

REGULATIONS OF IMPLEMENTATION OF ERASMUS+ PROGRAMME

ACTION 1

KEY ACTION 103

“MOBILITY OF STUDENTS AND UNIVERSITY STAFF BETWEEN THE PARTICIPANTS OF THE PROGRAMME”

AT CZESTOCHOWA UNIVERSITY OF TECHNOLOGY

Explanation of terms used in the regulations:

Regulations	– TERMS OF IMPLEMENTATION OF ERASMUS+ PROGRAMME – ACTION 1 AND ACT KA103 “Mobility of students and university staff between the participants of the programme” at Czestochowa University of Technology
Programme	– Erasmus+ Programme ACTION 1 Key Action 103 “MOBILITY OF STUDENTS AND UNIVERSITY STAFF BETWEEN THE PARTICIPANTS OF THE PROGRAMME”
POWER HE	– Operational Programme: Knowledge, Education, Development – Higher Education
CUT	– Czestochowa University of Technology
Participant	– in reference to § 1-8 – a CUT student, § 9-10 - CUT staff
IC	– Institutional Coordinator of the Programme
FC	– Faculty Coordinator of the Programme
Committee	– Institutional Committee of the Programme
Agreement	– financial agreement between CUT and the Participant
ISO	– International Students’ Office
LA	– Learning Agreement for Studies or Learning Agreement for Traineeships
CHtoLA	– Changes to Learning Agreement
NA	– National Agency for the Erasmus+ Programme - Foundation for the Development of the Education System
CA	– Certificate of Attendance (certificate confirming the completion of mobility by the Participant, together with beginning and end dates) or Letter of Confirmation
SMS	– Student Mobility within the Programme
SMP	– Student/Graduate Mobility for Traineeship within the Programme
STA	– Staff mobility in order to teach classes within the Programme
STT	– Staff mobility in order to undergo traineeship at a foreign Erasmus+ Institution
TR	– Transcript of Records – in case of SMS – a list of collected academic credits; in case of SMP – a certificate of Traineeship completion
TA	– Staff Mobility for Teaching Mobility Agreement – individual program for teaching in case of STA; Staff Mobility for Training Agreement – individual training programme in case of STT
OLS	– Online Linguistic Support – a tool for language competence assessment and improvement of language skills for participants of the long-term mobility within the Programme

PART 1

§1

GENERAL REGULATIONS OF THE ERASMUS+ PROGRAMME

1. The programme at CUT operates under the principle of equality and lack of discrimination in terms of gender, religion, skin color, wealth, social background, political views and nationality of all the participants. The people who do not share this principle, are not allowed to participate in the Programme at CUT.
2. The single official responsible for operation of the Programme in terms of competences specified in Organizational Rules of Czestochowa University of Technology is the Vice Rector for Innovation and Development.
3. The budget of the Programme covers only such operations that meet all the formal demands of the Programme.
4. The financing of the Programme is provided under agreement concluded each year with NA, within the limits specified in the agreement.
5. The implementation of mobility operations in CUT is conducted within four basic categories:
 - 1) SMS (Student Mobility for Studies) – student exchange between partner universities, in order to complete part of the studies at a foreign institution.
 - 2) SMP (Student Mobility for Traineeship) – students or graduates are accepted for traineeship abroad/students are accepted for internship at CUT.
 - 3) STA (Staff Mobility of Teaching Assignment) – teacher exchange between partner universities, in order to teach classes at a foreign institution.
 - 4) STT (Administrative Staff Mobility) – exchange of staff in order to undergo traineeship at a foreign institution.
6. The operations concerning SMS and STA mobility can be conducted solely with partner universities that have bilateral agreements signed with CUT, regulating the scope of exchange within the Programme.

§2

PROGRAMME COORDINATORS

1. The Institutional Erasmus+ Coordinator (IC) is responsible for the direct implementation of the Programme at CUT within the resources and funds provided by the University.
2. The operations of the IC include, in particular:
 - 1) Preparing reports on the implementation of the Programme at central level,
 - 2) Maintaining documentation on the Programme at central level, including case files of the participants of the Programme,

- 3) Preparing and verification of bilateral agreements,
 - 4) Monitoring of the student and teacher mobility implementation process within the Programme,
 - 5) Maintaining contact with NA,
 - 6) Monitoring the social and living conditions of the foreign students accommodated in the halls of residence under CUT management (based on reports of possible irregularities identified by the foreign students and academic society).
3. The IC is appointed by the Rector of Czestochowa University of Technology based on a request of Vice-Rector for Innovation and Development.
 4. Faculty Coordinators are appointed by the Deans of particular Faculties.
 5. The regulations allow the possibility of appointing more than one FC on one Faculty. In such instance, the Dean appoints simultaneously the Main Faculty Coordinator. The information of appointing the Main Coordinator is immediately passed on to the IC by the dean's office.
 6. FC should be fluent in the foreign language of the Programme that is required from the participants at partner universities with which the FC was appointed to cooperate. FC shall have experience in working in international environment.
 7. The operations of the FC include, in particular:
 - 1) Preparing and implementing the student recruitment process of the Programme within the Faculty;
 - 2) Preparing, in agreement with partner institutions and IC, documentation of the Programme participants' exchange. The above refers, in particular, to: TR, LA, CA, the Faculty Candidates' List within the Faculty Recruitment Process.
 - 3) Controlling the compliance of documents from point 2, with the factual state, before they are handed over to the IC or to the partner institution;
 - 4) Supervising the implementation of student exchange and foreign university staff within the Faculty;
 - 5) Keeping current record of students and academic staff who take part in operations such as mobility within the Programme on the Faculty. The record shall include both the outgoing and incoming participants of the Programme on the Faculty.
 - 6) Informing the candidate and Participants of the exchange on the Faculty about the Programme and its implementation on the Faculty in cooperation with partner universities and IC, based on the signed bilateral agreements, provided that:
 - a) The information on signing a new bilateral agreement with a partner institution concerning the exchange within a faculty will be passed on by IC to FC in a written form, immediately after concluding such an agreement;

