

# **Rules and Regulations for the implementation of mobility within the framework of the Erasmus+ program to universities from the European Union and associated countries (study mobility)**

## **I. DEFINITIONS**

1. **Universities from the area of the European Union and associated countries** – foreign universities with which the University of Economics in Katowice (UEKat) has concluded an agreement within the framework of the Erasmus+ program.
2. **Erasmus+ scholarship** – funds from the Erasmus+ program, which the student receives, intended to cover the increased costs of living and accommodation abroad. Students staying on an Erasmus scholarship+ retain the right to receive any other scholarships awarded to them, i.e., Rector's scholarship, need-based scholarship, etc.
3. **Sending institution** – the University of Economics in Katowice (UEKat), which is the university directing a student for mobility as part of the Erasmus+ program.
4. **Receiving institution** – a partner institution hosting a UEKat student for an exchange as part of the Erasmus+ program.
5. **International Relations Office at UEKat (BWM for short in Polish)** – a unit that implements international mobility for UEKat students and employees and handles arrivals of students and employees from foreign universities.
6. **The appropriate Dean/Vice-Dean of the UEKat** – the Dean or Vice-Dean of the School of Undergraduate and Graduate Studies.
7. **University Erasmus+ Program Coordinator** – head of the International Programs Office at UEKat, acting as the Rector's Representative for implementing the Erasmus+ program.
8. **National Agency of the Erasmus+ Program and European Solidarity Corps (NA for short in Polish)** – the representative of the European Commission in Poland.

## **II. FINANCIAL CONDITIONS FOR PARTICIPATION IN ERASMUS+ PROGRAM**

1. Erasmus+ scholarship rates vary by country. Monthly scholarship rates are posted on the BWM website.
2. A student is entitled to the scholarship only for the mobility period implemented in the country of the receiving institution.
3. Switzerland – Swiss government scholarships. The receiving institution decides on the scholarship, its amount, and the mode of its payment.
4. Support for the travel costs – a student is entitled to a lump sum to cover travel costs. The lump sum amount depends on the distance between the trip's starting point (i.e., the site where the sending university is located) and the destination (i.e., the site where the receiving university is located) and on the choice of mode of transportation. The distance of the one-way trip should be considered when calculating the lump sum due for the round trip. BWM shall use the distance calculator developed by the European Commission and made available on the Erasmus+ website to calculate the distance: [ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](https://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). For travel distances up to 499 km, participants should use low-emission modes of transportation. Rates are available on the BWM website under the relevant tab.

5. Additional individual support for travel days – a student traveling by standard means of transportation shall be granted an additional lump sum for a maximum of 2 days per trip (1 each way), provided that the travel days do not overlap with the days of mobility implementation.
6. "Green travel," i.e., travel by sustainable (low-emission) means of transport, is to be understood as travel by bus, train, car-pooling (a form of mass transport involving passengers sharing a car, at least 2 people, traveling to the same university). Green travel is not an option granted to the participant automatically. The student applies to BWM to recognize the trip as green travel by submitting a Declaration of Travel before the trip and, at the settlement stage of mobility, providing documents confirming that they made a return trip by the abovementioned means of transport.
7. A student traveling by sustainable (low-carbon) means of transportation shall be granted a lump sum for living expenses during travel for a maximum of 6 additional days, depending on the documented number of travel days and according to the following estimations of 10-499 km lump sum max. up to 2 travel days; 500-2999 km lump sum max. up to 4 travel days; 3000-3999 km lump sum max. up to 6 travel days.
8. A student in a difficult financial situation who has been qualified for an Erasmus+ trip and has indicated in the online application during the recruitment stage that they have the right to receive a need-based scholarship at UEKat shall be awarded additional support in the form of a lump sum of EUR 250 euros per month.
9. A student with a documented certificate of disability from their country of origin who has been qualified for an Erasmus+ trip and has indicated this fact in the online application during the recruitment stage shall be granted additional support in the form of a lump sum of EUR 250 per month.
10. In the absence of adequate funding from the Erasmus+ program, a student, with the approval of the University Erasmus+ Program Coordinator, has the right to implement mobility with a zero scholarship.
11. If the number of eligible students selected in the recruitment process exceeds the National Agency's allocated funding, the students with the highest average shall receive funding.

