

**Amendment to the Recruitment Rules
for Student Mobility for Studies (SMS) and Student Mobility for Placement (SMP)
under the Erasmus+ Programme
Erasmus+ projects: KA103 2018, KA103 2019, KA107 2018, KA107 2019**

concerning

**SETTLEMENT OF STUDENT MOBILITY WHICH WAS CANCELLED, SUSPENDED OR TERMINATED
BEFORE END DATE DUE TO COVID-19 PANDEMY (KA103, KA107)**

SITUATION 1 – THE STUDENT HAS NOT YET GONE ABROAD, BUT HAS INCURRED COSTS RELATED TO THE ORGANIZATION OF HIS/HER SMS OR SMP MOBILITY.

Recognition of costs by the National Agency of the Erasmus+ Programme (NA) will only be possible if a formal document has been drawn up which gave the student the right to start organising the mobility (e.g. financial agreement, LA, nomination confirmed by the host institution).

a) Travel expenses

The student may apply for reimbursement of travel expenses subject to submitting to the Department of International Cooperation of documentation confirming that the student has incurred expenses and that the recovery of those costs was not possible.

NOTE: Fixed and not actual rates incurred by the student and calculated in accordance with the distance calculator shall apply for the settlement of the cost of the ticket.

Statement on resignation from the mobility, invoices and bills must be in the original and sent by post/delivered to the Department of International Cooperation.

The European Commission's calculator is available at https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en.

The seat of the Nicolaus Copernicus University in Toruń is considered to be the place of departure and the seat of the host institution is considered to be the place of destination.

Applicable fixed rates:

- EUR 20 per participant – distance between 10 and 99 km;
- EUR 180 per participant - distance between 100 and 499 km;
- EUR 275 per participant - distance between 500 and 1999 km;
- EUR 360 per participant - distance between 2000 and 2999 km;
- EUR 530 per participant - distance between 3000 and 3999 km;
- EUR 820 per participant - distance between 4000 and 7999 km;
- EUR 1500 per participant - distance between 8000 km and more.

b) Other expenses

Other non-refundable expenses related to the organisation of the mobility that has been cancelled (e.g. deposit for a dormitory, visa, insurance) may be covered from organisational support in the form of reimbursement of actual expenses.

Any expense requires documentary evidence (invoice, bill, confirmation of transfer/payment from account/card, etc.) and proof of non-refundability in the form of e.g. email correspondence with the service provider, information from the service provider's website, etc. **Invoices and bills must be in the original and sent by post/delivered to the Department of International Cooperation.**

NOTE: The case of each student and each expense shall be assessed on an individual basis. If the student has received the first instalment of the grant, the whole amount shall be subject to reimbursement to the project account, reduced by the expenses recognized according to the procedure set out in subsections a and b.

NOTE: The change from traditional to remote learning is not possible for students who have not yet gone to the partner university. This implies that at present the Erasmus+ programme does not provide for a virtual-only mobility option (a student who has not gone to a partner institution cannot start implementing the Learning Agreement).

SITUATION 2A – THE STUDENT WENT ABROAD AND DUE TO COVID-19 RETURNED HOME, BUT HIS/HER ACTUAL MOBILITY WAS LONGER THAN 90 DAYS (SMS) OR 60 DAYS (SMP) AND THEREFORE MEETS THE CRITERIA FOR A MINIMUM DURATION OF STAY

CASE 2A/1 – STANDARD SHORTENING OF STAY

a) Individual support (grant for stay)

In the event of a standard shortening of the stay, a financial settlement shall be made for the completed stay.

The student must return the remaining part of the grant, i.e. from the date of suspension of the course/termination of the stay at the partner university/termination of the placement abroad, if **all three of the following conditions are met in case of studies (SMS) or two of the following conditions are met in case of placement (SMP):**

- The student does not plan to resume studies at the university/ partner institution when it reopens;
- The student does not move to on-line teaching despite such offer provided by the partner university - it does not apply to mobility for placement;
- The student does not incur any mobility costs (e.g. for accommodation abroad even if he/she is back home).

Expenditure on accommodation, food, travel, etc. for the part of the implemented mobility does not meet the criteria of non-reimbursable costs (i.e. costs which would not have occurred if the mobility had been implemented as planned). A standard Erasmus+ grant is eligible for the period of the completed stay and its due amount shall be calculated on the basis of a certificate on the actual duration of stay issued by the host university.