- b) In case of more than one FC, the Main FC will immediately pass on the personal details of the FC responsible for the implementation of the exchange within the agreement in point a),
 - c) The information on the signed bilateral agreements and appointed faculty coordinators shall be announced on the appropriate faculty website and on the website of the Programme at CUT.
8. FC can be remunerated by the Dean with regard to increased scope of responsibilities in the workplace.
9. The list of FCs shall:
 - 1) Contain the name, surname, telephone number, e-mail address and an exact time and place of admission of students by each coordinator on a given faculty;
 - 2) Be sent to the IC by the Dean's Office of a given faculty within 7 days from designation or substitution of any FC at the faculty;
 - 3) In case of changes in personal data specified in point 1), concerning the previously designated FC, the updated data shall be immediately sent to IC by:
 - a) The Main FC,
 - b) In case of only one FC at the faculty, the obligation specified in point 3) rests on the FC;
 - 4) Be immediately published on the website of the Programme at CUT, as well as on websites of the faculties;
10. The exclusive right to publish information concerning Erasmus+ Programme is held by:
 - 1) FCs – on faculty websites;
 - 2) IC – on university websites;
11. IC and FCs are obliged to verify the content before its publication on websites, and to ensure that data is up to date, based on the powers allocated to them in section 10.
12. The Institutional Recruitment Committee of Erasmus+ Programme at CUT
 - 1) Committee is obliged, in particular, to:
 - a) Verify the faculty candidates' lists and applications, as well as the annexes submitted in the application process
 - b) Compile the Institutional Recruitment Report,
 - c) Compile and accept the Institutional Ranking List,
 - d) Compile and accept the Institutional Base List,
 - e) Compile and accept the Institutional Reserve List,
 - f) Verify and assess the documents submitted by the candidates for STA and STT before submitting them to the Vice-Rector for Innovation and Development;
 - g) Verify and assess the documents of the participants (SMS, SMP) after they complete their mobility, and to determine any possible deductions, pursuant to § 7 section 4;

- 2) It shall be composed of Main FCs or one FC (one from each faculty) and IC;
- 3) One representative of CUT Erasmus Student Network (ESN) can take part in Committee meetings as an observer who is guaranteed to have his/her possible remarks included in the report;
- 4) At the request of IC, the Committee meeting dates are approved by the Vice-Rector for Innovation and Development;
- 5) The IC is the chair of the Committee meetings;
- 6) Each of the Committee members is granted one vote in any voting process;
- 7) Decisions of the Committee are made by a majority of votes;
- 8) In case of lack of a decision after the first voting, the voting is repeated;
- 9) In case of lack of a decision after the second voting specified in point 8), the chair of the Committee has the casting vote.

PART TWO

§3

TERMS OF FUNCTIONING OF STUDENT MOBILITY

1. The students accepted in the Programme should:
 - 1) be accepted at CUT for full-time and/or part-time studies conducted in the form of first-cycle (bachelor degree, engineer degree), second-cycle (master degree), long-cycle or third-cycle (doctoral) programmes;
 - 2) be students on at least second year of first cycle or long-cycle studies at the moment of starting the mobility abroad;
 - 3) have good grades;
 - 4) have sufficient knowledge of the language in which the classes are conducted within the Programme at the partner institution;
 - 5) undergo the recruitment process for the Programme with positive results, within the recruitment for a given academic year where recruitment for studies and traineeship is treated separately;
 - 6) not be among those who resigned after previous acceptance for the Programme, in the present year of the year before, provided that:
 - a) students whose first resignation from the Programme was caused by documented instance of “force majeure” (superior force) are released from the exclusion from the recruitment process;
 - b) the Committee shall acknowledge such instance as specified in a), upon written request of the candidate, containing annexes confirming legitimacy of the previously mentioned request;

- c) the request specified in b) shall be deemed valid by the Committee only if it has been submitted on time together with application form specified in:
 - a. §5 section 3 point 1) in regard to SMS,
 - b. §6 section 3 point 1) in regard to SMP.
 - 7) not withhold in the application form:
 - a) the fact of previous resignation from the Programme,
 - b) the fact of previous completion of study programme within LLP-Erasmus, Erasmus+, Erasmus+ financed from the PO WER HE funds, Erasmus Mundus, no matter the home institution by which the mobility was organized,
 - c) the acknowledged period of stay within the programmes indicated in b) (days),
 - 8) in case of withholding the information specified in section 1 point 7) letter a), b) and/or c), students who performed such act shall be immediately excluded from the current recruitment process, and further application forms of previously mentioned students shall not be assessed in the present and the following year.
2. The most important rules of the student mobility within the Programme are the following:
- 1) Students participate in the mobility within the Programme with regard to an individual “Mobility Capital” defined as 360 days available for student on each of the three study cycles, to be used for mobility such as studies or traineeship (in total);
 - 2) Minimum mobility time at partner institution abroad within the Programme is, for each time:
 - a) 90 days for studies,
 - b) 60 days for traineeship;
 - 3) Realization of the mobility as traineeship is also possible after graduation, within a graduate traineeship, provided that:
 - a) Student underwent the recruitment process for the traineeship for the academic year within which the traineeship mobility shall be conducted.
 - b) The traineeship will be completed not longer than 360 days after graduation,
 - c) Other rules of the present documents shall be observed,
 - d) There will apply the rule that the funds for the mobility are granted first to the students and then graduates.
 - 4) Student leaves for the foreign university or partner institution for a given period of time in order to complete a part of his/her studies or traineeship (according to the previously chosen Learning Agreement) and, simultaneously, is a student of the home institution and keeps all his/her rights as a student, such as the right to receive all the benefits (such as a scholarship);
 - 5) In case of a graduate completing the mobility for traineeship, stipulations in point 4) do not apply. The mobility is completed at partner institution in accordance with the aim and within the time period specified in the Agreement and LA;

- 6) There exists compliance of the field of study of a student with the profile of accepting unit;
- 7) As a rule, student's exams and the time period at the partner institution during the mobility within the Programme is considered equal to the study programme and period of study planned for the student at CUT for this time;
- 8) The number of ECTS points in LA established for one semester of stay of the Participant at the partner institution shall be as close as possible to the number of ECTS points anticipated for the Participant within the same semester at CUT;
- 9) In case of lack of possibility of realization of all the study effects within the mobility at partner institution, which were initially anticipated for realization at CUT, and the law deems them necessary for completion of a university degree:
 - a) FC gives for the student to sign, basing on the Learning Agreement, a list of above mentioned subjects, the so-called "curriculum differences", specifying the deadline of their completion,
 - b) The curriculum differences mentioned above shall, before the completion mentioned in point a), be discussed in detail with the FC, and accepted by the student, FC and the Dean, and then confirmed by the Dean in a written form,
 - c) The period of realization of the established curriculum differences" is not the same as the period of mobility, which means that it is to be completed in the next semester after the mobility;
 - d) In case the student is not given the curriculum differences to sign, with simultaneous written acceptance of the LA by the Dean, the mobility semester at partner institution is considered equal to the semester at CUT and its positive completion by the student is identical with obtaining the study effects required by the student's study curriculum,
 - e) The total number of ECTS points included in LA and the differences specified in this point, established for a semester of Participant's stay at partner institution, shall not be less than the number of ECTS points specified by the study curriculum for the Participant within the corresponding semester at CUT,
 - f) In case of existence of any special conditions, subject to the conditions described in this point, the Dean of an appropriate Faculty may agree to LA containing a smaller number of ECTS points than required by the curriculum of the Participant within the corresponding semester at CUT, however, it shall not be less than 15 ECTS points;
- 10) The partner institution has no right to charge the Participant of the Programme for education (including entrance fee, tuition fee, exam fee etc.);
- 11) Student receives a scholarship from EU funds directly from the home institution, which do not constitute the full financing of stay abroad, but is to lessen the difference between the costs of living abroad and similar costs in homeland;

