

**ERASMUS+ MOBILITY RULES**  
**in the academic year 2016/2017**  
**at the University of Finance and Management**  
**in Warsaw**

**I. RULES FOR STUDENTS' MOBILITY FOR EDUCATION AND TRAINING**

**Recruitment Rules**

§ 1

Within the framework of Erasmus+, the University of Finance and Management in Warsaw offers co-financing of 7 instances of mobility for traineeship and 1 mobility for studies in the academic year 2016/2017 to countries participating in Erasmus+ (i.e., the Member States of the EU and countries from outside the UE: the Former Yugoslav Republic of Macedonia, Iceland, Liechtenstein, Norway, and Turkey).

§ 2

You can apply for training and education as part of Erasmus+, if you meet all the criteria specified below:

1. You are a student-citizen of any country of the world;
2. You are a student of any academic major at the University of Finance and Management (specifically, a student taking a Bachelor's degree course or a 2-year Master's degree or a 5-year Master's Degree course – either full-time or extramural) throughout the whole period of scholarship;
3. You are a student of at least the second year of a Bachelor's Degree course;
4. You are not using a Dean's leave or any other leave during the period of scholarship;
5. Or you graduated from any major at the University of Finance and Management in Warsaw and qualified to take part in Erasmus+ during the course of the final year of education – as student mobility may take place within 1 year following graduation;
6. You have an average grade calculated based on all the years of university education of at least 3.5 – for traineeships and 4.0 – for studies;

7. Your conduct of the English language and/or the language of the receiving country is good enough for you to train/study;
8. At the time of recruitment for mobility, you are not subject to disciplinary punishment and no disciplinary proceedings have been instituted against you;
9. You have successfully finished all previous study periods;
10. You are a resident of Poland;

### § 3

Recruitment for **traineeship** as part of Erasmus+ takes place according to the following schedule:

- 1) submitting applications: **until 28 February 2017**;
- 2) interview: **deadlines are set individually for each candidate – not later than until 20 March 2017**;
- 3) announcement of recruitment results: **31 March 2017**.

If vacancies arise following the announcement of recruitment results, supplementary recruitment will be held.

### § 4

Within the time frame specified in § 3, the candidates for traineeship abroad should submit the following documents in the Office for International Cooperation (room 212, 2nd floor):

- 1) Application form (in accordance with the template provided by the University of Finance and Management in Warsaw, which can be obtained in the Office for International Cooperation or downloaded from the University's website);
- 2) European CV (in accordance with the template provided by the University of Finance and Management in Warsaw, which can be obtained in the Office for International Cooperation or downloaded from the University's website);
- 3) 2 photographs for an ID;
- 4) A referral from an academic teacher or employer or an opinion of an attendant of a specialisation selected by the student;
- 5) Language certificate(s) or a signed certificate from a language instructor confirming that the student has enough command of the foreign language to undergo training abroad;
- 6) A confirmation of the average grade obtained throughout the whole period of university education (i.e., a certificate to be obtained from the Dean's Office at the University of Finance and Management);

## § 5

Recruitment for **studies** as part of the Erasmus+ Programme takes place according to the following schedule:

1) submitting applications:

- **Until 31 March 2016 for the autumn semester 2016/2017;**

- **Until 25 November 2016 for the spring semester 2016/2017;**

2) Interview: individual deadlines are set for each candidate;

3) Announcement of recruitment results: **05 January 2017.**

If vacancies arise following the announcement of recruitment results, supplementary recruitment will be held.

## § 6

Within the time frame specified in § 5, the candidates for studies abroad should submit the following documents at the Office for International Cooperation (room 212, 2nd floor):

1) Application form (in accordance with the template provided by the University of Finance and Management in Warsaw, which can be obtained at the Office for International Cooperation or downloaded from the University's website);

2) 2 photographs for an ID;

3) Cover letter;

4) A referral from an academic teacher or an opinion of an attendant of a specialisation selected by the student;

5) Language certificate(s) or a signed certificate from the language instructor confirming that the student has enough command of the foreign language to study abroad (at least B2);

6) A confirmation of the average grade obtained throughout the whole period of university education (i.e., a certificate to be obtained from the Dean's Office at the University of Finance and Management; an average grade of at least 4.0 is required).

