

**EUROPEAN UNION PROGRAMME  
ERASMUS+ KA1 HE – ACADEMIC MOBILITY  
KA103 – ACADEMIC MOBILITY WITH PROGRAMME COUNTRIES  
KA107 – ACADEMIC MOBILITY WITH PARTNER COUNTRIES  
EDUCATION PROGRAMME – ACADEMIC MOBILITY WITH ICELAND, LIECHTENSTEIN AND NORWAY**

**GRANT MOBILITY OF STUDENTS OF UNIVERSITY OF SILESIA  
TO COMPLETE PART OF STUDIES (SMS)  
AT FOREIGN PARTNER HIGHER EDUCATION INSTITUTIONS**

**RULES OF RECRUITMENT AND PERFORMANCE OF MOBILITY IN THE ACADEMIC YEAR 2021/2022**

**A) DEFINITIONS**

**Erasmus+ Programme:** education programme of the European Union within which educational exchange of students will be carried out in the academic year 2021/2022, including mobility of students of University of Silesia to complete part of studies at a foreign partner higher education institution, that is the receiving institution.

NOTE: The name of the programme may be changed by the European Commission.

**Erasmus+ KA103:** project of educational exchange with programme countries, that is:

- member states of the European Union
- Iceland, Liechtenstein, North Macedonia, Norway, Serbia, Turkey

Cooperation with Iceland, Liechtenstein and Norway is also possible within the Education Programme.

**Erasmus+ KA107:** project of educational exchange with partner countries, that is countries other than programme countries (with exclusions).

**Education Programme:** programme of educational exchange with Iceland, Liechtenstein and Norway, in line with the principles of the Erasmus+ Programme, with separate financing rules and funding rates.

**Sending institution:** University of Silesia in Katowice (UŚ).

**Receiving institution:** foreign partner higher education institution, where part of studies is completed within the Erasmus+ Programme or the Education Programme.

**Applicant:** student of University of Silesia in Katowice who participates in the recruitment for outgoing mobility within the Erasmus+ Programme, that is a student who applies for qualification or is already qualified, but not accepted by the receiving institution yet.

**Participant:** student of University of Silesia in Katowice who participates in educational exchange (who carries out mobility to complete part of studies at the receiving institution), qualified by UŚ and accepted by the receiving institution.

**Recruitment or selection:** procedure of accepting the applicant by the sending institution (UŚ) or the receiving institution.

**Mobility:** departure, stay in the country of the receiving institution and performance of the approved study programme by the participant within the Erasmus+ Programme or the Education Programme at the receiving institution.

**On-line Mobility (Virtual Mobility):** performance of the approved study programme by the participant within the Erasmus+ Programme at the Receiving Institution without staying in the country of the receiving institution. It does not apply to the Education Programme.

**Blended Mobility:** combined form of mobility, including both a period of Mobility and On-line Mobility. It does not apply to the Education Programme.

**Rules of Recruitment and Performance of Mobility:** rules defined in this document and applying to the recruitment of the applicants and performance of Mobility or On-line Mobility, or Blended Mobility, hereinafter also referred to as the Rules.

**Project:** performance of educational exchange within the Erasmus+ Programme or the Education Programme, including Mobility, On-line Mobility and Blended Mobility in the academic year 2021/2022, that is in the period: 1.06.2021 – 30.09.2022.

**Learning Agreement for Studies – LA:** study programme at the receiving institution in the period of the mobility, approved by the sending institution, the receiving institution and the participant.

**Confirmation of Mobility:** confirmation of the mobility period with exact start and end dates of the mobility period.

**Transcript of Records, Learning Agreement for Studies – After the Mobility:** confirmation of educational achievements of the participant, obtained in the course of Mobility, On-line Mobility, Blended Mobility at the receiving institution, within the Erasmus+ Programme or the Education Programme.

**Educational exchange:** performance of Mobility, On-line Mobility (Virtual Mobility), Blended Mobility within the Erasmus+ Programme (Erasmus+ KA103, Erasmus+ KA107) or the Education Programme.

**Foundation for the Development of the Education System – FRSE:** institution which acts as the Polish National Agency for the Erasmus+ Programme and the National Operator for the Education Programme, which manages the Erasmus+ Programme and the Education Programme in Poland at the national level.

**Erasmus Charter for Higher Education – ECHE:** document granted to higher education institutions in programme countries by the European Commission, which entitles them to participate in the Erasmus+ Programme (Erasmus+ KA103, Erasmus+ KA107) and the Education Programme, and which defines fundamental rules of implementation of activities.

**NOTE:**

In the event the European Union or Iceland, Liechtenstein and Norway (with respect to the Education Programme) introduce solutions other than those adopted in these Rules of Performance of Mobility, the Rules of Performance of Mobility will be adjusted to the new requirements specified by the European Union or Iceland, Liechtenstein and Norway (with respect to the Education Programme).

