

Student
mobility for studies: SMS
Rules for preliminary recruitment for
foreign study mobilities in academic year 2022/2023

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 the academic year 2022/2023:

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/Programme/he-charter_pl.pdf
2. NCU's priority is the realization of long-term physical mobilities, meaning mobilities longer than 2 months.
3. Recruitment for mobilities for studies takes place within the basic period between 3 February and 15 March 2022. Final-year students (both undergraduate and graduate) may not take part in the basic recruitment.

Recruitment is considered preliminary, until all the following conditions are met:

- **the student is awarded Erasmus+ scholarship by NCU**
- **the student's acceptance is confirmed by the partner University (host)**
- **the student signs individual contract for the mobility.**

The term „student” refers to a person who has been admitted to study at NCU (full-time or part-time) which lead to obtaining a degree, meaning:

- undergraduate or graduate student, or a student of long-cycle Master's degree Programme,
- doctoral student or a participant of a doctoral school.

4. 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 heads of doctoral schools.

Recruitment in a given NCU unit is to be conducted by an at least 2-member recruitment commission.

The confirmation of recruitment process is a protocol including students' ranking list, signed by the recruitment committee.

5. Deputies for mobility/study Programme coordinators/heads 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.

The recruitment includes only those partner universities with which the faculty has signed IIA inter-institutional agreements. Due to the transition period - in 2022/2023 the agreements concluded for Erasmus+ 2014-2020 are still valid. The list of agreements can be found at https://www.umk.pl/wspolpraca/erasmus_plus/partnerzy/. **Erasmus + Programme 2014-2020 agreements have to be digitally renewed via Erasmus Without Paper network, by 31 December 2022.**

The partner University must own an ECHE Card valid for academic year 2022/2023.

The condition of qualification of a doctoral student - participant of the doctoral school is a written (e.g. e-mail) consent 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 (e.g. e-mail) confirmation of the possibility of accepting a doctoral student by the partner university is also required.

6. **Out of the available pool of funds up to 10 scholarships are reserved for mobilities made by students qualified for YUFE Student Journey Programme to YUFE - Young Universities for the Future of Europe consortium (European Universities Initiative), as NCU's strategic partners.**
7. There is an open call for applications, based on a wide information and promotion campaign.

8. 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.
9. 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 12 months for each degree Programme, and 24 months for single master studies.

Previous study or placement mobilities (completed under Erasmus+ 2014-2020 and Erasmus Mundus) during a given degree course reduce the mobility capital available for that degree. Students shall make relevant declarations as part of the online application form.

10. The minimum mobility period is 2 months. Mobility is understood as a physical trip abroad to a partner university in order to implement an agreed study Programme (*Learning Agreement*).

The Erasmus+ scholarship may be awarded for 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 includes only the time of classes. 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).

Mobility extensions for the winter semester 2023/2024 will not be possible as mobility must be completed within one academic year.

11. The fulfilment of following recruitment conditions is expected from a student:
 - completing the first year of studies by 1st degree students
 - owning mobility capital to be used
 - having a good command of a foreign language, reflecting the requirements of the host University, including the provisions of the inter-institutional agreement
 - having good grade average
 - completing the on-line application form: „Application for international mobility for studies within Erasmus+ Programme KA131 to EU member states and third countries associated to the programme”, available at: <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/>
12. An additional advantage in the process of student qualification may be activity within *Erasmus Student Network* or cooperation with Department of International Partnerships and Mobility (DMPiM) or the CM Department of Science and Projects (DNiP CM) as a mentor of visiting students.
13. During the whole Erasmus+ mobility period the student must have the status of NCU student and must not be on leave.
14. Persons who withdrew from the mobility in previous years without notifying the University, cannot reapply.
15. 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.
16. 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 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.

17. **In case of the available pool of funds being insufficient for financing the mobilities of all students preliminarily recruited, Vice-Rector for Education shall set up new criteria in the form of an annex to the Rules for preliminary recruitment included in this document.**
18. A student may be recruited for a study mobility without being granted an Erasmus+ scholarship (the so-called "zero scholarship" trip). All other conditions of participation in the Erasmus+ Programme must be fulfilled in the same way as in the case of a trip with a scholarship.
19. The Erasmus+ scholarship shall be calculated only for the actual period of study at the host university, to the nearest day and in accordance with the length of stay calculator in the European Commission's reporting system (Beneficiary Module). In case of a shorter 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, as calculated by the calculator in the European Commission's reporting system.