- 12) Home institution is obliged to consider the period of time spent by the Participant in the partner institution as equal to the time period of studying at home institution (the study period abroad shall not extend the overall time of studies) on condition that the previously agreed LA has been executed and that the TR has been submitted on time;
 - 13) Participant is obliged to fulfill all the points of the Agreement signed by the representative of the University on one side and by Participant on the other side;
 - 14) Participant is obliged to immediately inform IC and FC in case of existence of any circumstances making it difficult or impossible to execute the planned actions, under the agreed on:
 - a) LA/CHtoLA,
 - b) Agreement;
 - 15) Participant cannot be on dean's leave during the mobility within the Programme;
 - 16) In order to begin the mobility, not later than the day specified by the Agreement, student shall have all the credits from the previous semesters at the home institution;
 - 17) In a justified case, for example when it is not possible to execute a part of the curriculum specified in LA, due to technical problems at the partner institution, Participant has the right to introduce CHtoLA;
 - 18) Procedure of confirmation of CHtoLA is analogous to the procedure for LA, excluding the period of time which is 30 days, starting from the day of beginning mobility specified in the Agreement.
3. Students with legal disability status may apply for higher scholarship.
 4. In case of actions of CUT that are at variance with the present document, students who take part in the Programme are entitled to file a complaint to Vice-Rector for Innovation and Development through IC.

§ 4

DETAILED CRITERIA FOR STUDENT ADMISSION FOR SMS AND SMP

1. In the recruitment process the following criteria that are elements of the final grade of each candidate, are taken into consideration:
 - 1) Average grade of the semester prior to submission of application (maximum 10 points) – number of received points is counted in accordance with the following formula:

$$\frac{SA - (2 * \text{baseSA} - 5)}{5 - (2 * \text{baseSA} - 5)} * 10$$

where:

SA – average grade weighted by ECTS points received by the student for the semester prior to submission of application,

Base SA – base average grade for the previous semester of studies for a given faculty (counted according to § 3)

- 2) Average grade from the whole study period, prior to submission of application (maximum 40 points) - number of received points is counted in accordance with the following formula:

$$\frac{\text{StA} - (2 * \text{baseStA} - 5)}{5 - (2 * \text{baseStA} - 5)} * 40$$

where:

StA - average grade weighted by ECTS points received by the student throughout the whole study period,

Base StA - average grade received by the student throughout the whole study period for a given faculty (counted according to §3),

- 3) Knowledge of language of instruction used at the receiving institution/university confirmed by an appropriate certificate (at least B2 level) or positive evaluation on the exam conducted for the candidates for the Programme within a given recruitment process (40 points);
- 4) Knowledge of any other foreign language confirmed by an appropriate certificate or positive evaluation on the exam conducted for the candidates for the Programme within a given recruitment process, after receiving positive evaluation on knowledge of language from point 3) (10 points);
- 5) Activities performed by the student for CUT, participation in scientific associations and student organizations, especially in ERASMUS STUDENT NETWORK at CUT (0-15 points) within the last 12 months from the deadline of submission of questionnaires of candidates, during a given recruitment;
- 6) Documented scientific publications, awards and prizes, including sports-related ones, received during the studies at CUT (0-10 points).

2. The Institutional Recruitment Committee at CUT, after analyzing candidates' applications on its meeting which aim is to create an institutional ranking list, may decide on establishing a minimum point threshold that enables the candidates to participate in the Programme. If the candidate receives less than the minimum number of required admission points (counted based on section 1), he or she is removed from the list of students entitled to take part in the next part of the recruitment process within the current recruitment procedure.
3. Values of institutional base average grades specified in section 1 point 1) (Base SA) and 2) (BaseA), are determined on each faculty by its Dean in agreement with proper FC. Their values are determined yearly for each academic year and are not subject to change until the moment of its completion.
4. The criteria of admission are made public immediately after each confirmation, on the CUT websites of the Programme.

§5

INFORMATION CONCERNING RECRUITMENT FOR MOBILITY ABROAD SMS MOBILITY (STUDIES)

1. For each academic year there is separate recruitment process. Acceptance of a student concerns only the academic year for which he or she has applied.
2. The decision about recruitment dates is made by the Vice-Rector for Innovation and Development at the request of IC.
3. The admission procedure for SMS mobility:
 - 1) Students interested in Programme participation fill in the APPLICATION FORM available on University websites of the Programme;
 - a) If the student declares in the application form that he has a language certificate or documents specified in §4 section 1 point 5) and 6), he or she shall enclose copies of such documents to the application form in the moment of applying;
 - b) The annexes that are not specified in the application form or annexes that are specified in the application form but not enclosed, shall not be taken into consideration;
 - 2) Students are obliged to fill in all the parts of the application form, sign the document and to hand it over to the FC in the established period of time announced on the CUT website of the Programme;
 - 3) FC hand over (not later than a week from the official established end date of the recruitment process) to IC:

- a) A complete set of submitted application forms together with annexes in an electronic and paper form and the list,
- b) **FACULTY CANDIDATES LIST** in an electronic and paper form, that is the official list of students who have been initially admitted to the Programme at a given faculty together with justification of such selection. The list in paper form shall:
 - a. carry an official faculty stamp,
 - b. be dated and signed by at least FC and the Dean.

