



UNIVERSITY RULES FOR FINANCING LONG-TERM AND SHORT-TERM MOBILITY FOR STUDIES AND PLACEMENTS WITHIN THE ERASMUS+ PROGRAMME TO THE AGREEMENT NUMBER 2025-1-PL01-KA131-HED-000307852

1. As part of the Erasmus + programme, students and doctoral students are eligible to participate:
 - A. long-term physical mobility for study or for placements - **from 2 to 12 months** (excluding travel time);
 - B. short-term mixed mobility for study or placements (combination of physical mobility with a mandatory virtual component) - **from 5 to 30 days** (excluding travel time);
 - C. short-term mobility for doctoral students for study or practical placement - **from 5 to 30 days** (excluding travel time).

Each Participant qualified for mobility (student, doctoral student and, in the case of placement, also a "recent graduate"¹) will receive the following funding from the University:

For long term mobility for study and placements:

individual support to cover costs related to travel and stay for the period declared in the agreement concluded between the student and the university, represented by AMU Rector, according to the following monthly rates:

GROUP 1 – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, Austria, Belgium, Cyprus, France, Germany, Greece, Italy, the Netherlands, Malta, Portugal, Spain, Czech Republic, Estonia, Latvia, Slovakia, Slovenia – study: **EUR 670**; placement: **EUR 820**;

GROUP 2 – Bulgaria, Croatia, North Macedonia, Hungary, Latvia, Lithuania, Romania, Serbia, Slovakia, Slovenia, Turkey – study: **EUR 600**; placement: **EUR 750**;

The document used to account for the granted funding is a document issued by the host organization, which specifies the student's full name and includes confirmed start and end dates of the physical mobility.

individual support for travel days

Additionally, up to one day before and one day after the mobility period may be added for travel, for which a grant will be provided. A grant will be paid for the period of these maximum two days

If the confirmation of stay shows a period at least two days longer than in the agreement, it will be used to settle the individual support for travel days. If the start and end dates match

¹ Recent graduates must be recruited during their final year of study and must have taken and completed a placement abroad within one year of graduation.

the ones in the agreement, the travel support will be settled based on a travel ticket with the participant's name and travel dates.

Supplement to individual support for participants with fewer opportunities

A long-term mobility participant who meets the criteria included in the definition of "people with fewer opportunities" shall receive a supplement to the individual support of **EUR 250 per month**;

Participants with fewer opportunities cannot be participants with zero funding from Erasmus + Programme.

For short term mobility for study and placements:

Individual support to subsistence and travel costs of EUR 79 per day up to 14 days of activity and EUR 56 per day between the 15th and 30th day of activity.

To avoid significant differences between the monthly grant amounts for short-term and long-term mobilities, the university funds short-term mobilities (lasting from 5 to 30 days) for a maximum of 14 days. For longer stays, the extra days will be treated as a 'zero-grant' period.

Supplement to individual support for participants with fewer opportunities

A short-term mobility participant who meets the criteria included in the definition of "people with fewer opportunities" in the case of study visits will receive a supplement to the individual support of **EUR 100** for the duration of the mobility from 5 to 14 days and **EUR 150** for the duration from 15 to 30 days.

Supplement to individual support for participants with fewer opportunities does not apply to short-term traineeship mobility.

"Persons with fewer opportunities" include:

Persons	Criterion on the basis of which an additional support will be awarded
Persons with disabilities	Disability certificate
Persons from deprived communities	A mobility participant who in the semester preceding the departure received a social grant, defined in accordance with the <i>Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 1630, as amended)</i>
Students, graduates, and doctoral candidates with children up to 8 years old (in the year of the mobility)	A declaration confirmed by the child's birth certificate (birth certificate available for inspection).
Persons exercising the right to asylum or holding refugee status	Declaration confirming the granted right to asylum or refugee status.