20. The monthly rates of the Erasmus+ scholarship are established by the National Agency of the Erasmus+ Programme (Foundation for the Development of the Education System). These rates have a Poland-wide character and are binding for NCU without the right to any modification. Groups of countries were established by the European Commission:

Group I	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden
Group II	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, the Netherlands, Portugal, Spain
Group III	Bulgaria, Croatia, the Czech Republic, Estonia, North Macedonia, Hungary, Latvia, Lithuania, Romania, Serbia, Slovakia, Slovenia, Turkey

PLEASE NOTE: Due to the UK's withdrawal from the EU, students may only be eligible to travel to the UK for study in the winter term 2022/2023 under the KA103 2020-2023 agreement (Erasmus+ 2014-2020 Programme), and therefore under the conditions set out in the Recruitment Policy for the winter term 2021/2022.

Scholarship amounts shall be published in the form of an annex to these Rules after they have been provided by National Agency of Erasmus+ Programme and shall be no less than the amounts from the KA131 2021 Agreement.

21. 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 will receive an additional 250 EUR/month as an increase in the basic rate (supplement for students with fewer opportunities).

The condition for increasing the Erasmus+ basic scholarship rate will be providing DMPiME/DNiP CM with 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 DMPiM/DNiP CM before signing the individual agreement.

Scholarship amounts shall be published in the form of an annex to these Rules after they have been provided by National Agency of Erasmus+ Programme and shall be no less than the amounts from the KA131 2021 Agreement

22. Students with disabilities who have a disability certificate (issued by Polish authorities) shall receive an additional EUR 250/month as an increase in the basic amount. The amount of the supplement for students with fewer opportunities, i.e. 250 EUR/month, is independent of the degree of disability. The condition of increasing the Erasmus+ basic scholarship amount shall be submitting the original certificate of disability, valid for the whole period of physical mobility to the DMPiME/DNiP CM. A copy of the certificate shall be attached to the student's scholarship documentation.

If the validity period of the certificate expires during physical mobility, the decision on increasing the basic scholarship rate proportionally to the validity period of the certificate will require consent from the National Agency of the Erasmus+ Programme.

Scholarship amounts shall be published in the form of an annex to these Rules after they have been provided by National Agency of Erasmus+ Programme and shall be no less than the amounts from the KA131 2021 Agreement

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 rates specified in the table above). The condition of granting the additional scholarship is submitting an application to the National Agency of Erasmus+ Programme before the trip (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, which means the obligation to document the expenses with financial evidence.**

23. **A student with a disability certificate and receiving a social grant at the same time may receive only one supplement of 250 EUR/month. Supplements for students with fewer opportunities are not cumulative.**
24. A student may declare to travel to the host university by sustainable means of transport (eco-journey). The declaration may be submitted by a student only before signing the individual. Sustainable means of transport include:
- collective public transport, i.e. railway, coach, bus, ship/ferry,
 - a car, provided at least 2 people travel by it.

For that purpose, a student shall fill in a declaration ("Declaration of planned eco-journey"), according to the template available at www.umk.pl/wspolpraca/erasmus-plus-2021-2027/studenci-studia/dokumenty/. A signed „Declaration of planned eco-journey” must be delivered/sent to DMPiME/DNiP CM in the form of original or a scan.

In connection with the declared eco-journey, a student may be granted a one-time allowance of 50 EUR and a grant for up to 2 days of travel before the start of the stay at the host university and a grant for up to 2 days of travel after the end of the stay at the host university, according to the scheme:

- for journeys between 300 km and 1300 km: 1 additional day
- for journeys above 1301 km: 2 additional days.

In the case of two-way journeys shorter than 300 km, a student shall be granted a one-time allowance of 50 EUR and a scholarship for 1 day, for the two-way journey.