Performance of educational exchange (Erasmus+ KA103, Erasmus+ KA107, Education Programme) depends on the approval by FRSE of projects submitted by University of Silesia in Katowice within the Erasmus+ Programme (Erasmus+ KA103, Erasmus+ KA107) and the Education Programme in the 2021 call and on the signing of appropriate project agreements.

## B) RULES OF RECRUITMENT

### 1

The final Rules of Performance of Mobility in the academic year 2021/2022 will be confirmed in agreements concerning the performance of the Erasmus+ Programme (Erasmus+ KA103, Erasmus+ KA107) or the Education Programme, concluded between UŠ and FRSE, and in annexes thereto. In the case of any changes, the applicants and the participants will be notified as soon as possible. UŠ will make every effort to avoid or limit any inconvenience caused by such possible changes, which are beyond the control of UŠ.

Within Erasmus+ KA103 it is possible to go on mobility only to those higher education institutions which are listed as partners of UŠ (Erasmus+ KA103 inter-institutional agreements).

Mobility options within Erasmus+ KA107 in the academic year 2021/2022, with fields of study covered by the cooperation (NOTE: the following list is subject to change, including limitation):

#### Albania

UNIVERSITETIT TE VLORES, 1 OUTGOING MOBILITY, English Studies

#### Algeria

UNIVERSITY LOUNICI ALI BLIDA 2, 1 OUTGOING MOBILITY, Romance Studies (French)

#### Morocco

UNIVERSITE INTERNATIONALE DE RABAT, 1 OUTGOING MOBILITY, Political Sciences  
and  
UNIVERSITE IBNOU ZOHR A AGADIR, 2 OUTGOING MOBILITIES, Polish Studies

#### Russia

IMMANUEL KANT BALTIC FEDERAL UNIVERSITY

or

UDMURT STATE UNIVERSITY,  
1 OUTGOING MOBILITY

#### Tunisia

UNIVERSITY OF MONASTIR, 1 OUTGOING MOBILITY, Biology

#### **NOTE:**

**PERFORMANCE OF MOBILITY DEPENDS ON THE SIGNING OF THE ERASMUS+ KA107 INTER-INSTITUTIONAL AGREEMENT BY THE PARTNER HIGHER EDUCATION INSTITUTION.**

**IF EXCHANGE WITH OTHER COUNTRIES AND HIGHER EDUCATION INSTITUTIONS BECOMES POSSIBLE UNDER THE KA107 ERASMUS+ PROGRAMME, ADDITIONAL, SEPARATE SELECTION PROCEDURES MAY BE ANNOUNCED.**

Mobility options within the **Education Programme** (cooperation with Iceland, Liechtenstein and Norway) in the academic year 2021/2022:

#### Norway

UNIVERSITY OF SOUTH-EASTERN NORWAY, KONSBERG, 3 OUTGOING MOBILITIES

**NOTE:**

**Cooperation under the Education Programme concerns the Faculty of Humanities of University of Silesia in Katowice. Due to special requirements of the Education Programme, detailed rules and procedures of recruitment are published separately. Priority is given to students whose mobility is related to “Child welfare education”. Subject to limitations resulting from the study offer of partner higher education institutions and fields of cooperation agreed with partner higher education institutions.**

**2**

Applicants are recruited in accordance with the principles specified in the ECHE, rules stipulated each year in the agreement between UŚ and FRSE, and in line with the principles determined in Erasmus+ inter-institutional agreements. Violation of the principles of the ECHE, including, in particular, lack of full recognition of credits, imposition of tuition fees or unjustified refusal to carry out the inter-institutional agreement and provisions stipulated therein may lead to suspension or cancellation of the university's ECHE.

**3**

Mobilities shall be performed only on the basis of inter-institutional agreements between UŚ and foreign partner higher education institutions under the Erasmus+ Programme (Erasmus+ KA103, Erasmus+ KA107) or the Education Programme for the academic year 2021/2022.

**4**

Detailed rules of performance of student mobility shall be specified in each case in the agreements mentioned in point 1 and point 2 of these Rules as well as in annexes and enclosures thereto. Students selected for mobility must meet all of the following formal criteria:

- be a citizen of Poland or a citizen of other country participating in the Erasmus+ KA103 programme (programme country) or have the same rights in the Erasmus+ programme as citizens of the programme countries;
- be officially enrolled for a study programme leading to the title of bachelor/engineer, master or the degree of doctor at UŚ;
- be (at the time of departure) a student of at least the second year of first-cycle studies;
- must not be (during the mobility) on leave, including dean's leave.

It is possible that the participant goes on mobility to their home country provided that in the sending country they are enrolled for a degree programme at the sending institution.

