

ERASMUS+ Programme Guidelines

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

Uniwersytet Rolniczy im. Hugona Kołłątaja [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.

General Provisions

Art. 1.

1. Erasmus+ Programme is managed by Fundacja Rozwoju Systemu Edukacji [*Foundation for the Development of the Education System*] (“the Foundation”).
2. Based on applications submitted, the Foundation allocates funds to individual actions.
3. The funds awarded by the Foundation are transferred to a dedicated URK’s bank account, in EUR, in compliance with Erasmus+ Programme Rules in force.
4. On the part of the URK, Erasmus+ programme is managed by Biuro Współpracy i Wymiany Międzynarodowej [*The Office for international Cooperation and Exchange*], (“BWiWM”).
5. In order to ensure smooth operation of the programme, the URK has appointed the Erasmus+ Programme University Coordinator and Faculty Coordinators.
6. The University Coordinator shall:
 - 1) Promote the programme;
 - 2) Participate in information meetings;
 - 3) Promote the programme internationally;
 - 4) Participate in international training and panels;
 - 5) Initiate the execution of bilateral agreements;
 - 6) Obtain funds for project implementation;
 - 7) Participate in preparing project proposals and reports;
 - 8) Contact with the NA;
 - 9) Organise and delivering information training for the URK community;
 - 10) Stay in contact with Faculty Coordinators.
7. Faculty Coordinators shall:
 - 1) Promote the Programme within their faculty;
 - 2) Participate in training sessions and meetings organised by the University Coordinator;
 - 3) Participate in seeking international partners for cooperation;
 - 4) Announce recruitment procedures in their faculty;

- 5) Appoint the faculty recruitment committee and conduct the recruitment process in their faculty;
 - 6) Prepare ranking lists and forward them to the BWiWM;
 - 7) Consider appeals against decisions of the faculty recruitment committee;
 - 8) Coordinate the works on the preparation of educational offer and faculty catalogue of courses;
 - 9) Assist students qualified for study or traineeship mobility programme in preparing the Erasmus+ Online Learning Agreement (OLA), Learning Agreement for Studies or Learning Agreement for Traineeship, and approve the same in compliance with the European Community guidelines in force;
 - 10) Review the documents concerning the learning outcomes achieved at a partner higher education establishment (“HEI”) or during the traineeship abroad, including giving opinion on disputable issues concerning the conditions and form of recognition of courses completed by the student, based on the current provisions of law.
8. Administrative tasks concerning all forms of mobility under the KA131 and KA171 programmes shall be performed by the BWiWM.
 9. With respect to:
 - 1) KA131 – substantive content to be decided upon by BWiWM,
 - 2) KA171 – substantive content and selection of partners to be decided upon by coordinators.

Art. 2

1. The key actions shall involve: KA131 - mobility to institutions located in the EU Member States and other countries envisaged in the programme, with which the URK has executed relevant bilateral agreements.
2. KA171 - mobility to institutions with which the URK has executed relevant bilateral agreements and which are covered by the financing programme.
3. The current list of the partner HEIs can be obtained from the BWiWM and the URK website.

I. Mobility of the URK staff members

Staff members’ participation in the programme

Art. 3

1. Erasmus+ programme offers to the URK staff members employed under a contract of employment, mobility opportunities for the purpose of:
 - 1) teaching;
 - 2) training;
 - 3) participating in Blended Intensive Programme (BIP).
2. Staff members wishing to take part in Erasmus+ programme shall satisfy the following formal requirements. They have to:
 - 1) be employed under a contract of employment during the mobility period;
 - 2) take part in the recruitment process;

- 3) have no outstanding settlements concerning previous mobilities;
- 4) declare the knowledge of English;
- 5) obtain the consent of their immediate superior.

