

Rules for the implementation of student, doctoral student and graduate traineeships 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 the mobility

1. The following persons are eligible for traineeship in the Erasmus+ programme:
 - formally registered at the University of Szczecin (US) as students 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 (DS),
 - those, who have graduated from the US, so called recent graduates – under the condition of entering the qualification in the last year of studies and completing the traineeship within 12 months from graduation from the studies/DS,
 - those, who successfully passed the recruitment process and were qualified for the mobility.
2. During the Erasmus+ traineeship mobility, the student/doctoral student may not take the diploma examination/defence of the diploma/doctoral thesis.
3. The traineeship mobility can be carried out in institutions registered in countries participating in the Erasmus+ programme, so called programme countries and partner countries included in the Programme Guide.
4. Institutions where the traineeship can be carried out are e.g. universities, scientific institutes, research institutions, educational institutions, enterprises, church organisations, associations, political parties, NGOs etc. The traineeship cannot be carried out in the institutions of the European Union, institutions managing Union programmes listed at https://europa.eu/european-union/about-eu/institutions-bodies_en.
5. The traineeship period lasts **from 2 to 12 months** and is carried out within the academic year. The traineeship must be started and completed between **01 August 2022 and 30 September 2023**. The traineeship is carried out on a continuous basis, i.e. without breaks.
6. Students/doctoral students/graduates should be guaranteed recognition of the period of traineeship completed at the partner institution. As a rule, the traineeship is recognised by entering information about the realisation of the traineeship in the diploma supplement in the section concerning additional achievements (recognition of the Erasmus+ traineeship as an optional one), although the possibility of an alternative recognition of the traineeship as a compulsory one in the programme of studies/DS is not excluded.

7. A traineeship mobility within the Erasmus+ programme can be realised several times in the entire period of study, with the maximum total duration of study period and/or traineeship being 12 months at each cycle 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.
8. The mobility must be carried out in accordance with the rules laid down in the Erasmus+ Programme Guide:
https://erasmusplus.org.pl/storage/brepo/panel_repo_files/2021/04/14/1jtc7f/2021-erasmusplus-programme-guide-v2-pl.pdf
and with the guidelines of the National Agency of the programme in Poland – Foundation for the Development of the Education System (FDES):
<https://erasmusplus.org.pl/sektory/szkolnictwo-wyzsze/akcja-1-mobilnosc-edukacyjna>

II. Qualification for traineeship

9. The basic 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 the traineeship, at least level B1 according to the Common European Framework of Reference for Languages (CEFR).
10. Qualification for traineeship mobility in the Erasmus+ programme is carried out in two stages:
 - a) Qualification conducted at the student's/doctoral student's home faculty by the **International Exchange Coordinator** or at the DS by the **Doctoral School Coordinator for International Exchange**,
 - b) Verification of knowledge of the foreign language in which the traineeship will be carried out.

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

11. The qualification applies to one course of study, so students registered in several courses are obliged to settle the question of their absence in the manner adopted in the given faculty (individual study organisation, dean's leave).
12. The basic faculty qualification takes place between **01 February 2022 and 14 March 2022**. Additional qualification is carried out between **01 and 23 May 2022**.

13. 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. Students/doctoral students may apply for a maximum of three traineeships within one academic year.
14. The grade point average is completed by the Dean's Office 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:
- 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,
 - in case of the DS – the DS Coordinator for International Exchange and the Director/Deputy Director of the DS, the Rector's departmental 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 meeting is provided to the International Relations Department (IRD) in electronic form in both variants:
- Excel file generated on the basis of data from the DA,
 - in the form of an e-mail in which the protocol is a pasted section (not attached) with pre-completed confirmations from the entire commission, sent to the contact person by the president of the committee no later **than by 21 March 2022** for the basic qualification and no later than **by 07 June 2022** for the additional qualification.
15. 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.
16. 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.
17. Qualified persons are informed by the IRD – the contact person for traineeships in the Erasmus+ programme: programme countries – about further formalities and documents regarding the mobility. Information is provided by email and/or through the DA.

