

FINANCIAL RULES¹

Students mobility (arrivals to GWSH)

a study period abroad at a partner higher education institution

within Erasmus+ Programme

KA107 – 2016 (Mobility with partner countries)

I. Scholarships

- 1) Rules and amount of the monthly scholarship are set in accordance with the rules of Erasmus+ Programme and rules of use of funds set in the agreement signed between GWSH and Foundation for the Development of the Education System which function as the National Agency of Erasmus+ Programme in Poland.

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

- 2) Scholarships are awarded only to students who are qualified for the Erasmus+ mobility in 2017/18 academic year and who will sign the appropriate grant agreement with GWSH.
- 3) Scholarships are given for the period of one semester.
- 4) Erasmus+ Scholarship is the lump sum and has complementary character – is designed for support of additional costs connected with the departure and stay abroad at hosting institution (e.g. travel costs, insurance, language preparation, increased living costs abroad). Where the cost exceeds the grant awarded, the student is obliged to cover the difference from his own resources.
- 5) **Monthly scholarship paid** to students is determined in accordance with the rates announced by the Erasmus+ National Agency i.e.:

Erasmus + Student's mobility for studies (SMS)

Type of activity	MONTHLY RATE OF SCHOLARSHIP (Individual support)	Travel suport (for Ukraine)
Students' arrivals from partner countries to Poland	750 EUR	275 EUR

The rates will not be changed within the academic year 2017/18.

- 6) The total sum of scholarship is given in EUR as integer.
- 7) Before student's departure the **amount of the scholarship** will be calculated by multiplying the number of months of the student's mobility 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.
- 8) The start date of the mobility period shall be the first day that the participant needs to be present at the receiving organisation. The end date of the period abroad shall be the last day the participant needs to be present at the receiving organisation. Institutional

¹ Approved by the Rector of GWSH on 25/09/2017

Coordinator of Erasmus+ Programme at GWSH informs on the beginning and ending mobility dates.

- 9) **The final amount of the student's scholarship** is calculated after the ending of the mobility and depends on the real length of student's stay at GWSH and on fulfilment of obligations arising from the signed grant agreement.

There is a 5-days flexibility in recognizing the student's period of stay, i.e. if the difference between the confirmed period (real one) and the one indicated in grant agreement is 5 days or less, the scholarship shall not be decreased. If there is a difference more than 5 days, the scholarship shall be reduced to 1 day accuracy. The scholarship grants are calculated using the tool specified by the Program: "Mobility Tool +".

- 10) The **unallocated, free or additional funds** from the program, the resulting reserves of funds, resulting from e.g. shorter than the accepted periods of stay, resignation of students from departures and others - will create a fund designated in the following order for:

1. Mobility of students from a reserve list.
2. Additional students' mobilities.
3. Prolonging the period of stay of accepted mobilities – scholarship for extension of study will be given only when the GWSH will have free funds for this purpose and based on GWSH's consent for this extension.
4. Transfers to other activities if allowed.

11) **Forms of scholarship payment**

The payment of a scholarship to a student can take place only if the student accepts all the terms and conditions of the grant agreement and if he/she signs the grant agreement.

- a) the scholarship will be paid in 2 instalments:
- **I instalment** in the amount of 90% of due scholarship shall be paid after the student's arrival to Poland, not later than till 14 days from arrival.
 - **II instalment**, with respect to point I.9 above, in the amount of 10% of due scholarship shall be paid after the completed student's mobility and after fulfilling all obligations resulting from the signed grant agreement (e.g. completing the Erasmus online survey).
- b) The Erasmus+ scholarship is paid by a bank transfer to **student's bank account** (student informs GWSH on his account number – IBAN number and SWIFT/BIC code).

12) **Settlement**

Student is obliged to settle the received scholarship after the mobility is finished. The settlement is done in accordance with the rules set in the grant agreement. **The settlement has a form of submitting the required documents** (transcript of records with dates of stay) and the timely completion of an Erasmus + online survey.

II. 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. 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.