

**UNIVERSITY FINANCIAL PROCEDURE FOR STUDENT MOBILITIES  
FROM PARTNER COUNTRIES TO UNIVERSITY OF LIFE SCIENCES IN LUBLIN**

PROJECT NO.: 2020-1-PL01-KA107-078970

**I. Financial procedure**

1. The scholarship amounts for the project are the following:

Country	Travel distance allowance*	Individual support
Albania	275 EUR/participant	800 EUR/participant/month
Moldova	275 EUR/participant	
Ukraine	180 EUR/participant	

\*depending on the location of Partner University and according to the EU distance calculator

Expected number of student mobilities to be carried out in the project - **3 mobilities**

Country	The number of mobilities
Albania	1
Moldova	1
Ukraine	1

- The Erasmus+ scholarship is paid in the form of individual support, which is supposed to finance the travel and stay at University of Life Sciences in Lublin (ULSL) but does not cover the full costs of mobility.
- Additionally, ULSL will pay out travel distance allowance to a student. The travel distance allowance is counted on the basis of EU distance calculator [https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

Travel distances (km)	Amount (EURO/ participant)
100-499	180
500-1999	275
2000 – 2999	360
3000 – 3999	530
4000 – 7999	820
more than 8000	1500

- A student mobility should take place between 22 February 2021 and 30 June 2022.



5. The financial support is awarded for a maximum period of 5 months.
6. The scholarship amount will be counted to an accuracy of one day. Each month equals 30 days. Student's stay at ULSL can be reduced up to 5 days and this will not change the amount of the scholarship. However, if student mobility is reduced by more than 5 days in relation to Learning Agreement ULSL is obliged to enter new dates of student mobility in Mobility Tool. Therefore, the scholarship amount is reduced proportionally to the actual mobility period. Mobility Tool will be applied for the scholarship settlement.
7. Every student accepted for the Erasmus+ mobility at ULSL signs the written agreement (Grant Agreement), where the conditions for travelling abroad and its financing are specified. A draft of the agreement is prepared by ULSL International Exchange Office (IEO) and sent via email to the Partner University, who sends two signed copies of the agreement via regular post to the ULSL IEO address no later than two weeks before the planned mobility period at ULSL.
8. The beginning of the mobility set down in the agreement shall be the student's first day at ULSL. It can be a welcome meeting day or the first day of a language course.
9. The termination date shall be the last day of the student's stay at ULSL. This date will be determined on the basis of the Letter of Acceptance, according to the Mobility Tool system.
10. The student shall receive a monthly scholarship of 800 EUR and lump sum on the travel expenses on the basis of the Travel Distance Calculator of European Commission. The amount of the scholarship is expressed in Euro. The financial support will be collected by a student on the first day of his/her mobility from the branch of Bank Pekao SA specified in the agreement.
11. The student is obliged to sign the original Grant Agreement and on the basis of which the scholarship will be issued in two installments 70% (first installment) and 30% (second installment) of the full amount of the scholarship, respectively. Detailed terms of payments shall be included in the Grant Agreement.
12. First installment of the financial support shall be paid to the student on the first day of the mobility, under the condition that the student submits all necessary documents specified in University Qualification and Implementation Procedure for Student Mobilities from Partner Countries to ULSL and accepts all the conditions of the agreement with his/her signature and above all, under the condition that ULSL receives the payment from the Erasmus+ National Agency.
13. Second installment of the financial support shall be paid to the student on the last day of the mobility, after the student settles his/her mobility period at ULSL.
14. The total amount of scholarship must be justified by a real period of student's stay at ULSL but it cannot exceed the amount established in the Grant Agreement between the student and ULSL. The real stay will be counted on the basis of arrival and departure dates which are specified in the Transcript of Records or the Confirmation of Stay issued by ULSL.
15. Reimbursement of additional costs due to a student's disability will only be possible on condition that a student will submit financial proofs confirming these additional costs. The amount of reimbursement should not exceed the amount stated in the decision of allocation of additional support related to disability (real cost reimbursement).
16. In case of having breached the conditions of the Grant Agreement between a student and ULSL and not carrying out student mobility activities stated in Learning Agreement, the scholarship

received must be returned by the student partially or totally according to the terms specified in Grant Agreement. The decision about the return is made by Vice-Rector for University Development.

17. ULSL reserves the right to change regulations concerning the process of incoming students from partner countries under Erasmus + Programme in case of receiving additional guidelines from the Foundation for the Development of the Education System.

## II. Distribution of Unused or Additional Funds

1. If the funds within the project are not spent, the Vice-Rector for University Development may announce an additional deadline of application, other than those specified in University Qualification and Implementation Procedure for Student Mobilities. Continuous qualifications are allowed.

---

University of Life Sciences in Lublin (ULSL)  
International Exchange Office (IEO)  
15 Akademicka St., 20-950 Lublin, Poland  
Room no. 309, 3rd Floor, Main Library, phone +48 (81) 445 65 73  
**mgr Izabela Wolska**  
Erasmus+ Institutional Coordinator  
[izabela.wolska@up.lublin.pl](mailto:izabela.wolska@up.lublin.pl)



Erasmus+  
Institutional Coordinator  
*Izabela Wolska*  
mgr Izabela Wolska

.....  
Erasmus+ Institutional Coordinator  
mgr Izabela Wolska

**PROREKTOR**  
ds. Rozwoju Uczelni  
*Adam Waśko*  
dr hab. Adam Waśko  
prof. uczelni

.....  
Vice-Rector for University Development  
dr hab. Adam Waśko



