

Regulations on the outgoing mobilities within the Erasmus+ Programme

Definitions

§1

The terms used hereafter in the Regulations on the outgoing mobilities within the Erasmus+ Programme shall have the following meaning:

- 1) **Regulations** - Regulations on the outgoing mobilities within the Erasmus+ Programme
- 2) **MUB** - Medical University of Bialystok;
- 3) **ECHE** - Erasmus Charter for Higher Education. Accreditation granted by the European Commission, enabling higher education institutions from EU member states and third countries associated with the Programme to apply and participate in educational mobility and cooperation activities under the Erasmus+ Programme. The Charter sets out the basic principles that an institution should comply with when organising and implementing high-quality mobility and cooperation.
- 4) **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 can be found in the Erasmus+ Programme Guide available on the MUB website;
- 5) **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 can be found in the Erasmus+ Programme Guide available on the MUB website;
- 6) **receiving institution** - a higher education institution from an EU member state or a third country associated with the programme which has been granted an ECHE or a higher education institution from a third country not associated to the programme recognised by the competent authorities which has signed an interinstitutional agreement with the MUB prior to the start of the mobility; in the case of for training purposes, it can be an institution outside higher education that is the target of mobility
- 7) **student** - student of 1st degree studies, 2nd degree studies or uniform master's degree studies;

- 8) **PhD student** – a PhD student pursuing education in the Doctoral School;
- 9) **graduate** – a person who has completed a 1st degree, a 2nd degree, a uniform master's degree at MUB or a doctoral studies/Doctoral School
- 10) **post-doc** - a person who obtained a doctor's degree. Within the Erasmus+ Programme, one can participate in mobility within 12 months of acquiring post-doc status;
- 11) **employee** – a person employed at the MUB, also under a civil-law contract (the period of termination of the contract may not be earlier than the period of end of mobility);
- 12) **academic teacher** – MUB employee employed in a teaching, academic or research position, including under a civil law contract (the period of termination of the contract may not be earlier than the period of end of mobility);
- 13) **obligatory traineeship** – traineeship resulting from the programme of study in a given cycle and year of study;
- 14) **on-line education** - education without physical mobility;
- 15) **Commission** – University's Erasmus+ Programme Commission;
- 16) **Coordinator** - Institutional Coordinator of the Erasmus+ Programme;
- 17) **ECTS** - European Credit Transfer and Accumulation System;
- 18) **Transcript of Records (list of credits)** - a list of courses passed, examinations passed and points obtained during mobility at the receiving institution;
- 19) **Agreement** – depending on the mobility participant:
 - a) "Learning Agreement for Studies" signed by the MUB, the receiving institution and the student/PhD student,
 - b) "Learning Agreement for Traineeships" signed by the MUB, the receiving institution and the student/PhD student/graduate /post- doc,
 - c) "Mobility Agreement for Teaching" signed by the MUB, the receiving institution and the academic teacher,
 - d) "Mobility Agreement for Training" signed by the MUB, the receiving institution and the employee.

General rules

§2

1. The following activities are carried out within the Erasmus+ Programme at the MUB:
 - 1) mobility of students, PhD students to study,
 - 2) mobility of students, PhD students, graduates or post-docs for traineeship,
 - 3) mobility of academic teachers for teaching purposes in the receiving institution,
 - 4) mobility of employees for training purposes.
2. Within each of the above mobility is carried out a separate recruitment with a separate limit of places.
3. Mobility activities can be carried out to EU member states and third countries associated with the programme or to third countries not associated with the programme.
4. All persons participating in mobilities must obtain compulsory health insurance for the duration of their travel and stay in the receiving institution. The insurance should enable healthcare to be provided in the territory of the programme countries or partner countries. MUB also recommends purchasing an additional insurance covering the cost of any additional medical interventions or transport to the country. In addition, persons participating in traineeship mobility are required to purchase civil liability insurance for damage caused by the participant during the traineeship period.

§3

1. Person applying for the mobility within the Erasmus+ Programme can hold citizenship of any country in the world. Their entitlement to the mobility is determined by the fact of belonging to the MUB academic community (the status of a student, a PhD student of an MUB employee, post-doc).
2. Graduates of the MUB who, at the time of application, were students / PhD students of the last year of their studies in the relevant cycle of study, are also eligible for an Erasmus+ traineeship.
3. During the qualification to mobilities of employees who equally meet the quality criteria, the priority will be given to persons applying for the mobility for first time.

Types of mobilities

§4

1. Departures of students and PhD students:

1) short-term mobilities:

- are carried out in a period: 5-30 days (single stay period),
- in the case of student mobilities, such mobility necessarily includes on-line education,
- in the case of PhD students, on-line education is optional.

2) long-term mobilities:

- are carried out in a period of 2-12 months,
- a period of 12 months is the total maximum duration period of mobility,
- in the case of uniform master's studies, the total maximum period of mobility may amount to 24 months,
- a single stay period cannot be longer than the settlement period in the MUB as defined by the Regulations of Study / Regulations of the Doctoral School (academic year),
- on-line education is optional in the case of long-term mobilities. Mobility for study may include a complementary period of traineeship, if it is planned and can be organised as one activity following another, or can take place at the same time.

2. Mobilities of academic teachers:

- the aim is to conduct classes in the receiving institution,
- they are carried out over a period of 2 days (programme countries) or 5 days (partner countries) up to 2 months,
- travel time is not included in the duration of the mobility.

3. Mobilities of employees:

- the aim is to improve competence,

- they are carried out over a period of 2 days (programme countries) or 5 days (partner countries) up to 2 months,
- travel time is not included in the duration of the mobility.

4. Mobilities for traineeships of graduates and post-docs:

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

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

§5

The institution hosting the student / PhD student must be a higher education institution with an ECHE with which the MUB has signed an interinstitutional agreement prior to the start of the mobility.

