

University's rules for financing of the Erasmus+ Programme in the 2022/2023 academic year under the financial agreement no. 2021-1-PL01-KA131-HED-000003498

Vice-rector for Education, on the basis of §37 and §56 of *Appendix no. 1 to the Order of the Rector of the Medical University of Białystok no. 102/2022 of 20.10.2022 on the introduction of the Regulations on the outgoing mobilities within the Erasmus+ Programme at the Medical University of Białystok*, approved the university's rules for financing outgoing mobilities for the 2022/2023 academic year under the financial agreement no. 2021-1-PL01-KA131-HED-000003498.

This document is closely related to the document: "Regulations on the outgoing mobilities within the Erasmus+ Programme", which constitutes an appendix to the Rector's Order no. 102/2022 of 20.10.2022", which should also be read.

PART I – mobilities of students, PhD students, graduates, post docs

1. Definitions

In these "University's rules for financing :

- 1) students are understood as students of first-cycle studies, second-cycle studies or uniform master's studies,
- 2) PhD students are understood as doctoral students pursuing education at the Doctoral School and participants in doctoral studies conducted under the existing rules,
- 3) graduates are understood as persons who have completed first-cycle studies, second-cycle studies, uniform master's studies at the MUB or doctoral studies / Doctoral School and submitted the required documents during their studies,
- 4) post doc means a person who has obtained a doctoral degree. Under the Erasmus+ Programme, post doc may take part in the mobility within 12 months from the moment of acquiring the post-doc status.

2. Students and PhD students can pursue:

- 1) long-term mobilities for study;
- 2) long-term mobilities for traineeship;
- 3) short-term mobilities for study or traineeship

3. Graduates with post docs may pursue:

- 1) short-term mobilities for traineeship;

- 2) long-term mobilities for traineeship.

4. Financing rules

- 1) Before leaving for studies or traineeship, MUB will conclude an agreement (Grant Agreement) with the student / PhD student / graduate / post doc, which will specify the obligations of each party in connection with the implementation of mobility under the Erasmus+ Programme. The parties will agree in the agreement on the amount and mode of payment of the scholarship (number of instalments, method of transferring the scholarship).
- 2) The grant amount for each mobility participant (student / PhD student / graduate / post doc) will be calculated by multiplying the number of days/months per participant by a flat unit rate per day/month in a specific category, appropriate for the receiving country. In the case of an incomplete month, the grant amount will be calculated by multiplying the number of days of the incomplete month and 1/30 (one thirtieth) of the flat-rate unit rate specified for the full month.

5. The amount of the scholarship one is entitled to

- 1) **Group 1:** (Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden and Region 14 countries: Faroe Islands, Switzerland, United Kingdom):
 - a) long-term mobility for study: 520 EUR/month,
 - b) long-term mobility for traineeship: 670 EUR/month,
 - c) long-term mobility for study or traineeship in the case of a participant meeting the definition of "person with fewer opportunities": additional 250 EUR/month
 - d) short-term mobility for study or traineeship (from 5th to 14th day): 70 EUR/day; additional amount for a participant meeting the definition of "person with fewer opportunities": 100 EUR/mobility
 - e) short-term mobility for study or traineeship (from 15th to 30th day): 50 EUR/day; additional amount for a participant meeting the definition of "person with fewer opportunities": 150 EUR/mobility
- 2) **Group 2** (Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain and Region 5 countries: Andorra, Monaco, San Marino, Vatican City):
 - a) long-term mobility for study: 520 EUR/month,
 - b) long-term mobility for traineeship: 670 EUR/month,

