

**FINANCIAL RULES<sup>1</sup>                      KA107-2016**  
**Staff mobility**  
for the purpose of teaching or training  
**within Erasmus+ Programme**  
**KA107 – 2016 (Mobility with partner countries)**

**I. Foundation**

1. These rules are based on:
  - a. Erasmus+ Programme Guide (Version 2 (2016): 07/01/2016).
  - b. Erasmus+ Umowa finansowa KA107, 2016 (Erasmus+ Financial agreement KA107, 2016)

Documents are published: [www.erasmusplus.org.pl/dokumenty/szkolnictwo-wyzsze](http://www.erasmusplus.org.pl/dokumenty/szkolnictwo-wyzsze)

2. The following mobility is planned to be carried out: 1 departure-teaching (Poland – Ukraine), 2 arrivals-teaching (Ukraine-Poland), 2 arrivals - trainings (Ukraine – Poland) and 2 departures-trainings (Poland-Ukraine).

**II. Scholarships for employees**

1. This mobility is funded by the Erasmus+ Programme under the project KA107-2016 and is the lump sum.
2. The Erasmus + Scholarship is available only to employees who are qualified for a mobility for teaching or training purposes.
3. The amount the scholarship is determined in accordance with the below Table 1.

**Table 1 – The amount of rates valid in projects in contest 2016**

Activity type	Individual Support (co-financing of maintenance costs related to the stay in the target country )	Travel support Poland-Ukraine Ukraine-Poland
Employees' arrivals from partner countries to Poland	140 € per day for stays not exceeding 14 days.	275 €
Employees' departures from Poland to partner countries	160 € per day for stays not exceeding 14 days.	

4. The amount of Erasmus+ scholarship is calculated with the usage of EU on-line tool: “Mobility Tool+” and based on the following rules:
  - a) the period of stay at the hosting University, which is a basis for settlement of scholarship, shall be determined to one day.
  - b) **The number of days of stay** - it is a confirmed number of days of stay at hosting institution (maximum 5 days) plus maximum 2 days of travel (i.e. one day for travel before the first day of the activity abroad and one day for travel following the last day of the activity abroad).

<sup>1</sup> ZR z dnia 11/10/2017 r.

- c) The **maximum possible amount of scholarship** to be paid to the employee shall be calculated on the basis of the following formula: number of days (weeks) x rate per day (week) according to the Table 1 + travel support.
  - d) The total sum of scholarship is given in EUR as integer.
  - e) The employee should choose the most economical variant between transport capacities;
  - f) The **final amount of the employee's scholarship** is calculated after the ending of the mobility and on the basis of confirmation of duration of stay issued by the hosting institution and after the submitting all required documents. It is also depended on fulfilment of obligations arising from the signed grant agreement.
5. This financial support (scholarship) is aimed to cover the costs connected to departure and stay at host institution. It may not cover all the costs connected to the stay abroad.
6. There is no possibility of extending the mobility during the stay.
7. The unallocated, free or additional funds from the program resulting from resignation of beneficiaries, reserves or additional funds - will create a fund designated in the following order for:
  - a) Mobility of staff from a reserve list.
  - b) Additional employees mobility
  - c) allowed transfers between categories
8. Disabled persons with documented disability may apply for additional funds from special fund for people with disabilities in accordance with the Erasmus Program rules.
9. **Form of scholarship payment:** One instalment in the amount of **100%** of due scholarship shall be paid by a bank transfer to **employee's bank account**, under the condition of his/her acceptance of all the terms and conditions of the grant agreement and:
  - a) In case of staff arrivals - before the arrival, the latest on the first day of this mobility.
  - b) In case of staff departures – before the departure, the latest on the first day of this mobility.
10. If shorter period of stay than originally set out in the agreement with the University is made, the final amount of funding will be reduced proportionally, as set out in Table 1, and the employee will be required to repay the surplus.
11. Immediately after the mobility, for the settlement purposes, employee is obliged to submit the required documents written in the grant agreement and to complete the Erasmus + online survey.

**III.** Issues not covered by these Rules, matters of dispute and related to the funding of the mobility are subject to the provisions of the documents referred to above under point I.1, which shall take precedence over these Rules

**IV.** Cases of **force majeure** are considered on a case-by-case basis in accordance with the Erasmus+ Programme principles.

**V.** GWSH reserves the right to make changes to the content of these Rules, which may result from any new findings / changes that are made available on a timely basis by the European Commission and the Foundation for the Development of the Education System.