§6

An applicant for an Erasmus+ Programme mobility to study must meet the following formal criteria:

- 1) have MUB student / PhD student status,
- 2) be a student / PhD student at the time of the mobility, and in the case of students to be at least a second year student of the first degree or the uniform master's degree,
- 3) cannot be on a dean's leave, and in the case of PhD students – be on the study prolongation,
- 4) has not used the total period of mobility referred to in §4,
- 5) have an average grade of at least 3.5 from the previous period of study of the degree /education at the Doctoral School. In the case of students of the first year of studies of the second degree or PhD students, the average grade from all years of the prior degree of study is taken into account,
- 6) know the foreign language in which the study will be conducted in the receiving institution to the extent that enables studying.

§7

1. Recruitment of students is carried out by the Commission:

- Vice-rector for Education – President of the Commission,
- Dean / appointed Vice-dean of the relevant Faculty and / or Principal of the Doctoral School,
- Institutional or Departmental Coordinator of the Erasmus+ Programme,
- Representative of the International Cooperation Department,
- Students' Government representative and / or PhD Students' Government representative.

2. In the presence of the Departmental Coordinator of the Erasmus+ Programme of the of the relevant Faculty, the presence of the Dean or the designated Vice-dean is optional.

§8

1. The decision of awarding a place shall be based on obtaining an appropriate number of points in the qualification procedure, taking into account the following criteria:

- 1) average grade from all years of study of the degree prior to departure, taking into account §6 point 5 (main criterion); in the case of PhD students, the *Impact Factor* (IF) of the works published on the date of submission of the application form is additionally taken into account,
- 2) knowledge of a foreign language required by the receiving institution,
- 3) activities in student / PhD student scientific circles (papers delivered at conferences or published in materials from these conferences, papers published in scientific journals) and student/PhD student organisations, sports activities,
- 4) assistance with the organisation of the arrival and care of foreign students studying at MUB within the Erasmus+ Programme.

2. The points system used for the qualification of candidates for the mobilities within the Erasmus+ Programme is conveyed in Appendix no. 1.1.

3. Part of the qualification procedure is an interview with the candidate for the mobility for study, which is conducted by the Commission.

§9

A student / PhD student applying for a mobility for study within the Erasmus+ Programme should submit the following documents to the International Cooperation Department:

- 1) Application form for the mobility for study (Appendix no. 1.2),
- 2) a certificate from the Dean's Office / Doctoral School of the average grade obtained from the previous period of study of the degree / doctoral education; and in the case of PhD students, additionally a document confirming the IF of the works published as of the date of submission of the application form,
- 3) Document confirming knowledge of a foreign language required by the receiving institution (in particular: certificate of knowledge of the language, grade from the foreign language course, certificate from the Department of Foreign Languages, certificate from the language school),
- 4) If applicable, the opinions of the supervisors of scientific circles, certificates of activity, signed by the presidents of student organizations or the authorities of the MUB, and in the case of sports achievements - the opinion of the head of the Department of Physical Education and Sport,
- 5) if it concerns a decision on the degree of disability or a decision of the University to grant a social scholarship. For graduates / post-docs - the decisions made in the last year of study will be taken into account.

§10

1. On the basis of the conducted qualification procedure referred to in §8, the Commission draws up a list of candidates for the mobility for study, according to the sum of the points obtained, and a reserve list.
2. In the case of obtaining the same number of points, the order of the list of candidates is determined by the average grade obtained for the previous period of study, and in the case of PhD students - the IF of the works published on the date of submission of the application form.
3. In the event that a qualified student / PhD student cancels or does not go to study, another student from the reserve list is eligible to take their place.

4. The student has the right to appeal against the decision of the Commission, which should be submitted to the Coordinator within 7 days from the date of the decision.
The decision taken on the basis of the appeal is final.
5. In case of cancellation of mobility, the student/PhD student is obliged to provide the International Cooperation Department with the form of Resignation from the Erasmus+ mobility (Appendix no. 1.14) together with a copy of the e-mail correspondence the receiving institution confirming that it has informed it of their resignation.
6. Resignation from the mobility, which is not justified by objective circumstances preventing participation in mobility, will result in deprivation of opportunities to participate in future mobilities under the Erasmus+ Programme.
7. A student/PhD student may apply for an extension/shortening of mobility. An application to change the mobility dates (Appendix no. 1.13) should be submitted to the International Cooperation Department at least one month before the end of the mobility period. The decision regarding the permission to change the mobility dates will be taken by the University Erasmus+ Programme Commission, taking into account the available financial resources and the student / PhD student's mobility capital used.
8. The student/PhD student is obliged to check the languages of instruction at the receiving universities of their choice. Moreover, one is obliged to contact the receive institution in order to obtain confirmation that the certificate he holds will be sufficient to participate in all classes indicated in the Agreement and the receiving university will not require additional confirmation of language competences after the start of mobility.
9. The Student/PhD student is obliged to follow the schedule and procedures related to the implementation of mobility within the Erasmus+ Programme. The schedule for submitting documents and completing formalities will be published annually on the University's website in the tab International Cooperation / Erasmus+ 2021-2027 / Documents to download. Non-compliance with the timetable or non-completion of formalities may result in the inability to implement mobility within the Erasmus+ Programme. The decision to cancel mobility is taken by the Institutional Coordinator of Erasmus+ Programme.

§11

1. Deadlines for the recruitment of students and PhD students for study are as follows:

- 1) submission of the required documents – from 1 to 31 March,
 - 2) announcement of the results of the qualification procedure (decisions) – until April 30.
2. The Commission may announce a separate deadline for submitting documents for candidates for mobilities only for the summer semester. The dates of additional recruitment will be indicated on the University's website in the International Cooperation / Erasmus+ 2021-2027 / Documents to download tab.
3. The Commission may announce a separate deadline for submitting documents for candidates for mobilities only for the summer semester.
4. In the case of additional recruitment referred to in sections 2 and 3, the Commission shall interview candidates and announce the results of the qualification procedure within two weeks from the deadline for submission of documents.

Rules for the recruitment of students / PhD students for mobilities for traineeships

§12

1. A student / PhD student may undertake a traineeship in a foreign receiving institution related to his / her field of study / discipline in which the Doctoral School is conducted.
2. The receiving institution may be:
 - 1) any public or private organisation active in the labour market or in the fields of education, training, youth and research and innovation.

