

Regulations on the incoming mobilities within the Erasmus+ Programme

Definitions

§1

The terms used in the further content of these Regulations on the incoming mobilities within the Erasmus+ Programme shall have the following meanings:

- 1) **Regulations** – Regulations on the incoming mobilities within the Erasmus+ Programme;
- 2) **MUB** – Medical University of Bialystok;
- 3) **sending organisation** - a higher education institution from an EU member state or a third country associated with the Programme holding an ECHE or a higher education institution from a third country not associated to the programme recognised by the competent authorities which has signed interinstitutional agreements with partners from EU member states or associated third countries with the Programme, in some cases also any public or private organisation (not holding ECHE) in an EU member state or in a third country associated with the programme or in a third country not associated with the Programme, active in the labour market or in education, training, research and innovation and youth;
- 4) **student** – student of 1st degree studies, 2nd degree studies or unified master's degree studies;
- 5) **PhD student** – a doctoral student pursuing education at a foreign Doctoral School or a participant in doctoral studies conducted by a foreign higher education institution;
- 6) **graduate** – a person who has completed a 1st degree, a 2nd degree, a unified master's degree or a doctoral degree / Doctoral School;
- 7) **post doc** – a person who has completed doctoral studies/Doctoral School in a foreign higher education institution;
- 8) **employee** – a person employed in a foreign higher education institution, also under a civil law contract (the period of termination of the contract may not be earlier than the period of termination of mobility);
- 9) **academic teacher** – an employee of a foreign higher education institution employed in a teaching or research position, also under a civil law contract (the period of

termination of the contract may not be earlier than the period of termination of mobility);

- 10) **obligatory traineeship** – traineeship resulting from a study programme in a given cycle of education and in a given year of study at the sending institution;
- 11) **EU member states and third countries associated with the programme** - Member states of the European Union and third countries associated with the Programme. The list of countries is given in the Erasmus+ Programme Guide, available on the MUB website;
- 12) **third countries not associated with the programme** - countries which may participate in specific actions of the programme, depending on specific criteria or conditions. The list of countries is given in the Erasmus+ Programme Guide, available on the MUB website;
- 13) **on-line education** – education without physical mobility;
- 14) **Commission** – University Commission of Erasmus+ Programme established at the MUB;
- 15) **Coordinator** – University Coordinator of the Erasmus+ Programme;
- 16) **ECTS** – European Credit Transfer and Accumulation System;
- 17) **Transcript of Records (list of credits)** – list of passed subjects, passed exams and points obtained during mobility at the MUB;
- 18) **Agreement** – depending on the mobility participant:
 - a) Agreement on the study programme (*Learning Agreement for Studies*) signed by the MUB, sending institution and student / PhD student,
 - b) Agreement on the traineeship programme (*Learning Agreement for Traineeships*) signed by the MUB, the sending institution and the student/PhD student/graduate / post-doc,
 - c) Agreement on the teaching programme (*Mobility Agreement for Teaching*) signed by the MUB, sending institution and the academic teacher,
 - d) Agreement on the training programme (*Mobility Agreement for Training*) signed by the MUB, the sending institution and the employee.

General rules

§2

1. Within the framework of the Erasmus+ Programme, the following activities are carried out at the MUB:

- 1) mobility of students and PhD students for studies,
 - 2) mobility of students, PhD students, graduates or post-docs for traineeships,
 - 3) mobility of academic teachers for teaching at the MUB,
 - 4) mobility of employees to participate in training at the MUB.
2. Within each of the above mobilities is conducted a separate recruitment and they are implemented on different principles:
- 1) the incoming mobilities of students/PhD students for study can only be carried out with the sending organisation with which the MUB has signed an interinstitutional agreement prior to the start of the mobility covering the exchange of students for the purpose of study. The number of places is limited to the terms of each interinstitutional agreement, i.e. agreed number of students and possible duration of mobility,
 - 2) incoming mobilities of students/PhD students/graduates/post docs for traineeships can be carried out both with the sending University, with which the MUB has signed an interinstitutional agreement prior to the start of the mobility, covering the exchange of students for traineeships, as well as with other higher education institutions,
 - 3) incoming mobilities of academic teachers for teaching may only be carried out with the sending university with which the the MUB has signed an interinstitutional agreement prior to the start of the mobility covering the exchange of academic teachers for teaching purposes. The number of places is limited to the terms of each interinstitutional agreement, i.e. agreed number of students and possible duration of mobility,
 - 4) incoming mobilities of employees for training can be implemented both with the sending university, with which the MUB has signed an interinstitutional agreement prior to the start of the mobility, as well as with other higher education institutions.
3. If a given type of mobility is conditioned by the conclusion of an interinstitutional agreement with the sending institution, the limit of places results not only from the actual possibilities of accepting mobility participants at MUB, but also from the provisions of the interinstitutional agreement. Changes are possible in the case of a separate agreement between the MUB and the sending institution.