It is possible to go on mobility under the Erasmus+ Programme / Education Programme many times. Each student who meets the criteria specified in this point and in other documents listed in this point has at their disposal 12 (say: twelve) months of mobility within the Erasmus+ Programme / Education Programme for completing part of studies at a foreign partner higher education institution (SMS) or placement abroad (SMP – applies to KA103HE only). The capital of 12 months, as referred to in this point, refers to one cycle of studies. It means 12 months for first-cycle studies (bachelor), further 12 months for second-cycle studies, further 12 months for third-cycle studies. The capital of 12 months refers to the cycle of studies, not to the field of study. If a student uses the capital of 12 months in the course of studies at a given level and takes up other studies at the same level but in a different field of study, the student is not entitled to further 12 months. It is not possible to transfer the unused months of the capital to the next level of studies. Students who participated in previous academic years in the Erasmus Programme (Socrates / Erasmus or Lifelong Learning Programme / Erasmus or Erasmus+) or the Education Programme, or the Scholarship and Training Fund,

and went on mobility for studies / traineeship are allowed to make use of the offer of the Erasmus+ Programme / Education Programme. In the case of students who participated in previous academic years in the Erasmus Programme or Erasmus+ Programme, or the Scholarship and Training Fund, the number of months used before should be deducted from the capital of 12 months, provided that the previous mobility took place at the same cycle of studies. The capital of 12 months of mobility refers jointly to the period of studies at a foreign partner higher education institution and traineeship abroad under the Erasmus+ Programme / Education Programme / Scholarship and Training Fund.

In the case of uniform master's studies the capital is 24 (twenty-four) months.

Mobility within the Erasmus+ Programme / Education Programme must not cause prolongation of the study period.

## 5

- A) The participant receives a grant from the budget of the Erasmus+ Programme or the Education Programme for their mobility. The grant serves as financial support to cover additional (not full) costs related to the stay and studies at the partner higher education institution. The monthly grant rate depends on the receiving country and in the case of mobility for studies at a foreign partner higher education institution it amounts to (NOTE: the following rates are subject to change, including reduction, by FRSE):

### I. Erasmus+ KA103

GROUP 1: 500-520 euro per month

Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom

GROUP 2: 450-500 euro per month

Austria, Belgium, Cyprus, France, Greece, Spain, Netherlands, Malta, Germany, Portugal, Italy

GROUP 3: 400-450 euro per month

Bulgaria, Croatia, Czech Republic, Estonia, Lithuania, Latvia, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary

The grant rates are subject to change and their final amount will be confirmed in the agreement between UŠ and FRSE. Please see also point 1 of the Rules.

Without financial support for travel

## II. Erasmus+ KA107

All participating countries: 700 euro per month

Financial support for travel (lump sum for travel depending on distance):

between 10 and 99 km	EUR 20
between 100 and 499 km:	EUR 180
between 500 and 1999 km:	EUR 275
between 2000 and 2999 km:	EUR 360
between 3000 and 3999 km:	EUR 530
between 4000 and 7999 km:	EUR 820
8000 km or more:	EUR 1500

The grant rates are subject to change and their final amount will be confirmed in the agreement between UŠ and FRSE. Please see also point 1 of the Rules.

## III. Education Programme

All participating countries: 1,200 euro per month

Financial support for travel (lump sum for travel depending on distance):

between 500 and 1999 km:	EUR 275
between 2000 and 2999 km:	EUR 360

In order to determine the right rate, which depends on distance, one should use the on-line calculator, available on the website of the European Commission (EC): [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).

NOTE: The lump sum is due in the amount corresponding to the distance indicated by the calculator. The amount of the lump sum or the distance indicated by the calculator MUST NOT be multiplied by 2.

The place of departure from the country of the sending organisation (sending institution) shall be the place of its seat, and the analogous place of arrival shall be the seat of the receiving institution (receiving institution).

- B) Grants under the Erasmus+ KA103 Programme are initially awarded for a maximum period of 5 (five) months. If sufficient funds are available, it may be possible to grant financial support for further (maximum 5 (five)) months of stay. Grants under the Erasmus+ KA107 Programme and the Education Programme are granted for a maximum of 5 (five) months. In the case of these programmes the mobility period may not be prolonged.
- C) It is only possible in the case of mobility under the Erasmus+ KA103 Programme (cooperation between programme countries) to go on mobility for studies to a foreign partner higher education institution without grant (zero-grant) or combine a period with a grant awarded for part of mobility with a period without a grant during the remaining part of mobility. If sufficient funds are available or

if the funds awarded to the University are increased in the course of the academic year, it may be possible to grant financial support for the period for which it has not been initially granted. However, the above applies only to the period of study which has been ongoing at the time of taking the decision on granting the financial support. In accordance with the rules of the Erasmus+ KA103 Programme, it is not possible to grant financial support for already completed mobility periods. In the case of mobility periods longer than 5 (five) months it may be necessary to sign two separate agreements and to settle the periods of mobility indicated in each agreement separately (including possible requirements regarding Online Linguistic Support – OLS and the necessity of completing separate beneficiary's surveys – reports evaluating the mobility).

The Erasmus+ KA107 Programme and the Education Programme do not allow for mobility for studies (including part of the stay and study period) at a foreign partner higher education institution under the programme but without a grant (zero-grant).