The list shall contain personal data of each of the participants of recruitment process in at least the following scope:

- a. surname and name,
- b. PESEL number,
- c. credit book number (INDEKS),
- d. name of the faculty,
- e. major,
- f. specialty,
- g. field of education and training according to ISCED-F 2013 classification,
- h. completed academic year,
- i. study cycle,
- j. type of studies (full-time/part-time),
- k. list of foreign language that the student declared to be competent in, together with declared language (language test/certificate),
- l. preferred partner institutions (based on Erasmus code of the partner institution), that is: the primary institution and reserve choices (altogether maximum 3),
- m. preferred period of stay at the partner institution: autumn/spring semester (in days),
- n. telephone number,
- o. e-mail address,
- p. address for correspondence,
- q. information on the declaration of participation in activities for the institution, participation in scientific circles, student organizations together with number of received points, and possible attachment of such declaration to the application form,
- r. information on the declaration of published papers, awards and prizes received during studies at CUT, together with number of received points, and possible attachment of such declaration to the application form,
- s. information on the declaration of legal disability status, and possible attachment of such declaration to the application form,
- t. student's average of ECTS points from the whole period of studies,

- u. student's average of ECTS points from the previous semester of studies,
- v. information on whether the student was entitled to receive a maintenance grant specified in art. 173, point 1.1 of the *Law on higher education* on the last day of acceptance of application forms within the first recruitment process for the Programme for a given academic year,
- w. information on the former realization of student's mobility within the LLP-Erasmus, Erasmus+ KA103, Erasmus+ KA103 financed from the PO WER HE funds, Erasmus Mundus, indicating the exact number of days and the study cycle of the mobility
- x. information of student's possible previous resignations from the Programme, which took place after admission of student to the Programme,
- y. information on submitted annexes or lack of annexes,
- z. information on completion of formalities concerning the submission of the questionnaire,
as well as general information such as:
 - aa. type of recruitment, for example SMS-studies,
 - bb. academic year,
 - cc. date of acceptance of the list on the faculty.

4) **THE INSTITUTIONAL RANKING LIST** is an element of institutional recruitment report drawn up on central level, and is subject to confirmation on a meeting of INSTITUTIONAL RECRUITMENT COMMITTEE OF THE PROGRAMME AT CUT. It is created based on rules specified in the present document, faculty lists, partial grades and candidate's language knowledge assessment, and constitutes a unified institutional ranking of candidates who have been admitted for the Programme in recruitment process. The institutional ranking list contains the following information on each of the candidates:

- a) surname and name,
- b) faculty name,
- c) student's final grade,
- d) place in ranking.

The above mentioned list is subject to publication on CUT websites of the Programme as soon as it is confirmed by the Committee. Other information on the candidates, including details of final grades, shall be included in the recruitment report;

5) **INSTITUTIONAL RECRUITMENT REPORT** shall be drawn up and confirmed on the meeting of the Committee and shall be dated and signed by the Committee members. The report shall contain the following data:

- a) **INSTITUTIONAL RANKING LIST**,

- b) criteria for the final grade,
 - c) faculty base average values (Base SA and Base StA) for given faculties,
 - d) recommendation of a partner institution for the student and departure date (autumn/spring semester),
 - e) list of all the submitted application forms together with annexes,
 - f) all the faculty candidate lists in the present recruitment process provided for the meeting of Committee by FCs of given faculties;
- 6) In case of rejection of student's candidacy for the Programme, he or she has the right to appeal against such decision within 7 days from the moment of announcement of Institutional Ranking List;
- 7) **BASE AND RESERVE LIST** – after funds are granted by NA and financial agreement is signed, the list is endorsed by the Committee based on the institutional ranking list, in accordance with the order of candidates in ranking, whereas:
- a) In case two or more candidates receive the same final evaluation, their placement on the list is determined based on the following formula (from the highest to the lowest score):

$$\frac{SA - (2 * \text{base SA} - 5)}{5 - (2 * \text{base SA} - 5)} * 40$$

- b) In case the solution given in point a) still does not allow for creating a proper candidate order (for at least two candidates), the score is counted based on the following formula

$$\frac{\text{StA} - (2 * \text{base StA} - 5)}{5 - (2 * \text{base StA} - 5)} * 10$$

(from the highest to the lowest score):

- c) In case when after applying the solution specified in point b), the candidate order is still not established in relation to at least two candidates, their order is decided based on the score achieved by the candidates specified in §4 section 1 point 3 (from the highest to the lowest score);
4. In case of availability of more places in the mobility or existence of funds for the realization of the Programme, it is possible to open additional recruitment for mobility within a given academic

year. The decision about such recruitment shall be made by the Vice-Rector for Innovation and Development upon the request of IC. In case of announcing the additional recruitment:

- 1) The previous primary candidates list is left without changes;
- 2) After the end of recruitment process a new institutional reserve list is drawn up and it consists of the ranking list of the students taking part in the additional ranking and of the students from the previous reserve list, and:
 - a) The students shall be moved from the reserve list to the base list according to their final evaluation expressed in points, that is from the highest to the lowest final grade, until the exhaustion of funds;
5. In case the limit of funded places for the mobility is not exhausted within the additional recruitment process, the Vice-Rector for Innovation and Development may decide on:
 - 1) carrying out another recruitment,
 - 2) revoking the requirement specified in §4 section 2 in reference to the minimum number of recruitment points specified in §4 section 1, in terms of the candidates who take part in recruitment within a given academic year, but, due to not having satisfied the above mentioned requirement, were not considered in the next part of the recruitment process, whereas:
 - a) in such instance the information about Vice-Rector's decision in this matter shall be immediately:
 - announced on the website of the Programme,
 - sent by International Students Office to the candidates' e-mail addresses that they previously indicated in their application forms
 - b) at the moment of making the decision, the Vice-Rector establishes the date of Committee meeting,
 - c) the reconsideration of student's candidacy shall be done solely upon his or her written request addressed to the Vice-Rector for Innovation and Development, through IC,
 - d) the final date for accepting requests specified in c) is communicated to the candidates in the manner described in a) and is, at the same time, set for:
 - minimum 7 days from the Vice-Rector's decision on revoking the requirement specified in point 2),
 - maximum 14 days from the Vice-Rector's decision on revoking the requirement specified in point 2),
 - e) after recounting the candidates' scores, the Committee updates the institutional ranking list by adding the candidates that take part in the additional ranking process, to the ranking list right after the last candidate on the previous ranking list, according to the received score (from the highest to the lowest),
 - f) the funds are granted to the candidates one by one until the limit is reached;

6. In case CUT has a source of funding other than Erasmus+ Programme (for instance, PO WER HE), such as grant for students who are in difficult financial situation (receiving maintenance grant) and/or students with legal disability status, the Committee creates a separate base and reserve list for students entitled to such funding, based on the gathered funds, whereas:

- 1) a participant shall be included on the above mentioned list only after submitting a written declaration of willingness to use the PO WER HE funds;
- 2) the rules specified in the present document apply to both Participants and lists mentioned above (point 6) and to lists and Participants financed from the funds of Erasmus+ Programme.

The only differences are:

- a) Source of funding,
- b) The currency of scholarship granted to the students,
- c) The amount of the scholarship granted to the students.

