

**Formal procedures for the implementation of student and doctoral student mobility for studies in the Erasmus+ Programme, Educational Mobility: programme countries at the University of Szczecin in the academic year 2022/2023. Long-term mobilities.**

**I. Formal eligibility criteria for mobility**

1. The following persons are eligible for mobility for studies (SMS) within the Erasmus+ programme:
  - a) formally registered at the University of Szczecin (US) as a student in a field of study leading to a bachelor's/engineer's or master's degree or as participants in doctoral studies/doctoral students at the Doctoral School of the University of Szczecin (SD),
  - b) those, who successfully passed the recruitment process and were qualified for the mobility.
2. At the time of the departure, a person qualified for the mobility within the Erasmus+ programme should have completed at least the first year of the first-cycle studies.
3. During the Erasmus+ study mobility, the student/doctoral student may not take the diploma examination/defence of the diploma/doctoral thesis.
4. Study mobilities can be carried out at partner universities in countries participating in the Erasmus+ programme, the so-called programme countries and partner countries included in *the Programme Guide*.
5. A study mobility within the Erasmus+ programme can be realised only under an agreement with a partner university, which provides for student/doctoral student mobility "mobility for studies" and which was signed before the start of the qualification. The partner university in the programme countries must have a so-called ECHE Charter (Erasmus Charter for Higher Education), granted by the European Commission, valid for the academic year 2022/2023, authorising participation in the programme. The partner university outside the programme countries must be a higher education institution recognised by the relevant authorities.
6. Due to delays in the implementation of Erasmus Without Paper, students may be qualified for mobility under the agreements extended for 2022/2023 in the form of an email exchange between the US and the host university. However, the mobility will be possible only after such an agreement has been signed by the relevant coordinator for international exchange in the Erasmus Dashboard no later than 30/09/2022.
7. The period of study at the partner university lasts from two to twelve months (covering one or two academic semesters) and is completed within the given academic year.

8. Students/doctoral students should have the recognition of the period of study completed at the partner university guaranteed as equivalent to the period of study at the US. The European Credit Transfer System (ECTS) is applied for this purpose.
9. A study mobility within the Erasmus+ programme can be realised several times in the entire period of study, with the maximum total duration of the study period and/or traineeship being 12 months at each level of study (1st, 2nd, or 3rd cycle), and in case of a student of a uniform master's degree programme – 24 months. In each case, the period when a student/doctoral student stayed as a scholarship holder in the LLP-Erasmus or Erasmus+ (with or without a scholarship) will be deducted from the maximum total duration.
10. The mobility must be carried out in accordance with the rules laid down in the Erasmus+ Programme Guide:  
[https://erasmusplus.org.pl/brepo/panel\\_repo\\_files/2021/11/24/1m3t1s/2022-erasmusplus-programme-guide-pl.pdf](https://erasmusplus.org.pl/brepo/panel_repo_files/2021/11/24/1m3t1s/2022-erasmusplus-programme-guide-pl.pdf)

and with the guidelines of the National Agency of the Programme in Poland (NA) - Foundation for the Development of the Education System (FDES):  
<https://erasmusplus.org.pl/sektory/szkolnictwo-wyzsze/akcja-1-mobilnosc-edukacyjna>

## II. Qualification

11. The primary qualification criteria are as follows:
  - a) academic performance – grade point average for the last completed semester of study – minimum 3.0;
  - b) knowledge of the language of study at the partner university at least at the level specified in the agreement with the partner university.Additionally, candidates may receive 0.5 points for special achievements, activities for the university, etc.  
Knowledge of a foreign language is a prerequisite for eligibility for the study mobility, while the criterion of grade point average is a prerequisite for funding in case of limited funds allocated to the US from the NA.
12. Qualification for study mobility in the Erasmus+ programme is carried out in two stages:
  - a) Qualification conducted at the student's/doctoral student's faculty by the **coordinators for international exchange** or at the DS by the **Doctoral School coordinator for international exchange**,
  - b) Verification of the knowledge of the foreign language in which the studies at the partner university will be conducted.

Information on dates and eligibility criteria is generally available to potential candidates for mobility and is announced by the faculties, among others, by posting information on the website.

