

RULES OF THE ERASMUS+ KA107 ACADEMIC MOBILITY 2018-2021

I. GENERAL ADMISSION REQUIREMENTS

In order to apply for a grant within the **ERASMUS+ Program**, Key Action 107 Mobility for Learners and Staff – Higher Education Student and Staff Mobility between Program and Partner Countries, candidates must comply with the following general requirements:

- **Student** registered in one of the partner universities, fluent in language of instruction, enrolled in a full program of bachelor/ master/ doctorate studies,
- **Academic staff** employed in one of the partner universities, fluent in language of instruction and able to teach subjects that are relevant to the program.

ALL CANDIDATES ARE REQUIRED TO:

1. Have sufficient knowledge of the language of instruction of the host university they apply to. Only official certificates will be accepted as proof of knowledge¹.
2. Check academic offer and specific requirements of potential host university before applying for a grant.
3. Have not exceeded "mobility capital" - grants cannot be awarded to those candidates who have studied and/or have been trained (internship) for more than a total of:
 - 12 months for the first-cycle studies (undergraduate), second-cycle studies (master) and doctoral studies,
 - 24 months for the uniform Master's degree studies using financing of the European Union Scholarship opportunities (eg. Erasmus LLP, Erasmus+, Erasmus Mundus).

Note: This rule is not applied to staff members. Each cycle of studies is considered separately. Prior participation in this program your study and training experience shall be counted within the total period allowed in the current study cycle².

Note:

In the frame of the particular project staff can participate in the mobility only once unless there is a sufficient justification and added value in another mobility planned (ie. lack of other candidates, potential of cooperation with further results ie. joint research, grant application, joint publication).

SPECIAL CIRCUMSTANCES:

Special attention is given to the less developed countries and disadvantaged candidates from a poor socio-economic backgrounds and/or with a special needs.

Proof of this vulnerable situation/disability (official medical certificate) is requested from all candidates alleging this status, eg. the following circumstances will be considered: scheduled casts/tribes and backward classes, refugee's status, internally displaced status, certified disability and proved difficult socio-economic situation, etc.

Specific documents proving status must be issued by: the corresponding United Nations Agency, International Committee of the Red Cross or the corresponding Ministry of the country concerned.

II. LIST OF PARTNER INSTITUTIONS

Academic mobility under the Erasmus+ Program KA107 concerns cooperation between institutions from Program and Partner Countries³. Cooperation is coordinated by the **Warsaw University of Life Sciences – SGGW, Poland**. The list of Project Partner Institutions from non-EU countries is available the following website: <http://erasmusplus-world.sggw.pl/partner-intitutions>.

¹ The language certificate might be relevant for any kind of study program or the admission process, although it is not excluding criterion within the scholarship selection process. In case of lack of certificate, the host university and/or project coordinating institution reserve a right to take a language interview before the scholarship takes place. All participating sides will assure a good language preparation prior mobility period to achieve the level of language required at the host institution according to the terms of inter-institutional agreement

² Eg. if a student has previously received a 6-month Erasmus LLP or Erasmus Mundus grant for a study/training mobility at master level, he/ she may still use an Erasmus+ grant for master level mobility, but for a period not longer than 6 months

³Erasmus+ Program Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Program Guide (http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf)

Only Students registered/ enrolled and Staff employed in one of the above mentioned institutions are eligible to apply for a grant and participate in a project. Project allows mobility flow in both directions TO POLAND and FROM POLAND, however for specific information regarding eligible mobility types in each country please read carefully grant distribution for the particular call for applications published in the call announcement on the following website: <http://erasmusplus-world.sggw.pl/>.

