



Rules for the recruitment, implementation and financing of mobility of students, doctoral students/postgraduates to participate in Blended Intensive Programmes (BIP) and other forms of short-term study under the Erasmus+ KA131-2024 student mobility scheme at the University of Maria Curie-Skłodowska

§ 1 GENERAL PRINCIPLES

1. Blended Intensive Programmes (Blended Intensive Programmes) of the Erasmus Programme+ are short learning programmes that include a virtual and a physical component and use innovative learning and teaching methods in higher education, including online collaboration, facilitating teamwork and exchange of experience on the basis of collaborative e-learning.
2. At the University of Maria Curie-Skłodowska (hereinafter referred to as UMCS), every student of higher education: I degree (bachelor's or engineering), II degree (master's), uniform master's, III degree (doctoral) and a doctoral student within a doctoral school, both full-time and part-time, regardless of their citizenship, hereinafter referred to as "Student" may apply for a trip abroad (mobility) in order to participate in the Blended Intensive Programmes BIP) or other short-term mobility for studies within the Erasmus Programme+ KA131 hereinafter referred to as Erasmus+ Programme.
3. The possibility to participate in BIP and other *Erasmus+* short-term mobility does not include postgraduate students.
4. Students are restricted by the so-called 'mobility capital', under which student mobility for study and work placements combined may not exceed 12 months at any one level of study. In a single master's degree programme, students are eligible for trips of up to 24 months in total. Previous mobility from the Erasmus and Erasmus+ programmes are included in the total number of months, regardless of whether it was carried out at UMCS or at another university.
5. The duration of short-term mobility for studies abroad is between 5 and 30 days (physical mobility) combined obligatorily with a virtual part (for doctoral students - optional) within the same academic year. The minimum period of stay at the host university refers only to the study period and does not include the time for any linguistic or organisational preparation (orientation).
6. The duration of **short-term mobility** for study abroad within the framework of Mixed Intensive Programmes, the so-called BIP, is between 5 and 30 days (physical mobility) combined obligatorily with a virtual component within the same academic year. The minimum period of stay at the host university refers only to the study period and does not include the time for the virtual component of the BIP, any language preparation or organisational (orientation) preparation.
7. A student qualified for an Erasmus+ trip must meet the following formal criteria:

- a) during the entire duration of the BIP/other short-term mobility, must be registered as a student in a first degree, second degree, unified master's degree, third degree or doctoral school.
 - b) must be a student in at least the second year of first-cycle study at the time of departure; student departures to BIP from the second semester of the first year of first-cycle study will be permitted, provided that recruitment will take place at the Faculty for departures to the Faculty's partner universities with which the Faculty has signed agreements within the framework of the Erasmus+ Programme.
 - c) may not on dean's leave or otherwise on leave during the trip
8. Participation in a BIP or other short-term mobility for study must not overlap with ongoing mobility abroad for study or work placements or MOST mobility. The candidate's previous Erasmus + mobility must be fully accounted for.
 9. Participation in BIP or other short-term studies must ensure that the student earns at least 3 ECTS credits and that these are subsequently recognised by his/her home unit at the UMCS - Faculty or Doctoral School.
 10. If a qualified student pays tuition fees at UMCS, he/she shall continue to pay these fees at UMCS also during the period of the BIP abroad. The possibility of any exemption from such fees shall be decided by the relevant authorities of UMCS.

§ 2. RECRUITMENT

1. Recruitment of students to participate in the BIP Erasmus Mixed Intensive Programmes+ takes place in the units providing education at the University on dates specified by the mobility coordinators of the Programme in close cooperation with the Erasmus Programme Office (Study and International Student Services Office, Centre for Education and Student Services, hereinafter referred to as the Office).
2. In first order qualified will be participants reporting themselves to BIP where the is co-organised by UMCS.
3. The University will give preference to subsidising physical mobility for the implementation of BIP not longer than 7 days (5 days stay + if applicable 2 days for travel).
4. It is possible for students to apply for participation in BIP Mixed Intensive Programmes or short-term mobility for studies also after the completion of the main qualification in their respective study units. In such a case, the candidate's documents will be considered at the UMCS Erasmus Programme Office on first-come, first-served basis and only if the University has free financial resources of the Programme that can be used to co-finance such mobility, with the reservation that priority will be given to long-term study mobility.
5. The qualification process will take into account the amount of funding available in the University's project agreement and allocated for student mobility. If necessary due to financial constraints, the Erasmus Programme Office+ will create a reserve list of candidates whose BIP/short-term study trips will be directed to be implemented as and when the funds allocated for study abroad are available.
6. Interested candidates should, no less than 6 weeks prior to their intended participation in the BIP Mixed Intensive Programme/short-term study (virtual and physical parts), submit a set of documents including:
 - a) Completed application form for BIP/short-term study mobility (including, inter alia, the grade point average for the entire study period, the approval/opinion of the Erasmus Programme coordinator at the unit and, if applicable, the opinion of the BIP co-organiser from the UMCS side),
 - b) Information from the host institution presenting the relevant learning module in the BIP or other short-term mobility for study;



- c) a certificate of knowledge of the foreign language in which the BIP training will be conducted or a certificate (not applicable to students of relevant neophilology courses); in the absence of a certificate of knowledge of the foreign language, the Office staff may verify knowledge of the foreign language through an interview.
 - d) An additional eligibility criterion held in the Erasmus Programme Office may be the correct accounting of previous Erasmus+ mobility.
7. Candidates admitted to the qualification in the UMCS Erasmus Programme Office have the right to appeal against the decision of the Qualification Committee acting at the faculty/unit providing education to the Proctor in charge supervising the implementation of the Erasmus+ Programme within 7 days of the announcement of the qualification results.