4. Each mobility must be approved by the University Coordinator of Erasmus+ Programme. Additionally, in the case of student arrivals for study, consent must also be given by the Dean of the relevant MUB Faculty, and in the case of mobilities for traineeships also by the visiting person's traineeship supervisor.
5. All persons participating in mobilities must obtain compulsory health insurance for the duration of their stay at the MUB. Persons participating in mobility for traineeships are additionally required to purchase liability insurance for damages caused by the trainee during the period of the traineeship. MUB reserves the right to verify the possession of documents certifying the purchase of appropriate insurance before the start of the mobility.
6. Incoming persons can apply for accommodation at the MUB Student's Dormitory for the duration of the mobility, according to the rules currently in force at the University, by contacting directly the Student's Dormitory in which the incoming person is interested.

§3

1. A person applying for arrival in the Erasmus+ Program may be a citizen of any country in the world. Their right to come is determined by the fact of belonging to the academic community of the sending organisation.
2. Graduates of studies who, at the time of applying for arrival, were students/doctoral students of the last year of studies in a given cycle of education, are also entitled to come for a traineeship in the Erasmus+ Programme.
3. Priority will be given to persons applying for arrival for the first time when qualifying for arrivals of employees who meet the same quality criteria.

Types of mobilities

§4

1. Incoming mobilities of students and PhD students:

1) short-term mobilities:

- a) are implemented in the period: 5-30 days (period of single stay),
- b) in the case of student incoming mobilities, such mobility must include on-line education,
- c) for PhD students, on-line education is optional;

2) long-term mobilities:

- a) they are implemented in a period of 2-12 months,
- b) 12 months is the total maximum duration of mobility,
- c) in the case of a uniform master's degree, the total maximum period of mobility may be 24 months,
- d) the period of a single stay at the MUB may not be longer than the settlement period at the MUB specified in the Regulations of studies/Regulations of the Doctoral School (academic year). It is not possible to carry out incoming mobilities to the MUB during the period of training for two consecutive academic years (e.g. one semester in the summer semester of academic year X, followed by a second semester in the winter semester of the academic year X + 1),
- e) on-line education in case of long-term incoming mobilities is optional. Mobility for study may include a supplementary period of traineeship if it is planned and can be organised as one successive activity or take place simultaneously,
- f) MUB does not guarantee on-line education opportunities for long-term incoming mobilities. As a rule, education at the MUB is carried out in the *on-site* mode. In the event of exceptional circumstances, e.g. an epidemiological situation, the MUB is also allowed to introduce on-line education. Appropriate announcements will be posted in the internet tab dedicated to the Erasmus+ Programme.

2. Incoming mobilities of graduates and post-docs for traineeships:

- 1) short-term – 5-30 days, combined with obligatory online education,
- 2) long-term – 2-12 months. Physical mobility should last at least 2 months, and online education is optional. The minimum and maximum duration of online education should be adapted to the needs of the incoming person.

3. Incoming mobilities of academic teachers:

- 1) the aim is to conduct classes at the MUB,
- 2) they are implemented over a period of 2 days (EU member states and third countries associated with the programme) or 5 days (third countries non-associated with the Programme) up to 2 months,
- 3) travel time is not included in the duration of the stay.

4. Incoming mobilities of employees:

- 1) the aim is to increase competence,

- 2) they are implemented over a period of 2 days (EU member states and third countries associated with the programme) or 5 days (third countries non-associated with the Programme) up to 2 months,
- 3) travel time is not included in the duration of the stay.

Rules for the incoming mobilities of students/PhD students to study

§5

The sending organisation of the student/PhD student must be a participating organisation from EU member states or third countries associated with the Programme, which is a higher education institution holding ECHE. All organisations from third countries not associated with the Programme (both sending and receiving) must be higher education institutions recognised by the competent authorities that have signed interinstitutional agreements with the MUB prior to the start of the mobility.

