



**Rules for the recruitment, implementation and funding of student
and early graduate mobility for work placements (SMT)
at the Marie Curie-Skłodowska University
within the framework of the Erasmus+ Higher Education Programme
(Mobility of students and staff of higher education institutions supported by
internal policies funds) KA131-HED**

§ 1. GENERAL PRINCIPLES

1. Every student of higher education at the University of Maria Curie-Skłodowska (UMCS): I degree (bachelor's or engineering), II degree (master's), uniform master's, III degree (doctoral) and a participant of doctoral studies within the doctoral school and a person of "post-doc" status of both full-time and part-time studies, regardless of his/her citizenship, may apply for a trip abroad (mobility) for professional practice within the Erasmus Programme+ educational mobility implemented by UMCS.
2. The Erasmus+ placement opportunity does not include postgraduate students.
3. The Erasmus+ placement opportunity includes early graduates of the University. An early graduate placement trip can take place within one year of the completion of the degree, and the length of the placement stay is included in the total duration of mobility at the level of study at which the student is qualified for the trip. Recruitment takes place in the candidate's final year of study. All organisational rules contained in this document regarding student participation also apply to early graduates.
4. At each of the three levels of study, a student is entitled to benefit from a study and work placement trip(s) lasting up to a total of 12 months per level of study. Unified Master's students are entitled to take advantage of trips totalling up to 24 months. However, previous departures from the Erasmus Programme (Erasmus+ 2014-2020 and Lifelong Learning) are included in the total number of months, within each level of study, regardless of whether they were carried out at UMCS or at another university.
5. If the work placement takes place in a foreign higher education institution, this institution must have a valid Erasmus Charter of Higher Education (ECHE) granted by the European Commission.
6. Internships can only take place in countries formally admitted to the Erasmus Programme+ KA131.
7. Internships can take place in foreign institutions, e.g. a company/enterprise, a research institution, a nonprofit organisation and other institutions. It is not possible to do Erasmus placements+ in EU institutions (a list of EU institutions where placements cannot be done is available at: https://european-union.europa.eu/about-%20eu/institutionsbodies_en) or in institutions responsible for the management of EU programmes such as the Erasmus+ National Agencies (to avoid possible conflicts of interest or double funding).
8. Duration of **long-term mobility** for the purpose of a work placement abroad (mobility physical) is from a minimum of 2 months, i.e. 60 immediately consecutive days 2 calendar

days with an optional virtual part. The minimum period of stay at the host institution refers only to the period of the placement and does not include the time of any linguistic or organisational preparation (orientation). The University will give preference to subsidising internship placements of no longer than 3 months, and in justified cases up to a maximum of 6 months.

9. The duration of **short-term mobility** for placement abroad is between 5 and 30 days (physical mobility) combined obligatorily with a virtual part (optional for doctoral students) within the same academic year. The minimum duration of the placement refers only to the period of the placement and does not include the time of any linguistic or organisational preparation (orientation).
10. A student qualified for an Erasmus+ placement must meet the following formal criteria:
 - must have been registered as a first-cycle student, second-cycle student, unified master's student, third-cycle student, doctoral student in a doctoral school or have post-doc status or be a graduate student immediately after completing the degree in question during the entire stay at the host university.
 - at the time of departure, the student must have completed at least the first year of first-cycle study (this does not apply to graduates or persons qualified by the Faculty Selection Committee);
 - must not be on dean's leave or otherwise on leave during the scholarship (does not apply to graduates).
11. If a qualified student pays tuition fees for his/her studies at UMCS, he/she continues to pay tuition fees at UMCS also during the period of his/her professional practice abroad. The possibility of a possible exemption from such a fee is decided by the relevant UMCS authorities.
12. Payment of national scholarships (e.g. social scholarship, Rector's scholarship for best students) to which the UMCS student has acquired the right before departure will continue during the student's stay abroad.