13. The qualification applies to one course of study. Students registered in several courses are obliged to regulate their absence in the way adopted in the given faculty (individual study organisation, dean's leave).
14. The basic qualification at the faculty for both semesters of the academic year 2022/2023 (for both winter and summer semesters) shall take place **between 01 February 2022 and 14 March 2022**. Additional qualification shall be carried out between **01 and 23 May 2022**. The additional qualification applies primarily to mobilities carried out in the summer semester. Mobilities in the winter semester will be implemented provided that the deadlines for sending nominations set by the partner universities can be met.
15. Persons taking part in the qualification shall complete an **on-line application form in the DreamApply system (DA)**. The application should include documents: confirming entitlement to a social scholarship at the US, confirming the degree of disability, and language certificates/qualifications and confirming special achievements. **Submitting an application in the DA is not equivalent to submitting an application at a partner university**. A student/doctoral student may choose up to 3 different universities within one period (winter semester / whole year / summer semester) in the DA.
16. The **grade point average** is completed by the **Dean's Office** in DA. The **points for special achievements** are completed by the **coordinator for international exchange/Doctoral School coordinator for international exchange in the DA**. Eligibility is decided by a selection committee at the faculty level or within the DS consisting of three persons (when the number of coordinators in a faculty is less than three), or five persons (when there are three or more designated coordinators in a faculty), including:
  - a) in case of the faculties of the US – all exchange coordinators appointed for the disciplines taught by a given faculty and the Deputy Dean for Student Affairs/Dean of a given faculty,
  - b) in case of the DS – the Doctoral School coordinator for international exchange and Director/Deputy Director of the DS; the Rector's faculty plenipotentiaries for doctoral studies.

The committee should appoint its president. The committee's eligibility decision is made by assigning a „nominee“ status in the DA and creating committee protocol according to an approved template. The protocol of the committee's meeting along with the ranking list of qualified candidates is delivered to the International Relations Department (IRD) by the president of the committee in electronic form in both variants:

- **Excel file** generated on the basis of data from the DA system,

- **in the form of an e-mail** in which the protocol is a pasted section (not attached) with pre-completed confirmations from the entire committee, sent to the contact person by the chairman of the committee

**by 21 March 2022 at the latest** for the **basic** qualification and **by 07 June 2022** for the **additional** qualification.

17. The candidate has the right to appeal against the decision of the Committee within 5 working days of the announcement of the result of the qualification, to the Vice-Rector for Organisations, whose decision is final.
18. Those who have successfully passed the qualification at the Faculty/DS level, proceed to the foreign language verification in the mode determined by the IRD [link].
19. Qualified students are informed **by the IRD** (the contact person for SMS) **about further formalities and documents related to the mobility**. Information is provided by email and/or through the DA.

### III. Financial aspects

20. Those who are going to study at partner universities receive funding in the form of a grant, the monthly rate of which depends on the destination country of the scholarship. The scholarship is only paid for the time of physical stay in the host university country, and the minimum stay is 2 months. A participant pursuing a course or part of a course remotely/on-line/virtual from their home country (without going abroad) is not entitled to a grant for that period of study.

21. Rates for long-term student mobility for studies in programme countries:

GROUP	COUNTRIES BELONGING TO THE GROUP	MONTHLY RATE <sup>1</sup>
1	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden	520 €
2	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain	500 €
3	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey	450 €

22. Rates for long-term student mobility for studies in partner countries:

REGION	COUNTRIES BELONGING TO A GIVEN REGION	MONTHLY RATE <sup>1</sup>
14	Faroe Islands, Switzerland, United Kingdom	520 €
5	Andorra, Monaco, San Marino, Vatican City	500 €

<sup>1</sup> Monthly grant rates may change after the National Agency publishes the allocation rates for the 2022 project.

1-4, 6-13	other countries, as detailed in the <i>Programme Guide</i> : <a href="https://erasmusplus.org.pl/brepo/panel_repo_files/2021/11/24/1m3t1s/2022-erasmusplus-programme-guide-pl.pdf">https://erasmusplus.org.pl/brepo/panel_repo_files/2021/11/24/1m3t1s/2022-erasmusplus-programme-guide-pl.pdf</a>	700 €
-----------	---	-------

23. Individual support rates for travel costs only apply to students/doctoral students travelling to partner countries from Regions 1-4 and 6-13 listed in the *Erasmus+ Programme Guide*. The amount of the lump sum for travel costs depends on the distance between the place of departure (seat of the US, i.e. Szczecin) and the destination (location of the host institution) according to the following rates:

