

**Rules for preliminary recruitment for foreign study mobilities
long-term and short-term mobilities
project KA131 2024-2026
Annex no 1**

Due to receiving new guidelines from the Erasmus+ National Agency, the following points are introduced into the Rules:

62. Basic scholarship rates for long-term mobilities to EU countries, third countries associated with the Programme, and third countries not associated with the Programme from regions 13 and 14.

The monthly rates of the Erasmus+ scholarship are established by the National Agency of the Erasmus+ Programme (Foundation for the Development of the Education System). These rates have a Poland-wide character and are binding for NCU without the right to any modification. Groups of countries established by the European Commission are as follows:

Basic scholarship rates	Groups of countries
I group 670 EUR/month.	Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden and third countries not associated with the Programme from regions 13 and 14
II group 670 EUR/month.	Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Słowenia, Spain
III group 600 EUR/month.	Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Romania, Serbia, Türkiye

63. Scholarship rates for long-term study mobilities to EU countries and third countries associated with the Programme, as well as third countries not associated with the Programme from regions 13 and 14 for students qualifying as persons with the so-called fewer opportunities.

Scholarship rates	Groups of countries
I group 920 EUR/month.	Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden and third countries not associated with the Programme from regions 13 and 14
II group 920 EUR/month.	Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Słowenia, Spain
III group 850 EUR/month.	Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Romania, Serbia, Türkiye

64. The student is entitled to apply for funding for travel costs (lump sum for travel costs, scholarship for travel days).

The student is allowed to apply for funding for travel costs only before signing the individual agreement.

- a. in the case of a standard travel – the application for funding is the part of the Application for Student Mobility Consent
- b. in the case of eco-travel – the student is obliged to submit the “Declaration of planned eco-travel” to the DIPEM/CM DRP as an original or as a scan.

The templates of documents are available at:

<https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/studenci-studia/dokumenty/>.

65. The student is entitled to apply for a lump sum for travel costs. The lump sum will be calculated according to the grant rates and the European Commission's calculator and depending on the means of transport chosen by the student. Confirmation of the specific means of transport by the participant is mandatory and is the result of reporting requirements of *Beneficiary Module* system.

The lump sum depends on the distance between the place of departure and the destination of the Erasmus+ Study Mobility (SMS) (the distance of the one way journey is taken into account in order to calculate the journey in both directions). The place of the beginning of the journey is the city of the sending institution's location (Toruń or Bydgoszcz, in the case of Collegium Medicum's mobilities). The destination will be the city of location of the host institution. The European Commission's calculator is available at <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>. Lump sum rates are as follows:

Distance	Eco-travel – rates (definition in point 69 b)	Standard travel
from 0 to 99 km:	56 EUR per participant	28 EUR per participant
from 100 to 499 km:	285 EUR per participant	211 EUR per participant
from 500 to 1 999 km:	417 EUR per participant	309 EUR per participant
from 2 000 to 2 999 km:	535 EUR per participant	395 EUR per participant
from 3 000 to 3 999 km:	785 EUR per participant	580 EUR per participant
from 4 000 to 7 999 km:	1188 EUR per participant	1188 EUR per participant
8 000 km or more:	1735 EUR per participant	1735 EUR per participant

66. For travel up to 499 km, students should use the "eco-travel" option.

67. Students traveling by standard means of transport may apply for a scholarship for a maximum of 2 days of travel, as long as the journey takes place on days other than the days of the study program, indicated in the Participant's individual agreement.

The scholarship for travel days will be calculated in accordance with the scholarship rates applicable for a given type of mobility.

68. It is possible for the travel days to be the start and end days of physical mobility at the same time, provided that these days are also confirmed days of the stay in the host institution and it is actually possible to carry out both the travel and the stay in the receiving institution on these days.

For a confirmed day of stay at a host institution, which is also a day of travel, the student is only entitled to the scholarship rate for the stay, the scholarship for the day of travel will not be calculated.

69. A student traveling by "ecological" means of transport ("eco-travel") may apply for a scholarship for an additional 4 days of travel (apart from the days indicated in point 67), i.e. for a total of a maximum of 6 days of travel, as long as the journey takes place on other days than the days of implementation of the study program indicated in the Participant's individual grant agreement.

- Travel by „ecological” means of transport must be in two directions.
- Eco-travel shall mean travel by low-emission/sustainable means of transport i.e. travel by bus, train, car (carpooling as defined at <https://pl.wikipedia.org/wiki/Carpooling>, i.e. travel by car on the same route by at least 2 persons).
- Eco-travel does not include travel by plane, ferry, boat, motorcycle or car travelling solo.
- The choice of the means of transport from among the eligible " ecological" means is at the discretion of the student. The NCU recommends public transport. If a student chooses to travel by car (car-pooling), such travel will not be considered business travel to which Order No. 9 of the Rector of Nicolaus Copernicus University in Toruń of 16

January 2023 on the use for official purposes of personal cars not owned by Nicolaus Copernicus University in Toruń may apply. The NCU shall not be liable for any damage that may be caused to the student's during such travel.