- D) The student's mobility period will be calculated to an accuracy of one day. Each month is equal to 30 days. If the mobility period starts on the first day of the month, the first month of the mobility ends on the last day of the month in which the mobility started. If the mobility starts on a day other than the first day of the month, the first month of the mobility ends in the following month, on the day of that month which precedes the day on which the mobility started in the previous month. For example, if the mobility starts on 5 October, the first month of the mobility ends on 4 November. This principle applies to subsequent months of the mobility accordingly.

E) **NOTE (applies only to Erasmus+ KA103, i.e. cooperation with programme countries):**

Students selected for a mobility for studies at a foreign partner higher education institution under the **Erasmus+ KA103** Programme (only!) who have collected maintenance grant in the semester directly preceding the semester in which the students starts their mobility may receive a grant whose monthly rate is additionally increased by the equivalent of approx. 200 euro.

Students selected for a mobility for studies at a foreign partner higher education institution under the **Erasmus+ KA103** Programme (only!) may receive a grant whose monthly rate is increased on account of the student's special health needs by the amount of additional special costs resulting from such special health needs. The said additional costs must be approved by FRSE. Students shall apply for additional financial support on account of special health needs by submitting an appropriate application to FRSE through the agency of the university, in accordance with the procedure, principles of application and granting of financial support adopted by FRSE. In the case of additional costs resulting from special health needs, financial support is settled according to actual costs on the basis of financial (accounting) documents.

The increased grant may be financed in full from a separate source, i.e. Operational Programme Knowledge Education Development (OP KED). Students who decide on the increased financial support accept possible additional obligations on their side, resulting from the principles of the OP KED programme, which may include, among others, additional reporting, provision of additional information concerning the financial situation of the student and their family to authorised institutions (in compliance with the principles of personal data protection), including after completion of the mobility, participation in the programme and studies. In this case, the grant may be expressed in full in PLN. All other principles of performance of the said mobilities remain unchanged. The mobility is settled to an accuracy of one day, and the maximum period for which the financial support may be granted is (see point 5 of the Rules) 5 months. The basis for awarding to the student the increased monthly grant rate is the fact



of collecting maintenance grant, paid by University of Silesia in Katowice in the semester preceding the semester in which the student starts their mobility for studies at a foreign partner higher education institution under Erasmus+ KA103, or holding a disability degree certificate in the case of students with special health needs. Students are obliged to report their right to receive the increased monthly grant rate in advance. It is not possible to combine zero-grant mobility with awarding only the said additional financial support, i.e. the amount of 200 euro per month on account of maintenance grant or the amount of additional actual costs incurred due to special health needs.

- F) The final amount of the above-mentioned increase in the monthly rate will be confirmed in the agreement signed between UŚ and FRSE, and in annexes thereto. In the event of any changes, the applicants and beneficiaries will be notified in the shortest possible time. See also point 1 and point 2 of the Rules.
- G) In Erasmus+ KA103 it is possible to carry out On-line Mobility (Virtual Mobility) or Blended Mobility. However, financial support (grant) can only be granted for the period of Mobility, that is the period of studies at the receiving institution completed in the country of the receiving institution. On-line Mobility (Virtual Mobility) and the periods of Blended Mobility carried out without staying in the country of the receiving institution (the student remains in the country of the sending institution or in any country other than the country of the receiving institution) are not covered by financial support. The principle of the minimum required period of mobility of at least 3 (three) full months of uninterrupted stay in the country of the receiving institution in the course of studies at that institution under Erasmus+ KA103 shall apply as a formal requirement which entitles the student to receive a grant (financial support) under Erasmus+.

NOTE: The above-mentioned minimum period of stay must be a continued, uninterrupted period. In the case of Blended Mobility the minimum period of stay must not be calculated by adding up partial periods of actual stay which are shorter than 3 (three) full months. Failure to meet the requirement of the minimum period of stay results in the loss of the right to financial support (grant) under Erasmus+.

See also: point 5 D) of the Rules.

## 6

The units responsible for recruiting students for studies abroad, hereinafter referred to in short as "the units", are faculties or units equivalent in the organisational structure of UŚ, through the agency of specially created qualification committees. The units determine the details and schedule of the recruitment individually, in accordance with the provisions specified in the Rules. Except for the Education Programme, the recruitment is conducted in the USOS system (USOSweb, component: student exchange). Recruitment for mobilities within the Education Programme is conducted separately.

## 7

The work of the qualification committee of a given unit is managed by a coordinator appointed by the unit, who is, at the same time, responsible for direct cooperation with the International Exchange Office at UŚ (Erasmus+ KA1 Office at UŚ).

## 8

The recruitment of the applicants, which concerns mobility in the winter semester and in the summer semester of the academic year 2021/2022, should be completed by 15 April 2021 at the latest. The recruitment deadline should respect deadlines for submitting applications by students

to partner higher education institutions. In exceptional cases, if required by the organisation of the recruitment procedure, the recruitment period may be extended until 30 April 2021.