DISTANCE IN KM	LUMP SUM FOR TRAVEL COSTS PER PARTICIPANT
10 - 99	23 €
100-499	180 €
500-1999	275 €
2000-2999	360 €
3000-3999	530 €
4000-7999	820 €
8000 and more	1 500 €

The appropriate travel lump sum rate is determined using an on-line calculator available at the European Commission (EC) website: [https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

24. If the round mobility is made by low-emission „green travel”, i.e. the longest part of the journey is made by bus/coach, train, or car-sharing, persons eligible for the travel allowance may apply for additional individual support for subsistence costs for up to an additional 4 days of travel and a travel allowance at the “green travel” rate:

DISTANCE IN KM	LUMP SUM FOR TRAVEL COSTS PER PARTICIPANT	GREEN TRAVEL
10 - 99	23 €	0 €
100-499	180 €	210 €
500-1999	275 €	320 €
2000-2999	360 €	410 €
3000-3999	530 €	610 €
4000-7999	820 €	0 €
8000 and more	1 500 €	0 €
mobility in programme countries	0 €	50 €

Those who are not entitled to the standard lump sum for travel expenses and who cover longer distances by means of low-emission transport, the so-called "green travel", i.e. more than half of the journey (counting both ways) by bus/coach, train or by car sharing, are entitled to receive a one-time payment of EUR 50 in addition to the individual support for meeting the "green travel" requirements. Additionally, they receive individual support of up to 4 days for round trip travel, if applicable.

"Green travel" settlement rules are available on the IRD website [link].

25. Applicants who document in the DA application the fact that they are entitled by the US to a social grant and/or have a recognised degree of disability at the time of qualification at the faculty, receive individual support at an increased rate of an additional € 250 / month, regardless of the destination country.
26. The period of co-financing is specified in the scholarship agreement for the mobility, with the maximum period being 4.5 months (135 days) in case of one semester mobility and 9 months (270 days) in case of an annual mobility.
27. The funds which the university receives for the realisation of long-term student mobility for studies are allocated by proportional distribution of the funds at the faculty level, according to the order of the ranking list starting from the faculty with the lowest share of students/doctoral students qualified in the primary qualification in relation to the other faculties.
28. The financial reserve is made, for example, as a result of shorter mobility periods than planned or students'/doctoral candidates' withdrawal from the mobility. The redistribution of the reserve follows the same pattern as the redistribution of the primary pool.
29. Priority for allocation will be given to those qualified in the primary qualification and the secondary qualification over those qualified in any subsequent qualification.
30. The granting of funds for extensions of the mobility period will be possible after funds for the primary period of stay have been granted to all qualified persons, as defined in paragraph 26 of these rules.
31. The grant/individual support awarded to a participant is a subsidy to compensate for the difference between the cost of living in their home country and the cost of living in the host country. It is not assumed that the grant covers the full costs associated with the stay abroad.
32. As far as possible, the university will endeavour to increase the amount of funds for student/doctoral mobility for studies (SMS) by transferring from the pool of funds allocated to support mobility (OS), by applying for additional funds granted by the FRSE in the redistribution process.

#### **IV. Accession to the Erasmus+ programme, study mobility (scholarship agreement)**

33. A person qualified for the mobility becomes formally a beneficiary of the Erasmus+ programme - study mobility by signing a scholarship agreement. The agreement is the basis for the transfer of the grant amount to the bank account number provided in the DA application form. The agreement specifies the rate and total amount of the grant received, the duration of the stay, the funding period and the mutual obligations of the student and the home university.

34. The participant signs a financial agreement with the home university at least 14 days before the planned start date of mobility.

35. Mobility planned by a participant to their home country may be carried out if there are no other applicants for mobility. Students/doctors going to their country of origin are less likely to acquire additional cultural, social, and language competences.

36. The condition for the scholarship agreement to be signed is:

a) sending **an application to the partner university by a qualified applicant,**

b) **attaching to the application in the DA:**

- a generated On-line Learning Agreement (OLA) part „BEFORE THE MOBILITY” –  
– signed by the student/doctors and validated with all electronic signatures:
  - the relevant International Exchange Coordinator in case of those studying at the faculties of the US,
  - the Doctoral School Coordinator for International Exchange and the deputy director of the DS for those studying at the DS,
  - a representative of a host university;

OLA can be created at <https://learning-agreement.eu/> or via Erasmus App <https://dsm.usz.edu.pl/erasmus-app/>.