Staff recruitment procedure

Art. 4

1. Whether a staff member qualifies for the programme is decided upon in the recruitment process conducted by:
 - 1) Faculty recruitment committee - with respect to staff members employed by faculties
 - 2) University recruitment committee - with respect to staff members employed in the units subordinate to the Rector, Vice Rectors, Chancellor, and Finance Officer.
2. The recruitment process shall be conducted once a year.
3. The recruitment dates shall be announced by the Coordinators.
4. The Ranking lists shall be submitted to the BWiMW not later than by 30th June of a given year.
5. When the maximum number of programme participants is not achieved, an additional recruitment process may be conducted, and the resultant ranking lists shall be submitted by 30th September.
6. Recruitment requirements (optional):
 - 1) Conducting classes in a foreign language to foreign students (1 point)
 - 2) Participation in international university events (1 point)
 - 3) Receiving foreign guests, including visiting professors (1 point)
 - 4) Other significant international achievements (1 point)
 - 5) First- time programme participant (3 point)
 - 6) Holding the function of a programme coordinator (1 point)
7. A staff member or other mobility programme participant receiving Erasmus + programme grant must not simultaneously receive any other EU grant/scholarship to cover the same costs.
8. Formalities related to the mobility, including the journey, accommodation, insurance and living costs, shall be the responsibility of the staff member concerned.
9. The participation in a mobility programme shall be accounted for in the periodical employee evaluation.
10. A staff member who has not been qualified for the mobility programme may appeal against the decision within seven days of receipt of the information on the recruitment process results. An appeal shall be made in writing to the relevant coordinator who shall consider the same within 14 days of receipt.
11. A staff member resigning from the mobility shall submit the resignation in writing to the BWiWM.

Art. 4

1. Documents to be submitted in the recruitment process:
 - 1) Erasmus+ application form (template - Appendix 1);
 - 2) Individual Teaching Programme (approved by the immediate superior and the receiving institution) - in the case of teaching mobility programmes (template - Appendix 2)

- 3) Individual Training Programme (approved by the immediate superior and the receiving institution) - in the case of studying mobility programmes (template - Appendix 3)
 - 4) BIP Programme – in the case of mobility involving blended education forms.
2. In the case of the mobility for teaching purposes, before departure of a staff member or any other mobility participant to the partner HEI, the parties should agree on the teaching programme (minimum eight teaching hours for a period not longer than five days). In the case of mobility programmes exceeding five days, the number of teaching hours shall be increased proportionally.
 3. The mobility of a staff member or other mobility participant to programme countries shall not be shorter than two or longer than five days. The mobility duration in the case of partner countries will be five days. In justified situations, a mobility participant may be granted two extra travel days.

Staff member's obligation before departure

Art. 5

1. At least two weeks prior to departure, the staff member qualified for Erasmus + programme shall furnish the BWiWM with:
 - 1) Declaration of insurance coverage (template – Appendix 4);
 - 2) Details necessary to transfer the grant (template - Appendix 5);
 - 3) Consent to the personal data processing (template - Appendix 6 & 7).
2. Based on submitted documents, the BWiWM will prepare an agreement to be signed at least seven days prior to departure.
3. Upon executing the agreement, the foreign mobility grant will be transferred to the staff member's personal account.
4. The purpose of the grant is to compensate for the difference in the living costs. The grant is not intended to cover the total costs of travel to and stay with the partner HEI or other receiving institution.
5. A staff member may apply for extra funds in the form of a Green Travel grant when travelling with the use of sustainable means of transport. The grant is accounted for as extra travel days and calculated subject to the applicable rate. The decision on choosing a Green Travel option must be notified in advance.
6. A staff member will receive extra funds for the travel.
7. A staff member with formally declared disability may apply for a top-up to cover the costs of accommodation and stay of an accompanying person. The application procedure is defined in the NA's requirements in force, concerning financial support for mobility activities of participants with fewer opportunities.