## **9**

Recruitment results must be presented in the form of a list of selected students with assigned foreign partner higher education institution (the applicant's receiving institution) and the mobility semester. The order of students on the said list should reflect their score in the recruitment procedure. The student with a better score should be higher on the list. Places in a specific foreign partner higher education institution (receiving institution) should be allocated to individual students taking into account their position on the list referred to in this point. The place should be allocated first to the student with a higher recruitment score, who is higher on the list. Additional recruitment of the applicants at a different time than specified in point 8 of the Rules is possible provided that not all places at the disposal of the units have been used and that there are some places available under a specific inter-institutional agreement, or in the case of withdrawal of an earlier selected person, and only in a situation when the possibility of going on mobility has been made available to all students from the list of selected students. Possible additional recruitment also depends on the possibility of performance of mobility, including administrative rules and decisions of foreign partner higher education institutions. The announcement of additional recruitment must be earlier agreed with the International Exchange Office.

## **10**

Students apply for a mobility in the USOS system by proceeding according to the instructions available in the system. It does not apply to the recruitment within the Erasmus+ Programme, which is conducted separately.

## **11**

Recruitment dates, criteria of selection and evaluation of the applicants are announced on the website of University of Silesia concerning the Erasmus+ programme and, if possible, on information boards of the competent units, as well as on their websites no later than 7 days prior to the recruitment start date set by the competent unit.

## **12**

Students should be recruited for studies abroad according to their academic performance, yet their knowledge of the foreign language which will be the language of instruction at the receiving institution is the condition of participation in the recruitment, subject to the requirement specified in point 13.

## **13**

The unit may introduce additional recruitment criteria and methods (e.g. motivation letters with justification of mobility and proposed mobility programme). Academic performance remains the overriding criterion. Knowledge of the foreign language which will be the language of instruction at the receiving institution remains the condition of participation in the recruitment. Knowledge of the language of the receiving country may be an additional asset of the applicant. In the case of the Education Programme priority is given to students whose mobility is related to "Child welfare education". Subject to limitations resulting from the study offer of partner higher education institutions and fields of cooperation agreed with partner higher education institutions. Subject to the fields of cooperation listed in point 1 above and agreed with partner higher education institutions.

#### 14

The unit is obliged to verify the applicant's language skills to make sure that the applicant's competence is sufficient for participating in classes conducted in a given foreign language. However, it is the applicant's responsibility to check the availability of courses offered by selected foreign higher education institutions in a given language, and to have sufficient language skills allowing for participation in classes and obtaining credits.

#### 15

The unit is obliged to announce the list of students selected for mobility for studies abroad and hand it over to the International Exchange Office within 7 days of the completion of the recruitment.

#### 16

The applicant has the right to appeal against the decision of the competent qualification committee specified in point 6 of the Rules within 7 days of the announcement of the decision. The appeal should be filed in writing with the dean or the director of the competent unit.

#### 17

The appeal shall be considered within 7 days, and the decision should be provided to the applicant in writing.

#### 18

The list of students selected by the unit must be drawn up in the order corresponding to the applicants' recruitment scores (first position – student with the highest recruitment score, last position – student meeting the minimum selection criteria). The total number of awarded mobilities as well as the number of mobilities at each specific partner higher education institution and the mobility period (number of months) granted to each candidate must not exceed the maximum number of mobilities stipulated in bilateral agreements with individual partner higher education institutions. The list of selected students must contain information about each student's receiving institution and mobility period (see also point 9 of the Rules).

Qualification by the unit does not mean that the mobility is guaranteed. The possibility of going on mobility will be finally determined by:

- approval by FRSE of applications for projects within the Erasmus+ KA103 Programme, the Erasmus+ KA107 Programme and the Education Programme submitted by UŚ, and signing of appropriate agreements between UŚ and FRSE,
- signing by the foreign partner higher education institution of an inter-institutional agreement within a given programme,
- acceptance of the student by the foreign receiving institution,
- upholding by the sending unit of the decision on the selection of the applicant,
- the number of places at the disposal of UŚ, resulting from the funds awarded to UŚ for this type of mobility, and the agreement signed between UŚ and FRSE.

If the funding or the number of places awarded to UŚ is limited, it may be possible to reduce the number of selected students at the central level of the university. Priority for going on mobility will

depend on the student's position on the ranking list. The final mobility period is confirmed at the moment of signing a financial agreement with the student.

The unit may qualify the applicant for a mobility only to a foreign receiving institution with which a given unit has signed a cooperation agreement within the Erasmus+ KA103 Programme, the Erasmus+ KA107 Programme or the Education Programme. The mobility period granted to the student (maximum 5 months with financial support and, possibly, further months without financial support (applies only to Erasmus+ KA103)) must not exceed the number of mobility months indicated in the above-mentioned agreement. It is not possible to transfer mobility places between the units and select students from other units, except for the selection by the School of Polish Language and Culture.

## **19**

Selection results are passed on to the International Exchange Office, in accordance with the procedure adopted in the USOSweb system. It does not apply to the recruitment for mobility under the Education Programme, which is conducted separately. The units provide the International Exchange Office also with the information on the level and year of studies of the applicants in the academic year 2020/2021.

