



FINANCIAL PROCEDURE FOR STUDENTS AND DOCTORAL STUDENTS AND RECENT GRADUATES OF
THE UNIVERSITY OF LIFE SCIENCES IN LUBLIN

SMT-STUDENT MOBILITY FOR TRAINEESHIP

ERASMUS + PROGRAMME

HIGHER EDUCATION (K1 ACTION)

PROJECT NO. 2023-1-PL01-KA131-HED-000119757

ACADEMIC YEAR **2024/2025**

This document outlines the principles for financing student, doctoral student and recent graduate mobility for traineeship (SMT - *Student Mobility for Traineeship*) under the Erasmus+ programme in the academic year 2024/2025.

Students, doctoral students, and recent graduates are referred as students in this document.

University of Life Sciences in Lublin is referred to as ULSL.

International Exchange Office is referred to as IEO.

Scholarship Amount

Every eligible student will receive a scholarship **only for the duration of their physical stay** at the receiving institution.

1. The **National Agency**, based on **European Commission directives**, has determined the following **fixed monthly funding rates** for mobility to specific groups of destination countries:

Table 1. Long-Term Mobility for Students (SMT) to Programme Countries and Partner Countries from Regions 13 and 14

Participating countries	Monthly rate in EUR
<u>Group 1</u> - Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden and the countries from Region 14	820
<u>Group 2</u> – Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain and the countries from Region 13	820
<u>Group 3</u> – Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Türkiye	750

Region 13 countries – Andorra, Vatican city, Monaco, San Marino

Region 14 countries – United Kingdom, Switzerland, Faroe Islands

A participant meeting the definition of a "person with fewer opportunities" (see below) will receive an additional amount awarded in EUR.

Students classified as "persons with fewer opportunities" include those in difficult financial situations and students with disabilities.

Table 2. Long-Term Mobility for Students (SMT) to Partner Countries excluding Regions 13 and 14

Monthly rate in EUR	700 EUR / a month
Additional amount awarded in EUR for candidates with "fewer opportunities"	250 EUR / a month

Table 3. Short-Term Mobility for Students (SMT) to Programme Countries and Partner Countries.

Length of stay	Daily rate	Additional amount awarded in EUR for candidates with fewer opportunities"
From 5th to 14th day	79 EUR / a day	100 EUR / a mobility
From 15th do 30th day	56 EUR / a day	150 EUR / a mobility

NOTE! By decision of the University, traineeship in the academic year 2024/2025 to partner countries can only be carried out as long-term mobility, provided that an Inter-institutional agreement with the receiving institution is signed. Short-term mobility to partner countries will not be implemented.

- When determining the above-mentioned rates, the principle will be maintained that the amount of monthly/daily funding granted for mobilities to the same countries under the same agreement will be the same for all students.

Mobility participants with fewer opportunities

1.Students "with fewer opportunities," i.e., students in a difficult financial situation and students with disabilities, will receive an additional 250 EUR per month for each long-term mobility from the Erasmus+ programme fund. For short-term mobility, students "with fewer opportunities" will receive an additional amount of 100 EUR or 150 EUR, depending on the duration of their stay (see the tables above).

2.In order to receive the aforementioned additional amount, students:

- with a disability certificate - should provide IEO with a current, valid disability certificate or an equivalent document, which will remain valid for the entire duration of the stay;
- in a difficult financial situation - should provide IEO with a document confirming the University's decision to grant a social scholarship, which they are receiving in the semester preceding the mobility, i.e. the Decision on the Granting of a Social Scholarship or a Certificate confirming the receipt of a social scholarship issued by the Student Scholarship Office.

- Scholarship holders with a disability certificate may receive additional funding for their mobility due to their disability, equal to the anticipated additional costs directly related to the disability, provided that these expenses exceed the amount mentioned above.

