

**Rules of preliminary recruitment of doctoral students for short-term mobility for studies abroad
in the academic year 2022/2023
project KA131 2021-2023**

1. The organisation of the entire short-term mobility process for doctoral students shall be in compliance with the Erasmus Charter for Higher Education (ECHE) <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/program/>.
2. A doctoral student/participant of the doctoral school at the Nicolaus Copernicus University in Toruń (hereinafter referred to as the doctoral student) may apply for short-term physical mobility for studies at a partner institution based in an EU country or in a third country associated with the Programme:
 - a. European Union Member States: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Portugal, Romania, Slovenia, Slovakia, Spain, Sweden;
 - b. European Free Trade Association (EFTA) members which are members of the European Economic Area (EEA): Iceland, Liechtenstein, Norway;
 - c. acceding countries, candidate countries, and potential candidates for EU membership: Serbia, Turkey, North Macedonia.

Physical mobility shall mean mobility that meets the following conditions at one and the same time:

- a. mobility to a country other than that of the sending university,
 - b. mobility to a country other than the country in which the doctoral student resided during their studies, outside the territory of Poland¹,
 - c. mobility to a country other than the country in which the doctoral student's mother tongue is the national language¹.
3. Doctoral students are eligible for recruitment regardless of their nationality. A doctoral student must take into account the need to meet certain entry requirements in the country in which the host institution is located, e.g. the requirement to obtain a visa (the doctoral student on their own carries out the visa procedure).
 4. A doctoral student must have the status of a doctoral student at the Nicolaus Copernicus University during the entire Erasmus+ mobility period and may not be on leave.
 5. Mobility may only be carried out to a partner institution holding an ECHE card valid for the academic year 2022/2023, with which the NCU has concluded an Erasmus+ inter-institutional agreement (IIA). The list of agreements is available at <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/>

A doctoral student may benefit from the agreement of a given faculty only if the faculty coordinator for mobility agrees in writing (e.g. by e-mail) to make a place available under a given Erasmus+ inter-institutional agreement. In cases where the agreement does not provide for an exchange of doctoral students or there is no overlap of disciplines a written confirmation (e.g., e-mail) from the partner institution that the doctoral student can be accepted is also required.

Preference will be given to visits to universities that form the YUFE Alliance - Young Universities for the Future of Europe (European Universities Initiative) being strategic partners of the NCU

<https://www.umk.pl/yufe/>:

- Maastricht University, the Netherlands
- Universidad Carlos III de Madrid, Spain

¹ In particularly justified cases, and with the approval of the Vice-Rector for Education, exceptions may be allowed.

- University of Antwerp, Belgium
- University of Bremen, Germany
- University of Cyprus, Cyprus
- University of Eastern Finland, Finland
- University of Rijeka, Croatia

For the implementation of Erasmus+ exchanges with the universities forming the YUFE Alliance, the NCU concluded a multilateral agreement at the central level (with no specific faculty(s) assigned).

6. The minimum duration of a doctoral student's short-term physical stay at the host institution shall be 5 working days and the maximum duration shall be 30 days. The minimum and maximum duration of the physical stay at the host institution shall not include travel days.
7. *The Learning Agreement for Studies* may include any form of short-term physical educational component at the host institution agreed on by all parties (the mobility participant, the NCU and the host institution), e.g. workshop, seminar, laboratory, intensive/specialist/further educational course, specialist language course, etc.
8. Approval of the LA by the doctoral student's home institution entitles the doctoral student to full and automatic recognition and accounting of the learning outcomes from the host institution. Credit for a given form of education must be documented by the doctoral student in the form of a transcript of records from the host institution. Credit will be given in accordance with the procedures set out in the NCU Regulations for Doctoral Studies/Doctoral School.
9. Participation in conferences, congresses, symposia, etc., is not eligible under Erasmus+.
10. Detailed recruitment criteria and deadlines shall be determined by the faculties/doctoral schools and published on their websites. Preliminary recruitment of doctoral students shall be carried out in a given unit by a committee of at least two persons appointed by the head of the unit.

The recruitment protocol is the document confirming the qualification of a doctoral student for mobility under the Erasmus+ programme.

11. A doctoral student may be selected for no more than 2 short-term mobilities under the KA131 2021-2023 project.
12. A doctoral student must have mobility capital available for the entire period of physical mobility to the host institution. The mobility capital of a doctoral student shall be 360 days and shall be allocated to the person. Previous mobilities for studies or traineeships (carried out under Erasmus+ 2014-2020, Erasmus+ 2021-2027, and Erasmus Mundus) at a given level of studies (also as part of studies undertaken in other universities and/or without funding, i.e. with a zero grant in the Erasmus+ programme), reduce the mobility capital available for that level of studies. The doctoral student shall submit a statement to this effect which is a part of the application form.
13. Preference will be given to mobilities by doctoral students who have not yet benefited from Erasmus+ mobility at the third level.
14. Department of International Partnerships and Educational Mobility (DIPEM)/CM Department of Research and Projects (CM DRP) accept recruitment documents on a continuous basis until the limit of funds has been exhausted, i.e. 10.5% of the total budget allocated to mobility for studies at the NCU.
15. Within 14 days of receipt of the complete recruitment documents, DIPEM will inform the doctoral student by e-mail whether or not the grant has been awarded (in the event that the funding limit has been exhausted).