III. Financial aspects

18. Those, who are going to a traineeship at international institutions receive funding in the form of a grant, the monthly rate of which depends on the destination country of the mobility. The scholarship is only paid for the duration of stay in the host

institution's country, and the minimum stay is 2 months. A participant pursuing a traineeship or part of a traineeship remotely/on-line/in virtual from their home country (without going abroad) is not entitled to a grant for that period of study.

19. Rates for long-term student traineeship mobility in programme countries:

GROUP	COUNTRIES BELONGING TO THE GROUP	MONTHLY RATE ¹
1	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden	670 €
2	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain	650 €
3	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey	600 €

20. Persons making the longest parts of the journey by low-emission modes of transportation, so-called „green travel”, i.e. over half of the journey (counting round mobility) is made by bus/coach, train or car-sharing, are entitled to one-time payment of EUR 50 as an additional top-up support for meeting “green travel” requirements. Additionally, they receive an additional individual support for up to an additional 4 days of travel for round mobility, if applicable.

Green travel settlement rules are available on the website of the IRD.

21. Applicants who document in their DA application that at the time of qualification they are entitled by the US to a social scholarship and/or have a confirmed degree of disability, receive individual support at an increased rate of an additional € 250/month, regardless of the destination country.

22. The scholarship period is specified in the scholarship agreement concerning the mobility, the grant is awarded for the number of months specified in the application, with the maximum period of 3 months (90 days) to be co-financed by the university.

23. The scholarship is awarded to qualified applicants in the order in which the set of documents specified in par. 32 is delivered to the IRD (the date on which the last of the set of documents is received is decisive) until the funds allocated to the US by the FDES are exhausted.

24. Applicants qualified in the basic qualification will not be given priority for allocation over applicants qualified in the additional qualification.

25. Funding for extensions of stay may be granted after funding has been granted for the basic period of stay as defined in par. 22 of these rules.

¹ Monthly rates can change after the publication of allocation rates for the 2022 project by the National Agency.

26. 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 institution country. It is not assumed that the grant covers the full costs associated with the stay abroad.
27. As far as possible, the university will endeavour to increase the amount of funds for student/doctoral student/graduate traineeships mobility (SMT) by transferring from the pool of funds allocated to support mobility (OS), by applying for additional funds allocated by the FDES in the redistribution process.

IV. Accession to the Erasmus+ programme, traineeship mobility (scholarship agreement)

28. A person qualified for the mobility becomes formally a beneficiary of the Erasmus+ programme – traineeship 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 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 are specified in the agreement.
29. Students/doctoral students/graduates entitled to traineeships within the Erasmus+ Programme contact the institutions of their choice independently (taking into account what kind of institutions are excluded from this action).
30. The participant signs a scholarship agreement with the home university at least 14 days before the planned start date of mobility.
31. Mobility planned by the participant to their home country may be carried out if there are no other applicants for mobility. Students going to their country of origin are less likely to acquire additional cultural, social, and language competences.
32. The condition for signing the scholarship agreement is:
 - a) attaching scans of the following documents in the DA:
 - Learning Agreement for Traineeship (LA); validated with all signatures:
 - student/doctoral student/graduate,
 - responsible International Exchange Coordinators in the faculty of the US or in the DS,
 - a representative of a host institution.