4. The condition for receiving the additional funding referred above is the submission of the original, valid disability certificate or an equivalent document to the IEO, as well as the preparation of the application to the National Agency (NA) for the Erasmus+ Programme, as mentioned below, immediately after being qualified for the mobility, but no later than 5 weeks before the planned start of mobility.
5. The application for funding the anticipated additional costs of the mobility directly related to disability is submitted to the National Agency (NA) through the IEO. The application must be reviewed by the Institutional Coordinator and the Disability Officer at the University of Life Sciences in Lublin. The application should include the additional anticipated costs directly related to the disability (e.g., the cost of a caregiver for the disabled person or the cost of necessary educational assistance during the mobility). The decision on granting additional funding and its amount is made by the NA after reviewing the application. The university will inform the mobility participant applying for disability-related funding about the amount of additional support.
6. A person who has been granted funding by the National Agency (NA) for the anticipated additional costs of the mobility directly related to disability is required to account for the awarded funding after the mobility by submitting proof of the actual additional costs incurred (e.g., receipts, invoices, bills, tickets, etc.) to the IEO.
7. All necessary information and documents related to the guidelines for receiving and settling the funding for "individuals with fewer opportunities" can be found on the Erasmus+ ULSL website, under the tab: "Students with fewer opportunities."
8. Receiving funding for individuals with fewer opportunities is guaranteed from the beginning of the scholarship mobility period until the end of the funding period specified in the Financial Agreement between the university and the mobility participant. In the case of an extension of the student's stay, the university may extend the eligibility for receiving the additional funding depending on available financial resources and the validity of the documents entitling the participant to receive additional support

TRAVEL:

1. Students participating in the Erasmus+ programme may receive additional funding for travel based on the conditions outlined in the following points (A, B, C).

A. Travel cost support (standard travel or travel using sustainable means of transport-GREEN TRAVEL)

This type of funding applies only to:

- Short-term mobility for individuals meeting the definition of "people with fewer opportunities"
- Long-term mobility to partner countries, excluding regions 13 and 14.

Distance	Lump sum for travel costs per participant.	„green travel” per participant
from 10 to 99 km	23 EUR	
from 100 to 499km	180 EUR	210 EUR
from 500 to 1999 km	275 EUR	320 EUR
from 2000 to 2999 km	360 EUR	410 EUR
from 3000 to 3999km	530 EUR	610 EUR
from 4000 to 7999 km	820 EUR	
8000 km and more	1500EUR	

Mobilities to EU countries and third countries associated with the programme, excluding regions 13 and 14.	0 EUR	50 EUR
--	-------	--------

B. Green Travel

"GREEN TRAVEL" - travel with low-emission means of transport, such as buses, trains, or carpooling.

1. Students travelling to programme countries and third countries associated with the programme, excluding regions 13 and 14, who do not receive travel cost support as specified in the table above, are entitled to receive funding for meeting the "green travel" requirements, i.e., using low-emission means of transport.

In this case, they will receive a one-time support of 50 EUR as an additional supplement to individual support and additional individual support for travel:

- up to 4 days for long-term mobility
- up to 6 days for short-term mobility.

2. Students traveling using sustainable (low-emission) means of transport will be granted additional support depending on the requested number of travel days, in accordance with the following ranges (based on the Erasmus+ distance calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm):

- **up to 899 km:** a lump sum for a maximum of **2 travel days**;
- **from 900 km to 1999 km:** a lump sum for a maximum of **4 travel days**;
- **from 2000 km:** a lump sum for a maximum of **6 travel days** – **applicable only for short-term mobility.**

3. At the request of the student, the university may grant a smaller number of travel days than specified in the established ranges.

4. Travel using sustainable (low-emission) means of transport must be completed **both ways**

5. The funding does not apply if the student decides to extend the travel for tourism purposes.

6. Before the mobility, the student must submit an application for "green travel" funding under the Erasmus+ Programme, specifying the selected low-emission means of transport and the travel dates.

7. The document confirming compliance with the "green travel" requirements will be a declaration signed by the student who received "green travel" funding upon return from the Erasmus+ Programme. This declaration must include details about the means of transport, travel dates, and supporting evidence of the travel (e.g., tickets, proof of ticket purchase, proof of accommodation).

8. The participant is required to retain travel documentation (tickets, proof of ticket purchase, proof of accommodation) and present it for review upon the University's request.

9. If the travel was not conducted using low-emission means of transport, the Erasmus+ office staff will deduct the overpaid amount from the second grant installment or issue a repayment request to the mobility participant for the overpaid amount.

C. Travel support funded as part of individual support

1. Students participating in short-term mobility but not using "Green Travel" funding are granted an additional 2 travel days, funded as part of individual support.

Duration of stay and scholarship amount

1. Funding will be provided for a minimum of 2 months of physical presence. For accounting purposes, the European Commission has established that one month equals 30 days [**APPLIES FOR LONG-TERM MOBILITY**].

Funding will be provided for a period of 5 to 30 days of physical presence [**APPLIES FOR SHORT-TERM MOBILITY**].