The amounts of scholarships granted from both sources are published on the website of the Programme at CUT and are not subject to changes throughout a given academic year;

- 3) The participant may appear on only one list;
- 4) After submitting a declaration from point 1), Participant is not allowed to migrate between lists (sources of funding), with the exception of situation where all the following conditions are met:
 - a) The candidate submits a written request to change the source of financing, to the IC,
 - b) There is no possibility of completing the mobility with funding from the list on which the candidate is currently placed, because the financial resources from this list have been exhausted,
 - c) There exist unexhausted funds from other financing source meant for realization of mobility,
 - d) The Participants' list assigned to the source of funding specified in c) does not allow for full exhaustion of funds meant for mobility from this financing source,
 - e) The Participant, through CUT, obtains permission from NA for changing the source of funding specified in a) to source from c);
- 5) The scholarship containing the "social increase" can only be granted to a student who has the right to receive the maintenance grant defined in art. 173, point 1.1 of the *Law on higher education*, on the condition that:
 - a) The student had this right on the last day of acceptance of application forms within the first recruitment for the Programme, conducted for the given academic year – no matter if the student was the participant in the primary or additional recruitment,
 - b) The student submitted a written declaration mentioned in point 1).

- 6) The POWER HE Programme may be the source of funding for the mobility of a participant within the Erasmus+ KA103 Programme only once, no matter the cycle of studies on which the mobility was completed.

§6

INFORMATION CONCERNING RECRUITMENT FOR MOBILITY ABROAD SMP MOBILITY (TRAINEESHIP)

1. For each academic year there is separate recruitment. Acceptance of a student concerns only the academic year for which he or she has applied.
 2. The decision about recruitment dates is made by the Vice-Rector for Innovation and Development at the request of IC.
 3. The admission procedure for SMP mobility:
 - 1) Students interested in Programme participation fill in the **APPLICATION FORM** available on University websites of the Programme;
 - a) If the student declares in the application form that he has a language certificate or documents specified in §4 section 1 point 5) and 6), he or she shall enclose copies of such documents to the application form in the moment of applying;
 - b) The annexes that are not specified in the application form or annexes that are specified in the application form but not enclosed, shall not be taken into consideration;
 - 2) Students are obliged to fill in all the parts of the application form, sign the document and to hand it over to the FC in the established time period announced on the CUT website of the Programme;
 - 3) FC hand over (not later than a week from the official established end date of the recruitment process) to IC:
 - a) a complete set of submitted application forms together with annexes in an electronic and paper form and the list,
 - b) **FACULTY CANDIDATES LIST** in an electronic and paper form, that is the official list of students who have been initially admitted to the Programme at a given faculty together with justification of such selection. The list in paper form shall:
 - a. carry an official faculty stamp,
 - b. be dated and signed by at least FC and the Dean.
- The list shall contain personal data of each of the participants of recruitment process in at least the following scope:
- a. surname and name,
 - b. PESEL number,

- c. credit book number (INDEKS),
- d. name of the faculty,
- e. major,
- f. specialty,
- g. field of education and training according to ISCED-F 2013 classification,
- h. completed academic year,
- i. study degree,
- j. type of studies (full-time/part-time),
- k. list of foreign language that the student declared to be competent in, together with declared language (language test/certificate),
- l. preferred partner institutions for foreign traineeship (Country, name of institution, address, e-mail address, telephone number, details of the contact person)
- m. Preferred period of stay at the partner institution (number of days),
- n. Telephone number,
- o. e-mail address,
- p. address for correspondence,
- q. information on the declaration of participation in activities for the institution, participation in scientific circles, student organizations together with number of received points, and possible attachment of such declaration to the application form,
- r. information on the declaration of published papers, awards and prizes received during studies at CUT, together with number of received points, and possible attachment of such declaration to the application form,
- s. information on the declaration of legal disability status, and possible attachment of such declaration to the application form,
- t. student's average of ECTS points from the whole period of studies,
- u. student's average of ECTS points from the previous semester of studies,
- v. information on whether the student was entitled to receive a maintenance grant specified in art. 173, point 1.1 of the *Law On Higher Education* on the last day of acceptance of application forms within the first recruitment process for the Programme for a given academic year,
- w. information on the former realization of student's mobility within the LLP-Erasmus, Erasmus+ KA103, Erasmus+ KA103 financed from the PO WER HE funds, Erasmus Mundus, indicating the exact number of days and the study cycle of the mobility
- x. information of student's possible previous resignations from the Programme, which took place after admission of student to the Programme,
- y. information on submitted annexes or lack of annexes,

- z. information on completion of formalities concerning the submission of the questionnaire,
 - aa. planned graduation date,
 - bb. information on whether the mobility is planned as student traineeship or graduate traineeship,
- as well as general information such as:
- aa. type of recruitment, for example SMP-traineeship,
 - bb. academic year,
 - cc. date of acceptance of the list on the faculty.
- 4) **THE INSTITUTIONAL RANKING LIST** is an element of institutional recruitment report drawn up on central level, and is subject to confirmation on a meeting of INSTITUTIONAL RECRUITMENT COMMITTEE OF THE PROGRAMME AT CUT. It is created based on rules specified in the present document, faculty lists, partial grades and candidate's language knowledge assessment, and constitutes a unified institutional ranking of candidates who have been admitted for the Programme in recruitment process. The institutional ranking list contains the following information on each of the candidates:
- a) surname and name,
 - b) faculty name,
 - c) student's final grade,
 - d) place in ranking,
 - e) planned graduation date,
 - f) information whether the mobility is planned as student traineeship or graduate traineeship.
- The above mentioned list is subject to publication on CUT websites of the Programme as soon as it is confirmed by the Committee. Other information on the candidates, including details of final grades, shall be included in the recruitment report;
- 5) **INSTITUTIONAL RECRUITMENT REPORT** shall be drawn up and confirmed on the meeting of the Committee and must be dated and signed by the Committee members. The report shall contain the following data:
- a) **INSTITUTIONAL RANKING LIST**,
 - b) criteria for the final grade,
 - c) faculty base average values (Base SA and Base StA) for given faculties,
 - d) student's choice of partner institution and departure date,
 - e) list of all the submitted application forms together with annexes,
 - g) all the faculty candidate lists in the present recruitment process;
- 6) In case of rejection of student's candidacy for the Programme, he or she has the right to appeal against such decision within 7 days from the moment of announcement of Institutional Ranking List;

7) **PRIMARY AND RESERVE LIST** – after funds are granted by NA and a financial agreement is signed, the list is endorsed by the Committee based on the institutional ranking list, in accordance with the order of candidates in ranking, whereas:

a) In case two or more candidates receive the same final evaluation, their placement on the list is determined based on the following formula (from the highest to the lowest score):

$$\frac{SA - (2 * \text{base SA} - 5)}{5 - (2 * \text{base SA} - 5)} * 40$$

b) In case the solution given in point a) still does not allow for creating a proper candidate order (for at least two candidates), the score is counted based on the following formula (from the highest to the lowest score):

$$\frac{StA - (2 * \text{base StA} - 5)}{5 - (2 * \text{base StA} - 5)} * 10$$

c) In case when after applying the solution specified in point b), the candidate order is still not established in relation to at least two candidates, their order is decided based on the score achieved by the candidates specified in §4 section 1 point 3 (from the highest to the lowest score);