§ 3. IMPLEMENTATION OF THE TRIP AND ITS FINANCING

1. Participants in the Erasmus Programme+ independently cover the costs of travel, local journeys, food, accommodation, visa, insurance and other personal costs when going on a BIP/short-term mobility to study abroad. Qualified students may receive a European Commission grant, which is a subsidy help the student finance living costs abroad. The amount of the mobility grant is determined annually by the EC through the Erasmus+ National Agency according to the rules and grant rates as for short-term mobility for studies in the Erasmus+ Programme.
2. A student qualified for short-term study under the Erasmus+ Programme, including BIP, prior to departure must agree, in consultation with the Erasmus+ Programme Faculty Coordinator or the Director of the Doctoral School, an individual study programme to be followed in the form of a document entitled 'Learning Agreement' and prepare and submit a package of application documents to the host university within the time limit and according to the procedures required by that university (including electronically).
3. Students going abroad for short-term studies under the Erasmus Programme+ , including BIP, who meet the criteria for "people with fewer opportunities", i.e. students who have a disability certificate and students who are entitled to a social grant at UMCS at the time of qualifying for the trip, are entitled, according to the rules of the Programme, to a supplementary payment for individual support according to the rules of the Programme. In order to document the right to receive the supplementary payment for meeting the criterion of "people with fewer opportunities", students are obliged to provide the Office of the Erasmus Programme at UMCS with a copy of the certificate on the degree of disability valid for the period of the planned mobility or a copy of the decision of the SC/OKS on awarding a social grant (valid for the period of mobility or, in the case of mobility from 01.07 to 30.09. in the semester preceding mobility - 2nd semester), before signing the agreement for mobility. A document downloaded/issued via the USOS system will also be acceptable.
4. Students undertaking standard travel (e.g. by aeroplane) will be entitled to receive an additional amount in the form of a travel lump sum as determined by the 'distance calculator' and, if required, may receive an additional amount for individual support for subsistence costs during travel up to a maximum of 2 additional days for the entire mobility.
5. Students who will be making a trip that meets the criteria for "green travel" (round trip to and from the host organisation by low-emission 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 financial rules adopted at UMCS. For journeys of up to 499 km, participants should use low-carbon modes of transport - "green travel".



6. Funds received by the University for Erasmus+ mobility will be allocated for the payment of individual support (subsidy) for students going for BIP/short-term mobility for studies on the basis of an agreement between the beneficiary-student of the UMCS and the Rector or the Vice-Rector responsible for the Erasmus+ Programme.
7. The student is obliged to inform the EMU Erasmus Programme Office immediately of any events that may affect the implementation of mobility in particular about resignation from studies, obtaining a leave of absence, or removal from the list of students of the UMCS.

§ 4. INSURANCE, VISA, ACCOMMODATION, TRAVEL

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

§ 5. SETTLEMENT OF THE TRIP

1. The student is obliged to account for the scholarship trip at the UMCS Erasmus Programme Office and at his/her Faculty/Unit of Education in accordance with the signed agreement and the study regulations.
2. The student should submit to the Office by the deadline specified in the study away agreement:
 - a) a certificate of participation in the BIP/short-term mobility for studies (virtual and physical parts) at the host university containing the daily start and end dates of the study programme, including the date of the physical stay at the foreign university;
 - b) a copy of the Transcript of Records of credits and examinations obtained at the host university; the original of this document should be submitted to the Dean's Office/Doctoral School Service;
 - c) "Study Programme Agreement"/Learning Agreement signed/approved by the relevant Dean/Dean of the respective Faculty at UMCS or/and the Coordinators of the home and host universities;
 - d) The student is also required to complete the Erasmus+ Participant Online Questionnaire. The University will also accept the above-mentioned documents in electronic form sent through a digital workflow system accepted by the University.
3. Failure to implement, or failure to implement to a large extent through the fault of the student, the approved plan of participation in the BIP may result in cancellation of the agreement and the student having to return the full or partial amount of the Erasmus Programme grant paid .+
4. Failure to settle or incomplete settlement of the trip due to the fault of the student will result in the need to return the full or partial amount of the subsidy paid within 14 days of receiving the call for return.



5. The decision on the recognition of a learning module completed by the student at a foreign university with awarded ECTS credits (passed courses/subjects) and on the recognition of mobility is made by the Dean or the relevant Deputy Dean of a given Faculty, and in the case of Doctoral Schools - the Director of the Doctoral School. In disputable cases, the final decision on the recognition of the mobility is made by the Vice-Rector/s supervising the Erasmus+ Programme at UMCS (Vice-Rector for Students and Quality of Education).
6. On the basis of the documentation submitted by the student, the UMCS Erasmus Programme Office will make a financial settlement of the individual support due to the student (subsidy) according to the applicable rules of the Erasmus+ Programme.

§ 6. 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.