- e. The student, in connection with eco-travel, may apply for a scholarship for a maximum of 3 days for travel before the start of the stay at host institution, and a scholarship for a maximum of 3 days of travel after the stay at a host institution. The travel days scholarship will be awarded depending on the documented travel days and according to the scheme below:
- distance 100-499 km – scholarship for maximum 2 days of travel;
 - distance 500-2999 km – scholarship for maximum 4 days of travel;
 - distance 3000-3999 km – scholarship for maximum 6 days of travel.
- The rules set out in point 65 apply to calculate the distance.
The scholarship for travel days will be calculated in accordance with the scholarship rates applicable to the given type of mobility (long-term/short-term).
- f. On completion of the stay at the host institution, the student is required to submit a "Declaration of completed eco-travel", according to the template available at: www.umk.pl/wspolpraca/erasmus-plus-2021-2027/studenci-studia/dokumenty/.
- g. The "Declaration of completed eco-travel" signed by the participant must be delivered/submitted to DIPEM/CM DRP in original form within 6 weeks¹/14 days² 6 of the completion of the mobility (counting from the end date of the stay indicated in the certificate from the host institution).
- h. The following shall be attached to the "Declaration of completed eco-travel":
- copies of tickets/ticket bills confirming the travel – in the case of travelling by rail or by bus,
 - details of the car registration number and the name(s) of the person(s) travelling with the participant - in the case of car-pooling.
- i. The date on the attached ticket/bill cannot coincide with the date of stay at the host university (dates from the individual agreement) neither the travel may begin earlier than 30 day¹/7² days before the start of the stay at the host institution nor end later than 30 days¹/7 days² after the end of the stay at the host institution. The only exception is the start/end date of the travel, which may be the same as the start/end date of the stay at the host university (dates from the individual grant agreement).
- j. The basis for determining the number of travel days with the individual support category grant for a mobility participant travelling under the eco-travel option shall be the dates of their travel, i.e. start date and end date (departure/arrival) in two directions as shown in the travel documents confirming the use of environmentally friendly means of transport.
- k. In each case, the participant must provide evidence to the Nicolaus Copernicus University that the number of travel days requested (travel days grant) and accounted for under the individual eco-travel support category was necessary to cover the distance between the locations of the sending institution and the receiving institution.
- l. The student shall be paid only for the number of travel days covered by travel documents and the grant for one day of travel is awarded as a lump sum regardless of the number of hours of travel on a given day and the number of kilometers, e.g. if, on the basis of the European Commission's distance calculator, at the student's request the grant is awarded for 4 days of travel in both directions, but it results from the travel documents that the route was completed in 2 days, the grant for the remaining granted 2 days of the travel shall be returned by the student.
- m. The student whose travel dates, regardless of the means of transport, coincide with the start and end dates of mobility listed in the confirmation of stay issued by the host institution, cannot receive funding (scholarship) from the category of individual support for travel days related to the eco-travel option.
- n. If the student does not submit the "Declaration of completed eco-travel" with the required attachments by the deadline, or the declaration or the attached documents do not confirm the participant's earlier declaration of the route and/or method of travel, the student will be asked to return the difference between the amount paid for eco-travel and the amount for standard travel.
- o. If, on the basis of the "Declaration of completed eco-travel" and the attached tickets/receipts for tickets, there is a change from the previously declared means of transport to another sustainable means of transport, without any change to the travel route taken for the calculation of the distance in the EC calculator, the return of the amount paid in respect of eco-travel will not be required.

¹ Applies to long-term study mobility

² Applies to short-term study mobility

70. The lump sum for travel costs from the Erasmus+ programme funds shall be granted to a student/graduate only if the travel was directly related to the implementation of SMS mobility.

According to the contractual terms and conditions applicable to the NCU: "If the travel has not taken place or has been funded by EU sources other than the Erasmus+ programme (e.g. the mobility participant is already in the destination for a different activity than the one funded under the contract), the beneficiary must report this situation accordingly in the Erasmus+ Reporting and Management Tool for each mobility action concerned. In this case, no travel grant will be awarded."

71. The participant's travel days do not count towards the mobility capital used.

72. The student who does not receive funding under the Individual Support and Travel category of the Erasmus+ Program (so-called "zero grant") may not receive funding for the cost of travel.

Approved by
Vice-Rector for Education
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Toruń, 28.03.2024.