physical part of BIP (min. 5 days)
- i) Dates of the virtual part of BIP and schedule of the virtual part (before the physical part / after the physical part / before and after / before and during / before, during, and after / during and after)
- j) Planned number of NCU students
- k) Planned number of NCU staff conducting lectures (within STA mobility)
- l) Description of BIP, including: participant's profile, objectives, expected outcomes (impact on participants and universities), methods, tools, framework plan of the physical part of BIP by day, and description of the virtual part (methods, tools, framework program), student workload divided into physical, virtual, and self-work, NCU's role in developing and implementing the BIP program.

The application form should be submitted to DiPEM no later than 8 weeks before the planned start of the proposed BIP.

The application form is subject to evaluation by the Vice-Rector for International Relations and the Erasmus+ Institutional Coordinator for compliance with the requirements specified in the Erasmus+ Programme Guide and availability of funds.

Within 3 weeks of receiving the application form, DiPEM will inform the NCU unit about the acceptance or rejection of the application, and in the case of acceptance, also about the maximum number of SMS and STA scholarships available in connection with the submitted BIP.

7. 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 language².
8. 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.

9. 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, the project does not provide funding for mobilities for the entire academic year (except for so called double diploma programs)

10. 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.
11. **Due to limited availability of funds, requests for extension of long-term or short-term mobilities will not be approved, regardless the reason of extension.**
12. **Under KA131 2026-2028 project, a student may be qualified for only one long-term/long-term blended mobility and/or one short-term/short-term blended mobility.**

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

² In particularly justified cases, and with the approval of the Vice-Rector for International Relations, exceptions may be allowed.

The limitation in number of mobilities financed from the project KA131 2026-2028 does not apply to students of YUFE joint diploma (Urban Sustainability Studies).

13. NCU's priority is the realization of long-term physical mobilities, meaning mobilities longer than 60 days.
14. Recruitment for mobilities for studies takes place within the basic period between 2 February and 16 March 2026. Final-year students (both undergraduate and graduate) may not take part in the basic recruitment.

Only if funds remain available, a supplementary recruitment for long-term mobilities in the summer semester of 2026/2027 will take place from 5 October to 16 October 2026.

15. Recruitment for short-term mobilities is continuous and will be carried out until the limit of the funds is fully used.
16. Recruitment is considered preliminary, until all the following conditions are met:
 - a. the student is awarded Erasmus+ scholarship by NCU,
 - b. the student's acceptance is confirmed by the partner University (host),
 - c. 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.

17. 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.
18. 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.
19. 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.

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.

20. **Out of the available pool of funds min. 30 scholarships are reserved for mobilities made by students of YUFE joint diploma (Urban Sustainability Studies) and students qualified for Open YUFE Programme to YUFE - Young Universities for the Future of Europe consortium (European Universities Initiative), as NCU's strategic partners.**
21. 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

22. There is an open call for applications, based on a wide information and promotion campaign.
23. 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.
24. 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.
25. 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/>.
26. 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 (DiPM) or the CM Department of Research and Projects (DRP CM) as a mentor of visiting students.
27. During the whole Erasmus+ mobility period the student must have the status of NCU student and must not be on leave.
28. Persons who withdrew from the mobility in previous years without notifying the University, cannot reapply.
29. 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.
30. 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 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 and students qualifying as persons with the so-called fewer opportunities.

- 31. In the case of the available pool of funds being insufficient for financing the mobilities of all students preliminarily recruited, Vice-Rector for International Relations shall set up new criteria in the form of an annex to the Rules for preliminary recruitment included in this document.**
32. 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.
33. 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.
- 34. Basic monthly rates of the Erasmus+ scholarship for long-term mobilities to the EU countries and third countries associated to the Programme, will be published in the form of an annex to these Rules after they have been provided by the Erasmus+ National Agency.**
35. The group of persons with fewer opportunities includes:
 - students receiving from NCU a maintenance (social) grant at the time of recruitment or students who present a decision on the award of a maintenance (social) grant by the time of signing the individual agreement (acquisition of a maintenance (social) grant after the completion of the Erasmus+ recruitment process),
 - students or doctoral students with a disability certificate,
 - students or doctoral students who have children up to the age of 8 (on the first day of mobility),

- d. students or doctoral students who either hold refugee status or have been granted asylum in the territory of the Republic of Poland.

36. Regarding long-term mobilities – students/doctoral students qualifying as the persons with the so-called fewer opportunities will receive an additional **250 EUR/month** as an increase in the basic rate (supplement for students with fewer opportunities).