The allowance for eco-journey may be awarded only in a situation when a student declares to travel at least 51% of the journey distance by sustainable means of transport, with both journeys (to and from the host university) being considered separately. By default, the start and finish of the journey to/from the host university are Toruń or Bydgoszcz (NCU locations), or the student's place of residence.

The distance shall be calculated according to the European Commission's calculator available at: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

Example 1: A student will do a semester mobility at a university located in Paris (France) and declares an eco-journey on the route Toruń-Paris-Toruń. According to the EC calculator the distance between Toruń and Paris is 1225 km. The student will, therefore, be awarded a grant for 1 extra day of travel before mobility and a grant for 1 day of travel after mobility, for a total of 2 extra days.

Example 2: A student will do a semester mobility at a university located in Barcelona (Spain) and declares an eco-journey on the route Gdańsk-Barcelona-Gdańsk. According to the EC calculator, the distance Gdańsk-Barcelona is 1857 km. So, the student will be awarded a grant for 2 additional days of travel before mobility and a grant for 2 days of travel after mobility, in total an additional grant for 4 days.

Example 3: A student will do a semester mobility at a university located in Frankfurt (Oder), Germany and declares an eco-journey on the route Bydgoszcz - Frankfurt (Oder) - Bydgoszcz. According to the EC calculator, the distance Bydgoszcz-Frankfurt (Oder) is 248 km. The student is, therefore, granted the scholarship for 1 additional day for a two-way journey.

It is up to the student to choose the means of transportation from among those eligible for eco-journey. NCU collective recommends choosing public transport. If the student chooses to travel by car (min. 2 persons) - such a trip will not be a business trip to which Order No. 226 by the Rector of Nicolaus Copernicus University in Toruń of 16 November 2021 on the use for business purposes of personal cars not owned by the Nicolaus Copernicus University in Toruń could apply. Nicolaus Copernicus University of Toruń is not responsible for any damage that may occur to the student's property during such travel.

The scholarship for travel days shall be calculated according to the standard Erasmus+ monthly rates for the country in which the host University is located, and according to the calculator available in the reporting tool, namely the Beneficiary Module.

The payment of additional 50 EUR and the scholarship for the journey shall be made together with the payment of the first scholarship installment for the stay at the host university.

After completing the stay at the host university, the student shall be obliged to submit a second declaration ("Declaration of completed eco-journey"), according to the form available at: www.umk.pl/wspolpraca/erasmus-plus-2021-2027/studenci-studia/dokumenty/.

The "Declaration of completed eco-journey" signed by the student must be sent /delivered to DMPiME/DNiP CM in its original form within 6 weeks from completing the mobility (counting from the date of completing the stay included in the acknowledgement from the host university).

The "Declaration of completed eco-journey" shall be supplemented with:

- copies of tickets/ticket bills confirming the journey – in the case of travelling by mass transport other than a plane, for example railway/coach/bus.
- data on the car registration number and the name(s) and surname(s) of the student's co-travelers – in case of a journey by a shared car (min. 2 persons).

The date on the attached ticket/account cannot coincide with the date of the stay at the host university (dates from the individual agreement), nor can the journey begin earlier than 30 days before the start of mobility at the host university. The trip cannot begin earlier than 30 days before the start of mobility at the host university, nor end later than 30 days after the end of mobility at the host university. The only exception is the start/end date of the trip, which may be the same as the start/end date of the stay at the host university (dates from the individual agreement).

If the student fails to submit the "Declaration of completed eco-journey" on time together with the required attachments, or if the statement or the attached documents do not confirm the student's earlier declaration regarding the route and/or method of travel - the student will be asked to return the amount paid for the eco-journey.

If the "Declaration of completed eco-journey" and the enclosed tickets/bills for tickets indicate a change of the previously declared means of transport to a different sustainable means of transport without a change of the route taken to calculate the distance in the EC calculator - the return of the amount paid in connection with the eco-journey will not be required.