III. TYPES OF MOBILITY AND SPECIFIC MOBILITY TYPE REQUIREMENTS

CATEGORY	REQUIREMENTS
Undergraduate	must have successfully completed <u>at least one year of studies</u> at their home institutions
Master	must have obtained a Bachelor diploma and have been registered in a Master program at the partner institution
Doctorate	<ul style="list-style-type: none"> - must have obtained a Master diploma and have been registered in a doctorate program at the partner institution - should contact their respective potential supervisors at the host institution before applying in order to get a confirmation of supervision letter to carry out a research project beyond a course work (*optional) <p><u>Note:</u> individual research projects depend on the availability of potential supervisor and resources at a host university. Erasmus+ Program does not include any tuition fees to cover either a research activity or study period to be completed at the host university. Host institutions may provide course offer to acquire knowledge, skills and competences required to carry out research at the home institution upon student's return</p>
Academic staff	<ul style="list-style-type: none"> - should contact their respective counterpart at the host university in order to accordingly prepare their teaching/work plan - Staff Mobility Agreement for Teaching/ Training Mobility - academic staff have to deliver min of 8 teaching hours/week <p><u>Note:</u> in all host institutions the teaching program and a pre-acceptance letter from a supervisor/university will be a priority condition for eligibility</p>

The fact that the candidate receives the confirmation of supervision letter (**Doctorate**) or the pre-acceptance letter (**Staff**) from the host university does not mean that he/she is already selected. The list of selected beneficiaries will depend on the results of the Erasmus+ selection and will be officially published.

IV. GRANT AMOUNTS AND OTHER COSTS

Grant amounts

Type of mobility	Amount of individual support
Student from Poland going to Partner Country	700 EUR / month
Student from Partner Country going to Poland	800 EUR / month
Staff from Partner Country going to Poland	140 EUR / day (up to 14 days)
Staff from Poland going to Partner Country	180 EUR / day (up to 14 days)

Travel distances ⁴	Amount per participant
100 - 499 km	180 EUR per participant
500 - 1999 km	275 EUR per participant
2000 - 2999 km	360 EUR per participant
3000 - 3999 km	530 EUR per participant
4000 - 7999 km	820 EUR per participant
8000 km or more	1500 EUR per participant

Individual and travel support from Erasmus+ EU funds for the student and staff mobility are assigned only to duly selected candidates (Section VIII Selection Process). Individual support and travel grant from Erasmus+ EU funds are considered a form of co-financing of stay abroad.

Term of mobility, the amount of the financial support and payment arrangements are defined in the grant agreement signed between the participant and Warsaw University of Life Sciences – SGGW. The

⁴ Distance calculator is available at the following website: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm. Travel distance is measured between the place of departure and place of destined arrival

amount of the individual support will be calculated by multiplying the number of months of the mobility covered by Erasmus+ EU funds with the rate applicable per month for the receiving country concerned. In the case of incomplete months, the financial support from Erasmus+ EU funds is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit cost per month. In addition, participant will receive top-up amounts to cover travel costs – assigned amount will be based on a travel distance calculated based on distance calculator: https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en).

The participant shall receive individual and travel support in a timely manner. A pre-financing payment shall be made to the participant no later than (whichever comes first): 30 calendar days after the signature of the agreement by both parties or the start date of the mobility period representing **70%** (students mobility) or **80%** (staff mobility) of the calculated amount of individual and travel support. In case the participant did not provide the supporting documents in time, a later payment of the pre-financing can be exceptionally accepted. The submission of the online EU survey shall be considered as the participant's request for payment of the outstanding balance. The institution shall pay the remaining amount after the submission of the online EU survey. Due number of days for the payment will be specified in the grant agreement. In case of student mobility the outstanding balance will be calculated based on confirmed period of stay at the host university, taking into account the principle of 5-day flexibility (for stays shorter than originally planned). Provided that the minimum eligible term of stay is confirmed: in case the difference between contracted and confirmed period of stay exceeds 5 days – scholarship will be proportionally lower; in case the difference is 5 days or less – scholarship remain unchanged.

Other costs

- mobility expenses

Under the Erasmus+ program, students are exempted from admission fees (tuition fees) at the host university. The student bears the costs associated with learning in accordance with requirements of the host university (including the cost of textbooks, student ID, etc.) and other costs as part of the received allowances (travel, accommodation, meals and all other expenses related to living abroad during mobility period).