Staff member's obligation after return

Art. 6

1. Within two weeks after the return, the staff member shall furnish the BWiMW with:
 - 1) Confirmation Letter - Teaching Mobility or Training Mobility (original), signed by a representative of the HEI or other receiving institution;
 - 2) Evidence of travel (air plane / railway / coach tickets, declaration on the use of own means of transport);

- 3) Green Travel declaration (if applicable);
 - 4) Optionally: presentation of effects of the mobility or training (summary, article, multimedia presentation, or a public appearance promoting Erasmus+ programme), and a photo taken during the stay, along with the consent to use it for promotion purposes.
2. Within 30 days after the return, the staff member shall complete an obligatory on-line report (Participant Survey) which is sent directly by the European Commission to the e-mail address provided in the agreement.
 3. The on-line report, along with the documents evidencing the stay with a partner institution, constitutes the basis for final settlement of the mobility grant.

II. Study/Traineeship mobility for students

Student mobility rules

Art. 7

1. Erasmus+ programme enables students to complete part of their studies abroad, at a HEI with which their parent HEI has a valid inter-institutional agreement on the exchange of students.
2. The programme also offers traineeship opportunities for the URK students or graduates.
3. Study and traineeship mobility opportunity is not available to 1st year students of 1st cycle study programmes.
4. Erasmus+ programme is addressed to students satisfying all of the following eligibility criteria. An eligible student (has to):
 - 1) be enrolled for 1st or 2nd cycle programme (both full-time and part-time/extramural) or long-cycle master's degree programme;
 - 2) have the status of an URK student at the time of departure;
 - 3) have the right to free movement in the European Union;
 - 4) must not be on sabbatical during the mobility;
 - 5) at the time of completing the mobility – must not exceed the maximum mobility period of 12 months available to 1st and 2nd cycle students;
 - 6) at the time of completing the mobility – must not exceed the maximum mobility period of 24 months available to long-cycle master's degree students;
 - 7) speak the language of instruction used at the receiving HEI in the degree sufficient for studying or undertaking traineeship;
 - 8) have the GDP for the preceding semester taken into account in the recruitment process not lower than 3.5.
5. A graduate should start and complete the traineeship within 12 months of graduation.
6. A graduate may participate in the recruitment process before submitting their diploma / master's degree thesis, in line with the Erasmus + recruitment dates.

Student mobility periods

Art. 8

1. The minimum period of student mobility for studies (SMS) is three months (90 days) and the maximum period is 10 months (300 days); however, the availability of mobility grants

- depends on the level of utilisation and availability of funds awarded to the URK by the Foundation.
2. The minimum period of student mobility for traineeship (SMT) is two months (60 days) and the maximum period is 10 months (300 days); however, the availability of mobility grants depends on the level of utilisation and availability of funds awarded to the URK by the Foundation.
 3. The aggregate physical mobility period, including participation in earlier activities under Erasmus + programme (the so called “Mobility Capital”) must not exceed 12 months for a single cycle programme or 24 months for a long-cycle master’s degree programme.

Recruitment procedure for students

Art. 9

1. The BWiWM organises Erasmus + mobility recruitment process at least twice a year. The information on the current allocation of funds, recruitment dates, and changes in the recruitments applicable in the subsequent academic year shall be available at the BWiWM’s website: <https://erasmus.urk.edu.pl/dla-wyjezdajacych/studenci>.
2. Erasmus + SMS/SMT recruitment process is carried out by the applicable URK entity (a faculty), and the person in charge of the recruitment process is the faculty recruitment committee.
3. The recruitment procedure ends with the preparation of the list of students eligible to participate in Erasmus+ programme.
4. After completing the SMS/SMT qualification procedure, the relevant entity forwards the recruitment process report to the BMiWM.
5. An eligible student shall submit their application to the BMiWM within the time limit prescribed for Erasmus + recruitment process, along with other required documents, and the following:
 - 1) Declaration of insurance coverage;
 - 2) Scan of health insurance;
 - 3) Consent to the processing of their personal data
 - 4) Information required to transfer the grant;
 - 5) Learning Agreement for Study (in the case of SMS);
 - 6) Learning Agreement for Traineeship (in the case of SMT).
6. Document templates are available at the URK’s website: <https://erasmus.urk.edu.pl/dla-wyjezdajacych/studenci>
7. A student nominated to a partner HEI shall collect all the required documents and prepare the Learning Agreement for Studies/Online Learning Agreement (OLA) (“Before the Mobility” part) in the most recent version indicated by the European Commission, to be approved by the relevant Faculty Coordinator.
8. The Learning Agreement for Studies/OLA should account for the compatibility of the learning outcomes of the study course at the partner HEI with the URK’s study programme. In addition, when selecting the study subject, students should take the number of ECTS credits into account.
9. The Learning Agreement for Traineeship should match the participant's study programme. Upon approval of the plan by the Faculty Coordinator, the completed traineeship shall be

recognised as an integral party of the study programme and treated as the obligatory traineeship.