- **consent of the home faculty/DS to the mobility.** Departure is conditional on obtaining the consent of the Dean's authorities (1st and 2nd cycle students)/ Rector's plenipotentiaries for doctoral studies (doctors)/director of the DS, which can be applied for after successfully passing the examination session in the semester preceding the departure. Students/doctors attending seminars should also inform their supervisors about the mobility and agree on the method of contact and settlement of the seminar. Students/doctors are also required to agree on how any curriculum differences are to be credited;
- **in case of students/doctors in their final year of studies** – the supervisor's consent to mobility, if applicable;
- **acceptance letter/email from the host university** confirming acceptance of the application;

- **documents providing evidence of the insurance cover required:** obligatorily health insurance, accident insurance, covering medical transport, and third party liability insurance;
- **information from the host institution, in what form the classes will be conducted;** the form of on-line/remote classes does not justify the necessity to leave; the necessity to realise mobility in a physical form/on-site, i.e. with the necessity to leave results from the confirmation by the host university that at least one course/component chosen by the student will be taught in a traditional form, i.e. with the necessity to participate on-site.

37. The number of **ECTS credits should be between 28 and 32 per semester** for the courses/components completed at the host university, depending on the number of ECTS credits foreseen for the specific study programme in the semester in which the student's mobility takes place. It is assumed that a study period abroad of a full academic year requires 60 ECTS credits. If, during the OLA preparation phase, it turns out that there are programme differences to be completed by the student on their return, the number of credits allocated to these courses is subtracted from the number of credits per semester (e.g. 30 ECTS credits minus 9 ECTS credits for the difference, leaving 21). **The minimum number of ECTS credits to validate the OLA is 21 (Table A and B).** An exception can be made for programme participants with a programme difference of only one subject worth more than 9 ECTS credits, but it is recommended that they take extra/additional subjects. Students/doctoral students should leave 1 copy of the OLA in the Dean's Office.

Additional information:

- a) the curriculum differences include subjects such as: translation from Polish and vice versa for language studies, methodology of foreign language teaching, didactics, practical part – teaching at school;
- b) the programme difference may be a seminar if the supervisor does not agree in writing for the student to realise its equivalent at the host university; the equivalent may be seminars, conversation classes, and other forms differing from lectures, assuming the student's active participation in substantive discussions;
- c) the recognition of a given subject in the study programme of the US as a programme difference is decided by the relevant International Exchange Coordinator at faculties/DS, after comparing syllabuses included in the offer of other universities, taking into account significant differences in learning outcomes that make it impossible to realise the subject abroad at the partner university.

38. Before going on the scholarship, the student/doctoral student is obliged to take a language test in the Online Linguistic Support (OLS) platform.

39. The study mobility agreement is concluded for the period resulting from the agreement with the partner university, i.e. a semester or 2 semesters (1 academic year). **A person**



**who has applied for a semester stay under the annual agreement signs a scholarship agreement for one semester.** A doctoral student may be away for a semester or two semesters, depending on the terms of the agreement with the partner university.

#### **V. Amending OLA during the scholarship stay**

40. The scholarship holder has the right to amend the OLA by substituting, dropping, or adding subjects **no later than 4 weeks after the start of classes.**
41. If a course is removed from the OLA in Table A and cannot be replaced by another course consistent with the study programme pursued – the equivalent in Table B, the course should be completed upon return at the home university.
42. If a student/doctoral student pursues additional courses at the host university, i.e. outside their field of study, these courses are recognised on the basis of the OLA and are included in the diploma supplement.
43. Changes can be introduced **subject to the approval of the home faculty (International Exchange Coordinator) or the DS (Doctoral School Coordinator for International Exchange) within 1 month after start of classes at the partner university.** It is unacceptable that a student/doctoral student changes courses arbitrarily without informing the university of the changes and returns with credits that do not correspond to the approved OLA. This may be treated as a failure to comply with the terms of the agreement and may lead to the consequent need to return the grant and the non-recognition of completed but not previously accepted courses.
44. **In order to make changes** to the OLA, one has to:
  - a) contact the **International Exchange Coordinator/DS Coordinator for International Exchange** (email) as soon as possible (beginning of semester) **and get primary approval for the proposed change,**
  - b) fill in the **OLA part „DURING THE MOBILITY”,** get confirmation from the relevant **International Exchange Coordinator at the US,**
  - c) **obtain the confirmation of the OLA part „DURING THE MOBILITY”** from coordinators of the partner university.
45. After approving the changes, attach the generated OLA document (all signatures including student's own) in the DA.

