

ERASMUS+ Programme Guidelines

**in force at the University of Agriculture in Krakow.
(Updated on 01.10.2024)**

Uniwersytet Rolniczy im. Hugona Kollątaja [University of Agriculture] in Kraków (“the URK”) has joined the implementation of the new 2021-2027 financial perspective.

Erasmus Charter for Higher Education (ECHE) has been signed.

Under the new perspective, the URK participates in learning mobility programmes - Key Action 1, KA131, KA171. Projects falling within the scope of other key actions are subject to separate guidelines.

Organisation of BIPs

BIPs are Blended Intensive Programmes. They must be composed of physical mobility and virtual component. BIPs make use of innovative ways of learning, teaching, and training. They are available to the URK students and staff members wishing to enhance their knowledge and skills in a given field of study. The programme should have added value compared to existing courses or trainings offered by the participating higher education institutions (“HEIs”).

General Provisions

Art. 1.

1. BIPs are implemented in individual faculties or other URK entities that expressed their interest in mini-projects at the time of applying for funds.
2. The URK must have an Erasmus+ Inter-Institutional Agreement signed with a partner HEI forming a part of the consortium.
3. The minimum number of incoming participants – 15 persons (maximum number of participants - 20); URK students / staff members and participants from partner countries do not count towards the minimum number.
4. The minimum number of ECTS credits: 3.
5. The funds available for BIP organisation: EUR 400 / 1 participant, not more than EUR 6000.
6. BIP managers shall be responsible for organisation and substantive preparation of the programmes, reporting in the Beneficiary Module, and promotion.
7. The Beneficiary Module shall be managed by the BWiWM.

Before commencing a BIP

Art. 2

1. The BIP Manager shall submit to the BWiWM a draft project plan, along with planned implementation date, six months prior to commencement.
2. BIP components:
 - 1) Programme number
 - 2) Programme plan encompassing physical and virtual component

- 3) Duration
 - 4) International partnership
 - 5) Cost estimate
 - 6) Scope of activities
 - 7) ECTS credits, in compliance with the URK internal regulations
 - 8) Participant's profile
 - 9) Recruitment dates
3. The recruitment process shall be conducted by the BIP Manager in consultation with the BWiWM.

BIP Participants

Art. 3

1. Participants enhancing their skills
 - 1) 1st, 2nd, 3rd cycle students
 - 2) URK staff members
2. Participants involved in course preparation/delivery
 - 1) URK academic teachers/trainers
 - 2) Academic teachers/trainers from the HEI collaborating on the course preparation
 - 3) Business representatives acting as STA in the HEI delivering the course.

Project settlement

Art. 4

1. Preparation of documents required for final settlement: certificates, confirmations for BIP participants by the BIP Manager.
2. Rules on accounting for financial components shall be consistent with the rules in place in the URK at the time of project implementation.
3. Expenditures shall be accounted for on the basis of actual costs incurred.
4. The Manager shall be responsible for the budget discipline with respect to the funds allocated to BIP.
5. All financial obligations to be covered from BIP funds shall be approved by the relevant Vice Rector.
6. A project is considered settled after closing the budget and satisfying the requirements prescribed in the Beneficiary Module.