Grant

Art. 10

1. A participant executes a financial agreement in the BWiWM not earlier than three months prior to the planned departure under Erasmus+ programme.
2. Erasmus + grant shall be transferred to the student's bank account, in EUR, after the commencement of the mobility, in the amount of 95% of the grant awarded, upon receipt by the BWiWM of the Confirmation of Arrival at the relevant foreign HEI. The document should be signed by Erasmus+ Coordinator from that HEI. The 5% balance of the grant will be paid to the participant upon return and submission of all documents required for final grant settlement under Erasmus + programme.
3. The amount of grant, after calculating the applicable rate in the Beneficiary Module, is specified in the financial agreement. The funds shall be used to cover the costs of travel and insurance, and the living costs. The grant is not intended to cover total costs of the mobility.
4. The grant amount depends on the receiving country. The current rates are published on the BWiWM website, subject to the rules laid down by the National Agency of Erasmus+ Programme applicable to the Erasmus+ project currently implemented at the URK. Grant rates can be viewed at: <https://erasmus.urk.edu.pl/dla-wyjezdajacych/studenci>.
5. A student may also receive a one-off Green Travel grant to cover the costs of travel (to and from the receiving HEI) using low-emission means of transport, in the amount of EUR 50 plus the top-up for not more than four additional travel days. Low-emission means of transport include: coach, train, carpooling. The eligibility to receive the Green Travel grant must be evidenced by coach or train tickets, and - in the case of carpooling - by the declaration on joint travel and car sharing.
6. A student may be also entitled to additional allowance for participants with fewer opportunities.
7. A person with fewer opportunities is a person:
 - 1) in difficult economic situation, receiving a maintenance allowance in the academic year preceding the planned mobility;
 - 2) with formally declared disability.
10. Current rules on top-ups for persons with fewer opportunities under Erasmus + Programme are available at the BWiWM website.
11. A student receiving Erasmus + grant must not simultaneously be a beneficiary of any other EU funding.

Final grant settlement

Art. 11

1. A student mobility grant should be settled within 30 days of return, based on submission of the following documents:
 - 1) For SMS – Learning Agreement for Study, transcript of records, certificate of participation confirming the mobility start and end date, completed on-line survey and travel tickets for low emission means of transport (if applicable);

- 2) For SMT – Learning Agreement for Traineeship - After the Mobility, certificate of participation confirming the mobility start and end date, completed on-line survey and travel tickets for low emission means of transport (if applicable).
2. In the event of failure to submit the complete set of documents or earlier return from the traineeship without prior consultation, the student concerned will be required to repay the grant in part or in whole.
3. In the event of the student’s return before the elapse of the minimum mobility period due to “force majeure” beyond the student’s control, the student shall be required to repay the grant in whole.

III. BLENDED INTENSIVE PROGRAMME (BIP) REGULATIONS

Art. 12

A BIP is a short-term intensive programme that uses innovative ways of learning and teaching, including the use of online cooperation. The intensive programme should have added value compared to existing courses or trainings offered by the participating HEIs. By enabling new and more flexible mobility formats that combine physical mobility with a virtual part, blended intensive programmes aim at reaching all types of students from all backgrounds, study fields and cycles.

BIP participants - both students or staff members - have to undertake a short-term physical mobility abroad combined with a compulsory virtual component.

Virtual activity enables on-line cooperation on specific tasks which are crucial for the success of BIPs and contribute to the achievement of the key educational objectives.