For example, such an organization can be:

- a) public or private small, medium or large enterprise (including social enterprises);
- b) public authority at local, regional or national level;
- c) research institute;
- d) foundation;
- e) school / institute / education centre;
- f) non-profit organization, association, non-governmental organization;

- 2) 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 not associated with the Programme recognised by the competent authorities which has signed interinstitutional agreements with partners from an EU member state or a third country associated to the Programme before the start of the mobility.
3. It is possible to go for a mobility for traineeship:
 - 1) **compulsory** - constituting an integral part of the study programme, which must correspond to the scope and minimum duration of the traineeship resulting from the study programme for a given year in a given study cycle. Written acceptance of the coordinator / supervisor of the traineeship is the condition of the approval of such a mobility.
 - 2) **voluntary** - which should guarantee the possibility of acquiring competences related to the field of study at the MUB.

§13

1. A student / PhD student may travel for a traineeship to a foreign institution listed as an Erasmus+ Programme participating country or a partner country other than the country of residence of the student.
2. A student / PhD student applying for a compulsory traineeship should obtain the consent of the supervisor of the year for the implementation of a compulsory traineeship as an integral part of the studies (Appendix no. 1.7).
3. A student / PhD student candidate applying for an traineeship should find a foreign institution on their own and obtain a written confirmation of admission from it – *Letter of Intent* (Appendix no. 1.8).

§14

1. A student / PhD student qualified for a traineeship within the Erasmus+ Programme must meet the following formal criteria:
 - 1) have MUB student / PhD student status,
 - 2) be a student / PhD student at the time of the mobility, and in the case of students to be at least a second year student of the first degree or the uniform master's degree,

- 3) cannot be on a dean's leave, and in the case of PhD students – be on the study prolongation,
 - 4) has not used the total period of mobility referred to in §4,
 - 5) know the foreign language in which the study will be conducted in the receiving institution to the extent that enables performing the traineeship,
 - 6) have an average grade of at least 3.5 from the previous period of study of the degree /education at the Doctoral School. In the case of students of the first year of studies of the second degree or PhD students, the average grade from all years of the prior degree of study is taken into account.
2. A traineeship cannot interfere with the completion of studies at the time foreseen in the study programme.

§15

Recruitment is carried out by the Commission in the composition indicated in §7 of these Regulations.

§16

1. The decision of awarding a place shall be based on obtaining an appropriate number of points in the qualification procedure, taking into account the following criteria:
 - 1) average grade from all years of study prior to the mobility, taking into account §6 point 5 (main criterion),
 - 2) knowledge of a foreign language required by the receiving institution,
 - 3) activities in student organisations, student/PhD student scientific circles (papers delivered at conferences or published in materials from these conferences, papers published in scientific journals) and student/PhD student organisations, sports activities,
 - 4) assistance with the organisation of the arrival and care of foreign students studying at MUB within the Erasmus+ Programme.
2. The points system used for the qualification of candidates for the mobilities within the Erasmus+ Programme is conveyed in Appendix no. 1.1 to these Regulations.
3. The Commission may decide to interview a candidate for a traineeship.

4. The Commission assesses the appropriateness of referring the student / PhD student to the chosen institution.

§17

A student / PhD student applying for a mobility for traineeship within the Erasmus+ Programme should submit the following documents to the International Cooperation Department:

- 1) Application form for the mobility for traineeship (Appendix no. 1.3),
- 2) certificate from the Dean's office of the average grade obtained from the previous period of study on the relevant degree. In the case of students of the first year of studies of the second degree or PhD students, the average grade from all years of the prior degree of study is taken into account,
- 3) Document confirming knowledge of a foreign language required by the receiving institution (in particular: certificate of knowledge of the language, grade from the foreign language course, certificate from the Department of Foreign Languages, certificate from the language school),
- 4) If applicable, the opinions of the supervisors of scientific circles, certificates of activity, signed by the presidents of student organizations or the authorities of the MUB, and in the case of sports achievements - the opinion of the head of the Department of Physical Education and Sport,
- 5) if applicable, opinion of the supervisor on the authorisation of compulsory traineeships under the Erasmus+ Programme (Appendix no. 1.7)
- 6) if it concerns a decision on the degree of disability or a decision of the University to grant a social scholarship. For graduates / post-docs - the decisions made in the last year of study will be taken into account.
- 7) the written confirmation referred to in §13 sec. 3,
- 8) copy of the EHIC card (in case of qualifying for a mobility),
- 9) copy of insurance purchased (in case of qualifying for a mobility),
- 10) bank account details (in case of qualifying for a mobility).

§18

1. On the basis of the conducted qualification procedure referred to in §16 of the Regulations, the Commission draws up a list of candidates for the mobility for study, according to the sum of the points obtained, and a reserve list.
2. In the process of recruiting students for traineeship in the Erasmus+ Programme, the provisions of §10 sec. 1-6 of the Regulations.

§19

1. Deadlines for the recruitment of students and PhD students for traineeship are as follows:
 - 1) submission of the required documents – until March 1,
 - 2) announcement of the results of the qualification procedure (decisions) – until March 31.
2. The provisions of §11 sec. 2-4 shall apply accordingly.
3. In the case of additional recruitment referred to in §19 sec. 2, the Commission shall announce the results of the recruitment procedure within two weeks of the deadline for submission of documents.