§6

A person applying to study in the Erasmus+ programme must meet the following formal criteria:

- 1) have the status of a student/PhD student of the sending University with which the MUB concluded an interinstitutional agreement before the start of the student/PhD mobility,
- 2) at the time of arrival to be a student/PhD student, while in the case of students to be a student of at least 2 years of first degree or uniform master's degree,
- 3) know the language in which the study will be conducted at the MUB to a degree that allows studying – at least B2 level is required.

§7

1. Recruitment of students is carried out by the sending university taking into account the limits and terms of the interinstitutional agreement between the MUB and the sending university.
2. Formally, the decision on the admission of a student / PhD student is taken by the University Coordinator of the Erasmus+ Programme in consultation with the Dean and the Dean's Office of the relevant Faculty and with the Erasmus+ Programme Office.

§8

1. The decisive factor in awarding a place at MUB is the provision of the required documentation related to the implementation of the mobility.
2. In order for a student to be eligible for mobility, the sending university must first send an official nomination concerning the student.
3. A student/PhD student applying to study under the Erasmus+ Programme should send the following documents via traditional mail or e-mail to the International Cooperation Department:
 - 1) Application form (Appendix no. 1),
 - 2) Projekt of the Learning Agreement for Studies,
 - 3) List of credits from previous years of study,
 - 4) Identity document scan,
 - 5) A document certifying the possession of health insurance (e.g. a copy of the EHIC card),
 - 6) Certificate of knowledge of a foreign language required by the MUB.
4. The number of students or PhD students from a foreign higher education institution may arrive in a given academic year as determined in the interinstitutional agreement between the MUB and the sending university of the candidate for arrival. Increasing the number of arrivals requires the annexation of the interinstitutional agreement.
5. In the event that a student/PhD student nominated by the sending university is qualified to arrive, an Acceptance letter will be sent to him / her (Appendix no. 12).

§9

1. In the event that a qualified student / PhD student resigns from the incoming mobility, one is obliged to submit an official resignation from the implementation of the mobility (Appendix no. 9).
2. The resignation from the arrival, which will not be justified by objective circumstances preventing participation in mobility, will result in deprivation of the opportunity to participate in future mobility under the Erasmus+ Programme.

§10

1. The dates of recruitment and nomination of students and PhD students for the incoming mobilities for study are as follows:
 - 1) Sending the nomination by the sending university:

- a) by 30 April in the case of mobility for the winter semester or for the full academic year,
 - b) by 1 October for mobility for the summer semester;
- 2) Submission of a set of required documents:
- a) by 30 June in the case of mobility for the winter semester or for the full academic year,
 - b) by 15 December for mobility for the summer semester;
- 3) Sending letters of acceptance to students:
- a) by 30 July in the case of mobility for the winter semester or for the full academic year,
 - b) by 15 January for mobility for the summer semester;
2. The final confirmation of admission to the MUB is the conclusion of the Learning Agreement. The Learning Agreement is a tripartite agreement concluded between the mobility participant, the MUB and the sending university.
3. The Commission may decide to announce an additional deadline for sending nominations by the sending university. Additional deadlines will be provided on the website.

Rules for the recruitment of students and PhD students for traineeships

§11

1. A student/PhD student may undergo a traineeship at the MUB, related to his/her field of study/discipline in which a Doctoral School is conducted.
2. The sending organisation must be a higher education institution from an EU member state or a third country associated to the Programme holding an ECHE or a higher education institution from a third country non-associated with the Programme recognised by the competent authorities which has signed interinstitutional agreements with partners from EU member states or third countries associated with the Programme prior to the start of mobility.
3. Student/PhD student applying for admission can be a student of a higher education institution with which the MUB has concluded an interinstitutional agreement, as well as from an institution, with which no such agreement was made.

4. Student/PhD student applying for traineeship should obtain a written confirmation of admission from the MUB (*Letter of Intent*) (Appendix no. 11).
5. In the event that a qualified student / PhD student resigns from the incoming mobility for traineeship, one is obliged to submit an official resignation from the implementation of the mobility (Appendix no. 9).
6. The resignation from the arrival, which will not be justified by objective circumstances preventing participation in mobility, will result in deprivation of the opportunity to participate in future mobilities to the MUB under the Erasmus+ Programme.
7. It is possible to arrive to implement the traineeship:
 - 1) **obligatory** – constituting an integral part of the study programme, which must correspond to the scope and minimum duration of the practice resulting from the study programme for a given year in a given cycle of education in the sending organisation,
 - 2) **voluntary** – which should guarantee the possibility of acquiring competences related to the field of education in the sending organisation.