The new amount of the grant due shall be calculated in accordance with the general rules set out in the individual agreement, i.e. with an accuracy of 1 day, with the so-called 5-day tolerance and using the European Commission's calculator in the Mobility Tool+ reporting system. The part of the grant that relates to the uncompleted stay shall be returned.

b) Travel expenses:

If the student did not buy a return ticket to Poland in advance resulting from the end date of mobility, it is not possible to recognise the cost of the ticket purchased because of COVID-19 as this is provided for by a grant received under individual support (KA103) or a lump sum for travel expenses (KA107).

If the student has a return ticket to Poland (e.g. for 1 July), it shall only be possible for the NCU to recognize the expenses related to the purchase of an additional ticket due to COVID-19 if the student is not able to cover such expenses from the grant received/retained and the NCU shall not exceed the total budget indicated in the financial agreement with the NA by accepting such expenses.

Fixed and not actual rates incurred by the student and calculated in accordance with the distance calculator shall apply for the settlement of the cost of the ticket (as set out in SITUATION 1). The expenses resulting from the purchase of the additional ticket shall be verified by the NA at the final report stage on the basis of:

- proof that the costs previously incurred for the purchase of the return ticket were not possible to recover,
- proof confirming that the student was unable to cover the expense of the additional ticket from the grant received/retained.

CASE 2A/2 – NON-STANDARD SHORTENING OF MOBILITY

a) Individual support (grant for stay)

In the case of a non-standard shortening of the stay, the student retains the full grant originally calculated in the individual agreement if he/she meets **at least one** of the following conditions:

- I. The student plans to resume studies at the partner university/institution when it reopens;
- II. The student moved to on-line courses offered by the partner university;
- III. The student has been incurring mobility costs (e.g. for accommodation abroad even if he/she is back home).

The financial settlement of the mobility shall take place in accordance with the general rules contained in the individual agreement, i.e. with an accuracy of 1 day, with the so-called 5-day tolerance and using the European Commission's calculator in the Mobility Tool+ reporting system.

The following documents shall be taken into account for the financial settlement of mobility:

- certificate issued by the partner university/institution (situation I and II)
or
- certificate issued by the partner university/institution, individual agreement and supporting documents confirming that mobility costs have been incurring (situation III). Invoices and bills must be in the original and sent by post/delivered to the Department of International Cooperation.

Note: If the student meets only condition I - retaining the whole scholarship depends on resuming traditional classes at the partner university/opening the partner institution. If the partner university does not resume traditional classes/partner institution will not open until the end of the student's individual agreement and the student will not be able to resume studies - the due grant shall be calculated on the basis of a certificate issued by the partner university/institution on the duration of the physical stay until the departure date due to COVID-19.

b) Travel expenses:

If the student did not buy a return ticket to Poland in advance resulting the end date of mobility, it is not possible to recognise the cost of the ticket purchased because of COVID-19 as this is provided for by a grant received under individual support (KA103) or a lump sum for travel expenses (KA107).

If the student has a return ticket to Poland (e.g. for 1 July), it shall only be possible for the NCU to recognize the expenses related to the purchase of an additional ticket due to COVID-19 if the student is not able to cover such expenses from the grant received/retained and the NCU shall not exceed the total budget indicated in the financial agreement with the NA by accepting such expenses.

Fixed and not actual rates incurred by the student and calculated in accordance with the distance calculator shall apply for the settlement of the cost of the ticket (as set out in SITUATION 1). The expenses resulting from the purchase of the additional ticket shall be verified by the NA at the final report stage on the basis of:

- proof that the costs previously incurred for the purchase of the return ticket were not possible to recover,
- proof confirming that the student was unable to cover the expense of the additional ticket from the grant received/retained.

SITUATION 2B – THE STUDENT WENT ABROAD AND DUE TO COVID-19 RETURNED HOME, BUT HIS/HER ACTUAL STAY WAS LESS THAN 90 DAYS (SMS) OR 60 DAYS (SMP) AND THEREFORE DOES NOT MEET THE MINIMUM DURATION OF STAY

CASE 2B/1 – NON-STANDARD SHORTENING OF STAY

a) Individual support (grant for stay)

In the case of a non-standard shortening of mobility, the student retains the full grant originally calculated in the individual agreement if he/she meets **at least one** of the following conditions:

- I. The student plans to resume studies at the partner university/institution when it reopens;
- II. The student moved to on-line courses offered by the partner university;
- III. The student has been incurring mobility costs (e.g. for accommodation abroad even if he/she is back home).