## § 7

1. In the process of recruitment for traineeship abroad, the following criteria are taken into consideration:

1) Command of the required foreign languages (a maximum of 5 points, however, the language of the mobility/traineeship is taken into account in the first place);

- 2) Assessment of the CV, with particular attention paid to the professional experience that has been gained so far, voluntary service, etc. (a maximum of 5 points);
- 3) Outcome of interview in terms of predisposition to having traineeship abroad (a maximum of 10 points).

The candidates may receive additional 5 points, if they include a letter of intent in recruitment documents, from organizations ready to offer the student a traineeship opportunity. In disputable cases, the average grade from the whole period of university education is taken into consideration.

The candidate may jointly receive a maximum of 25 points.

2. In the process of recruitment for studies abroad, the following criteria are taken into consideration:

- 1) Command of required foreign languages (a maximum of 5 points, however, the language of the mobility/educational course is taken into account in the first place);
- 2) The average grade from the whole period of university education (a maximum of 5 points);
- 3) Outcome of interview in terms of predisposition to study abroad (a maximum of 10 points);
- 4) years of studies; priority is given to students in higher years.

The candidate may jointly receive a maximum of 20 points.

## § 8

The candidates who obtain the best scores during the recruitment process will be qualified for mobility by the Recruitment Committee. If any vacancies remain unfilled, the Committee may carry out supplementary recruitment.

If the number of students meeting formal criteria will be higher than the number of vacancies, the students with lower scores obtained throughout the process of qualifying will be put on a reserve list. A person will be able to go over to the list of qualified candidates, if another person from the basic list resigns.

## § 9

The list of persons qualified for mobility and the reserve list, including the number of points scored during the recruitment process, will be published on the University's website.

Additionally, all the candidates will be informed about the outcome of the qualification

## § 10

The candidate may appeal against the Recruitment Committee's decision to the Rector. The appeal should be submitted in writing within 14 days following the publication of the list of qualified persons on the University's website. The Rector's decision is final.

## § 11

The composition of the Recruitment Committee evaluating eligibility for traineeship abroad:

- 1) Professor, Habilitated Doctor Ryszard Kościelak, Vice-President for Student Affairs – the Chairman of the Recruitment Committee;
- 2) Dominika Brodacka-Sak (Master's Degree), the University's Institutional Erasmus Coordinator;
- 3) Wiktoria Zawadzka (Master's Degree), the Coordinator's Assistant;
- 4) Representative of the Student Government at the University of Finance and Management in Warsaw.

The composition of the Recruitment Committee evaluating eligibility for studies abroad:

- 1) Professor, Habilitated Doctor Ryszard Kościelak, Vice-President for Student Affairs – the Chairman of the Recruitment Committee;
- 2) Faculty Dean – as regards the Student who applies;
- 3) Dominika Brodacka-Sak (Master's Degree), the University's Institutional Erasmus Coordinator;
- 4) Wiktoria Zawadzka (Master's Degree), the Coordinator's Assistant.

## **The Rules for Co-Financing of Mobility for Traineeship and Studies**

## § 12

The Student who qualified for mobility within the framework of Erasmus+ signs an agreement with the University. An individual traineeship/study programme is additionally drawn up for each mobile student to be carried out at the receiving institution, which takes the form of the “Learning Agreement for Traineeships” or “Learning Agreement for Student Mobility for Studies” to be signed by three parties: the sending university, the receiving

institution/university, and the student.