37. 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.

38. Regarding short-term mobilities - the allowance for students qualifying as persons with the so-called fewer opportunities 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.

39. In order to receive the allowance for the students qualifying as the persons with the so-called fewer opportunities, it is necessary to submit to the DIPEM/CM DRP one document of 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 DIPEM/CM DRP before signing the individual agreement,
- b. a declaration confirming holding a disability certificate, along with the certificate (for verification), valid for the entire period of physical mobility. In the case where the validity of the certificate expires during the physical mobility – the granting of the allowance will require the approval of the Erasmus+ National Agency,
- c. a declaration confirming that the student/doctoral student has a child up to the age of 8, along with the child's birth certificate (for verification),
- d. a declaration confirming the granted refugee status/asylum in the territory of the Republic of Poland, along with a residence permit/decision of the Head of the Office for Foreigners (for verification).

40. 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.

41. A student/a doctoral student may receive only one supplement based on only one criterion confirming their belonging to the group of persons with so-called fewer opportunities. Supplements for students/doctoral students with fewer opportunities are not cumulative.

42. The student is entitled to apply for a lump sum for travel costs. The lump sum will be calculated according to the grant rates and the European Commission's calculator and depending on the means of transport chosen by the student. Confirmation of the specific means of transport by the participant is mandatory and is the result of reporting requirements of *Beneficiary Module* system.

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

Distance	Eco-travel – rates (definition in point 46 b)	Standard travel
from 0 to 99 km:	56 EUR per participant	28 EUR per participant
from 100 to 499 km:	285 EUR per participant	211 EUR per participant

from 500 to 1 999 km:	417 EUR per participant	309 EUR per participant
from 2 000 to 2 999 km:	535 EUR per participant	395 EUR per participant
from 3 000 to 3 999 km:	785 EUR per participant	580 EUR per participant
from 4 000 to 7 999 km:	1188 EUR per participant	1188 EUR per participant
8 000 km or more:	1735 EUR per participant	1735 per participant

43. For travel up to 499 km, students should use the "eco-travel" option. The selection of a standard means of transport for this distance will require the student to provide a justification (in written form, to be attached to the student's mobility documentation).

44. Students traveling by standard means of transport may apply for a scholarship for a maximum of 2 days of travel, as long as the journey takes place on days other than the days of the study program, indicated in the Participant's individual agreement.

The scholarship for travel days will be calculated in accordance with the scholarship rates applicable for a given type of mobility.

45. It is possible for the travel days to be the start and end days of physical mobility at the same time, provided that these days are also confirmed days of the stay in the host institution and it is actually possible to carry out both the travel and the stay in the receiving institution on these days.

For a confirmed day of stay at a host institution, which is also a day of travel, the student is only entitled to the scholarship rate for the stay, the scholarship for the day of travel will not be calculated.

46. A student traveling by "ecological" means of transport ("eco-travel") may apply for a scholarship for an additional 4 days of travel (apart from the days indicated in point 44), i.e. for a total of a maximum of 6 days of travel, as long as the journey takes place on other days than the days of implementation of the study program indicated in the Participant's individual grant agreement.

- a. Travel by „ecological” means of transport must be in two directions.
- b. Eco-travel shall mean travel by low-emission/sustainable means of transport i.e. travel by bus, train, car (carpooling as defined at <https://pl.wikipedia.org/wiki/Carpooling>, i.e. travel by car on the same route by at least 2 persons).
- c. Eco-travel does not include travel by plane, ferry, boat, motorcycle or car travelling solo.
- d. The choice of the means of transport from among the eligible " ecological" means is at the discretion of 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. 1 of the Rector of Nicolaus Copernicus University in Toruń of 1 January 2026 on the use for official purposes of personal cars not owned by Nicolaus Copernicus University in Toruń may apply. The NCU shall not be liable for any damage that may be caused to the student's during such travel.
- e. The student, in connection with eco-travel, may apply for a scholarship for a maximum of 3 days for travel before the start of the stay at host institution, and a scholarship for a maximum of 3 days of travel after the stay at a host institution. The travel days scholarship will be awarded depending on the documented travel days and according to the scheme below:
 - distance 100-499 km – scholarship for maximum 2 days of travel;
 - distance 500-2999 km – scholarship for maximum 4 days of travel;
 - distance 3000-3999 km – scholarship for maximum 6 days of travel.