2. If the planned period of stay indicated in the financial agreement exceeds the duration for which funding was granted, the university may:
 - amend the financial agreement with the student during the mobility period abroad, provided the university has sufficient funds to extend the stay. The student must request an extension of the mobility period no later than one month before the end of the original financial agreement.

or

 - agree with the student during the mobility period that the extended period will be recognized as a zero-grant period.

3. The allocation of funding to the student (in EUR) will only occur upon their acceptance of all terms and conditions of the financial agreement.

4. The funding will be provided to the student in EUR via transfer to the account specified by the participant. A EUR account is preferred.

5. The scholarship will be disbursed in two installments as follows:

First Installment:

- For long-term mobility: the amount of the scholarship reduced by 1/2 of the monthly rate.
- For short-term mobility: 80% of the total scholarship amount.

Second Installment:

This will be paid after the student/doctoral candidate returns from the mobility and completes the settlement process as outlined in the financial agreement between the student/doctoral candidate and the University.

6. The final amount of scholarship will be justified based on the duration of stay. The scholarship will be settled after the student returns from their traineeship mobility, based on a certificate issued by the receiving institution, indicating the start and end dates of the study period (Traineeship Certificate) or based on the Confirmation of Stay and Transcript of Work confirming the period of stay.
7. For long-term mobilities, the actual duration of the stay will be settled with accuracy to one day, with a 5-day tolerance margin.
8. If the confirmed duration of the stay is shorter than the period indicated in the financial agreement with the participant, and the difference is greater than 5 days, the student will be required to return part of the granted scholarship proportionally to the actual duration of the stay. In the case of long-term mobility, the refund amount will be calculated by multiplying the number of days by which the stay was shortened by 1/30 of the monthly rate applicable in the host country.
9. No changes will be made to the financial agreement or the system if the actual duration of the student's stay abroad at the receiving university is shorter by 1-5 days (inclusive) compared to the stay period specified in the financial agreement or the Annex to the financial agreement extending the stay.
10. In the case of short-term mobility, the 5-day tolerance margin does not apply, and the duration of the mobility will be exactly as confirmed by the receiving university in the Confirmation of Stay upon return.
11. The scholarship received by the student is intended to cover additional costs, not the full costs, associated with the travel and stay at the receiving university.
12. In the event of a mobility that was finally not carried out, the student will be required to immediately return the full amount of the granted scholarship.

Redistribution of freed/additional funds

1. Undistributed funds, as well as additional reserves created during the implementation of mobility, resulting from the release of funds (e.g., sending fewer students than planned, cancellations, unforeseen circumstances, shortening of the stay), or any additional funds received from the National Agency of the Erasmus+ Programme, will form a reserve fund primarily intended for:

- acceptance of individuals from the reserve list, in the order they appear on the list
- additional call for traineeship mobility in the summer semester
- financing of extensions for stays into the summer semester, according to the order of applications
- financing of extensions for the current semester, according to the order of applications

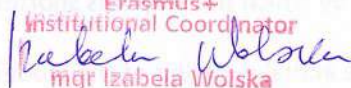
2. Additional funding for extending the stay will be granted upon the individual request of the student, approved by the receiving institution, the department coordinator, and the home university institutional coordinator.

Traineeship mobility settlement

1. The full administrative and financial settlement of the traineeship mobility will take place after the student submits all the documents specified in the individual financial agreement made between the student and the University:

- ❖ certificate from the receiving institution with the start and end dates of the traineeship period (Confirmation of Stay)
- ❖ a certificate confirming the completion of the programme objectives of the traineeship, along with its evaluation issued by the traineeship supervisor at the receiving institution (Transcript of Work), verifying the duration of the stay
- ❖ completed online EU Survey – traineeship mobility
- ❖ PowerPoint presentation and photos
- ❖ report on the mobility in Word file
- ❖ Green Travel statement after mobility, if applicable

Decisions made by ULSL legal representative for the Erasmus+ programme, supplementing or changing the contents of this document, will be announced in the form of a statement and published on the website: <https://up.lublin.pl/en/student/erasmus/erasmus-student/erasmus-outgoing-students/>

Erasmus+
Institutional Coordinator

mgr Izabela Wolska

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

PROREKTOR
ds. Kadr

prof. dr hab. Andrzej Marczuk

.....
Vice-rector for Human Resources
prof. dr hab. Andrzej Marczuk