The level of co-financing of traineeship abroad depends on the mobility destination and amounts to:

	<b>Group 1</b> Austria, Denmark, Finland, France, Ireland, Liechtenstein, Norway, Sweden, Great Britain, Italy	<b>Group 2</b> Belgium, Croatia, Cyprus, the Czech Republic, Greece, Spain, the Netherlands, Iceland, Luxembourg, Germany, Portugal, Slovenia, Turkey	<b>Group 3</b> Bulgaria, Estonia, FYROM (the former Yugoslav Republic of Macedonia), Lithuania, Latvia, Malta, Romania, Slovakia, Hungary
<b>The amount of monthly funding</b>	<b>EUR 600</b>	<b>EUR 500</b>	<b>EUR 400</b>

The level of co-financing of studies abroad depends on the mobility destination and amounts to:

	<b>Group 1</b> Austria, Denmark, Finland, France, Ireland, Liechtenstein, Norway, Sweden, Great Britain, Italy	<b>Group 2</b> Belgium, Croatia, Cyprus, the Czech Republic, Greece, Spain, the Netherlands, Iceland, Luxembourg, Germany, Portugal, Slovenia, Turkey	<b>Group 3</b> Group 3 – Bulgaria, Estonia, FYROM (the former Yugoslav Republic of Macedonia), Lithuania, Latvia, Malta, Romania, Slovakia, Hungary
<b>The amount of monthly funding</b>	<b>EUR 500</b>	<b>EUR 400</b>	<b>EUR 300</b>

### § 13

The scholarship awarded within the framework of the Erasmus+ Programme is a subsidy and does not cover all the costs of a student's stay abroad. This scholarship may only be spent on covering the costs of travelling and staying at the receiving institution (such as travel expenses, insurance, language training, increased cost of living abroad). It is not the receiving institution's obligation to subsidize the traineeship.

#### § 14

The scholarship is handed over to the student provided that he or she accepts all the conditions specified in the agreement mentioned in §12; the funding is paid out via bank transfer in Euro to the bank account specified in the agreement. The first tranche of the scholarship, which is 80% of the whole amount awarded to the student, is paid out immediately after the agreement between the university and the student as well as the “Learning Agreement for Traineeships” / “Learning Agreement for Student Mobility for Studies”, mentioned in § 12, are signed by all the involved parties. The payout of the outstanding amount takes place immediately following complete settlement of the mobility under the terms specified in § 25, point 1 as regards traineeship and § 25, point 2 as regards studies.

#### § 15

The student may resign from mobility for traineeship or studies abroad without suffering any financial consequences until the moment of signing the agreement with the university.

#### **The rules for mobility and crediting of traineeship/studies abroad.**

#### § 16

The traineeship must ensure the possibility of acquisition of competences relevant for the student's academic major. The traineeship may take place in foreign companies, research centres, non-profit organizations, and other institutions such as museums, libraries, or hospitals. The institution offering traineeship to the student must be established in the country that participates in the programme.

Educational courses are held at universities that possess the Erasmus University Charter and have a cooperation agreement signed with the University of Finance and Management in a given academic year.

#### § 17

#### **Traineeship may not be held in:**

- a) institutions of the European Union;

- b) Institutions managing European Union programmes;
- c) Polish diplomatic offices, unless the traineeship is international in character/ carried out in a language other than Polish.

#### § 18

**Traineeship** lasts between 60 and 90 days, in accordance with Mobility Tool, and must end by **30 September 2017**.

**Studies** last a trimester or a semester. Participants who have signed an agreement concerning studies at a foreign university for a period of a trimester may apply for an extension of the learning period for a maximum of a single semester. The participant acknowledges that consent to an extension of mobility at a foreign university does not entail being granted funding for the extended period. Should the Erasmus+ funds run short in a given academic year, the period of studies which is not subject to financing is treated as a period with “zero scholarship”. In order to extend the mobility, the following documents must be provided:

- A certificate from the partner university permitting the extension of mobility and containing confirmation of class attendance in accordance with the signed learning programme or, if possible, a Transcript of Records. The certificate should specify the date of termination of the mobility.
- Student's application for the extension of the mobility approved by the Dean;
- “Learning Agreement for Studies” for the extend semester approved by the agreement Coordinator/major attendant and the Dean.