The virtual component must bring the learners together on-line to work collectively and simultaneously on specific assignments that are integrated in the blended intensive programme and count towards the overall learning outcomes.

Blended Intensive Programmes are financed from the funds allocated by Erasmus+ NA to the activities covered by a given Erasmus + Programme agreement.

BIP recruitment procedure

Art. 13

1. Erasmus + BIP recruitment for students and doctoral students is carried out by individual faculties. The person in charge of the recruitment procedure is the relevant Faculty Coordinator.
2. After completing the BIP qualification procedure, the faculty forwards the recruitment process report to the BMiWM, not later than 30 days prior to commencement of the BIP.
3. BIP studying participants may be students of 1st, 2nd and long-cycle study programmes and doctoral students.
4. Blended intensive programmes are developed and implemented by at least three HEIs coming from at least three EU Member States. HEIs from non-partner countries, from

outside the EU, may participate in the programme, but they are not counted towards the minimum number of participating HEIs.

5. In order to participate in a BIP, an inter-institutional Erasmus + agreement for short-term exchange needs to be signed with the organising HEI. Where possible, such agreement should be executed with the use of EWP (Erasmus Without Paper) system.

BIP grants

Art. 14

1. A mobility activity under Erasmus + BIP may be undertaken in any of the Programme countries and third countries associated to the Programme, namely all EU members states and, additionally, in Iceland, Lichtenstein, Norway, Turkey, Serbia and North Macedonia, but not in Great Britain or Switzerland. It is not possible to undertake mobility in the sending country (Poland).
2. The minimum number of ECTS credits obtained during the mobility is 3.
3. The physical mobility component shall last from 5 to 30 days. A student/doctoral student may be awarded the BIP mobility provided that they have sufficient mobility capital available.
4. The term “mobility capital” shall mean the total mobility period available to a student under the Erasmus+ and Erasmus Mundus programmes.
5. The mobility capital for 1st and 2nd cycle students and doctoral students is 12 months (360 days), and for long-cycle master’s degree students (medicine, veterinary medicine) - 24 months (720 days).
6. A BIP grant is transferred before the commencement of the mobility, to the student’s/doctoral student’s account, in EUR, after executing the financial agreement and submitting all the required documents (namely: application, declaration of insurance coverage, scan of health insurance, consent to the processing of personal data, information required to transfer the grant, Learning Agreement for Study).
7. A participant receives the mobility grant in the form of a bank transfer prior to departure, after executing the agreement in the BWiWM. The amount of grant, after calculating the applicable rate in the Beneficiary Module, is specified in the financial agreement. The funds shall be used to cover the costs of travel and insurance, and the living costs. The grant is not intended to cover total costs of the mobility.
8. The BIP grant amount does not depend on the receiving country. The current rates are published on the BWiWM website, subject to the rules laid down by the National Agency of Erasmus+ Programme applicable to the Erasmus+ project currently implemented at the URK. Grant rates can be viewed at: <https://erasmus.urk.edu.pl/dla-wyjezdajacych/studenci>.
9. A student/doctoral student may also receive a one-off Green Travel grant to cover the costs of travel (to and from the receiving HEI) using low-emission means of transport in the amount of EUR 50 plus the top-up for not more than four additional travel days. Low-emission means of transport include: coach, train, carpooling. The eligibility to receive the Green Travel grant must be evidenced by coach or train tickets, and - in the case of carpooling - by the declaration on joint travel and car sharing.

10. A participant may be also entitled to an inclusion allowance. A student/doctoral student with formally declared degree of disability or receiving maintenance allowance may be eligible for a one-off top-up, increasing the basic grant rate.

Final BIP grant settlement

Art. 15

1. A BIP mobility grant should be settled within 30 days of return, after submitting the following documents:
 - 1) Learning Agreement for Study;
 - 2) Certificate of participation confirming the mobility start and end date;
 - 3) Completed on-line survey;
 - 4) Tickets for low emission means of transport (if applicable).
2. In the event that the participant fails to perform the agreement, the grant is subject to repayment.