§12

1. Student/PhD student applying for the incoming mobility for study within the Erasmus+ Programme should send the following documents via traditional mail or e-mail to the International Cooperation Department:
 - 1) Application form (Appendix no. 2),
 - 2) Draft of the Agreement (*Learning Agreement for Traineeships*),
 - 3) Identity document scan,
 - 4) A document certifying the possession of health insurance (e.g. a copy of the EHIC card),
 - 5) Certificate of knowledge of a foreign language required by the MUB.
2. Student/PhD student qualified for an Erasmus+ traineeship must meet the following formal criteria:
 - 1) have the status of a student/PhD student of the sending organisation,
 - 2) at the time of the arrival be a student of at least second year of first degree studies or uniform master's studies,
 - 3) know the foreign language in which the education in the MUB unit will be conducted to the extent enabling ongoing the traineeship - at least B2 level.

§13

1. Recruitment of students is carried out by the sending university taking into account the limits and terms of the interinstitutional agreement between the MUB and the sending university (if any).
2. In terms of formal decision to accept a student/PhD student, it is made by the University Coordinator of the Erasmus+ Programme in consultation with the Erasmus+ Programme Office and the student's supervisor in the receiving unit.

§14

The terms of admission of students and PhD students for the incoming mobilities for traineeship are as follows:

- 1) submission of required documents – until April 30,
- 2) announcement of the decision – until May 30.

Rules for recognizing the period of studies completed at the MUB

§15

General rules

1. The rules for recognizing the period of studies completed at the MUB are regulated by the sending organization.
2. The mobility participant coming to MUB implements the program specified in Learning Agreement (Agreement), signed by the MUB, the sending organisation and the mobility participant, including mainly in terms of the selection of subjects, as well as the planned number of hours of classes and semesters in which the classes are carried out (winter semester/summer semester).
3. All changes made to this document by either party require written confirmation.
4. The mobility participant may not modify the programme specified in the Learning Agreement by himself / herself. Modification of the Learning Agreement is possible only if all parties to the agreement agree to modify it. In the event of a decision about the need to modify the Learning Agreement, the mobility participant is obliged to immediately report such a need to the Erasmus+ Office in the International Cooperation Department. The International Cooperation Department will take possible further steps to modify the Learning Agreement.
5. The need to modify the Learning Agreement should be notified to the Erasmus+ Office in the International Cooperation Department at least one month in advance of the start of

the classes affected by the change. Subsequent notification of the change may result in the inability to introduce it.

6. Student/PhD student coming to the MUB realizes the subjects in the hourly dimension and in the scope consistent with the MUB subjects catalog. They should participate in the entire scope of the subject, which corresponds to a certain number of ECTS points, in accordance with the MUB's subjects catalogue.
7. Student/PhD student coming to the MUB in justified situations can only complete a part of a given subject (e.g. part of the class on Internal Diseases). However, this requires the consent of the Coordinator, in consultation with the appropriate Dean or person authorized by the appropriate Dean/Principal of the Doctoral School. The MUB will then assign a specific number of ECTS points to a given part of the course and confirm participation in a specific part of the course in writing. The appropriate number of ECTS points for participation in a part of the subjects should be indicated in the Learning Agreement.
8. The condition for the recognition of the period of study at the MUB is the signing of an agreement by the MUB, the sending organisation and the student/PhD student before arriving at the University. The template of the Agreement will be approved annually by the Commission, before the start of the academic year, based on the recommendations of the Polish National Agency of the Erasmus+ Programme. A template of the agreement will be made available on the website.
9. The decision to recognize the study period completed at the MUB is made by the sending organisation.
10. As long as the number of incoming students does not exceed 6 persons at the same time for the same year of study, the mobility participant is added to the already existing groups at MUB.
11. The form of passing the completed subject should be in accordance with the regulations in force at the MUB.
12. Mobility participant does not have the opportunity to perform subjects not included in the Learning Agreement.
13. The student/PhD student is obliged to complete all the subjects provided in the Agreement. The lack of realization of any object means an annotation about its non-realization in the *Transcript of Records*.