## **20**

Violation of the obligation resulting from point 15 may lead to the exclusion of the unit from the distribution of funds for student mobility in the following academic year.

## **21**

The applicant who withdraws from mobility should notify the International Exchange Office of UŚ and the competent coordinator of their decision in writing no later than 15 days before the deadline for submitting application to the foreign partner higher education institution.

In the event of scheduling conflict due to, for example, the fact of the student's selection for another scholarship programme, the student should immediately choose the programme they want to participate in and inform the International Exchange Office and the competent coordinator about their choice, by the deadline resulting from the principles specified in this point at the latest.

If no decision is communicated, the University may assume that the student upholds their decision about participation in the programme they applied for earlier.

## **22**

The student's failure to meet the deadline specified in point 21 of the Rules or to provide suitable information may result in excluding such a person from further participation in mobility under the Erasmus+ Programme / Education Programme offered by UŚ and in notifying the dean or director of the competent unit.

## **23**

The applicant should not suffer any consequences for violating the obligations described in point 22 of the Rules in the case of occurrence of circumstances beyond the applicant's control (fortuitous events).

## **24**

The unit may annul the decision on qualifying the applicant in the event of considerable deterioration of the student's academic performance, particularly if the applicant fails to get all credits for the study period preceding the mobility or if the applicant violates the obligations of the student of University of Silesia. The decision on qualifying the applicant may also be annulled as a result of other changes which make proper performance of the mobility impossible, including, in particular, successful completion of the study period at the partner higher education institution.

## **25**

Qualification of the student does not mean that the mobility is guaranteed. Performance of the mobility depends on the applicant's acceptance by the receiving institution and acceptance of the study programme. See also points 18 and 24 of the Rules.

## **26**

Within the framework of recruitment for a given academic year the student may be qualified for a maximum of one mobility for studies. Before taking part in another recruitment (e.g. for a traineeship) under the Erasmus+ Programme, the student is obliged to have completed and settled their earlier mobility under the Erasmus+ Programme or another exchange programme.

## **C) RULES OF PERFORMANCE OF MOBILITY**

### **27**

The applicant qualified for mobility submits appropriate application documents to the receiving institution (that is the foreign partner higher education institution where the applicant is planning to go on mobility), in accordance with the procedure and within the time limit set by such institution. The International Exchange Office sends the applicant's application or nomination only if such manner of sending documents is required by the receiving institution. It is the applicant's obligation to verify the application method and procedure. The International Exchange Office sends separate confirmation of the applicant's nomination to the receiving institution only if it is required by the receiving institution. The applicant is responsible for informing the International Exchange Office about the above-mentioned requirements of the receiving institution and, if necessary, the method of application (including e-mail addresses). The applicant must express their consent to the passing of their personal data on to the receiving institution.

### **28**

Information for the applicants and appropriate documents can be found on the websites of the receiving institutions or are provided by the faculty coordinators of the Erasmus+ Programme, coordinators of the Education Programme or coordinators from the receiving institutions. In the case of problems with obtaining suitable information or documents the applicant should immediately notify the International Exchange Office.

### **29**

The mobility period must start and finish between 1.06.2021 and 30.09.2022 and last at least 1 full semester or trimester (minimum 3 full months), without rounding. Shorter mobilities are permissible only if the full shortest cycle of studies at the student's receiving institution (e.g. trimester) is shorter than 3 full calendar months and only if the remaining conditions indicated by the institution managing a given programme at the national level are met. It requires written confirmation by the receiving institution provided to the International Exchange Office of UŚ before the student's mobility and acceptance by FRSE.

### **30**

The applicant submits a set of application documents to the International Exchange Office and signs a financial agreement no later than one month (30 days) before the planned start date of the mobility. The date of submitting the documents and signing the agreement should be earlier arranged by phone. The set of documents includes:

- confirmation of acceptance by the receiving institution (letter of acceptance) – letter or e-mail printout or other document or printout with the foreign higher education institution's express consent to accept a given person for studies under the Erasmus+ Programme or the Education Programme);
- form with the number of a bank account in EUR, to which grant instalments should be transferred. In the case the financial support for mobility is granted from the budget of the OP KED it is required to provide the number of a bank account in PLN. The applicant must be the owner or co-owner of the account, and the account must be operated in Poland;
- W/S mobility form in force at UŚ, together with enclosures (if applicable);
- photocopy of the signed Learning Agreement; original document should be submitted by the participant to the competent dean's office, where it will be kept in the student's file;

- dean's decision on awarding maintenance grant, if applicable.

Before signing the agreement, the participant going on mobility under the Erasmus+ KA103 Programme may be obliged to fill in the first OLS (Online Linguistic Support) test. The test result does not affect the participant's qualification or right to perform the mobility.

The International Exchange Office may refuse to accept incomplete, wrongly filled in or unreadable documents, without the required signatures and stamps. In a situation when possible shortcomings or incompleteness of documentation poses a direct threat to the compliance with the rules of the Erasmus+ Programme, the documents will not be accepted and the agreement will not be signed.