The Learning Agreement for Traineeships is a substantive document based on which the traineeship at the home university is recognised. Students/doctoral students are advised to leave one copy of the LA in the dean's office.
 - **in case of realisation of a part or all of the traineeship during the academic year – a consent of the home faculty/DS to the student's mobility** in order to complete the traineeship within a specified period and to the manner in which the student will be credited for the period of studies during which the traineeship was carried out, or a certificate from the Dean's Office /a scan of the

diploma with the date of the diploma examination/thesis defence – in case of recent graduates,

- **in case of realisation of the whole traineeship in a period other than during the academic year** - a document confirming the status of a student of the US in the academic year 2022/2023 issued by the Dean's Office of the relevant faculty/DS or a certificate from the Dean's Office /a scan of the diploma with the date of the diploma exam/thesis defence – in case of recent graduates,
- **in case of students/doctoral students in their final year of studies who complete their traineeships during the academic year** - the supervisor's consent to their mobility, if applicable;
- **documents providing evidence of the insurance coverage required:** obligatorily health insurance, accident insurance, covering medical transport, and third party liability insurance;
- **information from the host institution – in which form the traineeship will be carried out,** the on-line/remote form does not justify the necessity to leave; the necessity to carry out mobility in a physical form/on-site, i.e. with the necessity to leave results from the confirmation by the host institution that at least some duties **will have to be performed in a traditional form, i.e. with the necessity to stay on-site;**
- **in case of recent graduates** - a signed blank promissory note accompanied by a signed promissory note agreement.

b) delivering to the IRD the full original of the LA and, in case of recent graduates, the original blank promissory note together with the promissory note agreement.

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

V. Extension of the scholarship stay

34. The student/doctoral student/graduate **shall attach scans of** the following documents **in the DA one month (30 days) before the end date of the scholarship stay specified in the agreement:**

- a completed, signed by the student/doctoral student/graduate and accepted by the host institution **ERASMUS+ 2021-2027 traineeship extension form;**
- **LA section „DURING THE MOBILITY”** signed by the student/doctoral student/graduate and accepted by the host institution;

and notify via email a contact person for Erasmus+ traineeship mobility at the IRD and the relevant International Exchange Coordinator or the Doctoral School Coordinator for International Exchange.

35. Within 5 working days of receiving the notification, the coordinator approves the form and the LA section „DURING THE MOBILITY”. Then, they forward the form to

the Deputy Dean for Student Affairs/Plenipotentiary of the Rector of the US for Doctoral Studies/Deputy or Director of the DS (not applicable to graduates or trainees doing the traineeship during summer holidays) for approval, and upon approval, sends the form and the approved LA section „DURING THE MOBILITY” to the IRD by internal mail. If the coordinator does not accept the change, they shall immediately notify the IRD (SMT contact person).

36. Upon receipt of the approved documents, the IRD attaches the scans of the following documents in the DA:
 - certificate in English for extension of stay,
 - certificate to the National Health Fund for the renewal of insurance/EHIC,
 - LA and form with signatures of the relevant coordinator/deputy dean/plenipotentiary/deputy director of the DS.
37. The student/doctoral student/graduate arranges the insurance (if applicable) and attaches in the DA scans of the EHIC/equivalent insurance and the accident and personal liability insurance for the extended period of study and notifies by e-mail the IRD (SMT contact person).
38. The IRD sends the student/doctoral student/graduate an electronic addendum to the scholarship agreement concerning the extension of stay.
39. The student/doctoral student/graduate sends back the scholarship agreement addendum signed in duplicate to the IRD (original copy of the document).
40. The student/doctoral student/graduate extending their stay does not receive funding for the extended period of the traineeship. A subsidy may be granted in case of a financial reserve of funds received from the National Agency of the Erasmus+ Programme or in case the US obtains additional funds, respecting the principle of equal treatment of all students.

VI. Settlement of a scholarship

41. Within two weeks of the end date of the scholarship period, the student/doctoral student/graduate must provide the following documents:
 - If applicable: LA section „DURING THE MOBILITY” approved (signed) by the home faculty/DS and the host institution – original to the IRD,
 - LA section “AFTER THE MOBILITY” **approved by the host institution** – original to the IRD.
42. The student/doctoral student/graduate is required to complete an on-line survey about their stay at the scholarship to which they shall receive a link from the relevant European Commission system.
43. The 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.

44. Recognition of students'/doctoral 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.
45. The start date of the stay as recognised/accounted for by the US cannot be earlier than the date the student/doctoral student/graduate signs the scholarship agreement.