§ 2. RECRUITMENT

Information on the rules for participation, recruitment and financing of mobility can be found on the following websites (<https://www.umcs.pl/en/> ⇒ zone: **Student** ⇒ Erasmus ⇒ Exchanges ⇒ Erasmus for UMCS Outgoing Students ⇒ Traineeships)

1. Recruitment and qualification of students for work placements under the Erasmus Programme+ learning mobility place:
 - at the Faculty/Doctoral School - when the Faculty/Doctoral School at UMCS has agreements on the organisation of foreign student placements. The qualification date is set and announced by the faculty coordinators on the notice boards and/or websites of the Faculty/Doctoral School in agreement with the Erasmus Programme Office at UMCS. The conditions of eligibility are determined by the individual Faculties/Doctoral Schools in accordance with the general provisions on the conditions of participation in the Programme. The application documents that the student submits to the selection committee should include:
 - 1.a letter of motivation including the name of the institution where the student wishes to undertake the placement, the planned date of the placement and an indication of the compatibility of the subject matter of the placement with the course of study.
 2. proof of knowledge of a foreign language (not applicable to philology)



students); if no proof of knowledge of a foreign language is available, the Admissions Committee may verify knowledge of the foreign language through an interview

- 3.a certificate concerning the average marks in all completed semesters at the relevant level of study. The conditions may also include additional requirements notified by the specific internship host institution in a letter of intent or relevant agreement.
- in the Erasmus Programme Office (Office for Students and International Student Services, Centre for The student can also look for an institution to which he/she would like to study.) The student may be looking for an institution where he or she could take a 3 placement on your own or with the help of the Erasmus Programme Office. The staff of the Office will provide the student with all information concerning available offers for placements in foreign institutions. In this case, the student concerned submits by 30 April each year a set of documents concerning a trip during the summer holidays or in the following academic year:
 1. Letter of intent signed by the host institution;
 2. A letter of motivation with the approval of the Faculty Coordinator and the Dean or Director Doctoral School to go;
 3. A certificate concerning the average marks in all completed semesters at the relevant level of study,
 4. Proof of knowledge of a foreign language or a certificate (not applicable to philology students); in the absence of proof of knowledge of a foreign language, the Office staff may verify knowledge of the foreign language through an interview.

It is possible for students to apply for placements even after the end of the main qualification. In such a case, however, the candidates' documents will be considered on first-come, first-served basis and only if the University has free financial resources of the Programme earmarked for co-financing work placement mobility. The University will also accept the aforementioned documents in electronic form/scans sent via a digital document circulation system accepted by the University (if the recruitment will be via the USOS system or another system indicated by the University).

2. The Erasmus+ Programme qualification committees draw up protocols on the recruitment of students for work placements abroad and forward them to the Erasmus Programme Office of the UMCS.
3. In a situation where the funds allocated to the university for work placement scholarships are insufficient, priority in the allocation of funds for mobility shall be given to candidates qualified on the basis of relevant agreements or contracts by the Erasmus+ Programme Faculty Qualification Committees. It is recommended that the Commission should give priority to students who will be going on mobility for the first time and students meeting the criteria of "people with fewer opportunities".
4. Candidates admitted to the qualification have the right to appeal against the decision of the Erasmus+ Programme Qualification Committee to the Dean of the Faculty within 7 days of the announcement of the qualification results.
5. Candidates admitted to the Erasmus Programme Office at UMCS have the right to appeal against the decision of the Selection Committee to the Vice-Chancellor supervising the implementation of the Erasmus+ Programme within 7 days of the announcement of the qualification results.