- accommodation

The host university provides information on the application rules and housing conditions. Contact data to local coordinators are available on the following website: <http://erasmusplus-world.sggw.pl/partner-intitutions>

- legal stay abroad

Students and academic teachers are required to obtain information about the mandatory provisions related to legalization of stay before departure to the host university. The host university provides information on legalization of stay. Contact data to local coordinators are available on the following website: <http://erasmusplus-world.sggw.pl/partner-intitutions>. Participants of the academic exchange complete the formalities related to the legalization of their stay on their own.

- insurance

Health insurance policy is obligatory. The minimum scope of insurance for the mobility period in the host country should include basic health insurance and accident insurance. The participant covers the costs of insurance, and is also responsible for providing insurance for the academic exchange period and for reading insurance conditions. The participant is aware of issues related to health insurance, especially in the case of the need to return to the country and the required medical interventions (additional liability insurance is suggested). It is recommended that SGGW students and teachers register their trip on the Odysseus website run by the Ministry of Foreign Affairs.

V. MOBILITY DURATION

Candidates must take into account that mobility duration will vary depending on their academic level:	
Student Mobility	<p>3 – 5 months</p> <p>The <u>minimum eligible duration</u> of the student's mobility period is 3 months. The total duration of the mobility period does not exceed 12 months during one academic year. Return from studies cannot go beyond project duration period. The date of departure must be consistent with the academic calendar of the host university.</p> <p>The date of commencement of mobility is the first day on which the student must be present at the host university, understood as the first day of the semester or the first day of the "Orientation Week".</p>

	<p>The end date of mobility is the last day on which the student must be present at the host university, understood as the last day of the semester or exam session.</p> <p>Multiple mobility is possible provided that the “mobility capital” has not been exceeded.</p>
Staff Mobility	<p>5 days (+2 days for travel)</p> <p>The minimum duration of the academic teaching/training mobility period is 5 days. The total duration of the mobility period may not exceed 2 months.</p> <p>It is mandatory to carry out at least 8 lessons during 5 days of teaching mobility. If the mobility lasts more than a week, the minimum number of teaching hours in an incomplete week must be proportional to the duration of that week.</p> <p>Training mobility program must be agreed with host university. The host institution is responsible for providing training program for the selected candidate in order to acquire new knowledge, skills and competences.</p>
<p>Project coordinator takes final decision regarding daily allowances paid to staff and monthly allowances paid to students depending on budget allocation in the particular call the academic calendar of each partner institution. The schedule of classes at the host institution must be respected.</p>	

VI. APPLICATION PROCEDURE

Candidates have to apply online through the ERASMUS+ online application form: <https://erasmusplus.sggw.pl/world-apply/>, uploading required documents. Originals of the attached documents may be requested from preselected candidates for examination by their home universities.

Online Application Tool
The online application form is available in English. All documents must be submitted in English or translated to English. Only complete applications will be considered.
DEADLINE – to be given in the particular call announcement
Applications submitted after the deadline will not be accepted.

VII. REQUIRED DOCUMENTATION

Candidates must check academic offer of the Host University they apply for and attach to their application following documents in accordance to the academic level:

LIST OF GENERAL DOCUMENTS FOR ALL TYPES OF MOBILITY:	
Curriculum Vitae (European CV – Europass) ⁵	
Motivation Letter (maximum 2 pages)	
Language Certificate(s) – if available	
Photo	
LIST OF SPECIFIC OBLIGATORY DOCUMENTS FOR PARTICULAR TYPES OF MOBILITY:	
Candidates applying for UNDERGRADUATE mobility	Candidates applying for MASTER mobility
Current Student Status – certificate of enrollment in Bachelor studies	Bachelor Diploma (if not yet obtained, provisional certificate on Bachelor studies completion)
Up-to-date Transcript of Records of Bachelor Studies	Bachelor Transcript of Records
Learning Agreement – proposed study program at the Host University ⁶ covering 30 ECTS /semester	Current Student Status – certificate of enrollment in Master studies
	Up-to-date Transcript of Records of Master studies (if applicable)
	Learning Agreement – proposed study program at the Host University covering 30 ECTS /semester
Candidates applying for DOCTORATE mobility	Candidates applying for ACADEMIC STAFF

⁵ The template of the Europass CV can be downloaded here: <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