NOTE: The participants should prepare copies of all documents for themselves.

### 31

- A) On the basis of the submitted documents, a financial agreement for mobility under the Erasmus+ Programme is signed with each participant or – in the case of other source of funding – an equivalent agreement or a financial agreement under the Education Programme. The agreement is signed no later than one month (30 days) prior to the planned date of departure. The date of signing the agreement should be arranged by the participant/applicant by phone. The applicant should take into account the planned date of departure and the dates of payment of the financial support.
- B) Before signing the above-mentioned agreement the participant who goes on mobility under the Erasmus+ KA103 Programme may be obliged to complete the first (initial) OLS (Online Linguistic Support) test. The test result does not affect the participant's qualification but the completion of the test – if applicable – is absolutely necessary for signing the agreement and later recognition of the mobility as eligible and settlement of the paid financial support. If the first (initial) OLS (Online Linguistic Support) test was required, it is also absolutely necessary for recognition of the mobility as eligible and settlement of the paid financial support to complete the second (final) OLS (Online Linguistic Support) test at the end of the mobility. In the case of mobilities which last two semesters, including extension of stay, it may be necessary to complete both tests (initial and final) separately for each semester of the mobility.

### 32

Financial support is paid in the manner specified in the agreement referred to in point 31 of the Rules, considering the following dates:

- Payment list is closed on the 20<sup>th</sup> day of each month or on the last working day before that date;
- Payments are made by the end of the month.

80% (say: eighty per cent) of the financial support is paid before the start of the participant's mobility provided that the participant completes all formalities before their departure within the required time limits and fills in the first OLS (Online Linguistic Support) test, if applicable.

The remaining 20% (say: twenty per cent) of the financial support is paid after the end of the mobility provided that the participant submits required documents and completes remaining formalities, including completion of the on-line survey evaluating the mobility and – if applicable – the OLS language test. Completion of the test – if applicable – is absolutely necessary for recognising the mobility as eligible and settling the paid financial support.

### 33

The period of studies completed within the Erasmus+ Programme (KA103 or KA107) or the Education Programme at the receiving institution is treated as equivalent to the period of studies at University of Silesia.

### 34

The student qualified for mobility is obliged to carry out the study programme agreed before the mobility in the Learning Agreement for Studies – LA. The participant must immediately notify University of Silesia (the student's home academic unit) of any changes to the Learning Agreement for Studies. If the University agrees to the proposed modifications, an appropriate change should be made to the Learning Agreement for Studies (LA During the mobility).

### 35

With the consent of the home didactic unit and the foreign higher education institution, the student may extend their mobility. However, the mobility must be completed no later than by 30.09.2022 and the purpose of the mobility may only be performance of part of studies at a foreign partner higher education institution. The extension of stay must be reported and approved by both higher education institutions, in accordance with the procedure effective at UŚ, with the use of documents required by the university and documents of the Erasmus+ programme, no later than 30 days before the originally planned end date of the mobility.

### 36

The participant agrees to submit to University of Silesia:

- within 1 week (7 days) of the start date of the mobility specified in the agreement referred to in point 30 of the Rules: confirmation of the start of the mobility (containing all details included in the specimen document prepared by University of Silesia) – the document (with the required signature of a representative of the receiving institution) may be sent by electronic mail;
- within 2 weeks (14 days) of the end date of the mobility specified in the agreement referred to in point 30 of the Rules: certificate issued by the partner higher education institution confirming the period of studies at the partner higher education institution (with exact start and end dates of the mobility – SMS Confirmation of Mobility) and that the planned study programme has been completed within the time indicated in the agreement referred to in point 31 of the Rules, as well as information on the subjects completed, examinations passed and marks obtained (Transcript of Records – TR, appropriate section of the Learning Agreement for Studies – After the Mobility). The participant agrees to complete an individual report (i.e. on-line EU survey): Survey of the Erasmus+ Grant Holder, according to the model, in the form and within the time limit required by the university and the National Agency, and the second language test on the OLS platform (if applicable).

#### NOTE:

The original Transcript of Records and Learning Agreement for Studies should be submitted by the participant to the competent dean's office, where they will be kept in the student's file. Photocopies of the documents should be submitted by the participant to the International Exchange Office. The original Confirmation of Mobility should be submitted by the participant to the International Exchange Office. It is recommended that the participant should make and retain photocopies of the above-mentioned documents and obtain two original counterparts of the Transcript of Records and Learning Agreement for Studies, and retain one of them. If the participant fails to meet the requirements described in this point, the payment of the awarded



financial support may be suspended or a request to return the received financial support may be issued automatically, and the mobility may be considered as not completed.

### **37**

The awarded financial support is settled on the basis of the documents submitted by the participant and the period of study confirmed by the receiving institution. In the event the period of stay at the receiving institution is shorter than that indicated in the agreement referred to in point 30 of the Rules, the participant is obliged to return part of the grant. See also point 29 of the Rules.