The documents must be submitted in the International Cooperation Office at least 3 weeks before the date of termination of the Student's mobility at a partner university set prior to commencement of the mobility. Approving decision on the extension of mobility and possible funding of the extended period of the Student's mobility should be made within 14 days following submission of the complete set of documents.

#### § 19

Traineeship abroad may not affect completion of a student's academic courses or cause extension of the period of study.

## § 20

Students who qualify to take part in the programme are recommended to single-handedly search for a suitable receiving institution. The university may offer help in searching for a receiving institution, however, it does not guarantee that it will be found.

## § 21

The students may allocate part of the scholarship to covering the costs of learning the language of a receiving country during the traineeship. Participation in a language course may not result in shortening of the period of mobility at the receiving institution.

## § 22

Prior to signing an agreement with the university, the student is obliged to present an intent letter from the receiving institution at the Office for International Cooperation, which testifies to the readiness of this institution to offer traineeship to the student and specifying the date of commencement and termination of traineeship.

## § 23

The receiving institution may require from the candidate for traineeship to submit additional documents (e.g., a certificate of no criminal record).

## § 24

Each Erasmus+ scholar is obliged to buy accident insurance and obtain appropriate health insurance (covering medical expenses). Basic health insurance is guaranteed by the European Health Insurance Card (EHIC) issued by the National Health Fund (NFZ). Detailed information is available on NFZ websites. The student should also obtain information from the receiving institution about requirements regarding civil liability insurance and purchase appropriate insurance, if necessary.

## § 25

Students must settle their traineeship / studies within 10 days following termination of mobility, however, not later than **by 10 October 2017**.

### **1. Settlement of traineeship involves submission of the following documents:**

a) certificate confirming the period of mobility at the receiving institution, which contains the

actual date of commencement and termination of the traineeship, drawn up according to the template and form specified by the University;

b) certificate of completion of the training programme along with evaluation by the receiving institution's traineeship attendant, drawn up according to the template and form specified by the University;

c) filled in online Erasmus+ Participant Report;

d) filled in online before and after language tests available on the OLS website;

e) Training Records drawn up according to the template and form specified by the University and maintained during the first month of traineeship – if the Erasmus+ traineeship is to be credited towards mandatory traineeship included in the study programme;

f) Monthly reports on traineeship drawn up according to the template and form specified by the University.

## **2. Settlement of studies involves submission of the following documents:**

a) certificate confirming the period of mobility at the receiving university, which contains the actual date of commencement and termination of the study, drawn up according to the template and form specified by the University;

b) certificate of completion of the learning programme with a transcript of record, drawn up according to the template and form specified by the University;

c) filled in online Erasmus+ Participant Report;

d) filled in online before and after language tests available on the OLS website;

f) monthly reports on the progression of studies drawn up according to the template and form specified by the University.

## § 26

If the student meets all the requirements specified in the “Learning Agreement for Traineeships”, the period of traineeship will be credited towards mandatory student traineeship, if provided for in the study programme, in accordance with the Student Traineeship Rules applicable at the University of Finance and Management. If the study programme provides for no mandatory traineeship or the student has already undergone such traineeship, information about Erasmus+ traineeship will be noted in the Diploma Supplement. The decision whether the student meets all the requirements is made by the University on the basis of verification of the documents supplied by the student. In case of inconsistencies, the decision regarding the extent of crediting is made by the University, which may also decide whether being in default on certain conditions necessitates reimbursement of part or the whole of the scholarship awarded to

### § 27

If the student meets all the requirements specified in the “Learning Agreement for Student Mobility for Studies”, the period of study will be credited towards the student's educational programme.