### **III. FINANCIAL AGREEMENT**

1. The condition for the scholarship to be paid is signing the scholarship agreement at BWM, which includes the dates of the student's stay at the receiving institution according to the Letter of Acceptance issued by the receiving institution after the student completes the application process. Failure to sign the agreement by the beginning of the academic year/semester at the receiving institution may be considered resignation from the scholarship and constitutes grounds for removal from the list of those eligible for mobility.
2. As a prerequisite for signing the financial agreement, a complete set of required documents must be sent to BWM, i.e., the European Health Insurance Card (EHIC) (if applicable) or a private policy covering medical expenses, a private policy covering personal accident insurance, transportation costs to/from medical facilities, costs of transporting the deceased to the country of origin, a printout with bank account details, and an Online Learning Agreement (OLA).
3. After signing the financial agreement, a student will receive 85% of the scholarship and 15% of the scholarship after completing the mobility and submitting to BWM a set of documents indicated in the agreement, i.e., a Certificate/Confirmation of Stay, a list of grades (so-called Transcript of Records/Grades), changes to the Online Learning Agreement (OLA) and a completed online report from the European Commission.
4. A student who does not yet have a list of grades from the receiving institution at the stage of completing the European Commission's online report must complete a second online report from the Commission.

5. Failure to settle the mobility shall result in the student having to return the scholarship received and BWM not signing a clearance slip conditional on taking the final exam.
6. The financial agreement may be annexed during its duration at the student's e-mail request, sent no later than 2 months before the end of the mobility, due to a documented change in the dates of stay if the dates of examinations are postponed by the receiving institution beyond the period covered by the agreement.
7. The financial agreement may be annexed due to "green travel" at the student's request (travel declaration), sent no later than one month after the start of mobility according to the agreement if the student did not notify this fact before the beginning of the mobility.
8. When signing the agreement, a student eligible for mobility with the status of a foreigner should have the appropriate documents allowing them to stay legally in the country of the receiving institution. In the absence of such documents, the student's mobility shall be suspended until the legalization of stay is settled, but no later than the date indicated by the receiving institution.
9. Prior to departure, students have the opportunity to complete a language proficiency test in the language in which they shall study and take a language course. The test and the course are made available on the platform administered by the European Commission Online Linguistic Support – OLS.

#### **IV. RULES OF COURSE RECOGNITION**

1. Prior to departure to the receiving institution, a student shall, with due diligence, make course arrangements with the appropriate Dean/Vice-Dean and complete the Program Curriculum Agreement, i.e., Online Learning Agreement – OLA. Approval of the OLA by all parties means that the student is entitled to full recognition and credit for all courses from which they have received positive grades at the receiving institution.
2. A student has the right to make changes to the previously approved OLA no later than 4 weeks after the start of mobility according to the concluded agreement.
3. The relevant Dean/Vice-Dean has the right not to recognize a foreign course that has not been approved by the OLA and/or amendments to the OLA.
4. A student is required to agree on the number of courses in OLA corresponding to a total of no less than 30 ECTS per semester.
5. It is within the authority of the relevant Dean/Vice-Dean of the School of Undergraduate and Graduate Studies to recognize and credit the student for their positively evaluated courses by the receiving institution.
6. A student who completes mobility with fewer than 18 ECTS credits may be required to repay part of the scholarship. The final decision on its amount shall be made by the Vice-Rector for Teaching and International Relations.

#### **VI. AMENDMENTS TO THE ABOVEMENTIONED RULES**

1. BWM reserves the right to amend the abovementioned rules during the course of the project if changes are caused by the decision of the European Commission and National Agency.
2. Any changes to the abovementioned rules require the approval of the Vice-Rector for Teaching and International Relations in consultation with the University Erasmus+ Program Coordinator.