### **38**

On the basis of the submitted Transcript of Records and Learning Agreement for Studies, the university (UŚ) agrees to recognise the participant's period of studies / subjects / examinations as equivalent to the period of studies / subjects / examinations at University of Silesia. The University may refuse to grant recognition if the participant's results are unsatisfactory or if the participant fails to fulfil the conditions agreed between the parties as necessary for being granted such recognition. Unsatisfactory results of the participant may form the basis for the university's request to return the grant in part or in full.

In the case of occurrence of a cause beyond the participant's control, considered as "force majeure" (i.e. situation beyond the student's control related to a serious illness or unfortunate event), the university may waive the request to return the grant or to reduce the amount to be returned. Such a case requires written confirmation from the National Agency for the Erasmus+ Programme. The university should immediately inform the participant about the decision taken by the National Agency.

### **39**

If the participant fails to submit the required documents, as referred to above – in point 36 of the Rules – or if the participant fails to fulfil other provisions of the agreement referred to in point 30 of the Rules, the university has the right to terminate the agreement with the participant.

### **40**

The participant agrees (except for cases of occurrence of causes beyond the participant's control, as referred to above, in point 38 of the Rules) to:

- return, at the request of the university, the received grant in part or in full in the event of non-performance of any of the obligations resulting from the agreement referred to in point 30 of the Rules;
- return, at the request of the university, the received grant in part or in full in the event the agreement is terminated by the university.

The amount of the possible refund should be determined by the university. In some cases FRSE's approval may be required.

### **41**

When signing the agreement referred to in point 30 of the Rules, the participant declares that they have not received any other grant for covering the same costs of the mobility within other community programmes or other initiatives of the European Commission. The participant also declares that they have been informed about the obligation to obtain a document entitling them to use health care services on

the territory of the EU or to take out appropriate health insurance effective on the territory of the receiving country and the necessity of being insured (insurance coverage: treatment costs, accidents and/or civil liability) for the time of travel and stay at the partner higher education institution. The participant also declares that they are familiar with the formalities connected with the legalisation of stay in the receiving country.

Moreover, the participant should confirm whether they have earlier completed a mobility under the Erasmus+ Programme, the Scholarship and Training Fund or the Education Programme, including possible earlier editions of the programmes. If yes, the participant should state the type of mobility, the level of studies during the mobility and the mobility period. It also applies to possible zero-grant mobility.

#### 42

The participant must provide the International Exchange Office with their e-mail address, check their inbox on a regular basis, at least once a week, and inform the International Exchange Office of any changes concerning their electronic mail.

#### 43

Potential departures from the “Rules of recruitment and performance of mobility” are only possible in exceptional and duly justified cases. The departures must not violate the interests of participants in the Erasmus+ Programme and must be dictated by the care for their best interest and striving to carry out the largest possible number of grant mobilities. The departures must not violate the rules stipulated by the Erasmus Charter for Higher Education and the agreement with FRSE with appropriate annexes, which have priority over the “Rules of recruitment and performance of mobility”.

#### 44

The participant is obliged to take part in a survey regarding the growth of language competence and, if applicable, in a language course within the “Online Linguistic Support” offered by the European Commission or in other similar activities. Participation in such activities, including language tests before and at the end of the mobility, is mandatory but may depend on additional factors, such as the language of instruction in which the participant’s classes are held at the receiving institution. Refusal to participate in or failure to carry out the required activities, in particular with respect to the language test before and at the end of the mobility, constitutes the basis for considering the mobility as unaccounted for. The additional activities mentioned in this point, including the language test before the start of the mobility and its result, do not affect the earlier awarded right to perform the mobility.

#### **NOTE:**

Before going on mobility the participant is obliged to notify the competent dean’s office and complete all formalities related to the mobility, as described in the Rules, as well as those connected with successful completion of the study period preceding the mobility and commencement of the next semester.

#### NOTE:

In Erasmus+ KA103 it is possible to carry out On-line Mobility (Virtual Mobility) or Blended Mobility. However, financial support (grant) can only be granted for the period of Mobility, that is the period of studies at the receiving institution completed in the country of the receiving institution. On-line Mobility (Virtual Mobility) and the periods of Blended Mobility carried out without staying in the country

of the receiving institution (the student remains in the country of the sending institution or in any country other than the country of the receiving institution) are not covered by financial support. The principle of the minimum required period of mobility of at least 3 (three) full months of uninterrupted stay in the country of the receiving institution in the course of studies at that institution under Erasmus+ KA103 shall apply as a formal requirement which entitles the student to receive a grant (financial support) under Erasmus+.

The above-mentioned minimum period of stay must be a continued, uninterrupted period. In the case of Blended Mobility the minimum period of stay must not be calculated by adding up partial periods of actual stay which are shorter than 3 (three) full months. Failure to meet the requirement of the minimum period of stay results in the loss of the right to financial support (grant) under Erasmus+.

See also: point 5 D) and 5 G) of the Rules.