



**Rules for recruitment, realisation and financing of students' mobility
for studies (SMS) at the Marie Curie-Skłodowska University (UMCS)
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. At the University of Maria Curie-Skłodowska (hereinafter referred to as UMCS), every student: full-time and part-time undergraduate students of the first degree (bachelor's or engineering), second degree (master's), uniform master's and third degree (doctoral) as well as a participant in doctoral studies within the doctoral school and a person of "post-doc" status, both full-time and part-time, regardless of their citizenship, may apply for a study trip abroad within the Erasmus Programme+ educational mobility hereinafter referred to as the Erasmus+ Programme.
2. The possibility to study under the Erasmus+ Programme does not include postgraduate students.
3. It is only possible to go to those universities with which UMCS, or more precisely a specific Faculty/Doctoral School, has a cooperation agreement within the framework of the Erasmus+ 2021- 27 Programme and in which an exchange of students of a specific degree is foreseen.
4. Both the home university, i.e. UMCS, and the host university must have a valid Card Erasmus Charter of Higher Education (ECHE) granted by the European Commission.
5. At each of the three levels of study, i.e. Level I, II and III, as well as at doctoral studies undertaken as part of a doctoral school, a student is entitled to take advantage of a trip or trips lasting a total of up to 12 months for studies and work placements within one level of . Previous trips from the Erasmus and Erasmus+ Programme are included in the total number of months, regardless of whether they were carried out at UMCS or at another university.
6. Unified Master's degree programmes are eligible for mobility with a total duration of up to 24 months. Previous mobility from the Erasmus and Erasmus+ Programme is included in the total number of months, regardless of whether it was carried out at UMCS or at another university.
7. The duration of long-term mobility for studies abroad (physical mobility) is minimum of 2 months, i.e. 60 directly consecutive calendar days, up to 12 months with an optional virtual part and cannot be longer than one and 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 of any linguistic or organisational preparation (orientation).
8. 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).

9. The duration of short-term mobility for study abroad within the framework of the so-called BIP (Blended Intensive Programmes) is between 5 and 30 days (physical mobility) combined obligatorily with a virtual part 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).
10. A student qualified for an Erasmus+ trip must meet the following formal criteria: a) must have been registered as a first-cycle student, second-cycle student, unified masters student, third-cycle student or doctoral student in a doctoral programme during their entire stay at the host university; b) must be a student in at least the second year of a first degree programme at the time of departure in the case of long-term study; c) may not on dean's leave or otherwise on leave during the trip.
11. The trip requires the student to undertake full-time studies (full-time) at the host university subject to point. 12.
12. If a qualified student pays tuition fees at UMCS, he/she continues to pay these fees at UMCS also during the period of study abroad. The possibility of any exemption from such fees shall be decided by the relevant UMCS authorities.
13. Participants of the Erasmus Programme+ do not bear costs for educational services at the host university resulting from the agreed "Study Programme Agreement" referred to in § 3 point. 2.
14. Payment of domestic scholarships (e.g. social scholarship, Rector's scholarship for the best students) to which the UMCS student has acquired the right before departure will continue during the student's stay at the host university abroad.

§ 2. RECRUITMENT

1. Recruitment of students for the Erasmus Programme+ takes place at the individual Faculties or Doctoral Schools. Recruitment is announced and carried out by departmental exchange programme coordinators or contact persons in the Faculties or Doctoral Schools.
2. Recruitment information for long-term studies is usually announced in February or March on the information boards of the individual Faculties/Doctoral Schools and/or on the websites of the Faculties/Doctoral Schools or the Office (www.umcs.pl⇒ zone: Student⇒ International and national exchanges⇒ Erasmus⇒ SMS part-time study trips) or in USOS.
3. Recruitment information includes the names and web addresses of the universities with which cooperation are signed, as well as detailed information on the conditions, deadline and location for submitting applications for study mobility.
4. Candidates should apply to the relevant Erasmus+ Programme Selection Committee containing:
 - a. the name of the university where you would like to study and the date of your studies abroad,
 - b. a letter of motivation from the candidate indicating the subjects the student wishes to study for the borders,
 - c. the calculated average of the grades in the index for the entire period at the current level of study; students in the first year of second- and third-level studies and studies at doctoral schools shall submit information on the average of their grades from the previous level of study,
 - d. a certificate of good proficiency in the foreign language in which the student will be studying abroad from a recognised certification centre (e.g. Cambridge, Goethe Inst., UMCS Centre for Foreign Language Teaching and Certification). The knowledge of the relevant foreign language of students who do not present such a certificate will be assessed on the basis of an interview in the foreign



language or, in the case of foreign philology students, on the basis of an assessment of practical knowledge of the relevant foreign language. The University will also accept the above documents in the form of electronic documents/scans uploaded via a digital workflow system accepted by the University (if recruitment is via USOS or another system designated by the University).