§20

1. A student/PhD student may apply for an extension/shortening of mobility. Application for the amendment of the mobility dates (Appendix no. 1.13), must be submitted to the International Cooperation Department at least 2 weeks before the start of the mobility period. The decision regarding the permission to change the mobility dates will be taken by the University Erasmus+ Programme Commission, taking into account the available financial resources and the student / PhD student's mobility capital used.
2. In case of cancellation of mobility, the student/PhD student is obliged to provide the International Cooperation Department with the form of Resignation from the Erasmus+ mobility (Appendix no. 1.14) together with a copy of the e-mail correspondence the receiving institution confirming that it has informed it of their resignation.
3. The Student/PhD student is obliged to follow the schedule and procedures related to the implementation of mobility within the Erasmus+ Programme. The schedule for

submitting documents and completing formalities will be published annually on the University's website in the tab International Cooperation / Erasmus+ 2021-2027 / Documents to download. Non-compliance with the timetable or non-completion of formalities may result in the inability to implement mobility within the Erasmus+ Programme. The decision to cancel mobility is taken by the Institutional Coordinator of Erasmus+ Programme. Rules for the recognition of period of study completed in the receiving institution

§21

General rules

1. The period of study abroad within the Erasmus+ Programme shall be recognised a part of the MUB student's / PhD student's programme of studies.
2. The MUB recognises the period of study abroad, based on the application of ECTS.
3. Students going for a mobility for study abroad within the Erasmus+ Programme must pass the classes abroad, in the amount of at least 30 ECTS points. The realisation of less than 30 ECTS but not less than 20 ECTS in each case requires the approval of the Coordinator and can only be used in exceptional, justified situations. The above rules do not apply to traineeships. Students of the Doctoral School going for a mobility for study abroad within the Erasmus+ Programme must complete courses abroad in terms of the number of ECTS points indicated by the Coordinator in agreement with the Principal of the Doctoral School. PhD students who are not students of Doctoral School going for a mobility for study abroad within the Erasmus+ Programme must complete courses abroad in terms of the number of ECTS points indicated by the Coordinator in agreement with the Head of the doctoral studies.
4. The student / PhD student should choose the programme that most closely matches the study program he / she is pursuing at the MUB. The reference point for making this choice is the receiving institution's catalogue of courses. This applies to the substantive scope of the programme, the learning outcomes, the number of hours, as well as the form of passing the course.
5. The Student / PhD student is obliged to present to the Institutional Coordinator of Erasmus+ Programme a comparative table of subjects from the receiving university and

those subjects that the student / PhD student would normally implement at the MUB, which will include: names of subjects in Polish, English and in the language of the receiving institution, the number of hours assigned to the subjects with an additional division into lectures, seminars and exercises, the number of ECTS points, the form of passing the subjects (Appendix no. 1.18).

6. In exceptional cases where the requirement of sec. 4 is met the student / PhD student may choose courses from the higher years of study, provided that he/she has the substantive preparation to attend such courses. The decision on this matter shall be taken by the Coordinator in agreement with the relevant Dean or a person authorised by the relevant Dean / Principal of the Doctoral School.
7. A student / PhD student going for a mobility takes courses on an hourly basis and in accordance with the receiving institution's course catalogue. One should participate in the full range of a given course, which corresponds to a certain number of ECTS points, according to the receiving institution's catalogue of courses.
8. Exceptionally, it is possible to attend only part of the classes in a given subject, provided that the receiving institution assigns to that part of the classes within the subject a certain number of ECTS points and will confirm in writing the participation in a certain part of the classes within the subject. The relevant number of ECTS points for the participation in a part of courses should be indicated in the Learning Agreement for studies. Such exception applies to the following courses in the Medical programme: internal diseases, surgery, gynaecology, paediatrics.
9. A condition for the recognition of the period of study abroad is the signing of an Agreement by the MUB, the receiving institution and the student / PhD student before leaving for study. 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 National Agency of the Erasmus+ Programme. Any changes made to this document by either party shall require confirmation in writing. The Coordinator and the Departmental Coordinators are responsible for preparing the template of an Agreement and monitoring any changes.

10. The Dean of the relevant faculty or, in the case of a Doctoral School, the Principal of the Doctoral School, shall decide whether to credit the period of study completed in the receiving institution.

§22

Specific rules

1. The MUB credits the period of study abroad and considers it equivalent to the period of study at the MUB on the basis of the *Transcript of Records* issued to the student / PhD student by the receiving institution and on the basis of a document confirming the stay at the receiving institution, specifying the time of commencement and termination of the stay and containing:
 - 1) list of courses ascertained in the Agreement,
 - 2) list of grades in the ECTS system,
 - 3) number of hours completed,
 - 4) form of credit.
2. The rules for crediting achievements obtained abroad are as follows:
 - 1) achievements are credited according to the nomenclature applicable at the MUB,
 - 2) courses completed at the receiving institution are credited according to the number of hours and ECTS points applicable at the MUB,
 - 3) in the case where the form of "exam" completion is valid at the MUB, and in the receiving institution "credit" – the student / PhD student is obliged to pass the exam at the MUB. The exam is conducted by the unit implementing the course at the MUB. The form of the exam is decided by the unit,
 - 4) It is not possible to carry out a course simultaneously at the receiving institution and at the MUB (e.g. in the form of online education),
 - 5) It is not possible to carry out courses not specified in the Agreement (unless such a decision results from an official amendment to the Agreement referred to in §21 sec. 8),
 - 6) if the course ends with an examination at the receiving university, the student / PhD student participating in the mobility is obliged to pass this subject by passing the examination, even if the form of passing this subject at the MUB is credit. Failure to

- pass the subject at the receiving university in the form provided for before the start of the mobility means that it has not been passed and results in the procedure provided for in the Regulations of Studies / Regulations of the MUB Doctoral School.
- 7) the student / PhD student is obliged to complete all the courses stipulated in the Agreement. Failure to complete any course means failure to pass it and results in the procedure provided for in the Regulations of Studies / Regulations of the MUB Doctoral School.
 - 8) in case of failing, the course shall be retaken in the receiving institution according to the rules in force in this institution (the student is entitled to as many retakes as are provided for in the regulations of the receiving institution),
 - 9) in case of failure to pass the course specified in the Agreement at the receiving institution due to the inability to take the retake exam (e.g. due to the completion of the mobility according to the deadline specified in the Agreement or for other valid reasons), the student / PhD student is obliged to pass the exam / pass the course at the MUB. In each case, this requires a written justification, which should be approved by the relevant Dean / Principal of the Doctoral School.
 - 10) converter of grades obtained in the receiving institution is conveyed in Appendix no. 1.17.
3. The student/PhD student after the start of the mobility is required to obtain the signature of the receiving institution on the document *Certificate of arrival and departure* (Appendix no. 1.10) in a part on the start of mobility (*Certificate of arrival*) and sending the scan to the e-mail address of the Erasmus+ Office. Upon completion of the mobility, one is obliged to provide the original of this document with confirmation of the end-of- mobility date (*Certificate of departure*).
 4. After returning from mobility, the student/PhD student is required to submit an application for crediting the subjects completed during the mobility to the Dean of the relevant Faculty (Appendix no. 1.15).
 5. After returning from the receiving institution, the student / PhD student is required to complete the Erasmus Scholarship Holder on-line report according to the template provided by the National Agency of the Erasmus+ Programme and in accordance with the deadline specified by the National Agency of the Erasmus+ Programme.

