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UNIVERSITY FINANCIAL PROCEDURE
Student Mobility for STUDIES/TRAINEESHIP
FROM PARTNER COUNTRIES TO UNIVERSITY OF LIFE SCIENCES IN LUBLIN

PROJECT NO.: 2025-1-PL01-KA171-HED-000321716

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	309 EUR/participant	800 EUR/participant/month	250 EUR /participant/month
MOLDOVA			

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

**students with fewer opportunities: Students with disabilities and students belonging to other groups of students with fewer opportunities, as defined in the regulations of the partner institution, are encouraged to participate in the mobility programme.

The partner institution shall determine the eligibility of applicants for the *students with fewer opportunities* category in accordance with its internal regulations and applicable programme rules.

2. Expected number of SMS/SMT (Student Mobility for Studies/Traineeship) mobilities to be carried out in the project - 6 mobilities

Country	SMS/SMT
Albania – Agricultural University of Tirana	4
Moldova – Technical University of Moldova	2

3. 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.
4. 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:	28 EUR/participant	56 EUR/participant
Od 100 do 499 km:	211 EUR/participant	285 EUR/participant
Od 500 do 1 999 km:	309 EUR/participant	417 EUR/participant
Od 2 000 do 2 999 km:	395 EUR/participant	535 EUR/participant
Od 3 000 do 3 999 km:	580 EUR/participant	785 EUR/participant
Od 4 000 do 7 999km:	1188 EUR/participant	
8 000 km and more	1 735 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-passengers, 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.

5. A student mobility should end no later than on 31 July 2027 (INCLUDING TRAVEL DAYS).
6. A standard student mobility for studies at ULSL under Erasmus + Programme is one semester, however not shorter than 2 months (60 consecutive days). A student mobility for traineeship should last at least 2 months. The financial support is awarded for a maximum period of 5 months.
7. 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.

8. Every student accepted for Erasmus+ mobility at ULSL signs a written agreement (Financial 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 the scanned copies via email or 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.
9. The beginning of the mobility shall be the student's first day at ULSL. It can also be an orientation day.
10. The end date shall be the last day of the student's stay at ULSL (eg. exam date, last classes, last formal arrangements to settle student's study/traineeship period at the host university).
11. 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 Financial Agreement or it will be transferred to his/her bank account indicated in the Financial Agreement.
12. Students with fewer opportunities can be awarded additional 250 EUR / month. Students with disabilities and students belonging to other groups of students with fewer opportunities, as defined in the regulations of the partner institution, are encouraged to participate in the mobility programme.
The partner institution shall determine the eligibility of applicants for the *students with fewer opportunities* category in accordance with its internal regulations and applicable programme rules.
13. Students with fewer opportunities are required to submit valid supporting documentation issued or endorsed by their home institution confirming their status as a participant with fewer opportunities. The allocation of additional financial support is subject to the availability of funds and may be granted only if ULSL has received sufficient funding to cover the additional costs associated with the mobility.
14. 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.



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15. The student is obliged to sign the original Financial 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 Financial Agreement.
16. 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.
17. 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.
18. 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 Financial Agreement between the student and ULSL.
19. A student will be obliged to return the scholarship partially or totally according to the terms specified in Financial Agreement in case of the breach of the conditions of the Financial Agreement and Learning Agreement previously signed by a student and ULSL. The decision is made by Vice-rector for Human Resources.
20. 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 Human Resources 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)

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