



UNIVERSITY FINANCIAL PROCEDURE
Student Mobility for STUDIES/TRAINEESHIP

FROM PARTNER COUNTRIES TO UNIVERSITY OF LIFE SCIENCES IN LUBLIN

PROJECT NO.: 2023-1-PL01-KA171-HED-000124827

I. FINANCIAL PROCEDURE

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

STUDENTS COMING FROM	TRAVEL DISTANCE ALLOWANCE*	INDIVIDUAL SUPPORT	ADDITIONAL FUNDS FOR STUDENTS WITH FEWER OPPORTUNITIES**
ALBANIA	275 EUR/participant	800 EUR/participant/month	250 EUR /participant/month
GEORGIA			

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

**students with fewer opportunities are students from lower socio-economic backgrounds and students with disabilities (social scholarship issued by home university and valid at the time of the application for Erasmus+ mobility and valid disability certificates are required to apply for additional funds in this category)

Expected number of SMS/SMT (Student Mobility for Studies/Traineeship) mobilities to be carried out in the project - 11 mobilities

Country	SMS/SMT
Albania – Agricultural University of Tirana	8
Georgia – Ilia State University	3

2. 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 the mobility.

3. Additionally, ULSL will pay out travel distance allowance to a student. The amount is calculated on the basis of EU distance calculator

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Travel distance (km)	Travel distance allowance (EURO/ participant)	Green travel option (EURO/participant) *
Od 10 do 99 km:	23 EUR/participant	
Od 100 do 499 km:	180 EUR/participant	210 EUR/participant
Od 500 do 1 999 km:	275 EUR/participant	320 EUR/participant



Od 2 000 do 2 999 km:	360 EUR/participant	410 EUR/participant
Od 3 000 do 3 999 km:	530 EUR/participant	610 EUR/participant
Od 4 000 do 7 999km:	820 EUR/participant	
8 000 km and more	1 500 EUR/participant	

***Green travel option** can be chosen by students who decide to travel using low-emission means of transport such as bus, train or carpooling* **both ways**.

* Carpooling – travelling on the same route, for the same purpose, in the car of at least one of the co-passangers, e.g. two students of the same university travelling to ULSL to study in winter semester 2024

Additionally, with green option the participant will receive individual support for a maximum of 2 travel days. It is only applicable for the purpose of travel to and from the host university and should not be extended for tourist purposes.

The participant submits the green travel application together with the rest of application documents. The document should specify the chosen low-emission means of transport and the travel dates.

After the mobility and before leaving, the participant submits the declaration that confirms his travel back home using low-emission means of transport. The declaration should specify the chosen low-emission means of transport and the travel dates. In case of travel by bus or train, tickets or the confirmation of ticket purchase should be kept by the participant and presented for inspection upon request of ULSL International Exchange officer. In the case of carpooling travel, the declaration signed by the participant is sufficient.

If the travel is not made by low-emission means of transport, the overpaid amount for green travel support will be deducted from the scholarship.

4. A student mobility should end no later than on 31 July 2025.
5. A standard student mobility for studies at ULSL under Erasmus + Programme is one semester, however not shorter than 2 months. A student mobility for traineeship should last at least 2 months. 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. In case a student mobility period is reduced by more than 5 days in relation to Learning Agreement mobility dates, Beneficiary Module (an EU registration system) will be applied to calculate the final scholarship amount accordingly.
7. Every student accepted for Erasmus+ mobility at ULSL signs a 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 shall be the student's first day at ULSL. It can also be an orientation day.
9. The end date shall be the last day of the student's stay at ULSL.
10. A 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. Students with fewer opportunities can be awarded additional 250 EUR / month. Students with fewer opportunities are defined as students from a lower socio-economic background (they have been awarded a social scholarship at their home university at the moment of the application for Erasmus+ mobility) and students with disabilities (valid disability certificate). Such additional financing is only possible on condition that ULSL has been awarded sufficient funds to cover additional mobility costs.
12. Reimbursement of real costs due to student's disability is possible if the amount exceeds 250 EUR/month awarded and is only possible on condition that a student applies to ULSL for such opportunity at least 3 months before the mobility takes place (an application form and an estimation of costs form). If the application is accepted by Polish National Agency, a student will be awarded additional real cost reimbursement. After the mobility the student will submit a financial proof confirming the additional costs incurred to finally settle their mobility financially.
13. The student is obliged to sign the original Grant Agreement, 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 payment shall be included in the Grant Agreement.
14. 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.
15. 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 study period at ULSL.
16. The total amount of scholarship will be calculated on the basis of arrival and departure dates which are specified in the Transcript of Records/Trainee Certificate or the Confirmation of Stay issued by ULSL and cannot exceed the amount established in the Grant Agreement between the student and ULSL.
17. A student will be obliged to return the scholarship partially or totally according to the terms specified in Grant Agreement in case of the breach of the conditions of the Grant Agreement and Learning Agreement previously signed by a student and ULSL.



Co-funded by
the European Union

The decision is made by Vice-rector for University Development.

18. ULSL reserves the right to change regulations in case of receiving additional guidelines from the Foundation for the Development of the Education System (FRSE).

II. DISTRIBUTION OF UNUSED FUNDS

1. If the project funds are not spent, the Vice-rector for University Development may announce an additional application deadlines, other than those specified in University Qualification and Implementation Procedure for Student Mobilities. Ongoing qualification is 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

Erasmus+ Institutional Coordinator

Izabela Wolska, Izabela.wolska@up.lublin.pl

Erasmus+
Institutional Coordinator

Izabela Wolska
mgr Izabela Wolska

Erasmus+ Institutional Coordinator

PROREKTOR

ds. Rozwoju Uczelni

Adam Waśko

prof. dr hab. Adam Waśko

Vice-rector for University Development