5. The Erasmus+ Programme qualification committees shall carry out the qualification of students for studies abroad taking into account the provisions contained in the respective exchange agreements. These committees may introduce supplementary eligibility criteria common to all applicants. It is recommended that the Commission should give priority to qualifying students who will be going for the first time and students fulfilling the criteria of "people with fewer opportunities".
6. The Erasmus+ Programme qualification committees draw up protocols on the recruitment of students for studies and forward them to the EMU Erasmus Programme Office.
7. 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.
8. Additional recruitment in individual faculties/disciplines may be possible if funding is available within the ongoing Erasmus+ project to carry out more student mobility.

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

1. Students qualified by the Erasmus+ Programme Selection Committees should immediately contact the UMCS Erasmus Programme Office (Office for Students and Foreign Students, Centre for Education and Student Services, hereafter referred to as the Office) in order to prepare the next steps related to the application documents and the financing of the trip.
2. A student qualified for studies under the Erasmus Programme+ must, prior to departure, agree with the Faculty Coordinator for the Erasmus+ Programme or the Director of the Doctoral School an individual study programme to be realised in the form of a document "Learning Agreement" and prepare and submit a package of application documents to the host university within the deadline and according to the procedures required by the university (including electronically).
3. A student qualified to study under the Erasmus programme+ has the right to use the OLS language platform - a tool with which they can improve their language skills. On the OLS platform, the student can complete an on-line language test in the language in which the student will be studying at the host university or in the language of the country to which he/she is going. After completing the test, the student can use the language course available on the above platform. If applicable, the student completes the test before departure and after returning from the trip abroad.
4. Participants in the Erasmus Programme+ cover the costs of travel, local journeys, food, accommodation, insurance and other personal expenses when going to study abroad. Qualified students may receive a European Commission grant, which is a subsidy aimed at helping the student to finance the costs of living abroad. The amount of the mobility grant is determined annually by the EC through the Erasmus+ National Agency according to the grant rates.
5. Students going to study abroad within the framework of the Erasmus Programme+ , who meet the criteria for "persons with fewer opportunities" (persons with disabilities or persons from deprived backgrounds) are entitled according to the rules of the Programme to receive a supplementary payment for individual support according to the rules of the Programme,



see § 4.

6. In justified cases, students with disabilities may apply to the National Agency of the Programme through the Office for an additional subsidy for the trip on the grounds of disability - so called "inclusion support" under the rules applicable in the Erasmus+ Programme. The settlement of the "inclusion support" for a specific trip will be done according to the rules defined by the National Programme Agency.
7. Students undertaking standard travel (e.g. by aeroplane) will be entitled to 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.
8. Students who will be making a journey that meets the criteria of "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 journey 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-emission means of transport - "green travel", see § 5. 4
9. The funds received by the University for Erasmus+ mobility will be allocated for the payment of a grant/subsidy to outgoing students 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.
10. The UMCS may decide to pay the student a part of the grant/scholarship due in instalments, including half of the rate for the last month of mobility only after the student returns from abroad and the student has correctly settled the documents required by the agreement related to the mobility.
11. A qualified student may opt for a study trip with "zero funding" (i.e. a trip without any EU grant/subsidies - from the Erasmus+ Programme) with the exception of students meeting the criteria of "people with fewer opportunities". The student is then not entitled to any financial support. A student who receives a grant from Erasmus+ Programme funds for the period for which he/she was originally qualified (e.g. the first semester of a given academic year) and is allowed to extend his/her study stay may choose to do so with "zero funding", excluding students meeting the criteria of "people with fewer opportunities". He/she will then not be entitled to payment of the Programme grant for this extended study period.
12. UMCS may authorise an extension of the student's mobility abroad. The student should present a new individual study programme to be completed for the extension period ("Study Programme Agreement"/Learning Agreement) for approval by both the host and home universities, and obtain the consent of the Dean/Dean of the Faculty at UMCS to extend the stay abroad without returning to UMCS to complete the first semester of study of the academic year. All documents for the extension should be submitted to the Office at least one month before the end of the originally planned mobility period. Additional funding for the period of extension of the stay at the foreign university is not guaranteed.
13. A student may go abroad only if he/she has fully completed the semester of study immediately preceding the semester for which the trip is planned or if the student has obtained the dean's consent for an individual study arrangement for the period of the trip.
14. The student is obliged to notify the UMCS Erasmus Programme Office immediately of any events that may affect the realisation of the mobility, in particular resignation from studies, obtaining leave of absence, removal from the UMCS student list or from the list of students of the host university.



§ 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 is obliged to account for the scholarship trip at the UMCS Erasmus Programme Office and at his/her Faculty 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 copy of the certificate of credits and examinations obtained at the host university (Transcript of Records); the original document should go to the Dean's Office; b. certificate of attendance of the host university, including daily start dates and graduation; c. "Study Programme Agreement"/Learning Agreement signed/approved (after possible changes in the study programme) 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+ Online Participant Questionnaire. and, if applicable, to complete a final language test. 7 The University will also accept the aforementioned documents in electronic form sent via 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 study plan in the "Learning Agreement"/Learning Agreement document 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 to recognise a student's completed study programme at a foreign university (passed courses/subjects) and to recognise 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 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 Office of the Marie Curie Erasmus Programme will make a financial settlement of the grant/scholarship due to the student and of the allowances due, if any, according to the rules of the Erasmus Programme



§ 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.