The rules set out in point 42 apply to calculate the distance.

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

- f. On completion of the stay at the host institution, the student is required to submit a "Declaration of completed eco-travel", according to the template available at: www.umk.pl/wspolpraca/erasmus-plus-2021-2027/studenci-studia/dokumenty/.

g. The "Declaration of completed eco-travel" signed by the participant must be delivered/submitted to DIPEM/CM DRP in original form within 6 weeks³/14 days⁴ of the completion of the mobility (counting from the end date of the stay indicated in the certificate from the host institution).

Copies of tickets/ticket bills confirming the travel (in case of travelling by rail or by bus) shall be attached to the „Declaration of completed eco-travel”.

h. The date on the attached ticket/bill cannot coincide with the date of stay at the host university (dates from the individual agreement) neither the travel may begin earlier than 30 days³/7 days⁴ before the start of the stay at the host institution nor end later than 30 days³/7 days⁴ after the end of the stay at the host institution. The only exception is the start/end date of the travel, which may be the same as the start/end date of the stay at the host university (dates from the individual grant agreement).

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

j. In each case, the participant must provide evidence to the Nicolaus Copernicus University that the number of travel days requested (travel days grant) and accounted for under the individual eco-travel support category was necessary to cover the distance between the locations of the sending institution and the receiving institution.

k. The 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.

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

m. If the 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 participant's earlier declaration of the route and/or method of travel, the student will be asked to return the difference between the amount paid for eco-travel and the amount for standard travel.

n. If, on the basis of the "Declaration of completed eco-travel" and the attached tickets/receipts for tickets, there is a change from the previously declared means of transport to another sustainable means of transport, without any change to the travel route taken for the calculation of the distance in the EC calculator, the return of the amount paid in respect of eco-travel will not be required.

47. The lump sum for travel costs from the Erasmus+ programme funds shall be granted to a student/doctoral student 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."

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

49. The student 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.

50. **The student who, at the time of signing the Participant's individual grant agreement, has a conditional enrollment for the stage of studies during which the mobility is taking place, must submit to the DIPEM/CM DRP a written consent for the mobility issued by the Dean, Deputies for Mobility or study programme coordinators.**

51. Every student qualified for an Erasmus+ mobility will be given access to the EU Academy platform. 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).

³ Applies to long-term study mobility

⁴ Applies to short-term study mobility

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 EU Academy.

52. 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.

53. 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.

54. 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.

55. Realization of long-term blended mobility does not exempt the student/doctoral student from the requirements of sections 53 and 54.

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

57. 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**.

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

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

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

60. Students recruited for a study mobility are obliged to sign an individual grant agreement at DiPEM/DRP 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 DiPEM/DRP CM personally by the student or by a person authorised by the student. It is also allowed to send a signed agreement by mail.

61. 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:

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

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

62. All mobility participants are obliged to have a document authorizing 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.

Students/doctoral students shall submit a declaration regarding their health insurance coverage. The declaration template is available on the website: <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/studenci-studia/dokumenty/>.

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

63. An interruption of mobility may be granted only in exceptional, unforeseen personal or health-related circumstances. Each case will be considered individually by the Vice-Rector for International Relations, the Mobility Coordinator and the Dean / Director of the Doctoral School, upon the student's written request.
64. **Interruptions of mobility (i.e. return to and physical presence at NCU) for the purpose of completing any part of the study programme at NCU, are not permitted. Any interruption of the mobility period for the purpose of completing the study programme at NCU in physical form shall constitute grounds for termination of the student's individual grant agreement and for recovery of the full amount of the Erasmus+ grant paid.**
65. 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 DiPEM/DRP CM of the resignation.
66. 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 International Relations. The decision by the Vice-Rector for International Relations is final.
In both cases, the student has the right to appeal within 14 days from receiving the decision.
67. Deputies for mobility/study programme coordinators/directors of doctoral schools submit the recruitment protocol to DiPEM/DRP 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 19 March 2026 and 21 October 2026.
68. 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.
69. 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.
70. On the basis of the recruitment protocols the DiPEM/DRP CM staff shall conduct the procedure of granting the mobility to qualified students in the USOS system and will send nominations to host universities.
71. In April 2026 and in October 2026, the DiPEM/DRP 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.
72. The rules can be modified based on further information and guidelines from Erasmus+ National Agency.

Approved by
Prof. Magdalena Barwiótek
Vice-Rector for International Relations
Toruń, 16.01.2026