4. In case of availability of more places in the mobility or existence of funds for the realization of the Programme, it is possible to conduct additional recruitment for traineeship mobility within a given academic year. The decision about such recruitment shall be made by the Vice-Rector for Innovation and Development upon the request of IC. In case of announcing the additional recruitment:

1) The previous primary candidates list is left without changes;

2) After the end of recruitment process a new institutional reserve list is drawn up and it consists the ranking list of the students taking part in the additional ranking and of the students from the previous reserve list, and:

a) The students shall be moved from the reserve list to the base list according to their final evaluation expressed in points, that is from the highest to the lowest final grade, until the exhaustion of funds;

5. In case the limit of funded places for the mobility is not exhausted within the additional recruitment process, the Vice-Rector for Innovation and Development may decide on:

1) carrying out another recruitment,

- 2) revoking the requirement specified in §4 section 2 in reference to the minimum number of recruitment points specified in §4 section 1, in terms of the candidates who take part in recruitment within a given academic year, but, due to not having satisfied the above mentioned requirement, were not considered in the next part of the recruitment process, whereas:
- a) in such instance the information about Vice-Rector's decision in this matter shall be immediately:
 - announced on the website of the Programme,
 - sent by International Students Office to the candidates' e-mail addresses that they previously indicated in their application forms
 - b) at the moment of making the decision, the Vice-Rector establishes the date of Committee meeting,
 - c) the reconsideration of student's candidacy shall be done solely upon his or her written request addressed to the Vice-Rector for Innovation and Development, through IC,
 - d) the final date for accepting requests specified in c) is communicated to the candidates in the manner described in a) and is, at the same time, set for:
 - minimum 7 days from the Vice-Rector's decision on revoking the requirement specified in point 2),
 - maximum 14 days from the Vice-Rector's decision on revoking the requirement specified in point 2),
 - e) after recounting the candidates' scores, the Committee updates the institutional ranking list by adding the candidates that take part in the additional ranking process, to the ranking list right after the last candidate on the previous ranking list, according to the received score (from the highest to the lowest),
 - f) the funds are granted to the candidates one by one until the limit is reached;

§7

INFORMATION CONCERNING SCHOLARSHIPS GRANTED TO PARTICIPANTS OF STUDENT EXCHANGE IN THE PROGRAMME

1. "One semester" rule:
 - 1) In order to ensure equal opportunities of participation in the Programme for the admitted students, CUT introduced the rule of financing from EU funds for one semester of mobility abroad (maximum 6 months);
 - 2) It is possible to fund student's two-semester mobility at partner institution if it is the only acceptable mode of studies in the above mentioned institution;

- 3) In case of institutions other than mentioned in point 2), financing of second semester is possible solely when there are unused funds for the Programme, after the funds have been assigned to the single-semester mobility. The possibility of applying for financing of the second (“spring”) semester within a given academic year is granted only to students who participated in the first-semester mobility (“autumn”);
 - 4) For students who are willing to do so (provided that they have been admitted for the mobility in the procedure that involves all the candidates) it is possible to participate in the whole mobility period, part of the mobility period or to extend the mobility for the next semester within the Programme without receiving the grant;
 - 5) In each of the cases above, according to the regulations of the Programme, there is no possibility of extending the mobility to another academic year without going through the recruitment process again;
 - 6) The mobility within a given academic year shall be completed until the end of September of a given calendar year, which marks the end of a given academic year.
2. The manner in which the amount of scholarship (SMS, SMP) is calculated:
- 1) The funding rules of the Programme at CUT are a widely available document. They are published on websites of the Programme at CUT and made available for the students by IC and FCs;
 - 2) The rates are fixed and shall be published for each academic year on the website of the Programme at CUT;
 - 3) In case there are unused funds for the Programme, at the end of academic year, it is possible to grant the funding to the Participants who take part in the mobility without having been granted funding, provided that they conclude an amendment to the Agreement before the end of the time period previously specified by the Agreement or before completion of mobility at partner institution (provided that the mobility was shorter than specified by the Agreement);
 - 4) The amount of the scholarship granted to the individual student is initially calculated based on an algorithm received from NA, and the final amount shall be counted with the use of Mobility Tool provided by European Commission after the Participant’s return from the mobility and verification of his or her supplied documents;
 - 5) Algorithm specified in point 4) shall be published on the website of the Programme at CUT immediately after being received from NA by CUT;
 - 6) If a student, during his or her mobility, is given permission to extend the mobility period (and to account for the mobility at a later date), it does not mean that the student has been granted an additional scholarship. In case of such acceptance, the terms of extending the mobility shall be included in the Agreement. Such Agreement can be concluded only prior to the beginning of the next semester (“spring”) at the partner institution;

- 7) If a student extends the mobility, the scholarship is paid to him or her for the period of time determined in the Agreement.
3. The grant is paid out in the form of bank transfer in two installments (before the mobility and after completion of the mobility):
 - 1) After the Agreement (so called CUT-Participant Agreement) with CUT is concluded;
 - 2) The first installment of the grant is paid to the student by bank transfer to the personal bank account indicated by the student in the *personal data sheet*. Moreover:
 - a) the grant is transferred at least a week before the planned date of departure for the mobility abroad,
 - b) the amount of the first installment constitutes around 80% of the whole grant;
 - c) the first installment is rounded off according to mathematical rounding rules, with accuracy to:
 - a. 1 EUR, if the source of financing is ERASMUS+ Programme,
 - b. 1 PLN, if the source of financing is PO WER HE,
 - d) if the Agreement specified in 1 is concluded earlier than 7 days before the departure date indicated in the Agreement, it is possible that the bank transfer mentioned in a) will be made within 7 days from the date of conclusion of the above mentioned Agreement by each Party;
 - 3) Second installment of the grant shall be paid (also by bank transfer) after a complete accounting for the mobility by the student (both formal and factual);
 - 4) The grant is counted and bank transfers are made in:
 - a) EURO, if the source of financing is Erasmus+ Programme,
 - b) PLN, if the source of financing is PO WER HE.
4. Deduction of the grant:
 - 1) In case the Participant's mobility period specified in the Agreement is shortened, the Participant shall return the part of grant that covers the time that exceeds the factual time the student has spent in the Programme at partner institution. The deduction is performed based on the Agreement and statement specified in §8 section 1 point 9, and:
 - a) in case the statement contains confirmation of the arrival date at the partner institution being earlier than specified in the Agreement, or departure date from the partner institution being later than specified in the Agreement, the basis for settling accounts is the date specified in the Agreement,
 - b) in case the statement contains confirmation of the arrival date at the partner institution being later than specified in the Agreement, or departure date from the partner institution being earlier than specified in the Agreement, the basis for settling accounts is the date specified in the statement;