The decision whether the student meets all the requirements is made by the sending University on the basis of verification of the documents supplied by the student. In case of inconsistencies, the decision regarding the extent of crediting is made by the sending University, which may also decide whether being in default on certain conditions necessitates reimbursement of part or the whole of the scholarship awarded to the student.

### § 28

Reimbursement of the scholarship by the student is not required in case of “force majeure” (i.e., circumstances beyond the control of the student such as a serious illness or an unfortunate incident). In order for a situation to be categorized as “force majeure”, it is necessary to obtain written consent of the National Erasmus+ Agency.

## **II. RULES FOR STAFF MOBILITY FOR TEACHING ASSIGNMENTS**

### **Qualification criteria**

### § 29

Within the framework of Erasmus+, the University of Finance and Management in Warsaw offers co-financing of 1 mobility for teaching assignments in the academic year 2016/2017.

### § 30

Interinstitutional agreement between the sending and receiving institution must be signed before staff mobility for teaching assignments takes place.

### § 31

You can apply for Erasmus+ mobility, if you meet all the criteria specified below:

### § 32

An employee qualified for the mobility must be employed by the University of Finance and Management in Warsaw. Employment should be based on an employment contract or other civil law contract. The University may prefer employees holding employment contracts over others.

### § 33

An employee is qualified for mobility based on evaluation of the “Staff Mobility for Teaching-Mobility Agreement”. Staff Mobility for Teaching-Mobility Agreement defines: educational goals, content of class programme, and the expected results.

### § 34

If the qualification procedure yields equal qualitative results for two or more employees, staff members leaving for mobility for the first time are given priority.

### § 35

An employee's mobility at a partner university/receiving institution must commence and terminate between **01 June 2016 and 30 September 2017**.

### § 36

An academic staff member is required to hold at least 8 hours of classes for students of the receiving university during a single instance of mobility.

### § 37

An academic staff member's mobility lasts between 2 and 10 days, excluding travelling time.

### § 38

Each staff member qualified for the mobility signs a written agreement.

### § 39

The scholarship is handed over to the staff member provided that he or she accepts all the conditions specified in the agreement. The scholarship is paid out via bank transfer in Euro to the bank account specified in the agreement.

### § 40

A staff member who does not receive scholarship funded from the Erasmus+ budget (i.e., travels without a scholarship or with a zero scholarship) must conform to all the rules except for the ones applicable to the scholarship.

### § 41

A staff member will be informed about the necessity to obtain a written certificate of the period of mobility and accomplishment of the purpose of the mobility from the receiving university. The certificate should contain information about the number of class hours that were recorded. The certificate should be drawn up on a the receiving university's headed paper.

### § 42

Once the staff member returns from a mobility at a partner university, he or she is obliged to fill in an Erasmus+ Participant Report. To settle mobility in financial terms, it is necessary to fill in the Report online.

### § 43

A staff member should have insurance (against accidents and covering medical expenses) throughout the period of travelling and mobility at the partner university.

## Mobility Funding Rules

### § 44

Funds included in this category may only be allocated to scholarships for academic staff members qualified for mobility at a partner university for teaching assignments or a scholarship for an employee of a foreign company, who has been invited to conduct classes with students.

### § 45

#### The scholarship rates paid out for academic staff mobility:

Countries in a given group	A daily scholarship rate in Euro for mobility lasting for a maximum of 14 days*.
<b>Group 1</b> – Denmark, the Netherlands, Ireland, Sweden, Great Britain	130
<b>Group 2</b> – Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Finland, France, Greece, Iceland, Liechtenstein, Luxembourg, Norway, Poland, Romania, Turkey, Hungary, Italy	110
<b>Group 3</b> – Spain, Latvia, Malta, Germany, Portugal, Slovakia, FYROM (the former Yugoslav Republic of Macedonia)	100
<b>Group 4</b> – Croatia, Estonia, Lithuania, Slovenia.	80

\*The amounts specified in the table are applicable to mobility lasting not longer than 14 days.