14. In the case of not passing, the correction of the subject is carried out according to the rules in force at the MUB.
15. The MUB issues grades in accordance with the regulations in force at the MUB. The conversion of grades into the grades system in force in the country of the sending organisation shall be the responsibility of the sending organisation.
16. At the time of implementation of the assumed Learning Agreement, the MUB will issue mobility participant *Transcript of Records*, containing information on the classes in which the mobility participant participated, taking into account the number of ECTS points per subject, passing/non-passing of the subject, grade from the subject exam or absence at the subject final exam.
17. In case of differences between the method of passing the subject at the MUB and the required form of passing the subject at the sending organisation, the mobility participant may apply for an additional certificate of the classes held at the MUB including the assessment equivalent for obtaining a credit. However, this assessment will not be included in the official Transcript of records.
18. The mobility participant may also request the issuance of a document certifying the completed period of study (Appendix no. 5) where such document is required by the sending organisation. It is not issued automatically, but at the request of the mobility participant.
19. Each student/PhD student is required to submit an original clearance card with the obtained signatures required on the document to the Erasmus+ Office before the end of the mobility (Appendix no. 7).
20. The teaching unit may require an additional statement from the student/PhD student in the event of differences between the required way of passing the subject at the sending institution and that provided for in the study programme of the subject at the MUB.

§16

Specific rules

1. Erasmus+ Programme Office issues a student/PhD student with a *Transcript of Records* for the period of studies completed at the MUB on the basis of a document received from the Dean's Office of the relevant faculty containing:
 - 1) list of subjects agreed in the Agreement,
 - 2) list of grades in the ECTS system,
 - 3) number of hours completed,

- 4) the form of passing the subject.
2. The student/PhD student is obliged to complete all the subjects provided in the Agreement. Failure to complete any subject means failure to pass it.
3. In case of failing, the subject correction at the MUB is carried out according to the rules applicable in this organization (the student is entitled to as many re-takes as provided for in the MUB regulations).
4. All changes made to the Agreement require the written approval of all three parties (MUB, incoming person, sending organisation).
5. Student/PhD student coming to study is treated as a full-fledged MUB student for the duration of the mobility.
6. Student/PhD student is obliged to obtain a student card of the MUB student/PhD student. They are obliged to send a photo in the format corresponding to the photo to the identity document, the data form for issuing the student card (Appendix no. 10) and the payment of a fee for the card in the amount determined by the MUB in the given academic year.
7. Student/PhD student is obliged to comply with the rules of the applicable in a given academic year, Regulations for first degree, second degree and unified master's studies at the Medical University of Bialystok/Regulations of the Doctoral School of the Medical University of Bialystok.
8. Each student/PhD student is required to submit an original clearance card with the obtained signatures required on the document to the Erasmus+ Office before the end of the mobility (Appendix no. 7).

Rules of recognition of traineeships completed at the MUB

§17

1. For each student/PhD student coming for traineeship in the Erasmus+ Programme, an individual traineeship programme to be implemented will be agreed before arrival, in the form of an Agreement, signed by the MUB, the sending organisation and the student/PhD student. The template of the above mentioned Agreement will be approved annually by the Commission, before the start of the academic year, based on the recommendations of the Polish National Agency of the Erasmus+ Programme.

2. All changes made to the Agreement require the written approval of all three parties (MUB, incoming person, sending organisation).
3. Each mobility participant will have a designated traineeship supervisor who will supervise its course and issue a certificate at the end confirming the period of stay on the traineeship and the implementation of the programme assumptions of the traineeship.
4. The mobility participant may also request the issuance of a document certifying the completed period of traineeship (Appendix no. 6) where such document is required by the sending organisation. It is not issued automatically, but at the request of the mobility participant.