- c) long-term mobility for study or traineeship in the case of a participant meeting the definition of "person with fewer opportunities": additional 250 EUR/month
 - d) short-term mobility for study or traineeship (from 5th to 14th day): 70 EUR/day; additional amount for a participant meeting the definition of "person with fewer opportunities": 100 EUR/mobility
 - e) short-term mobility for study or traineeship (from 15th to 30th day): 50 EUR/day; additional amount for a participant meeting the definition of "person with fewer opportunities": 150 EUR/mobility
- 3) **Group 3** (Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Romania, Serbia, Slovakia, Slovenia, North Macedonia, Turkey)
- a) long-term mobility for study: 450 EUR/month,
 - b) long-term mobility for traineeship: 600 EUR/month,
 - c) long-term mobility for study or traineeship in the case of a participant meeting the definition of "person with fewer opportunities": additional 250 EUR/month
 - d) short-term mobility for study or traineeship (from 5th to 14th day): 70 EUR/day; additional amount for a participant meeting the definition of "person with fewer opportunities": 100 EUR/mobility
 - e) short-term mobility for study or traineeship (from 15th to 30th day): 50 EUR/day; additional amount for a participant meeting the definition of "person with fewer opportunities": 150 EUR/mobility
- 4) **Mobilities of to third countries not associated with the Erasmus+ Programme, with the exception of countries from regions 13 and 14.**
- a) long-term mobility for study or traineeship: 700 EUR/month
 - b) long-term mobility for study or traineeship in the case of a participant meeting the definition of "person with fewer opportunities": additional 250 EUR/month
 - c) short-term mobility for study or traineeship (from 5th to 14th day): 70 EUR/day; additional amount for a participant meeting the definition of "person with fewer opportunities": 100 EUR/mobility
 - d) short-term mobility for study or traineeship (from 15th to 30th day): 50 EUR/day; additional amount for a participant meeting the definition of "person with fewer opportunities": 150 EUR/mobility.

6. The amount of financing travel costs:

- 1) Financing of travel costs applies only to short-term mobilities of students and graduates meeting the definition of "people with fewer opportunities" and long-term mobility of students and graduates to third countries not associated with the Erasmus+ Programme, with the exception of countries from regions 13 and 14.
- 2) The University will pay the outgoing student / PhD student / graduate / post doc (if the mobilities falls into one of the two categories above) a lump sum for travel expenses. The amount of the lump sum depends on the distance between the place of departure and the place of destination (one-way distance is taken into account). To calculate the distance, the distance calculator developed by the EC is used, available at the following address: https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en
- 3) "Green travel" means travel using low-emission means of transport such as bus, train or car sharing (so-called carpooling).
- 4) If the requirements related to "green travel" are met, students / graduates are entitled to receive individual support for the cost of living up to 4 additional days. The granting of additional travel days depends on the decision of the University Commission of the Erasmus+ Programme on the basis of the rule – if the distance between the place of departure and the destination according to the distance calculator of the European Commission "Distance Calculator" is:
 - a) from 2000 km to 2500 km – the outgoing person is entitled to a maximum of 2 days for travel,
 - b) over 2,500 km – the person leaving is entitled to a maximum of 4 days for travel.
- 5) A student / graduate who does not receive a standard lump sum for travel costs is entitled to EUR 50 for meeting the requirements related to "green travel".
- 6) The amount of the lump sum for travel costs and the "green travel" allowance:

Distance	Lump sum for travel costs	"Green travel"
From 10 to 99 km	23 EUR per participant	-
From 100 to 499 km	180 EUR per participant	210 EUR per participant
From 500 to 1999 km	275 EUR per participant	320 EUR per participant

From 2000 to 2999 km	360 EUR per participant	410 EUR per participant
From 3000 to 3999 km	530 EUR per participant	610 EUR per participant
From 4000 to 7999 km	820 EUR per participant	-
8000 km or more	1500 EUR per participant	-
Mobilities to EU countries and third countries associated with the EU, excluding regions 13 and 14	0 EUR per participant	50 EUR per participant

7) The mobility participant is obliged to specify the means of transport before signing the grant agreement by submitting an appropriate statement. It will not be possible to submit a declaration and, consequently, to grant the "green travel" allowance after signing the grant agreement.

7. Other rules for financing outgoing mobilities of students, PhD students, graduates, post docs:

- 1) The amount of the monthly scholarship for all participants, regardless of the faculty and field of study at the Medical University of Bialystok, paid when going to the same countries, will be the same.
- 2) The financing period for a single mobility is:
 - a) long-term mobilities for study – from 2 to 12 months (24 months in the case of uniform master's studies)
 - b) long-term mobilities for traineeships – from 2 to 12 months (24 months in the case of uniform master's studies)
 - c) short-term mobilities for study – from 5 to 30 days
 - d) short-term mobilities for traineeship – from 5 to 30 days
- 3) The period of stay at the partner university (studies) / receiving institution (traineeships) constituting the basis for the settlement of the scholarship will be determined with accuracy to one day.
 - a) In the case of mobility for study, the start date of the mobility period is the date of the first day of classes at the foreign university and the end date is the date of the end of the examination session.