§ 3. QUALIFIED STUDENTS, IMPLEMENTATION OF THE TRIP AND ITS FINANCING

1. Students qualified for the trip by the Faculty or Doctoral School Committees should immediately contact the UMCS Erasmus Programme Office in order to prepare further steps related to the application documents and the financing of the trip.
2. Each student qualified for an Erasmus placement+ must agree an individual placement programme in the form of a 'Learning Agreement for Traineeship' document before departure.
3. A student/graduate qualified for a foreign work placement under the Erasmus Programme+ is obliged to fulfil all the conditions of participation in the Programme.
4. A student/graduate qualified for an Erasmus placement+ has the right to use the OLS language platform, a tool with which he/she can improve his/her language skills. On the OLS platform, the participant can complete an online language test in the foreign language he/she will use during the placement at the host institution or in the language of the country to which he/she is going. After completing the test, the participant can follow a language course 4 available on the abovementioned platform. If applicable, he/she completes the test before departure and after returning from a trip abroad.
5. Participants in the Erasmus Programme+ cover the costs of travel, local journeys, food, accommodation, insurance and other personal costs during the placement. Qualified students may receive a European Commission grant, which is only a subsidy to help the participant to finance living costs abroad. The amount of the mobility grant is determined annually by the EC through the Erasmus+ National Agency according to the respective grant rates.
6. Participants going for a placement abroad within the framework of the Erasmus Programme+ , who meet the criteria for "persons with fewer opportunities" are entitled according to the rules of the Programme to a supplementary payment for individual support according to the rules of the Programme, see § 4.
7. In justified cases, participants with disabilities may apply to the National Agency of the Programme via the Erasmus UMCS Programme Office (the Study and Foreign Students Service Office of the Centre for Education and Student Services, hereafter referred to as the Office) for additional funding for the trip on the grounds of disability - the so-called "support for inclusion" under the rules applicable in the Erasmus+ Programme. Funding for the trip will be based on the rules defined by the National Agency of the Programme.
8. Students/graduates taking standard travel (e.g. by air) will be entitled to an additional amount in the form of a travel lump sum, as determined by the "distance calculator" and, if necessary, they can receive an additional amount for individual support subsistence costs during the trip up to a maximum of 2 additional days for the entire mobility.
9. Students/graduates who will be travelling meeting the criteria of "green travel" (round trip to and from the host organisation by low-carbon means of transport) are entitled to receive an increased travel lump sum and an additional amount for individual support for living costs during the trip up to a maximum of 6 additional days, calculated according to the rules adopted at UMCS. For journeys of up to 499 km, participants should use low-carbon means of transport - 'green travel'.
10. The funds received from the National Agency of the Erasmus Programme will be allocated for the payment of the scholarship/subsidy for participants going on placement on the basis of an agreement between the beneficiary - student or graduate of the UMCS and the Rector or the Vice-Rector legally representing the university in the implementation of the Erasmus+ Programme.
11. The UMCS may decide to pay the participant the grant/scholarship in instalments,



including half of the due rate for the last month of mobility, only after the student has returned from abroad and the student has correctly settled the contractually required documents related to the mobility.

12. A qualified student may opt for a placement trip with "zero funding" (i.e. a trip without EU funding/individual support - from the Erasmus+ Programme) with the exception of students meeting the criteria of "people with fewer opportunities". The student/graduate is then not entitled to any financial support. A student who receives a grant from Erasmus+ funds for the placement period for which he/she was originally qualified and is granted an extension of the placement may decide to extend it with "zero grant", excluding students meeting the criteria for "persons with fewer opportunities". In that case, he/she will not be entitled to payment of the Programme grant for this extended period of practice.

§ 4. PARTICIPANTS MEETING THE CRITERION OF "PERSONS WITH FEWER OPPORTUNITIES"