The participants of all types of mobility will additionally receive **a lump sum for travel costs**. The amount of the lump sum depends on the distance the participant has to travel from the place of departure to the place of mobility. The place of commencement of travel is the address of

the University's headquarters. The amount of the lump sum for travel costs will be increased if the **"green travel"** requirements are met. To calculate the distance, the University uses the official calculator developed by the European Commission and available on the website: http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_pl

The lump sum for travel costs shall be awarded according to the following rule:

Odległość	Ryczałt podróż standardowa	Ryczałt podróż „green travel”
Od 0 do 99 km	28 EUR	56 EUR
od 100 do 499 km	211 EUR	285 EUR
od 500 do 1 999 km	309 EUR	417 EUR
od 2 000 do 2 999 km	395 EUR	535 EUR
od 3 000 do 3 999 km	580 EUR	785 EUR
od 4 000 do 7 999 km	1188 EUR	1185 EUR
≥8 000 km	1735 EUR	1735 EUR

„green travel” is the travel done via ecological means of transport , that’s bus, train, bike, carpooling (at least 2 people traveling together in a car belonging to the one of them on the same route and for the same purpose).

Travel cost funding is eligible provided that the majority of the round-trip distance is travelled using environmentally friendly means of transport.

The period of physical mobility may be interrupted. The interruption period is not counted towards the duration of the mobility activity

In the case of traineeships, a period of non-working time at the host enterprise/organization is not considered an interruption. During such non-working periods, the grant remains applicable. The non-working period is included in the minimum duration of the traineeship.

Support for inclusion

Support for a participant whose health-related condition makes participation in mobility impossible without additional financial support. Support is granted on the basis of an application submitted by the mobility participant to the National Agency via the University. The application is submitted when the estimated costs resulting directly from mobility exceed the allocated funding in the form of Individual Support and Supplement to Individual Support. Reimbursement of costs incurred in connection with the inclusion support will be made on the basis of financial evidence provided by the Participant confirming that additional costs were incurred.

The final amount for the period of funded mobility will be determined by multiplying the number of months/days by the applicable monthly/daily rate for the country concerned. For long-term trips, in the case of an incomplete month, the support amount will be calculated by multiplying the number of days in the incomplete month by 1/30 of that amount.

An increase in the support rate from the amount announced by the National Agency is not possible.

The Participant will be paid 90% of the amount specified in the agreement. The submission of the obligatory individual report in the *on-line system* by the Participant and the will be treated as the Participant's request for payment of the remaining support amount.

The University guarantees the grant for a period no longer than originally agreed in the agreement. This means that if the confirmed period of stay at the organisation is longer than indicated in the agreement or possible annex to the agreement, the **additional number of days will be treated as a "zero support" period**.

In the case of long-term student mobility, without prejudice to the obligation to respect the minimum duration of the project, if the confirmed period of stay in the organisation is shorter than that agreed in the agreement or any annex to the agreement, and the difference is greater than 5 days, a refund of the part of the support proportional to the shortened stay will be required.

Participants in long-term mobility are subject to a margin of tolerance of 5 days in relation to the period of stay in the organisation originally agreed in the agreement or any annex to the agreement. In case of a confirmed period of stay shorter or equal to 5 days in relation to that initially agreed in the agreement or any annex to the agreement, **no refund will be requested**.

In the case of short-term student mobility, without prejudice to the obligation to respect the minimum duration of the project, if the confirmed duration of stay at the organisation is shorter than that agreed in the agreement or any annex to the agreement, a refund of the part of the support proportional to the shortened stay will be required.

The University does not provide financial support to students who, with the consent of their home faculty and the approval of the host institution, decided to extend the planned period of mobility by another semester. The support in such a situation will be considered as zero. A possible decision on awarding a support depends on obtaining additional funds as a result of redistribution made by the Erasmus+ National Agency.

Financial support from other sources to cover the same costs is not permitted.

Complaints and Requests

A Student or Graduate may submit a complaint or request concerning matters unrelated to the recruitment process in the Erasmus+ program to the Institutional Erasmus+ Coordinator. The complaint or request must be submitted in writing and include a justification. The complaint or request should first be reviewed by the Faculty Coordinator and, upon obtaining their opinion, forwarded to the Institutional Coordinator. The complaint or request will be considered within 14 (fourteen) calendar days from the date of receipt of the complete document, including the required opinion.