- b) In the case of mobility for traineeships, the starting date of the mobility period is the date of the first day of the placement at the receiving institution and the end date of the mobility period is the date of the last day of the placement at the receiving institution.
- 4) Possibilities of financing the extension of stay:
- a) Scholarship holders of the Erasmus+ Programme may apply for an extension of their stay on a scholarship for a period not exceeding the dates specified in point 7(2).
 - b) An application for an extension of mobility for the mobility for study should be submitted to the International Cooperation Department at least one month before the end of the mobility period.
 - c) Vice-rector for Education will grant additional funding for the extended period of stay, if there are free funds in a given category of mobilities. In the absence of free funds for student mobilities, it is possible to extend the stay with zero co-financing. In each case of extending the stay in the Erasmus+ Programme, an annex to the agreement between the University and the student will be signed.
- 5) The method of transferring the scholarship for the mobilities for studies and traineeships
- a) The scholarship is provided in two instalments.
 - b) The first advance payment in the amount of 70% of the amount of the awarded scholarship will be made no later than on one of the following dates, whichever comes first:
 - 30 days from the date of signing the Agreement by both parties
 - on the start date of the mobility period.
 - c) In a situation where the Participant fails to provide the required documents within the time limit set by the University, a later advance payment is exceptionally acceptable.
 - d) Submission by the Participant of an individual mobility report (Scholarship holder's survey) in the on-line system indicated by the Sending University (*on-line EU survey*) will be treated as the Participant's request for payment of the remaining amount of the grant in the amount of 30% of the awarded scholarship.
 - e) The University has 45 calendar days to pay the remaining amount or to issue a refund order if such refund is due.
 - f) In justified cases, at the request of the Participant, the University Coordinator of Erasmus+ Programme may increase the amount of the first advance payment or decide to pay a part (up to a maximum of 20%) of the second advance payment earlier.

- g) The University reserves the right to later pay scholarship instalments under the Erasmus+ Programme caused by factors directly or indirectly independent of MUB.

8. Rules for the use of funds obtained from resignation from mobilities and from possible additional funds received from the National Agency of the Erasmus+ Programme:

- 1) The Commission will divide the funds obtained as a result of resignation from mobilities and received from the National Agency as additional funds according to the following rules:
 - a) in the first place, additional funds will be allocated to co-financing a greater number of mobilities,
 - b) in the second place, additional funds will be allocated for the extension of the stay on the Erasmus+ scholarship (additional months for which the grant was granted).

9. Final amount of co-financing

The final amount of funding from the Erasmus+ Programme budget will be determined by the university on the basis of a certificate from the receiving university specifying the actual duration of stay in the destination country. The certificate is not necessary if the period of stay is precisely indicated in the *Transcript of records* in case mobility for studies *Certificate of completed traineeship* in case of mobility for traineeship.

10. Expected period of stay

If the expected period of stay is longer than the one specified in the co-financing agreement, the University may:

- 1) amend the agreement for co-financing during mobility abroad to cover a longer stay, provided that it is possible with the amount of co-financing at the University's disposal,
- 2) agree with the participant during mobility abroad that the extra number of days will be considered as a zero-grant period (non-funded period of stay).

The grant amount cannot be increased after the end of the mobility.

11. Rules for settling student / PhD student / graduate / post doc for study/traineeship

For the financial settlement of the mobility under the Erasmus+ Programme, the following documents are required to be delivered to the International Cooperation Department by the Participant:

- 1) scholarship agreement between the university and a student / PhD student / graduate / post doc (Grant Agreement),

- 2) Learning Agreement for Studies / Learning Agreement for Traineeships,
- 3) Transcript of Records / Certificate of completed traineeship,
- 4) document confirming the period of mobility, specifying the time of the beginning and end of the stay,
- 5) completed on-line mobility report,
- 6) completed OLS language proficiency test before starting the mobility.