Rules for the recognition of period of study completed in the receiving institution

§23

General rules

1. For each student / PhD student leaving for an Erasmus+ traineeship, an individual traineeship programme will be agreed before departure in the form of an Agreement signed by the MUB, the receiving institution and a student / PhD student. The template of the above-mentioned form will be approved annually by the Commission before the start of the academic year, based on the recommendations of the National Agency of the Erasmus+ Programme.
2. All amendments to the Agreement require the written approval of all three parties (MUB, applicant, receiving institution).

§24

1. The basis for crediting the traineeship is a written certificate from the receiving institution confirming the period of stay on the traineeship and the implementation of the programme objectives of the traineeship, issued by the traineeship supervisor in the receiving institution.
2. In the case of obligatory traineeships, the above-mentioned certificate must contain information confirming the compliance of the traineeship programme with the assumptions arising from the traineeship programme for a given year of study of MUB in a given cycle of study.
3. The student/PhD student after the start of the mobility is required to obtain the signature of the receiving institution on the document *Certificate of arrival and departure* (Appendix no. 1.10) in a part on the start of mobility (*Certificate of arrival*) and sending the scan to the e-mail address of the Erasmus+ Office. Upon completion of the mobility, one is obliged to provide the original of this document with confirmation of the end-of-mobility date (*Certificate of departure*). In the case of a short-term traineeship, the student/PhD student is also required to provide confirmation of the on-line part on the above-mentioned document.

§25

1. The decision of crediting the traineeship at the receiving institution shall be taken by the Dean of the relevant faculty, after having been advised by the relevant coordinator /supervisor of the traineeship.
2. The fact of realisation of traineeship, regardless of whether it is or is not an integral part of studies at MUB, will be recorded in the diploma supplement.

Rules for the recruitment of graduates / post-docs to the mobility for traineeship

§26

1. A graduate / post-doc may travel for a traineeship to a foreign institution listed as an Erasmus+ Programme participating country or a partner country other than the country of residence of the student.
2. Graduate / post-doc applicant should find a foreign institution on his / her own and obtain a written confirmation of acceptance (*Letter of Intent*).
3. The application and qualification of the graduate for the mobility must occur during the last year of study.
4. The application and qualification of post-docs must take place after obtaining the post-doc status.
5. Graduates must complete and complete a foreign traineeship within 12 months from graduation.
6. Post-docs must complete and complete an traineeship abroad within 12 months from obtaining post-doc status

§27

1. A graduate qualified for an Erasmus+ traineeship must meet the following formal criteria:
 - 1) at the time of application and qualification for the mobility must have the status of a student of the last year of study MUB,
 - 2) §27
 - 3) has not used the total period of mobility referred to in §4,

- 4) know the foreign language in which the study will be conducted in the receiving institution to the extent that enables performing the traineeship,
- 5) have an average grade of at least 3,5.

2. A post-doc qualified 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 not earlier than in the last 12 months,
- 2) has not used the total period of mobility referred to in §4,
- 3) know the foreign language in which the study will be conducted in the receiving institution to the extent that enables performing the traineeship,
- 4) have an average grade of at least 3.5 from the entire period of doctoral studies /education at the Doctoral School.

§28

1. The decision of awarding a place shall be based on obtaining an appropriate number of points in the qualification procedure, taking into account the following criteria:

- 1) average grade from all the years of study of a given degree prior to departure, taking into account §6 point 5 (main criterion) or (in the case of post-docs) average grade from the entire period of study,
- 2) knowledge of a foreign language required by the receiving institution,
- 3) activities in student / PhD student scientific circles (papers delivered at conferences or published in materials from these conferences, papers published in scientific journals) and student/PhD student organisations, sports activities,
- 4) assistance with the organisation of the arrival and care of foreign students studying at MUB within the Erasmus+ Programme.

2. The points system used for the qualification of candidates for the mobilities within the Erasmus+ Programme is conveyed in Appendix no. 1.1 to these Regulations.

3. The Commission may decide to interview a candidate for a traineeship.

4. The Commission assesses the appropriateness of referring a graduate / post-doc to a designated institution.

§29

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

- 1) Application form for the mobility for traineeship (Appendix no. 1.4),
- 2) certificate from the Dean's Office of the average grade obtained from the previous period of study of the degree or (in the case of post-docs) from the entire period of study,
- 3) Document confirming knowledge of a foreign language required by the receiving institution (in particular: certificate of knowledge of the language, grade from the foreign language course, certificate from the Department of Foreign Languages, certificate from the language school),
- 4) If applicable, the opinions of the supervisors of scientific circles, certificates of activity, signed by the presidents of student organizations or the authorities of the MUB, and in the case of sports achievements - the opinion of the head of the Department of Physical Education and Sport,
- 5) the written confirmation referred to in §23 sec. 1,
- 6) project of the Agreement (*Mobility Agreement for Traineeships*) (in case of qualifying for a mobility),
- 7) copy of the EHIC card (in case of qualifying for a mobility),
- 8) copy of insurance purchased (in case of qualifying for a mobility), 9) bank account details (in case of qualifying for a mobility).

§30

1. On the basis of the conducted qualification procedure referred to in §27 of these Regulations, the Commission draws up a list of candidates for the mobilities for traineeship, according to the sum of the points obtained, and a reserve list.
2. In the process of recruitment of graduates / post-docs for traineeships within the Erasmus+ Programme, the provisions of §10 sec. 2-5 of the Regulations are applied.