Rules for the recruitment of graduates / post docs for the incoming mobilities for traineeships

§18

1. MUB can accept a graduate/post doc from a foreign institution located in a country participating in the Erasmus+ Programme or a partner country for traineeship.
2. Graduate/post doc applying for traineeship should obtain a written confirmation of admission from the MUB (*Letter of Intent*) (Appendix no. 11).
3. The application and qualification of the graduate for arrival must take place during the last year of their studies.
4. The application and qualification of post doc must take place after obtaining the post-doc status.
5. Graduates must undertake and complete a traineeship within 12 months of graduation.
6. Post docs must complete and end the traineeship within 12 months of obtaining the post-doc status.
7. In the event that a qualified graduate/post doc resigns from the mobility for traineeship, they are obliged to submit an official resignation from the implementation of mobility (Appendix no. 9).
8. The resignation from the arrival, which will not be justified by objective circumstances preventing participation in mobility, will result in deprivation of the opportunity to participate in future mobility under the Erasmus+ Programme.

§19

1. Graduate/post doc qualified for an Erasmus+ traineeship must meet the following formal criteria:
 - 1) at the time of application and qualification for arrival must have the status of a student of the last year of study at the sending University,
 - 2) know the foreign language in which the education in the MUB unit will be conducted to the extent enabling ongoing the traineeship - at least B2 level.
2. Post doc who is eligible for an Erasmus+ traineeship must meet the following formal criteria:
 - 1) at the time of application and qualification must have a post doc status obtained no earlier than in the last 12 months,
 - 2) know the foreign language in which the education in the MUB unit will be conducted to the extent enabling ongoing the traineeship - at least B2 level.

§20

Graduate / post doc applying for an Erasmus+ traineeship should submit the following documents to the International Cooperation Department:

- 1) Filled application form for traineeship (Appendix no. 2),
- 2) *Transcript of Records* from the sending organisation,
- 3) document confirming knowledge of a foreign language required by the MUB,
- 4) document confirming the purchase of insurance for the period of traineeship at the MUB.

§21

1. The terms of recruitment of graduates/post docs for the incoming mobilities for traineeship are as follows:
 - 1) submission of required documents – until April 30,
 - 2) announcement of the decision – until May 30.

§22

1. For each graduate/person with post doc status who comes for traineeship to the MUB in the Erasmus+ Programme, an individual traineeship program shall be agreed upon before arrival in the form of an agreement signed by the MUB, the sending organization and the graduate/post doc. The template of the above-mentioned form will be approved annually

by the Commission before the beginning of the academic year based on the recommendations of the Polish National Agency of Erasmus+ Programme.

2. All changes made to the Agreement require the written approval of all three parties (MUB, incoming person, sending organisation).
3. Each graduate / post doc is required to submit at the Erasmus+ Office, the original clearance card with the obtained signatures required on the document, before the end of the mobility (Appendix no. 7).
4. In terms of formal decision to accept a graduate/post doc, it is made by the University Coordinator of the Erasmus+ Programme in consultation with the Erasmus+ Programme Office and the student's supervisor in the receiving unit.

Rules for financing of the incoming mobilities of students/PhD students/graduates/post docs within the Erasmus+ Programme

§23

A qualified student, PhD student, graduate, post doc may receive funding for the period of mobility by the sending organization. MUB does not bear any costs related to the implementation of mobility.

Rules for the arrival of academic teachers for the purpose of conducting teaching activities

§24

1. Incoming mobilities of academic teachers can only be carried out with universities from an EU Member State or a third country associated with the Programme carrying the ECHE or with a higher education institution from a third country not associated with the Programme recognized by the competent authorities that signed an inter-institutional agreement with the MUB before the start of the mobility.
2. The academic teacher can conduct their activity in the field of physical mobility in a programme country or partner country other than the country of the sending organisation and the country of their residence.

§25

1. Teaching activity must include at least 8 hours per week (or in any, not less than 2 days period of stay at the MUB). If the mobility lasts more than one week, the minimum

number of teaching hours in a part-time week should be proportional to the duration of such week, taking into account the sec. 2.

2. If the teaching activity is combined with a training activity during one period of stay at the MUB, then the minimum number of teaching hours per week (or a shorter period of stay) is limited to 4 hours.

§26

1. The purpose of the academic teacher's incoming mobility is to conduct teaching activities (classes) for the MUB's students/PhD students.
2. Prior to the arrival of the academic teacher to the MUB, a program of classes to be conducted by the academic teacher should be agreed between the parties – the Agreement on the teaching program, specifying the intended teaching objectives, the content of the program of classes and the expected results. The template of the Agreement will be approved annually by the Commission, before the start of the academic year, based on the recommendations of the Polish National Agency of the Erasmus+ Programme.
3. A written tripartite agreement will be drawn up with each academic teacher coming to MUB under the Erasmus+ Programme, signed by MUB, the sending organization and the mobility participant.
4. Academic teacher who conducts teaching activities at the MUB within the framework of the Erasmus+ Programme will receive a written certificate confirming their stay at the MUB, specifying the duration of their stay and the number of hours of classes completed.
5. The mobility participant's stay shall be financed by the sending organisation.