12. Financing of mobility for students/PhD students/graduates/post docs who meet the criteria of "people with fewer opportunities"

- 1) Students / PhD students / graduates / post docs who meet the criteria included in the definition of "people with fewer opportunities" will receive an additional amount of EUR 250 for each month of stay, regardless of the type of mobility.
- 2) The definition of "people with fewer opportunities" includes:

group of persons	criteria on the basis of which the university will qualify
persons with disabilities	decision on the degree of disability
people from poorer backgrounds	decision of the University on granting a social scholarship or a group of students meeting the criteria specified in the Rector's Order. For graduates / post docs – decisions made in the last year of study will be taken into account.

- 3) In terms of recruitment for study and traineeship, listed in §11 and §19 *Regulations on the outgoing mobilities within the Erasmus+ Programme* the Erasmus+ University Commission will decide whether students / PhD students / graduates / post docs applying for a mobility for study or traineeship in Erasmus+ Programme have a documented right to receive a social grant.

13. Support in learning foreign languages for participants

The Erasmus+ Programme shall offer support in learning foreign languages for participants in mobility activities. This support will mainly be offered through the Erasmus+ online linguistic support platform, as e-learning is beneficial for language learning due to its accessibility and flexibility. Erasmus+ online linguistic support will enable participants to

assess, practice and improve their language skills. Free, publicly available language learning materials will also be provided as part of online linguistic support.

PART II - Mobilities of university employees

1. Definitions

- 1) Employees are understood as persons employed at the MUB, also under civil law contracts, whereby the period of termination of the contract cannot be earlier than the period of completion of the mobility.
- 2) Academic teachers are understood as employees of the MUB employed in didactic, research and teaching or research-teaching positions, also under civil law contracts, whereby the period of termination of the contract cannot be earlier than the period of completion of the mobility.

2. Mobility financing

- 1) mobilities of academic teachers for conducting classes at the receiving university from 2 days to 2 months;
- 2) mobilities of employees for training purposes from 2 days to 2 months.

A written agreement will be drawn up with each employee / academic teacher qualified for the mobility. Payment of the scholarship to employees / academic teachers and a lump sum for travel costs will be made on the terms and in the amount specified in the agreement concluded between the employee / academic teacher and MUB.

3. The amount of the scholarship one is entitled to

- 1) **Group 1:** (Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden and Region 14 countries: Faroe Islands, Switzerland, United Kingdom):
 - a) up to and including the 14th day – 180 EUR/day
 - b) from the 15th day to 2 months – 126 EUR/day
- 2) **Group 2** (Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain and Region 5 countries: Andorra, Monaco, San Marino, Vatican City):
 - a) up to and including the 14th day – 160 EUR/day
 - b) from the 15th day to 2 months – 112 EUR/day
- 3) **Group 3** (Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey)

- a) up to and including the 14th day – 140 EUR/day
 - b) from the 15th day to 2 months – 98 EUR/day
- 4) **Group 4** (regions 1-4 and 6-13)
- a) up to and including the 14th day – 180 EUR/day
 - b) from the 15th day to 2 months – 126 EUR/day

4. The amount of financing travel costs:

- 1) The university will pay the outgoing employee a lump sum for travel expenses. The amount of the lump sum depends on the distance between the place of departure and the place of destination (one-way distance is taken into account). To calculate the distance, the distance calculator developed by the EC is used, available at the following address: https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en
- 2) The amount of the lump sum for travel costs and the "green travel" allowance:

Distance	Lump sum	"Green travel"
from 10 to 99 km	23 EUR per participant	-
from 100 to 499 km	180 EUR per participant	210 EUR per participant
from 500 to 1999 km	275 EUR per participant	320 EUR per participant
from 2000 to 2999 km	360 EUR per participant	410 EUR per participant
from 3000 to 3999 km	530 EUR per participant	610 EUR per participant
from 4000 to 7999 km	820 EUR per participant	-
8000 km or more	1500 EUR per participant	-

- 3) "Green travel" means travel using low-emission means of transport such as bus, train or car sharing (so-called *carpooling*).