- 2) In case the student fails part of the subjects in the curriculum confirmed in the LA/CHtoLa, the Participant may be obliged by CUT to return part of, or the whole grant indicated in the Agreement;
- 3) Participant who does not submit the report-survey specified in §8 section 1 points 10) and 11) may be obliged by CUT to return part of, or the whole grant indicated in the Agreement;
- 4) The grant or its part shall be subject to return if the Participant does not follow the rules indicated in the Agreement specified in §8 section 1 point 8);
- 5) The payment of the last installment of the grant shall be made after the Participant has taken the language proficiency test specified in §8 section 1 point 11). The above mentioned test shall be taken using an online tool indicated by CUT;
- 6) In case the mobility is completed before the established date:
 - a) For SMS mobility – studies – overall length less than 90 days,
 - b) For SMP mobility – traineeship – overall length less than 60 days,the whole grant specified in the Agreement shall be returned;
- 7) The decision concerning implementation of points 1)-6) in relation to the Participant is made by the Committee after individual analyses of each case, in accordance with rules in the present document, the Agreement, financial agreement between CUT and NA, and general superior rules;
- 8) The Committee meeting to examine the cases of Participants shall be held:
 - a) in the second week of September, within the academic year in which the mobility of the Participants lasted (for spring semester of this academic year),
 - b) in the last week of March, within the academic year in which the mobility of the Participants lasted (for autumn semester of this academic year),
 - c) on other, additional date (in special cases, upon the request of IC);
- 9) the Participant is obliged to submit to the IC, in order to be examined:
 - a) TR from the partner institution in which the mobility was conducted,
 - b) CA from the partner institution in which the mobility was conducted,
 - c) Other documents justifying the fact that the Participant has not fulfilled (or has partially fulfilled) his or her obligations specified in LA/CHtoLA and the Agreement, within 30 days from the date of completion of mobility indicated in the Agreement, however, not later than on the 30th of August of the academic year within which the Participant took part in the mobility. In case the student fails to submit the above specified documents to the IC on time, they shall not be examined;
- 10) In case of occurrence of the so called “force majeure” resulting in failure to complete the whole study programme or in the mobility becoming shorter than specified in the Agreement, which

can be found in point 6), CUT may refrain from deduction of the Participant's full grant or part of it, if:

- a) the Participant, his guardian/legal representative, or heir, submits to the IC a written and documented request,
- b) the request is submitted within 30 days at the latest, from the end of the mobility period specified in the Agreement, not later than on the 30th of August in the academic year within which the mobility was realized;

11) Each instance of "force majeure", reported as specified in point 10):

- a) is to be evaluated by the Committee which is obliged to give opinion on the request submitted by the Participant,
- b) has to be reported to the NA by CUT,
- c) is to be verified and approved by NA;

12) The Participant has the right to appeal against the decision of the Committee, through IC, to Vice-Rector for Innovation and Development within 7 days from the date when the decision was sent to the Participant's e-mail address indicated in the submitted form, not later, however, than on the 30th of September of the academic year within which the mobility was realized;

13) Within 7 days from the date of submission of appeal which meets all the formal demands, the Vice-Rector for Innovation and Development, after consulting with IC, shall make the decision about the appeal.

§8

DOCUMENTS REQUIRED FROM THE PARTICIPANTS OF STUDENT EXCHANGE WITHIN THE PROGRAMME

1. Students taking part in the exchange within the Programme are required to submit the following documents:
 - 1) PERSONAL QUESTIONNAIRE – filled in within the recruitment process at the home university;
 - 2) APPLICATION FORM sent to the partner institution;
 - 3) LEARNING AGREEMENT FOR STUDIES/TRAINEESHIPS;
 - 4) TRANSCRIPT OF RECORDS at CUT;
 - 5) LETTER OF INVITATION from the partner institution/university;
 - 6) PERSONAL DATA AND BANK DETAILS FORM;
 - 7) CERTIFICATE from the home institution (to National Health Fund);
 - 8) AGREEMENT BETWEEN CUT AND THE PARTICIPANT (determines in detail all the terms of completion of the mobility period at the partner institution after Participant's return from abroad, as well as the terms of grant payment);

- 9) CERTIFICATE OF ATTENDANCE – issued by the partner institution/institution offering traineeship;
 - 10) SURVEY (obligatory to fill in by each Participant online, immediately after the completion of study/traineeship period abroad, before the receipt of the second grand installment);
 - 11) Online language proficiency test completed in OLS system (before and after the mobility) examining the knowledge of language in which the classes and lectures at the foreign institution shall take/took place;
 - 12) TRANSCRIPT OF RECORDS from the receiving institution;
 - 13) POWER HE Declaration (only concerns the participants of mobilities that were financed from POWER HE Programme)
2. In reference to documents listed in:
 - 1) Section 1 points: 1), 3), 5), 13) – the model documents are uploaded on the website of the Programme at CUT;
 - 2) Section 1 points: 4), 7), 8) – their model documents are available at International Students' Office (ISO);
 - 3) Section 1 points: 10), 11) – the documents can be accessed on servers made available by the European Committee. The login and password are automatically sent to the Participant of the Programme to his or her e-mail address given individually in the document specified in section 1 point 6);
 - 4) Section 1 points: 2), 5), 9), 12) – available on the websites of foreign partner institutions or at the Coordinator offices at these institutions.
 3. The Participants are obliged to buy insurance (medical treatment, accident and liability insurance) for the whole period of stay abroad, on their own – SMP, SMS mobility. In case of Traineeship mobility, the Participant is obliged to additionally have civil liability insurance.
 4. Without signing the documents from section 1 point 6), 8) and 13) and without submission to the IC of the documents from section 1 point 3) and 5) from the partner institution abroad, as well as the documents from section 3, the Participant shall be unable to start mobility, and to receive any financial resources (first installment of the grant) from the European Union Funds.
 5. If the Participant does not meet all of his or her obligations specified in the document from section 1 point 8), it shall not be possible for the Participant who is coming back from abroad, to receive the second installment of the grant and possible financing from Faculty funds.