#### **VI. Extension of the scholarship stay applies only to students/doctoral students leaving for the winter semester**

46. **No later than 30 November 2022** student/doctoral student:

- a) attaches a scan in the DA of the completed, signed by themselves and the host institution **ERASMUS + 2021-2027 studies extension form**,
- b) generates and signs **the OLA part "BEFORE THE MOBILITY"** for the summer semester **and notifies a contact person for Erasmus+ study mobilities at the IRD via e-mail and the relevant International Exchange Coordinator or the Doctoral School Coordinator for International Exchange.**
47. Within 5 working days of receiving the notification, the coordinator approves the form and the OLA part „BEFORE THE MOBILITY”, and informs the IRD (SMS contact person). Then s/he forwards the documents to the Deputy Dean for Student Affairs/Rector’s plenipotentiary for Doctoral Studies/Deputy or Director of the DS for approval, and upon approval, sends the form in the form of a scan to the IRD. If the coordinator does not accept the extension, they shall immediately inform the IRD (SMS contact person).
48. Upon approval of the OLA part "BEFORE THE MOBILITY" by the International Exchange Coordinator or the Doctoral School Coordinator for International Exchange, student attaches in the DA the OLA approved by the host institution and informs the IRD (SMS contact person).
49. Upon receipt of the approved documents, the IRD shall attach the scans of the following documents in the DA:
- a) certificate in English for extension of stay,
- b) certificate to the National Health Fund for the renewal of insurance/EHIC card.
50. The student/doctoral student arranges the insurance and **attaches in the DA** a scan of the EHIC/equivalent insurance card and the accident and personal liability insurance for the extended period of study **and notifies by e-mail the IRD (SMS contact person).**
51. The IRD sends the student/doctoral student an electronic addendum to the scholarship agreement concerning the extension of the stay.
52. The student sends back the scholarship agreement addendum signed in duplicate to the IRD (original document).
53. A student extending a scholarship stay does not receive funding for the extended period of study. A subsidy may be granted in case of a financial reserve of funds received from the NA or in case the US obtains additional funds, respecting the principle of equal treatment of all students.

## **VII. Settlement of a scholarship**

54. Within two weeks of the end of the scholarship period, the student/doctoral student must provide the following documents (unless the inter-institutional agreement stipulates otherwise regarding the deadlines for their issuance):

- a) OLA part „AFTER THE MOBILITY” issued by the host institution and **approved by the home faculty/DS (part: recognition)** – a scan attached in the DA,  
or (optionally, issued as separate documents by the host university)
  - b) **Certificate of attendance of the host university** with the start and end dates of the scholarship issued by the host institution – scan in the DA, and
  - c) **Transcript of Records** corresponding to the list of courses approved in the OLA (final programme approved by the US) issued by the host institution – scan attached in the DA along with the paper version of the LA part "AFTER THE MOBILITY" **approved by the home faculty/DS (part: recognition)** – original to the IRD if paper document, not OLA,
  - d) Submission to the Dean's Office of the university's internal document on the learning outcomes achieved while studying abroad, approved by the relevant exchange coordinator (template available for download [hyperlink]).
55. The student/doctoral student is required to complete an on-line questionnaire about their stay at the scholarship, the link to which will be sent to them by the relevant system of the European Commission.
56. A student/doctoral student returning from a scholarship stay is also obliged to contact the coordinator of their home faculty/DS and settle/credit the stay at the US.
57. Recognition of students’ period of stay abroad as equivalent to their stay at their home institution is done in accordance with the Rules and Regulations of Studies/Doctoral Studies/DS.
58. The start date of the stay as recognised/accounted for by the US cannot be earlier than the date the student/doctoral student signs the scholarship agreement.

*Prepared by: Institutional Erasmus+ Coordinator, Educational Mobility: programme countries*

*Approved after consultation with international exchange coordinators conducted on: 23-31/12/2021*

*Approved: Vice-Rector for Organisation, dr hab. Kinga Flaga-Gieruszyńska, prof. US*