1. For the purposes of organising Erasmus+ mobility at UMCS in Lublin, the definition of '**people with fewer opportunities**' includes:
 - persons who have been awarded a **maintenance grant**.
 - persons who have a disability certificate.
2. Persons eligible to apply for increased funding for meeting the The criterion of "people with fewer opportunities" are students of the UMCS who were qualified for the 5 go abroad for a work placement under the *Erasmus+ KA131* programme and meet one of the the following conditions:
 - due to a difficult material situation, have the right to receive a maintenance grant as defined in art. 86 sec. 1, item. 1 point 1 of the Act on Higher Education and Science, confirmed by a relevant written decision of the Scholarship Committee (SC)/Official Social Committee (OKS), in the semester immediately preceding the period of mobility referred to in item . 1 (i.e. in the semester "completed") . For early graduates going on placement abroad, decisions of the SC/OKS issued to us in the final year of the graduate's studies will be taken into account.
 - have a current disability certificate.
3. The document certifying a student's entitlement to increased funding for fulfilling the criterion of "persons with fewer opportunities" in the Erasmus 2021-27 Programme (hereinafter referred to as the Programme) is a decision of the SC or the OKS on granting a benefit in the form of a social grant from the funds of the Scholarship Fund referred to in Article 409 of the Act on Higher Education and Science, subject to section 2.
4. In order to document the right to receive the increased grant due to fulfilling the criterion of "people with fewer opportunities", the student applying for this allowance under the Programme is obliged to provide the Office of the EMU Erasmus Programme with a copy of the decision of the SC/OKS, referred to in para. 3, confirming the student's entitlement to a maintenance grant at UMCS in the "completed" semester, i.e. immediately before the semester according to the calendar of the UMCS academic year in which the student plans to go abroad to study, i.e. in the summer semester of the previous academic year if the mobility is planned for the winter semester of the following academic year, or in the winter semester if the mobility is planned for the summer semester of the same academic year. A document downloaded/issued via the USOS system will also be acceptable.
5. The EMU Erasmus Programme Office may verify the documents presented regarding entitlement to a social grant.
6. In order to document the right to receive an increased subsidy due to fulfilling the criterion of "people with fewer opportunities" on the basis of a disability certificate, the student is



obliged to provide the Office of the Erasmus Programme at UMCS, before signing the agreement for mobility, with a copy of the aforementioned certificate valid for the period of the planned mobility.

§ 5. TRAVEL USING ECOLOGICAL - LOW-EMISSION MEANS OF TRANSPORT, THE SO-CALLED GREEN TRAVEL

1. Participants in Erasmus+ mobility choose their own mode of travel to their mobility destination abroad, with the proviso that for journeys of up to 499 km participants should use low-emission means of transport - so-called green travel.
2. Recognised low-carbon modes of transport in the Erasmus+ programme are: bus, shuttle bus, train, bicycle, carpooling (shared travel by people on the same route, for the same purpose, in a car of one of the co-passengers). Travelling by: aeroplane, ship (boat, ferry), car, motorbike is not considered as green travel with the exception in point. 3.
3. Green travel must take place on the entire outward and return journey. Exceptionally, in the case of travel to a location in areas separated from the rest of the European continent by the sea, a minimum of 2/3 of the outward and return journey may be considered as 'green travel'.
4. In the case of the choice of low-carbon modes of transport referred to in para. 2 of these rules, a participant not receiving the standard travel lump sum may apply: - a lump sum for travel costs for journeys using environmentally friendly low-emission vehicles means of transport - so-called "green travel" and 6 - Up to maximum of 6 days of additional individual support for 'green ' round trip.
5. The participant concerned shall apply for the additional green travel funds referred to in point. 4, at the Erasmus Programme Office by submitting an application containing information on the declared itinerary, means of transport and travel time for the purpose of the mobility of the Programme. Requests for green travel subsidies after the start of the mobility will not be considered.
6. Only necessary travel on a route not further than Lublin (the seat of UMCS) and the participant's mobility destination will be considered.
7. The amount of "green travel" lump sum is based on the one-way distance between the place of departure and the place of destination (see point. 6) calculated in kilometres by the European Commission's instrument "Distance Calculator" and made available at: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>.
8. The lump sum for travel costs and the additional individual support for travel days are part of the calculation of the total Erasmus scholarship/individual support+ for the participant and are paid together with the main part of the instalment of this scholarship.
9. Each mobility participant who receives a "green travel" travel subsidy, i.e. a lump sum for travel costs and additional individual support for travel days, is obliged to settle the declared method of travel for mobility within 14 days from the day of return from the completed mobility, taking into account the requirement to settle the entire scholarship as stipulated in the UMCS financial agreement with the participant.
10. At the end of the mobility, a participant travelling by environmentally friendly, low-emission public transport (e.g. train, bus, bus) is required to submit copies receipts or tickets confirming travel on the declared route and a declaration of green travel.
11. The travel should be directly related to the mobility and should take place no sooner than 14 days before the start of the mobility and no later than 14 days after the end of the mobility. The travel (date on the attached bill/ticket, statement) must not coincide with the date of the participant's mobility (dates in the financial agreement). Exceptions are: - the date of the end of the trip (there), which may be the same as the start date of mobility, - the start



(return) date, which may be the same as the end date of mobility. If the date of the outward and/or return journey overlaps entirely with the period of implementation and funding of the mobility under the so-called "5-day flexibility", the additional day(s) for this part of the journey will not be entitled to the participant and the University will deduct this day(s) in the participant's final settlement.