⁶ European Credit Transfer and Accumulation System (ECTS). To learn more please go to: http://ec.europa.eu/education/ects/ects_en.html

	mobility
Bachelor Diploma	Certificate of Employment at the Home Institution
Master Diploma (if not yet obtained, provisional certificate on Master studies completion)	Recommendation Letter
Master Transcript of Records	Staff Mobility for Teaching Mobility Agreement ⁸ – Participants are required to deliver a minimum of 8 teaching hours per week or Staff Mobility for Training Mobility Agreement
Current Student Status – certificate of enrollment in Doctorate studies	Pre-acceptance Letter from the Host University or from Potential Supervisor
Learning Agreement – proposed study program at the Host University	
Doctoral Research Mobility Agreement ⁷ Confirmation of Supervision from Host University or potential Supervisor	
ADDITIONAL DOCUMENTS:	
Certificate(s) of academic achievements, official proof of vulnerability, official proof of disability and other.	

Note: the fact that the candidate receives a pre-acceptance letter (Academic Staff) or confirmation of supervision (Doctorate) from the Host University does not mean that he or she is already selected. The list of Grantees will depend on the results of the Erasmus+ selection and will be published officially.

Learning Agreement (LA)

Learning Agreement must be approved before the beginning of the mobility period. Course catalogue is available on the host university’s website. Based on the current catalogue of courses, students should choose subjects with learning outcomes that are consistent with the learning outcomes of subjects that are offered at sending university during the given semester. The student is required to verify the language of instruction and the requirements for participation in selected courses.

The number of courses in agreement on the study program depends on several factors: the requirements of the sending faculty; learning outcomes that the student obtains in a given semester; number of ECTS points. The ECTS credit system (European Credit Transfer System) assumes that one semester corresponds to 30 ECTS credits. 60 ECTS credits are obtained in the academic year. Each subject, depending on the number of hours of classes and the student's own work input, is assigned the appropriate number of ECTS points.

The minimum number of ECTS in Learning agreement is 20 ECTS. The mobility period is eligible, provided that received Transcript of records indicates a minimum of 15 ECTS.

LA must be signed by: the student, the sending university and the host university. The student is obliged to attend classes and take final exams.

The period of study under the Erasmus+ Program shall be included in the course of study at the sending university. The signed LA guarantees the recognition of grades obtained abroad at the host university.

Staff Mobility for Teaching/Training Mobility Agreement

The STA/STT must be approved before traveling abroad. The number of teaching hours in the STA is at least 8 hours. STA/STT must be signed by: academic teacher, sending university and host university.

VIII. SELECTION PROCESS

Selection of candidates will be managed in four stages.

Phase 1: Pre-selection by home and host universities
Each partner university will set up a pre-selection committee in charge of examining and grading all home and host candidates. As a result, a list of pre-selected candidates will be drawn up according to the pre-selection criteria shown in section below of this document.
Phase 2: Final selection
A Selection Committee of Warsaw University of Life Sciences – SGGW will examine and grade the ranking of pre-selected candidates according to the selection criteria shown in section below, in order to draw up the final list of beneficiaries as well as the reserve list

⁷ Template of Doctoral Research Mobility Agreement with guidelines may be found in the section DOWNLOAD. Please note that individual research projects for doctorate candidates depend on the availability of potential supervisor and resources at the Host University.

⁸ Template of Staff Mobility for Teaching Mobility Agreement can be found in section DOWNLOAD

Phase 3: Notification of selection
All selected candidates will be informed of the award decision and they will have specified period (no more than 2 weeks) to accept or reject the grant. Candidates rejected and those in the reserve list will also be duly informed through an e-mail notification.
Phase 4: Invitation and visa procedures
Beneficiaries will receive an invitation letter from the host institutions in order to start their visa arrangements. It is the responsibility of the selected candidates to provide all necessary documents requested by the Embassies/Consulates of the host universities. Local coordinators from host institutions may provide them with assistance and information about the visa procedure.

a. SELECTION CRITERIA

Submitted applications will be reviewed and graded by the Selection Committee of the Home and Host University. Evaluators will assess applications based on selection criteria which can be awarded according to the following scale:

SCALE	SELECTION CRITERIA
0 = irrelevant to the call or information missing 1 - 4 = rejected 5 - 6 = fair 7 - 8 = good 9 - 10 = excellent	Undergraduate and master students: academic merit, language skills, motivation, academic suitability and relevance of the application
	Doctorate candidates: academic merit and scientific achievements, academic suitability and research proposal, language skills, motivation
	Academic Staff: pedagogical and scientific experience, teaching plan, language skills, motivation, academic suitability and relevance of the application
Evaluators will verify: - Academic Quality of the applicant (CV, study progress and results) - Motivation for the scholarship and stay at a Host University - Language proficiency in the language of teaching - Application suitability to the offer at a Host University	

The Selection Committee will agree the final list of selected candidates on the basis of the ranking of pre-selected candidates. In case of candidates with the same mark additional criteria can be applied.

ADDITIONAL SELECTION CRITERIA
Gender balance
Priority of disadvantaged and vulnerable groups, candidates with disabilities
Language skills
Impact of the project proposal (applicable to Doctorate and Staff)
Priority given to student/ staff who have not previously been on an exchange, who have less global experience in either study or research and teaching.

b. CRITERIA FOR EXCLUSION

Candidates that do not meet the general requirements of the call for applications will be automatically excluded. This applies to candidates not submitting the compulsory documents required for applying to each specific academic level and not complying with the specific type of mobility requirements.

Each host university reserves the right to determine the ineligibility of candidates on the basis of the following reasons:

EXCLUDING CRITERIA
Specific academic program not available
Quality/Inadequacy of academic curriculum
Lack of correspondence between home and host studies
Insufficient language skills
Additionally, candidates will be excluded if: - they apply for an academic level that they have already completed, - if they apply to different academic levels.

IX. CALL FOR APPLICATIONS SCHEDULE

The Warsaw University of Life Sciences - SGGW launches a mobility call for applicants within the lifetime of the project (depending on up-to-date number of awarded grants).

Project coordinating institution reserves a right to open an additional call for applicants if necessary to ensure that the project mobility capacity is reached successfully.

Call for applications	Start of the mobility:
FALL MOBILITY CALL Call for applications launch: October Deadline for submission: mid-December	February/March (spring semester)
SPRING MOBILITY CALL Call for applications launch: April Deadline for submission: mid-June	October (fall semester)
Pre-selection of candidates (evaluation by the respective home and host university): 2 weeks Publication of results: no later than 3 weeks since submission deadline Grant acceptance/rejection: 1-2 weeks *Coordinating institution reserves a right to extend/shorten generally approved schedule of activities to ensure an appropriate implementation of approved mobility plan.	

X GDPR

In accordance with the article 13 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) hereinafter referred to as Regulation, we inform that:

The administrator of personal data is Warsaw University of Life Sciences – SGGW, Nowoursynowska 166, 02-787 Warsaw, Poland with registered office at Nowoursynowska 166, 02-787 Warsaw, Poland. Any questions concerning personal data, should be sent to the following address: Warsaw University of Life Sciences – SGGW, Nowoursynowska 166, 02-787 Warsaw, Poland or to the email address: iod@sggw.pl. In matters concerning personal data, contact the Inspector of Data Protection at the Warsaw University of Life Sciences – SGGW to the email address: iod@sggw.pl.

Providing personal data is a requirement according to the provisions of the law regulating your case and is necessary for its consideration. Personal data will be processed in order to conduct recruitment and nomination leading to qualification and participation in the ERASMUS+ academic exchange. Personal data will be processed in accordance with the article 6, paragraph 1 (c), (d) and (e) of the Regulation for it is necessary to fulfil the legal obligation incumbent on the administrator and to implement tasks executed within the public authority entrusted to the administrator or may be necessary to protect the vital interests of the data subject or another natural person. If your personal data reveal your racial or ethnic origin, political views, religious or ideological beliefs, trade-union membership or are genetic, biometrics, health, sexuality or sexual orientation data, they will be processed in accordance with the article 9, paragraph 2 (g), (h), (i), (j) of the Regulation. In accordance with those provisions, the prohibition of processing of the above data does not relate to the processing which:

- is essential due to the reasons connected with an important public interest;
- is essential for the purposes of preventive healthcare, medical diagnosis, providing healthcare or social security, treatment or management of healthcare systems and services or social security;
- is essential due to the reasons connected with an important public interest in the area of public healthcare;
- is essential for archival purposes in the public interest, for scientific or historical research purposes, or for statistical purposes.