§31

1. The deadlines for the recruitment of graduates / post-docs for traineeships are as follows:

- 1) submission of required documents:
 - first mobility session – from February 1 to March 1,
 - second mobility session – from October 1 to October 31.
- 2) announcement of the results of the qualification procedure (decisions):
 - first mobility session - until March 31,
 - second mobility session - until November 30.
2. The provisions of §11 sec. 2 shall be applied respectively.
3. In the case of additional recruitment referred to in sec. 2, the Commission shall announce the results of the recruitment procedure within two weeks of the deadline for submission of documents.

§32

1. For each graduate / post-doc leaving for an Erasmus+ traineeship, an individual traineeship programme will be agreed prior to departure in the form of an Agreement signed by the MUB, the receiving institution and the graduate / post-doc. The template of the above-mentioned form will be approved annually by the Commission before the start of the academic year, based on the recommendations of the National Agency of the Erasmus+ Programme.
2. All amendments to the Agreement require the written approval of all three parties (MUB, applicant, receiving institution).
3. The basis for crediting the traineeship is a written certificate from the receiving institution confirming the period of stay on the traineeship and the implementation of the programme objectives of the traineeship, issued by the traineeship supervisor in the receiving institution.
4. The Coordinator shall decide whether to credit the traineeship carried out at the receiving institution.
5. The graduate / post-doc after the start of the mobility is required to obtain the signature of the receiving institution on the document *Certificate of arrival and departure* (Appendix no. 1.10) in a part on the start of mobility (*Certificate of arrival*) and sending

the scan to the e-mail address of the Erasmus+ Office. Upon completion of the mobility, one is obliged to provide the original of this document with confirmation of the end-of-mobility date (*Certificate of departure*). In the case of a short-term traineeship, the graduate/ post-doc is also required to provide confirmation of on the above-mentioned document.

§33

1. Graduate / post-doc may apply for an extension/reduction of mobility. Application for the amendment of the mobility dates (Appendix no. 1.13), must be submitted to the International Cooperation Department at least 2 weeks before the start of the mobility period. The decision regarding the permission to change the mobility dates will be taken by the University Erasmus+ Programme Commission, taking into account the available financial resources and the graduate's/ post-doc's mobility capital used.
2. In case of cancellation of mobility, the graduate/post-doc is obliged to provide the International Cooperation Department with the form of Resignation from the Erasmus+ mobility (Appendix no. 1.14) together with a copy of the e-mail correspondence the receiving institution confirming that they have informed it of their resignation.
3. Graduate/post-doc is obliged to follow the schedule and procedures related to the implementation of mobility under the Erasmus+ Programme. The schedule for submitting documents and completing formalities will be published annually on the University's website in the tab International Cooperation / Erasmus+ 2021-2027 / Documents to download. Non-compliance with the timetable or non-completion of formalities may result in the inability to implement mobility within the Erasmus+ Programme. The decision to cancel mobility is taken by the Institutional Coordinator of Erasmus+ Programme.

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

§34

Each qualified student, PhD student, graduate, post-doc may receive mobility grants with a total maximum duration of up to 12 months for each degree of study (exception: 24 months

for uniform master studies) and at Doctoral School / PhD studies, regardless of the number and type of mobility activities.

§35

1. Funding during the stay abroad includes:

- 1) Erasmus+ grant,
- 2) lump sum for travel expenses, only for short-term mobilities of students, PhD students, graduates and post-docs meeting the definition of "a person with fewer opportunities" and for mobilities of students, PhD students, graduates and post-docs to partner countries, except for countries from regions 13 and 14. The rates are calculated on the basis of the European Commission distance calculator:
<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>
- 3) "*green travel*" supplement for travel with low-emission means of transport such as bus, train or car sharing (so-called *carpooling*),
- 4) maintenance of payments of material assistance from MUB, granted in accordance with the Regulations for awarding benefits to MUB students/PhD students, for the entire period of stay abroad.

2. The person "with fewer opportunities" criterion applies to the following groups:

- 1) persons with disabilities with a disability certificate,
- 2) "persons from disadvantaged social backgrounds" - who, at the time of submission of the application form for a mobility, is entitled to a need-based grant at the MUB from the material assistance fund, in accordance with the Regulations on material assistance.

3. The lump sum and allowance rates will be in accordance with the rates set by the Polish National Agency of Erasmus+ Programme.

§36

Grant received by an individual student / PhD student / graduate / post-doc is of complementary nature - it is intended to cover additional costs associated with travel and stay at the partner university.

§37

1. When allocating funds to individual scholars, the Commission shall allocate them in accordance with the rules laid down in the agreement for a given academic year between the MUB and the National Agency of Erasmus+ Programme.
2. The MUB will approve and make publicly available the University's rules for the financing of mobilities for a given academic year through publication on the official website of the MUB.

§38

1. A student / PhD student / graduate / post-doc can apply for a mobility for study or traineeship without a grant and receive the status of a Erasmus+ Programme participant (mobility with a zero-grant). They must decide on a mobility without a grant, before signing an agreement with the MUB.
2. The same rules on recruitment and the recognition of the period of study / traineeship apply to those leaving for studies or traineeships without a grant as to other participants of Erasmus+ Programme.
3. Students / PhD students / graduates / post-doc which are citizens of any country can apply for a mobility.

§39

1. Before the start of the mobility for study or traineeship, the MUB will conclude an agreement with the student / PhD student/ graduate / post-doc – *Grant Agreement*, which will set out the obligations of each of the parties in connection with the mobility within the Erasmus+ Programme.
2. The parties shall agree in the agreement on the amount and mode of payment of the grant (number of instalments, method of transfer of the grant).
3. Student / PhD student / graduate / post-doc who wants to apply for the award of the "green travel" allowance is obliged to submit an appropriate declaration to the Erasmus+ Office about the planned travel by low-emission means of transport, committing to its implementation in the manner specified in the declaration (Appendix no. 1.11), and to submit a declaration confirming that they have travelled on the declared low-emission means of transport after their return from mobility

(Appendix no. 1.12). In the event of a change of mean of transport Student / PhD student / graduate / post-doc is obliged to submit a correction of the signed declaration.