12. A participant travelling on a car-sharing basis (minimum 2 persons) is required to submit an accounting statement according to the template provided.
13. In unusual situations, the EMU Erasmus Programme Office may ask the participant for additional material (accommodation bills, fuel bills, photos of the trip, etc.) confirming the green travel.
14. If green travel is not confirmed in the required manner, the participant mobility will be called upon to reimburse the amount resulting from the travel entitlements "green travel". Reimbursement to the account indicated in the summons should be made immediately.

§ 6. INSURANCE, VISA, ACCOMMODATION, TRAVEL

1. The student/graduate is obliged to take out an own insurance for the trip (KL, NNW, OC). The Office of the Erasmus Programme at UMCS will provide the participant with the necessary information on the required - adequate insurance.
2. The student/graduate going on placement decides on his/her own about his/her accommodation abroad. The Office of the Erasmus Programme at UMCS will provide the participant with all possible information concerning the choice of accommodation.
3. The student/graduate organises and finances his/her own travel. The Office of the Erasmus Programme at UMCS will provide the participant with all possible information concerning travel arrangements to the placement.
4. The student/graduate is responsible for obtaining a visa if applicable. To this end, the Office will issue the participant with the appropriate certificate if required.
5. Students/graduates with Polish citizenship are obliged to report their mobility abroad in the Odysseus service run by the Ministry of Foreign Affairs (<https://odyseusz.msz.gov.pl/>).

§ 7. SETTLEMENT OF THE TRIP

1. The student/graduate is obliged to account for the grant/scholarship received at the UMCS Erasmus Programme Office and at his/her Faculty/Doctoral School according to the rules established by the UMCS Erasmus Programme Office and in the Faculty/Doctoral School regulations.
2. At the EMU Erasmus Programme Office by the date specified in the placement agreement The student/graduate is required to submit:
 - a certificate of completion of the internship programme with an evaluation by the internship supervisor at the host institution;
 - "Learning Agreement for Traineeships"/Learning Agreement for Traineeships signed/accepted (after possible changes in the traineeship programme) by the relevant Dean/Dean of the faculty concerned at UMCS, the Home University Coordinator and the traineeship supervisor at the host institution;
 - certificate with daily dates of commencement and of completion of internship at institution receiving;
 - complete the Erasmus Scholarship Holder's Online Questionnaire (EU Survey) and, if applicable, complete a final language test.
3. Failure to implement, or the incomplete implementation to a large extent through the fault of the mobility participant, of the placement plan adopted in the "Training



Agreement"/Learning Agreement for Traineeships may result in cancellation of the agreement and the need for the student/graduate to return the full or partial amount of the Erasmus Programme grant/scholarship paid.

4. Failure to settle or incomplete settlement of a mobility trip due to the fault of the mobility participant shall result in the need to return the full or partial amount of the grant paid 14 days from the date of receiving the call for reimbursement.
5. The decision to recognise placements completed by the student in a foreign institution to the study programme at UMCS is made by the Dean or the relevant Deputy Dean of a given faculty, and in the case of doctoral schools, by the Director of the Doctoral School. The decision to recognise mobility is taken by the Erasmus Programme Office. In case of disputes, the final decision on the recognition of mobility is made by the Vice-Rector/s supervising the programme at UMCS.
6. On the basis of the documentation submitted by the student, the UMCS Erasmus Programme Office will make a financial settlement of the grant due to the student according to the applicable rules of the Erasmus +.

§ 8. FINAL PROVISIONS

1. In matters not regulated by these rules, decisions are made by the Vice-Rector supervising the program at UMCS (Vice-Rector for Students and Quality of Education).
2. The rules come into effect on the date of signing and apply to travels classified as mobility under the Erasmus+ KA131-HED Program from the 2024 call for proposals and onwards.