Personal data may be made available exclusively to the entities authorized by law, as well as to entities with whom the Office for Foreigners has entered into an entrustment agreement of the processing of your personal data. Personal data may be made available to a third country (i.e. outside the European Union) or to international organizations under the terms specified in the law only if these countries and international organizations provide adequate protection and provided that in

these countries and international organizations enforceable rights of data subjects and effective legal remedies are in force.

It is entitled to access personal data i.e. the right to obtain confirmation if the administrator processes the data and the information concerning such processing, and furthermore the right to correct data if the data processed by the administrator is incorrect or incomplete, the right to object to the processing of data and the right to limit the processing of data. In the case of the exercise of the right to limit the processing, personal data will be processed in order to protect the rights of another natural or legal person, or because of important aspects of public interest of the European Union or a Member State.

Personal data will be processed in an automated way, nevertheless the decisions concerning you will not be automated and your data will not be profiled. Personal data will not be deleted.

In the case of finding that the processing of personal data violates the provisions of the Regulation, it is entitled to bring a complaint to the supervisory authority, that is to the President of the Office for the Protection of Personal Data (PUODO).

XI. DISSEMINATION OF PROJECT RESULTS

Results of particular project will be disseminated by project coordinating institution and its partners with use of available means of communication, mainly through website <http://erasmusplus-world.sggw.pl>. Employees and students who have returned from an exchange will be encouraged to share their experience with peers and colleagues in order to promote the program, disseminate information on the benefits of participation and motivate those interested in academic exchange projects. It is expected from PhD students and teachers involved in the exchange with research component to publish results in international magazines and to present them at national and international conferences as well to use these contacts to establish cooperation after the end of EU funding. Mobile staff should apply acquired experience and knowledge into updating teaching materials, introducing new adaptive teaching techniques and sharing these skills with other lecturers, in case of research and technical knowledge gained with technical staff. Mobility results will be communicated to the National Agency of Erasmus+ Program in final reports to be submitted in the end of project funding.

ADDENDUM TO RULES OF THE ERASMUS+ KA107 ACADEMIC MOBILITY 2018-2021 – 2018-1-PL01-KA107-048969, 2019-1-PL01-KA107-063816, 2020-1-PL01-KA107-079960

I MOBILITY

A FORM OF MOBILITY

While pursuing mobility for studies or mobility for didactic / training purpose – the mobility program may take the form of: **face-to-face** participation, **remote / virtual / on-line** participation, **mixed / hybrid** participation.

Decision to undertake selected form of mobility must be agreed between all three parties – the sending institution, the host institution and the participant before the beginning of the mobility period.

Before the beginning of the mobility period, the sending university should receive a written confirmation that the education / teaching / training program will be available to the participant along with its form.

B SCHOLARSHIP

The scholarship will be granted to the participant **only for the period of actual stay abroad**. The exception is the situation when online learning takes place during the stay abroad. In this case, a scholarship for online learning is due. Scholarship for on-line / remote / virtual mobility from the home country (i.e. in other words – without going abroad) is undue.

A trip abroad must be approved by the sending and host universities, and the date of the departure should result from the information confirming that mobility program will be conducted at the host university.

C SETTLEMENT

The terms of settling the mobility remain unchanged – confirmation of obtaining the agreed number of ECTS points or confirmation of the completion of teaching program / achievement of the training objectives is obligatory. Rules concerning the formal aspects of the activity: the eligible duration and confirmation of the length of stay and achievement of the assumptions, remain unchanged.

The period of online learning should be included in the entire period of the student's stay abroad, as stated in the certificate of stay or in the Transcript of Records.

All other regulations of the Rules of the Erasmus+ KA107 academic Mobility 2018-2021 remain unchanged.