4. Student / PhD student / graduate / post-doc is obliged to submit the document "bank account details" to the Erasmus+ Office before the start of the mobility. By submitting the above document, the applicant declares the accuracy of the data provided and agrees to transfer the grant and other funds related to the implementation of mobility under the Erasmus+ Programme to the provided bank account (Appendix no. 1.9)

§40

1. If a student / PhD student / graduate / post-doc does not comply with the conditions agreed in the agreement, the MUB, after consulting the receiving institution, may determine that the conditions are not met or that certain conditions are not met, which may result in the reimbursement of all or part of the grant received.
2. The decision to return all or part of the grant may be taken, in particular, if the participant through their own fault:
 - 1) do not participate in classes previously declared in the Learning Agreement,
 - 2) do not proceed to the required form of crediting the course at the receiving university without informing the MUB before the deadline for the final assessment of the course,
 - 3) will receive failing grades from at least half of the courses declared, including retake exams.
3. The amount of possible refund in each case shall be determined by the Commission.
4. Reimbursement of the grant will not take place if the failure to comply with the conditions for participation in mobility was due to circumstances defined as "force majeure".

Rules for the mobilities of academic teachers for teaching purposes

§41

1. Academic teachers' mobilities may only be carried out with higher education institutions from EU Member States and third countries associated to the Programme holding an ECHE or higher education institution from third country not associated to the

Programme, recognised by the relevant authorities which have signed an interinstitutional agreement with the MUB prior to the start of mobility.

2. An academic teacher may carry out their physical mobility activity in a programme country or partner country other than the country of the sending organisation and their country of residence.

§42

1. The teaching activity must cover at least 8 hours per week (or in any period of stay not less than 2 days). 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 a week, taking into account the sec. 2.
2. If the teaching activity is combined with a training activity within one period of stay abroad, then the minimum number of teaching hours per week (or shorter period of stay) is limited to 4 hours.

§43

1. The purpose of the academic teacher's mobility is to conduct teaching activities for students / PhD students of the partner university.
2. Prior to the departure of the academic teacher to the partner university, the programme of classes to be conducted by the academic teacher should be agreed between the parties – agreement (*Mobility Agreement for Teaching*), specifying the intended teaching objectives, the content of the curriculum 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 National Agency of the Erasmus+ Programme.

§44

Criteria qualifying academic teachers for a mobility within the Erasmus+ Programme:

- 1) obligation of employment at the MUB,
- 2) knowledge of a foreign language, to the extent allowing conducting teaching activities in the receiving institution,
- 3) teaching experience.

§45

1. The recruitment of academic teachers shall be carried out by a Commission composed of:
Vice-rector for Education – President of the Commission,
2) Dean or appointed Vice-dean of the relevant Faculty,
3) Institutional or Departmental Coordinator of the Erasmus+ Programme.
4) Employee of the Employee Relations Department.
2. In the presence of the Departmental Coordinator of the Erasmus+ Programme of the of the relevant Faculty, the presence of the Dean or the designated Vice-dean is optional.

§46

An academic teacher applying for a mobility within the Erasmus+ Programme should submit the following documents to the International Cooperation Department:

- 1) application form (Appendix no. 1.5)
- 2) project of the Agreement (*Mobility Agreement for Teaching*),
- 3) copy of the EHIC card (in case of qualifying for a mobility),
- 4) copy of insurance purchased (in case of being qualified for a mobility),
- 5) bank account details (Appendix no. 1.9) (in case of qualifying for a mobility).

§47

1. A written agreement will be drawn up with each academic teacher eligible for a mobility within the Erasmus+ Programme.
2. An academic teacher qualified for a mobility to conduct teaching activities is obliged to provide the International Cooperation Department with a written certificate confirming the stay at the receiving university, specifying the duration of the stay and the number of completed teaching hours activities after the end of the mobility (Appendix no. 1.16).
3. Upon returning from the receiving institution, the academic teacher is required to fill in the *on-line* system Survey of Erasmus+ scholarship holders according to the template provided by the Polish National Erasmus+ Programme Agency

§48

1. In the event of resignation from mobility, the academic teacher is obliged to provide the International Cooperation Department with the resignation form from the mobility within the Erasmus+ Programme (Appendix no. 1.14) along with a copy of e-mail correspondence with the receiving institution confirming that it has been informed of the resignation.
2. Academic teacher is obliged to follow the schedule and procedures related to the implementation of mobility within the Erasmus+ Programme. The schedule for submitting documents and completing formalities will be published annually on the University's website in the tab International Cooperation / Erasmus+ 2021-2027 / Documents to download. Non-compliance with the timetable or non-completion of formalities may result in the inability to implement mobility within the Erasmus+ Programme. The decision to cancel mobility is taken by the Institutional Coordinator of Erasmus+ Programme.

Rules for the mobility of employees for training

§49

1. Mobilities of employees for training can be carried out:
 - 1) to higher education institutions from an EU member state or a third country associated to the Programme, holding an ECHE or higher education institution from third country not associated to the Programme, recognised by the relevant authorities which have signed an interinstitutional agreement with the MUB prior to the start of mobility.
 - 2) to any public or private organisation active in the labour market or in the field of education, training and in favour of youth.
2. The provisions of §41 sec. 2 shall be applied respectively.

§50

1. The purpose of the employee's mobility is to participate in training related to the nature of the work performed at the MUB.

2. Participation in conferences is excluded from the scope of Erasmus+ Programme training mobilities.
3. Before leaving to the receiving institution, an Agreement should be agreed between the parties (*Mobility Agreement for Training*), 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 National Agency of the Erasmus+ Programme.

§51

The criteria for employees to be eligible for Erasmus+ training mobilities are as follows:

- 1) knowledge of a foreign language, to the extent allowing participation in training at the receiving institution,
- 2) obtaining written confirmation (invitation) from the receiving institution of the possibility of training, if the training destination is not a higher education institution; the confirmation should include the expected date and scope of the training.