§27

Eligibility criteria for academic teachers for the incoming mobility within the Erasmus+ Programme:

- 1) obligation to be employed in the sending organisation,
- 2) knowledge of a foreign language, to the extent that it is possible to conduct classes at the MUB,
- 3) teaching experience.

§28

The incoming mobility of an academic teacher must be approved by the University Coordinator of the Erasmus+ Programme in consultation with the receiving person/unit and with the Erasmus+ Office.

§29

Academic teacher applying for an Erasmus+ incoming mobility should submit the following documents to the International Cooperation Department:

- 1) application form (Appendix no. 3),
- 2) draft of the Agreement on the study program (*Mobility Agreement for Teaching*)
- 3) a copy of the identity document.

Rules for the incoming mobilities of employees to participate in training

§30

1. Incoming mobilities of employees to participate in training can be carried out:
 - 1) with universities from an EU Member State or a third country associated with the Programme holding the ECHE or with a higher education institution from a third country not associated with the Programme recognized by the competent authorities that signed an inter-institutional agreement with the MUB before the start of the mobility.
 - 2) any public or private organisation active in the labour market or in the field of education, training and youth.

§31

1. The purpose of the employee's mobility to the MUB is to participate in training related to the nature of the work performed at the sending institution.
2. Participation in conferences is excluded from the scope of training visits in the Erasmus+ Programme.
3. Before arriving at the MUB, an Agreement should be agreed upon between the parties, specifying the intended goals and expected results of the training, as well as the work schedule and tasks of the employee. The template of the Agreement will be approved annually by the Commission, before the start of the academic year, based on the recommendations of the Polish National Agency of the Erasmus+ Programme.

§32

The eligibility criteria for Erasmus+ incoming mobility for training are as follows:

- 1) knowledge of a foreign language, to the extent that allows participation in training at the MUB,
- 2) obtaining a written confirmation from the MUB unit about the possibility of undergoing training, including the expected date and scope of the training.

§33

The incoming mobility of an employee must be approved by the University Coordinator of the Erasmus+ Programme in consultation with the receiving person/unit and with the Erasmus+ Office.

§34

An employee applying for training should submit the following documents to the International Cooperation Department:

- 1) Application form (Appendix no. 4),
- 2) draft of the Agreement on the training program (*Mobility Agreement for Training*),
- 3) a copy of the identity document.

Rules on the financing of the incoming mobilities of academic teachers and staff in the Erasmus+ Programme

§35

The costs of the stay of the academic teacher/employee at the MUB shall be covered by the sending organization. MUB does not bear any costs related to the implementation of mobility.

Final provisions

§36

1. The University reserves the right to change the content of these Regulations during the academic year for reasons beyond the control of the MUB and dictated by the decisions of the Polish National Agency of the Erasmus+ Programme.
2. In matters not regulated in these Regulations, the rules contained in the annual agreement between the MUB and the National Agency of the Erasmus+ Programme, the

Erasmus + Programme Guide, the Statute and the internal regulations in force at the MUB shall apply.

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1. The following appendices constitute an integral part of these Regulations:
 - 1) Appendix no. 1 – application form in English – *Incoming Student for Studies*
 - 2) Appendix no. 2 – application form in English – *Incoming Student for Traineeships*
 - 3) Appendix no. 3 – application form in English – *Incoming Employee for Teaching*
 - 4) Appendix no. 4 – application form in English – *Incoming Employee for Training*
 - 5) Appendix no. 5 – Confirmation of study period
 - 6) Appendix no. 6 – Confirmation of traineeship period
 - 7) Appendix no. 7 – Clearance card
 - 8) Appendix no. 8 – Request for the change of mobility period
 - 9) Appendix no. 9 – Resignation from arrival
 - 10) Appendix no. 10 – Information for obtaining a student ID card
 - 11) Appendix no. 11 – Confirmation of admission to traineeship (Letter of intent)
 - 12) Appendix no. 12 – Acceptance letter

Rector

prof. dr hab. Adam Krętowski