25. The student shall be obliged to provide, by the day of signing the individual contract, a confirmation from the host university (in the form of a note in the Learning Agreement in the part "Before the mobility"/an addendum to the Application Form/e-mail from the host university) that the educational Programme will be available to the student, specifying its form (traditional/face-to-face or remote/virtual/on-line classes).
26. In justified cases, and with the consent of NCU and the host university, mobility for studies can be realized as blended mobility, by combining physical and virtual mobility. In each case, the minimum length of physical mobility (understood as going abroad to a partner university in order to realize an agreed study Programme) is 2 months, according to the calculator from the European Commission's reporting tool. The virtual part may be realized both before and after the physical part with no minimum duration specified.

The Erasmus+ scholarship shall be calculated only for the period of physical mobility. The virtual part of the mobility will be a zero-scholarship period.

Realization of mixed mobility does not exempt the student from the requirements of sections 30 and 31.

27. During COVID-19 pandemic the student shall receive an Erasmus+ scholarship for the duration of the stay abroad at the host university, even if the studies are carried out at the host university only in a remote/virtual/on-line form. The decision to realise such a mobility must be agreed on by all parties - NCU, the host university and the participant before the student goes abroad.
28. Students who study in Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Dutch, Portuguese, Romanian, Slovak, Slovenian, Spanish or Swedish shall be required to complete an *Online Linguistic Support (OLS)* test before departure.

The result of the test has no influence on the awarding of Erasmus+ scholarship, but taking the test shall be a condition of its payment.

Students who use a given language as their mother tongue are exempt from taking the test.

The catalogue of languages currently included in OLS may be extended to include other languages.

29. Before signing an individual contract for a study mobility, the student creates, with the assistance of deputy for mobility/study program coordinator/head 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, a supplement shall be added to the Learning Agreement, approved of by the student and the Dean/head 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 acceptance 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 list of passes from the host university. The pass shall be granted according to the procedures defined in NCU regulations: of studies, doctoral studies/doctoral schools.

30. Undergraduate and graduate students, as well as 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 at the Faculty's consent can the number be reduced – it should not, however, be lower than 20 ECTS/semester.

31. Doctoral students (3rd degree students and 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 – participant of a doctoral school is approved by the head of a doctoral school. The supervisor of the mobility of a doctoral student – participant of a doctoral school is the head of doctoral school or a supervisor designated by them.

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

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

33. Students recruited for the study mobility are obliged to sign an individual scholarship agreement at DMPiME/DNiP CM. The agreement must be signed before the student begins their stay at the host university. Failure to sign the agreement before going to the host university will be grounds for removing the student from the list of those qualified.

The agreement should be signed at DMPiME/DNiP CM personally by the student or by a person authorised by the student.

In exceptional cases, only during COVID-19 pandemic, it is allowed to send a signed agreement by mail.

34. Students resigning from a study mobility are obliged to fill in relevant on-line survey available at www.umk.pl/wspolpraca/erasmus_plus/studenci-studia/dokumenty/, as well as inform deputy for mobility/head of doctoral school and DMPiME/DNiP CM of the resignation.

35. A written appeal from the decision made by the recruitment commission 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 Education. The decision by the Vice-Rector for Education is final.

In both cases, the student has the right to appeal within 14 days from receiving the decision.

36. Deputies for mobility/study programme coordinators/heads of doctoral schools hand over the protocol of the recruitment to DMPiME/DNiP CM, including the list of applicants and the ranking of preliminarily recruited students within the maximum period of 3 working days from the completion of recruitment at NCU.

The recruitment ends on 15.03.2022, unless a given NCU unit sets an earlier deadline, responding to the requirements of the host university.

37. Due to the high rate of resignations from mobilities, NCU units are advised to conduct broad recruitment and to create an additional reserve list, in the order of the places obtained during the initial recruitment.

38. On the basis of the recruitment protocols the DMPiME/DNiP CM staff shall conduct the procedure of granting the mobility to qualified students in the USOS system and will send nominations to host universities.

39. In April 2022, the DMPiME/DNiP 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.

40. **The conditions for implementing short-term mobility for studies will be announced in the form of an annex to the Rules for preliminary recruitment included in this document - after verification of available funds following the signing of one-semester study mobility contracts and receiving detailed instructions from Erasmus+ National Agency.**

41. The rules can be modified based on further information and guidelines from Erasmus+ National Agency.

Approved by

Professor Przemysław Nehring

Vice-Rector for Education

Toruń, 31.01.2022