5. Principles of financing mobilities of employees and academic teachers:

- 1) The amount of the scholarship for all employees of the University, regardless of the position held, faculty or organizational unit of administration, paid when traveling to the same countries, will be the same.
- 2) The funding period is:
- a) mobilities of academic teachers for conducting classes at the receiving university – from 2 days to 2 months, excluding travel time (at least 8 teaching hours per week).
 - b) mobilities of employees for training – from 2 days to 2 months, excluding travel time.

- 3) How the scholarship and travel expenses are financed:
 - a) The grant amount will be calculated by multiplying the number of days per participant by the flat rate per day applicable to the receiving country.
- 4) The full amount of the awarded scholarship will be paid to the participant no later than on the mobility start date. In a situation where the Participant fails to provide the required documents within the time limit set by the University, a later advance payment is exceptionally acceptable.
- 5) The University reserves the right to later pay scholarship instalments under the Erasmus+ Programme caused by factors directly or indirectly independent of MUB.
- 6) The University reserves the right to shorten the requested duration of mobility (for example, limiting the mobility of employees / academic teachers to 14 days) for reasons important from the point of view of the proper and effective functioning of the Erasmus+ Programme.
- 7) In the academic year 2022/2023, the travel costs of University employees in the Erasmus+ Programme will be financed from the budget of the Erasmus+ Programme under financial agreements no. 2021-1-PL01-KA131-HED-000003498 or no. 2022-1-PL01-KA131-HED-000053719.

6. Rules for the use of funds obtained from resignation from mobilities and from possible additional funds received from the National Agency of the Erasmus+ Programme:

The Commission will grant funds obtained as a result of resignation from mobilities and as a result of receiving additional funds from the National Agency to co-finance a larger number of mobilities.

7. Final amount of financing

- 1) The final amount of funding will be determined by the University on the basis of a certificate signed by the receiving organization confirming the duration of the stay abroad.
- 2) If the expected period of stay is longer than the one specified in the co-financing agreement, the University may:
 - a) amend the agreement for co-financing during mobility abroad to cover a longer stay, provided that it is possible with the amount of co-financing at the University's disposal.

- b) agree with the participant during mobility abroad that the extra number of days will be considered as a zero-grant period (non-funded period of stay).

The grant amount cannot be increased after the end of the mobility.

8. Rules for settling the mobility of University employees:

The following documents of the Participant are required for the financial settlement of the mobilities under the Erasmus+ Programme:

- 1) agreement between university and employee,
- 2) Mobility Agreement – Staff Mobility for Teaching (Individual training programme) in the case of mobility for teaching or Mobility Agreement – Staff Mobility for Training (Individual training programme) in the case of mobility for training,
- 3) a certificate signed by the receiving organization specifying the name and surname of the participant, the purpose of the activity abroad, as well as its start and end date,
- 4) completed on-line mobility report (*EU Survey*).

Part III – Final Provisions

1. Bearing in mind the principles of equal treatment, the Medical University of Bialystok will not give preferential treatment to any mobility participants, regardless of the field of study, gender, citizenship, age, seniority, faculty, administrative unit of the University, etc. both during the recruitment process, mobility implementation as well as during the mobility settlement process under the Erasmus+ Programme.
2. Based on the regulation of the Minister of Finance of March 15, 2022 on abandoning the collection of personal income tax on income (revenue) from scholarships received from the "Erasmus+" programme and financial support received from the "European Solidarity Corps" program (Journal of Laws of 2022, item 635), Erasmus+ scholarships are exempt from personal income tax.
3. Due to the simultaneous existence of two financial agreements, in the academic year 2022/2023 the costs related to the implementation of mobility in the Erasmus+ Programme will be financed from the budget of the Erasmus+ Programme under financial agreements no. 2021-1-PL01-KA131-HED-000003498 (recruitment procedures carried out in academic year 2020/2021, 2021/22 and 2022/23) or no. 2022-1-PL01-KA131-HED-000053719 (recruitment procedures carried out from the academic year 2022/23).

4. The Medical University of Bialystok approves the above division, based on Appendix no. IV to the financial agreement for the Erasmus+ Programme project, financial agreement number 2021-1-PL01-KA131-HED-000003498 (rates applicable in the agreement) and Appendix no. 1 to the agreement no. 2021-1-PL01-KA131-HED-000003498.