## The rules for mobility and settlement of mobility

### § 46

The following documents serve as confirmation of correct spending and payout of scholarships to a staff member by the university:

- a) an agreement between the staff member and the university;
- b) “Staff Mobility for Teaching-Mobility Agreement”;
- c) a document confirming mobility at the receiving university, the period of mobility, and the number of classes that were recorded;
- d) a “Participant Report” filled in by the staff member.

## III. RULES FOR STAFF MOBILITY FOR TRAINING

### Qualification Criteria

#### § 47

Within the framework of Erasmus+, the University of Finance and Management in Warsaw offers co-financing of 1 mobility for training in the academic year 2016/2017.

You can apply for mobility for training as part of the Erasmus+ Programme, if you meet all the criteria specified below:

#### § 48

An employee qualified for the mobility must be employed by the University of Finance and Management in Warsaw. Employment should be based on an employment contract or other civil law contract. The University may prefer employees holding employment contracts over others.

#### § 49

An employee is qualified for mobility based on evaluation of the “Staff Mobility for Training-Mobility Agreement”. The Staff Mobility for Training-Mobility Agreement defines: training goals and expected results as well as working schedule and staff member's tasks.

#### § 50

Staff members leaving for mobility for the first time are given priority, if employee qualification procedure yields equal qualitative results.

#### § 51

An employee's mobility at a partner university/receiving institution must commence and terminate between **01 June 2016 and 30 September 2017**.

#### § 52

Mobility should last a minimum of 2 business days and not longer than 5 days (excluding travelling time). In case of a mobility for a period longer than 5 days, successive days will be treated as mobility with zero funding.

#### § 53

Each staff member qualified for the mobility signs a written agreement.

#### § 54

The scholarship is handed over to the staff member provided that he or she accepts all the conditions specified in the agreement. The scholarship will be paid out in a single tranche to a bank account specified by the staff member.

#### § 55

A staff member who does not receive scholarship funded from the Erasmus+ budget (i.e., travels without a scholarship or with a zero scholarship) must conform to all the rules except for the ones applicable to scholarship.

#### § 56

A staff member will be informed about the necessity to obtain a written certificate confirming the period of mobility and accomplishment of the purpose of the mobility from the receiving institution.

The certificate should contain information about the character of the training. The certificate should be drawn up on the receiving institution's headed paper.

#### § 57

Once the staff member returns from mobility at the receiving institution, he or she is obliged to fill in the Erasmus+ Participant Report. To settle mobility in financial terms, it is necessary to fill in the Participant Report online.

#### § 58

A staff member should have insurance (against accidents and covering medical expenses) throughout the period of travelling and mobility at a partner university.

## § 59

The total amount of the scholarship is a whole number expressed in Euro. Funds included in this category may only be allocated to scholarships for university staff members travelling for training purposes.

## § 60

**The scholarship rates paid out for mobile administrative employees:**

Countries in a given group	A daily scholarship rate in Euro for mobility lasting for a maximum of 14 days*.
<b>Group 1</b> – Denmark, the Netherlands, Ireland, Sweden, Great Britain	130
<b>Group 2</b> – Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Finland, France, Greece, Iceland, Liechtenstein, Luxembourg, Norway, Poland, Romania, Turkey, Hungary, Italy	110
<b>Group 3</b> – Spain, Latvia, Malta, Germany, Portugal, Slovakia, FYROM (the former Yugoslav Republic of Macedonia)	100
<b>Group 4</b> – Croatia, Estonia, Lithuania, Slovenia.	80

\*The amounts specified in the table are applicable to mobility lasting not longer than 14 days.

**The rules for mobility and settlement of mobility**

## § 61

The following documents serve as confirmation of correct spending and payout of scholarships to staff members by the university:

- a) an agreement between the staff member and the university ;
- b) “Staff Mobility for Training-Mobility Agreement”;
- c) a document confirming the period of mobility at a receiving institution and that the training programme has been carried out;
- d) “Participant Report” filled in by the staff member.