



**Rector's Order
of September, 2022**

regarding the rules of financing academic mobility of KBU students to carry out part of their studies at a partner foreign university (SMS) and to carry out an internship abroad (SMP) under the Erasmus+ Program to the Program Countries in the academic year 2022/23 and 2023/24 - KA 103-2020, KA 131-2021

I hereby inform you about the rules of financing academic mobility of KBU students to carry out part of their studies at a partner foreign university (SMS) and to carry out an internship abroad (SMP) under the Erasmus+ Program to the Program Countries in the academic year 2022/23 and 2023/24 - KA 103-2020, KA 131-2021.

The order comes into force on the day of signing.



Principles of financing academic mobility of KBU students in order to complete part of the studies at a partner foreign university (SMS) and in order to carry out an internship abroad (SMP) under the Erasmus+ Programme KA 103-2020, KA 131-2021 (Mobility with Program Countries)

I. Scholarships for mobility:

1. The rules and the amount of the monthly scholarship are determined in accordance with the rules of the Erasmus+ Program and the rules for the use of funds set out in the agreement between the University and the Foundation for the Development of the Education System in Warsaw, acting as the National Agency of the Erasmus+ Programme.

These rules have been prepared based on:

- a) Erasmus+ Program Guide 2020-2022
- b) Erasmus + Financial agreement KA103-2020, KA 131-2021 for universities (academic years 2022/2023 and 2023/2024) with attachments.

Documents available at: <https://erasmus-plus.ec.europa.eu/en/erasmus-programme-guide>

2. Scholarships are granted only to students qualified for mobility under the Programme Erasmus+ in a given academic year. It is possible to finance academic mobility KBU graduates on the so-called traineeship for Erasmus+ graduates with the reservation that that the participant's qualification for these internships must take place in the last year of his studies and this apprenticeship will end within one year after graduation.
3. Scholarships for study mobility are awarded for one semester with the possibility of extension. The financing of the extension period depends on the availability of funds for this purpose.
4. Scholarships for internships are granted on the basis originally agreed with the University duration of the internship (minimum 2 months) with the possibility of extension. The financing of the extension period depends on the availability of funds for this purpose.
5. Scholarships awarded under the Erasmus+ Program are of a supplementary nature -

they are intended to cover additional costs related to the trip and stay abroad at the host institution (costs of travel, insurance, language preparation, increased living costs abroad).

6. As part of mobilities under the KA103-2019, KA131-2020, KA131-2021 projects, the monthly scholarship paid to KBU students is determined in accordance with the rates announced by the National Agency for the Erasmus+ Program and depends on the destination country of the mobility as follows:

Countries belonging to a given group	Monthly scholarship rate	
	KA 103-2020	KA131-2021
<u>Group 1</u> - Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom	520 EUR	520 EUR
<u>Group 2</u> – Austria, Belgium, Cyprus, France, Greece, Spain, Netherlands, Malta, Germany, Portugal, Italy	500 EUR	520 EUR
<u>Group 3</u> – Bulgaria, Croatia, Czech Republic, Estonia, FYROM (former Yugoslav Republic of Macedonia), Lithuania, Latvia, Romania, Slovakia, Slovenia, Hungary, Turkey	450 EUR	450 EUR

7. The total amount of the scholarship is expressed in Euro as an integer.
8. Before the student's departure, the grant amount will be calculated on the basis of flat rates and using the Mobility Tool+ tool. The scholarship is calculated by multiplying the number of days/months per student by a flat-rate unit rate per day/month in a specific category appropriate for the host country. In the case of an incomplete month, the grant amount is calculated by multiplying the number of days of the incomplete month and 1/30 (one thirtieth) of the flat-rate unit rate specified for the full month.
9. The final amount of the scholarship due to the student is determined after the student's

return and depends on the certified length of his/her stay at the host institution and the fulfillment of obligations arising from the signed subsidy agreement with the University.

10. There is a 5-day flexibility in recognizing the period of stay, i.e. if the difference between the confirmed period and the one indicated in the grant agreement is 5 days or less, the scholarship will not be reduced. If the difference exceeds 5 days, the scholarship will be reduced with an accuracy of 1 day. The calculation of the scholarship due is made using the tool specified by the Program: "Mobility Tool+". If the confirmed period of stay is longer than the one specified in the grant agreement, the additional days will be considered as a period of zero grant.
11. Unallocated amount, free or additional funds from the programme, the resulting reserves of funds, resulting, for example, from shorter-than-accepted periods of stays, resignation of students from trips and others - will form a fund allocated according to in the following order:
 - a) Carrying out trips of students entered on the reserve list
 - b) Implementation of additional trips.

Extension of the period of stay of accepted mobilities - the Scholarship for the extension of the period of stay will be granted to the student only when the University has free funds for this purpose and based on the consent of the KBU for this extension. In the event of insufficient or lack of free funds for this purpose, further stay may be financed from the student's own funds - "without a scholarship" for the extension period. Transfers of funds within the SM category (student mobilities) are allowed, depending on the state of current recruitment, in order to ensure the use of available funds.

II. Scholarship transfer form:

The transfer of the scholarship to the student may only take place subject to acceptance by the student of all the conditions of the co-financing agreement and after signing it.

- a) the scholarship will be transferred in two installments:
 - The first installment in the amount of "90% of the due scholarship" will be paid within the period specified in the grant agreement.
 - The 2nd installment, subject to point I.11 above, in the amount of "10% of the due scholarship" will be transferred after the student's return from the mobility and after fulfilling all obligations arising from the signed contract for co-financing towards the University.



- b) the form of transfer of the scholarship in the case of funding from the Erasmus+ budget is a transfer to the student's bank account in the euro in a bank on the territory of the EU.

III. Settlement of the received scholarship

1. The student is obliged to settle the received scholarship after returning in accordance with the rules set out in the co-financing agreement signed before leaving the University. The settlement includes the form of delivery immediately after returning to the Home University of the documents required by the contract, timely completion of the online survey and completion of the language proficiency test before departure and after returning OLS (if applicable).
2. Cases of force majeure are considered each time individually based on the rules set out in the Program. The return of the scholarship will not be required only if the Participant could not complete the planned activities abroad due to "force majeure"; then The participant will be entitled to receive an amount proportional to the actual duration of the mobility and the remainder of the grant will be reimbursed. Such cases must be reported by the Participant to the University immediately after the event and are subject to approval by the National Program Agency Erasmus+.
3. In matters not covered by these Rules, in disputes and related to the financing of these trips, the provisions of the documents specified above in point I.1 shall apply, which will take precedence over these Rules.
4. Financing student trips under the Erasmus+ program will take place provided that an appropriate financial agreement is signed between the University and the Foundation for the Development of the Education System.
5. The University reserves the right to make changes to the content of these Rules, which may result from any new arrangements/changes provided on an ongoing basis by the European Commission and the Foundation for the Development of the Education System.