§52

1. Recruitment of employees is carried out by the Commission in the composition of:
 - 1) Vice-rector for Education – President of the Commission,
 - 2) Dean or appointed Vice-dean of the relevant Faculty (only for employees whose units fall under the Faculty),
 - 3) Institutional or Departmental Coordinator of the Erasmus+ Programme,
 - 4) Employee of the Employee Relations Department.
2. In the presence of the Departmental Coordinator of the Erasmus+ Programme of the of the relevant Faculty, the presence of the Dean or the designated Vice-dean is optional.

§53

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

- 1) application form (Appendix no. 1.7),
- 2) project of the Agreement (*Mobility Agreement for Training*), 3) confirmation referred to in §52 sec. 2.

4) copy of the EHIC card (in case of qualification for travel within the EU or other document confirming health insurance in case of travel outside the EU),

5) copy of insurance purchased (in case of qualifying for a mobility), 6) bank account details (Appendix no. 1.9) (in case of qualifying for a mobility).

§54

1. A written agreement will be drawn up with each employee eligible for a mobility within the Erasmus+ Programme.
2. The lump sum and allowance rates will be in accordance with the rates set by the Polish National Agency of Erasmus+ Programme.
3. If the Commission shortens the requested duration of the mobility, the employee is required to provide a new invitation from the receiving institution with the current date of planned mobility.
4. The provisions of §47 sec. 2 shall be applied respectively.
5. The provisions of §47 sec. 3 shall be applied respectively.

§55

1. In the event of resignation from mobility, the employee is obliged to provide the International Cooperation Department with the resignation form from the mobility within the Erasmus+ Programme (Appendix no. 1.14) along with a copy of e-mail correspondence with the receiving institution confirming that it has been informed of the resignation.
2. Rules for the financing of mobilities of academic teachers and employees within the Erasmus+ Programme The schedule for submitting documents and completing formalities will be published annually on the University's website in the tab International Cooperation / Erasmus+ 2021-2027 / Documents to download. Non-compliance with the timetable or non-completion of formalities may result in the inability to implement mobility within the Erasmus+ Programme. The decision to cancel mobility is taken by the Institutional Coordinator of Erasmus+ Programme.

Rules for the financing of mobilities of academic teachers and employees within the Erasmus+ Programme

§56

1. The costs of the stay of the academic teacher / employee at the receiving institution will be partly financed by the Erasmus+ grant awarded to the participants, at the amount set out in the agreement for the given academic year between the MUB and the National Agency of Erasmus+ Programme.
2. The MUB will make publicly available the university's rules for the financing of mobilities for a given academic year through publication on the official website of the MUB.

§57

The payment of the grant to the academic teacher / employee and the lump sum for travel expenses will be made on the terms and in the amount stipulated in the agreement concluded between the academic teacher / employee and the MUB.

§58

1. The grant received by the individual participant is intended to cover the additional costs associated with the travel and stay in the receiving institution.
2. The difference between the actual costs of the stay at the receiving institution and the grant awarded shall be borne by the participant.
3. The lump sum and allowance rates will be in accordance with the rates set by the Polish National Agency of Erasmus+ Programme.
4. Academic teacher / employee who wants to apply for the award of the "*green travel*" allowance is obliged to submit an appropriate declaration to the Erasmus+ Office about the planned travel by low-emission means of transport, committing to its implementation in the manner specified in the declaration ([Appendix no. 1.11](#)), and to submit a declaration confirming that they have travelled on the declared low-emission means of transport after their return from mobility ([Appendix no. 1.12](#)). In the event of a change in the means of transport, the academic teacher/employee is obliged to submit a correction of the signed declaration.
5. The academic teacher/employee is required to submit a document bank account details to the Erasmus+ Office before the start of the mobility. By submitting the above

document, the applicant declares the accuracy of the data provided and agrees to transfer the grant and other funds related to the implementation of mobility under the Erasmus+ Programme to the provided bank account (Appendix no. 1.9)

Final provisions

§59

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 National Agency of the Erasmus+ Programme.
2. In matters not regulated in these Regulations, the rules contained in in the current agreement between the MUB and the National Agency of the Erasmus+ Programme, the Erasmus+ Programme Guide, the statute and internal regulations in force at the MUB.

§60

1. The following appendices constitute an integral part of the Regulations:
 - 1) Appendix no. 1.1 – Qualification scoring to foreign exchange under the Erasmus+ Programme,
 - 2) Appendix no. 1.2 – Application form for study,
 - 3) Appendix no. 1.3 – Application form for traineeship (student / PhD student),
 - 4) Appendix no. 1.4 – Application form for traineeship (graduate / post-doc),
 - 5) Appendix no. 1.5 – Application form for the mobility for teaching,
 - 6) Appendix no. 1.6 – Application form for the mobility for training,
 - 7) Appendix no. 1.7 – Opinion of the traineeship supervisor on the implementation of compulsory traineeship,
 - 8) Appendix no. 1.8 – Confirmation of admission to traineeship (*Letter of Intent*),
 - 9) Appendix no. 1.9 – Bank account details,
 - 10) Appendix no. 1.10 – Confirmation of arrival and departure to the receiving institution,
 - 11) Appendix no. 1.11 – "*Green travel*" declaration before leaving,

- 12) Appendix no. 1.12 – "*Green travel*" declaration after the return,
- 13) Appendix no. 1.13 – Request for change of mobility dates,
- 14) Appendix no. 1.14 – Resignation from the mobility,
- 15) Appendix no. 1.15 – Request for crediting subjects,
- 16) Appendix no. 1.16 – Certificate of staff mobility for training / teaching,
- 17) Appendix no. 1.17 – Converter of grades obtained in the receiving institution,
- 18) Appendix no. 1.18 – Table of subjects to be implemented during the Erasmus+ mobility

2. The current templates of the forms listed in sec. 1 will be available on the MUB website.

Rector

prof. dr hab. Adam Krętowski