The financial settlement of the mobility shall take place in accordance with the general rules contained in the individual agreement, i.e. with an accuracy of 1 day, with the so-called 5-day tolerance and using the European Commission's calculator in the Mobility Tool+ reporting system.

The following documents shall be taken into account for the financial settlement of mobility:

- certificate issued by the partner university/institution (situation I and II)
or
- certificate issued by the partner university/institution, individual agreement and supporting documents confirming that mobility costs have been incurring (situation III). Invoices and bills must be in the original and sent by post/delivered to the Department of International Cooperation.

Note: If the student meets only condition I - retaining the whole scholarship depends on resuming traditional classes at the partner university/opening the partner institution. If the partner university does not resume traditional classes/partner institution will not open until the end of the student's individual agreement and the student will not be able to resume studies – the eligibility of such mobility under the Erasmus+ programme shall be subject to the decision of the National Agency to recognise the shortening as the case of force majeure.

The same applies to situations I and II, if the certificate issued by the host university/institution for the completion of the full mobility (physical mobility, virtual mobility) shall cover a period of less than 90 days (SMS) or 60 days (SMP) - the eligibility of such mobility under the Erasmus+ programme shall depend on the decision of the National Agency to recognise the shortening as force majeure.

b) TRAVEL EXPENSES:

If the student has not already bought a return ticket to Poland resulting from the end date of mobility, it is not possible to recognise the cost of the ticket purchased because of COVID-19, as this is provided for by a grant received under individual support (KA103) or a lump sum for travel expenses (KA107).

If the student has a return ticket to Poland (e.g. for 1 July), it shall only be possible for the NCU to recognize the expenses related to the purchase of an additional ticket due to COVID-19 if the student is not able to cover such expenses from the grant received/retained and the NCU when accepting such expenses shall not exceed the total budget indicated in the financial agreement with the NA.

For the settlement of the additional expense of the ticket, fixed rates according to the distance calculator shall apply and not actual expenses (as set out in SITUATION 1). The expenses resulting from the purchase of the additional ticket shall be verified by the NA at the final report stage on the basis of:

- proof that the costs previously incurred for the purchase of the return ticket have not been recoverable,
- proof confirming that the student was unable to cover the expense of the additional ticket from the grant received/retained.

CASE 2B/2 – SHORTENING OF MOBILITY DUE TO FORCE MAJEURE

In the event of shortening of the stay below the minimum duration, i.e. 90 days (SMS) or 60 days (SMP) – the case is eligible to be referred to the National Agency for invoking force majeure provided that **all three of the following conditions are met simultaneously in the case of studies (SMS) or two conditions are met in the case of placement (SMP):**

- the student does not plan to resume studies at the partner university/ institution when it reopens;
- the student does not move to on-line courses despite such having been offered by the partner university - does not apply to mobility for placement;
- the student has not been incurring any mobility costs (e.g. for accommodation abroad even if he/she is back home).

The amount of the grant due to the student shall be determined by the National Agency on the basis of an individual application submitted through the Department of International Cooperation and including the justification for shortening of the stay. The following documents must be attached to the application:

- A certificate issued by the partner institution on the actual duration of the Student's stay.

SITUATION 3 – THE STUDENT WENT ABROAD, SUSPENDED HIS/HER MOBILITY AND DID NOT/ CANNOT RETURN HOME

a) Individual support (grant for stay)

The student has the right to keep the grant for the time of study at the partner university/placement in the host institution **from the date of commencement of study/placement until the suspension of the traditional form of study/placement.**

The student shall be entitled to keep the grant also for the time of study at the partner university/placement in the institution **from the date of resuming traditional classes/placement until the end of mobility.**

For the period of **"interruption"**, participants may apply for a grant, if:

- they plan to complete mobility at the partner university/institution when it reopens and in the case of studies – they participate in online courses, if such have been offered to them;
- they cannot return to Poland because of restrictions imposed by the authorities of the country in which they are staying.

Vice-Rector for International
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