PART THREE

§9

GENERAL RULES OF EXCHANGE OF ACADEMIC STAFF WITHIN THE PROGRAMME

1. The exchange of academic staff between the institutions from countries participating in the Programme is realized solely between the institutions that hold a valid ERASMUS CHARTER.
2. The STA staff exchange may be realized only between institutions that have binding BILATERAL AGREEMENTS concerning mobility within the Programme.
3. The STA and STT scholarships paid by CUT within the inter-institutional mobility abroad in the Programme, are granted only to the outgoing staff. The incoming staff is financed by their sending institutions.
4. The insurance costs of the Participant within the mobility in the Programme are covered by the Participants of the Programme.
5. Only academic teachers that are employed at CUT and teach classes, are qualified for STA mobility within the Programme.
6. Recruitment for the mobility is conducted in a continuous mode, and the evaluation of the application forms submitted by the candidates is carried out by the Committee quarterly, whereby:
 - 1) committee meetings are held on regular basis on the last Friday of the quarter of the year in which the candidates submitted their application forms;
 - 2) only the application forms consisting of the documents from section 8 point 1) are considered complete;
 - 3) incomplete application forms shall remain unexamined;
 - 4) in case the day specified in point 1) is to be a public holiday, the meeting shall be scheduled to the nearest working Friday.
7. Selection of the candidate is carried out based on the individual teaching curriculum or a plan of work/traineeship, and:
 - 1) in the qualification process, teaching experience of the employees and the expected influence of the mobility on their personal development are taken into consideration;
 - 2) the priority to take part in the mobility is given to the academic staff who are qualified for the programme for the first time (except the intensive courses);
 - 3) teachers qualified for the first mobility within the Programme have priority to receive scholarship before the members of staff who are applying for another mobility within a given academic year;
 - 4) in case of insufficient funding for the realization for all the applications for mobility, that have been positively examined by the Committee, the scholarships shall be granted in the order of submission of all the necessary documents by the applicants to the IC.
 - 5) In case specified in point 4), based on the application forms that have not been granted financing, there is created a Reserve List.

8. Before the mobility it is necessary for the candidate to submit the following documents to the IC:
 - 1) In the application stage:
 - a) application form, with the indication of period for the mobility and the institution where the exchange is to take place, containing the acceptance of the superior, or acceptance of the previously mentioned person directly on the TA,
 - b) LETTER OF INVITATION from the partner institution or indication of specific dates of beginning and end of the mobility on the TA,
 - c) TA accepted by the partner institution,
 - d) personal data and bank details form.

The above listed documents shall be considered as meeting formal demands solely when they are complete, which means that they have all the blank spaces filled out and that they are signed by all the indicated persons of interest, whereas the signature of the Vice-Rector for Innovation and Development is placed on the TA only after the Committee has given a positive evaluation, and it is not required in the application stage;
 - 2) Before the mobility, after positive evaluation in the qualification process, the candidate shall submit a document that certifies that he or she has got insurance (medical treatment, accident and liability insurance) for the whole period of mobility abroad.
9. After positive evaluation in the selection process, the candidate shall sign an Agreement.
10. After signing the Agreement by the Participant and the CUT legal representative:
 - 1) The Participant receives a document from the IC (DELEGATION CERTIFICATE) signed and stamped by the Vice-Rector for Innovation and Development;
 - 2) Within 7 days from the date of signing the Agreement, the advance payment shall be made to the Participant's bank account.
11. Within 7 days from the moment of return (specified in the Agreement) of the Participant from the partner institution, and not later than on the 30th of September of the academic year in which the mobility took place, the Participant is obliged to:
 - 1) submit to the IC the Delegation Certificate or any other document concluded on letterhead of the receiving institution which:
 - a) states the day of arrival at the partner institution specified in the Agreement,
 - b) confirms the day of departure from the partner institution specified in the Agreement,
 - c) confirms the realization of TA as specified in the Agreement,
 - d) shall be stamped and signed by the person responsible for staff exchange within the Erasmus+ Programme Action 1, Key Action 103 at the partner institution specified in the Agreement;

- 2) Submit to the IC a statement of date and time of crossing the border of the Republic of Poland, concerning both departure from, and arrival at the territory of Poland, within the mobility, or, alternatively, submit train/airline tickets confirming the above-mentioned facts;
- 3) Fill out the online SURVEY:
 - a) The online survey is uploaded on the servers made available by the European Commission,
 - b) Login and password are sent automatically to the Participant of the programme to the e-mail address previously indicated in the document specified in section 8 point 1) letter d).

§10

INFORMATION CONCERNING SCHOLARSHIPS GRANTED TO THE PARTICIPANTS OF THE STAFF EXCHANGE WITHIN THE PROGRAMME

1. Based on the amount of the financial resources allocated by the European Commission for a given academic year, depending on the living costs in a given country, the NA shall establish yearly scholarship flat rates for the employees of Polish institutions taking part in the Programme.
2. The amount of the grant is not subject to change within a given academic year, and shall be published on the CUT official website of the Programme.
3. The grant is designed to cover additional, not full, costs connected with the mobility and stay at partner institution.
4. CUT does not cover the costs of travel connected with the mobility realization.
5. Scholarships are paid in two installments:
 - 1) 70% of the amount anticipated by the Agreement, before the mobility;
 - 2) possible second payment made after the return of the Participant and fulfillment of the terms of Agreement and those specified in §9 section 11.
6. In case of occurrence of tax obligation or necessity to pay the insurance contributions, arising from the differences in the amount of the scholarship in the Programme and the limit in the amount of the expenses set out in the general regulations on the territory of the Republic of Poland, all the possible above mentioned obligations shall be paid from the scholarship granted to the Participant, under the applicable superior legislation.
7. Grant is a total number. It is calculated and paid in EURO by bank transfer to the bank account of the grant holder, previously indicated in the questionnaire.
8. Generally CUT finances the STA mobilities lasting until 5 days, during which the Participant shall spend 8 hours on teaching at the partner institution.

9. Mobilities longer than mentioned in section 8 are acceptable, however, CUT does not guarantee in such cases financing for the period of time longer than specified in section 8, while maintaining the proportion between the number of teaching hours in relation to the total number of mobility days.
10. Upon the written request of the employee, it is possible to grant scholarship for a shorter period of time than the mobility period. In such case the remaining part of the mobility shall be realized without a grant.
11. Upon the written request of the employee, realization of the whole mobility is possible without a grant.
12. The employees with legal disability status may apply for being granted a higher scholarship, in the application stage.
13. The period of stay at the receiving institution, which is the basis for scholarship calculation in the Programme, shall be determined with accuracy of one day, based on the document indicated in §9 section 11 point 1) and 2).
14. In case of existence of unengaged funds for the STA and STT mobility, at the end of funding period of the Programme, participants who took part in the mobility without receiving a grant, may be entitled to receive a scholarship to cover for the mobility period initially realized based on the “no grant” rule. A decision of financing such a “no grant” mobility may be taken by the Vice-Rector for Innovation and Development, within the limits of funds provided in the agreement with NA.