



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. 2024-1-PL01-KA131-HED-000200019

ACADEMIC YEAR 2024/2025 AND 2025/2026

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 and 2025/2026.

Students, doctoral students, and recent graduates are referred to 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.

**I. Scholarship amount**

Students will receive funding for their mobilities that includes:

- Individual support based on monthly/daily rates as specified in Tables 1-3
- A lump sum for travel costs as specified in Table 4
- Funding for travel days

1. The National Agency, based on European Commission directives, has determined the following fixed monthly funding rates of **individual support** for mobility types:

**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> – Austria, Belgium, Denmark, Finland, France, Ireland, Iceland, Ireland, Liechtenstein, Luxembourg, the Netherlands, Germany, Norway, Sweden, Italy and partner countries from Region 13 and 14	820
<u>Group 2</u> – Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain	820

<b>Group 3</b> – Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Türkiye	<b>750</b>
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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	<b>700 EUR / a month</b>
Additional amount awarded in EUR for candidates with "fewer opportunities"	<b>250 EUR / a month</b>

**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	<b>79 EUR / a day</b>	<b>100 EUR / a mobility</b>
From 15th do 30th day	<b>56 EUR / a day</b>	<b>150 EUR / a mobility</b>

When determining the aforementioned rates, the principle will be maintained that the amount of monthly/daily scholarship provided for the mobility to the same countries under the same project will be the same for all students.

**NOTE!** By decision of the University, traineeship in the academic year 2024/2025 and 2025/2026 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.

## 2. Travel allowance – a lump sum for travel costs

Table 4 Travel allowance

Distance (calculated one way according to Erasmus+ Distance Calculator)	Standard travel allowance per participant (for travel both ways)	GREEN TRAVEL allowance per participant (for travel both ways)



from 10 to 99 km:	28 €	56 €
from 100 to 499 km:	211 €	285 €
from 500 to 1 999 km:	309 €	417 €
from 2 000 to 2 999 km:	395 €	535 €
from 3 000 to 3 999 km:	580 €	785 €
from 4 000 to 7 999 km:	1188 €	1188 €
8 000 km and more:	1735 €	1735 €

#### NOTE!

The amounts; standard travel allowance and GREEN TRAVEL allowance are not cumulative.

"GREEN TRAVEL" – travel using low-emission means of transport, such as bus, train, or carpooling (see below section II).

Erasmus+ Distance Calculator is used to calculate the travel distance:

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

As part of the funding granted by the National Agency, ULSL will provide the mobility participant with a lump sum for travel costs. The amount of the lump sum will depend on the distance between the starting point and the destination. To calculate the applicable lump sum for travel both ways, only one-way distance will be considered.

It is assumed that the starting point of the journey will be the University of Life Sciences in Lublin, Lublin.

The amount of the lump sum will also depend on the means of transport. A mobility participant who chooses to travel using low-emission means of transport will receive a lump sum for travel costs as specified in Table 4 under "GREEN TRAVEL allowance." Otherwise, the amounts from the "standard travel allowance" column will apply.

### 3.Travel days funding

All students undertaking study mobilities are eligible for additional funding for 2 travel days.

For participants traveling using low-emission (sustainable) means of transport and receiving the "GREEN TRAVEL" lump sum, the funding may cover up to 6 travel days (up to 3 days before and up to 3 days after the physical stay at the receiving institution). In the case of such mobilities, the number of travel days granted will depend on the distance between the starting point and the destination. Erasmus+ Distance Calculator will be used to determine the distance: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)):

- Up to 999 km – lump sum for a maximum of 2 travel days.
- 1000-1999 km – lump sum for a maximum of 4 travel days.
- 2000 km or more – lump sum for a maximum of 6 travel days.

At the request of the mobility participant, ULSL may grant funding for fewer travel days than specified in the above ranges. Funding for more than 2 travel days and the "GREEN TRAVEL" lump sum do not apply if the mobility participant decides to extend the journey for tourism purposes. The sustainable (low-emission) means of transport must be used for the journey both ways.

## II. The procedure for applying for the "GREEN TRAVEL" lump sum and travel days funding



To apply for the "GREEN TRAVEL" lump sum and travel days funding, the mobility participant submits an application for the "green travel" funding for the Erasmus+ mobility, specifying the chosen low-emission means of transport and the travel dates.

After mobility, the student submits After mobility green travel statement duly signed to confirm the mobility with low-emission means of transport. The documents specifies: the means of transport, travel dates. The participant provides travel evidence (tickets, or proof of ticket purchase, accommodation evidence).

The participant is required to keep travel evidence (tickets, or proof of ticket purchase) and present them to the University upon request.

If the travel did not occur using low-emission means of transport, ULSL IRO will deduct the overpaid amount from the second grant installment or prepare a refund order for the overpaid amount.

It is recommended that mobility participants travel using low-emission means of transport.

### III. 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 mobility;
- 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.

3. 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 ULSL Disability Officer. 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.

#### IV. 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.

#### V. 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.

#### VI. 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/>

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