Required documents:

- a. doctoral student recruitment protocol from a given NCU unit,
- b. doctoral student application form - to be completed at <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/doktoranci-studia/>,
- c. *Learning Agreement for Studies* - approved at least by the NCU.

16. Recruitment for short-term doctoral student mobility is preliminary, i.e. until all the following conditions are met:

- a. awarding an Erasmus+ grant to a doctoral student by the NCU,
- b. confirming acceptance of the doctoral student by the host institution,
- c. signing of the individual mobility agreement by the doctoral student.

17. A doctoral student may implement short-term mobility in any period of the academic year 2022/2023, but no later than 30.09.2023.

The date of the doctoral student's mobility will be agreed upon and accepted by the doctoral student, the NCU, and the host institution in *the Learning Agreement for Studies*.

18. The Erasmus+ grant will be calculated only for the actual duration of study at the host institution, with an accuracy of 1 day and according to the duration of stay calculator in the European Commission's reporting system (*Beneficiary Module*).

In the event of short-term mobility, the 5-day tolerance for accounting for the duration of stay does not apply (the tolerance is applied only when accounting for long-term mobility, i.e. lasting at least 60 days).

19. The grant amount, regardless of the country of destination, shall be:

- a. **70 EUR/day** from day 5 to day 14 of the stay,
- b. **50 EUR/day** from day 15 to day 30 of the stay.

20. The allowance for doctoral students qualifying as the persons with the so-called fewer opportunities, i.e. with a recognised disability and/or receiving a maintenance grant at the time of recruitment, shall be:

- a. **100 EUR/mobility** - for mobilities from 5 to 14 days in total or
- b. **150 EUR/mobility** – for mobilities from 15 to 30 days in total.

In order to receive the allowance for the students qualifying as the persons with the so-called fewer opportunities, it is necessary to submit to the DIPEM/CM DRP the following:

- a) a copy of the decision to award a maintenance grant and/or a
- b) the original disability certificate, valid for the entire period of physical mobility. A copy of the certificate will be included in the doctoral student's grant file.

In the case where the validity of the certificate expires during the physical mobility - the granting of the allowance will require the approval of the National Agency of the Erasmus+ Programme.

21. Doctoral students holding a disability certificate may also apply for additional costs related to special needs if the anticipated costs exceed the lump sum grant awarded.

The condition for the award of additional funding will be submitting an application to the Erasmus+ National Agency via DIPEM before departure. The additional funding will be accounted for by actual costs and will therefore require proof of financial evidence.

Detailed rules on how to apply for funding and a template application form are available at <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/doktoranci-studia/>.

22. Irrespective of the means of transport chosen, a doctoral student may apply for a grant for a maximum of 2 days of travel (the day immediately before and the day immediately after mobility) provided that the travel takes place on days other than the days on which the study programme is implemented as specified in the student's individual grant agreement.

The grant for travel days will be calculated according to the rates laid down in point 19.

23. Travel days can be both start and end days of the mobility provided that these days are at the same time confirmed days of stay in the host institution and it is actually possible to carry out both travel and stay in the host institution on these days.

For a confirmed day of stay at the host institution which is also a travel day - a doctoral student is entitled only to the daily rate of the grant for stay, the grant for the travel day will not be awarded.

24. In connection with travel by sustainable means of transportation (eco-travel), a doctoral student may apply for a grant for an additional 2 days of travel (in addition to the days indicated in point 22), i.e. for a total of up to 4 days of travel, provided that the travel takes place on days other than the days of the study program specified in the doctoral student's individual grant agreement.

A doctoral student may apply in connection with an eco-travel for a grant for a maximum of 2 days for travel before the start of the stay at the host institution and a grant for a maximum of 2 days for travel after the end of the stay at the host institution. The grant for travel days will be awarded depending on the documented number of travel days and according to the scheme below:

- for travel in one direction from 100 km to 1300 km: 1 additional day,
- for travel in one direction of more than 1301 km: 2 additional days.

The rules laid down in point. 25(b) apply to calculate the distance.

The grant for travel days will be calculated according to the rates specified in point 19.

25. Doctoral students qualifying as the persons with the so-called fewer opportunities, i.e., with a declared disability and/or receiving a maintenance grant at the time of recruitment, may apply for a lump sum for travel expenses.

- a. The lump sum shall be calculated according to the rates and distance calculator developed by the European Commission and shall depend on the means of transport chosen by the doctoral student. The declaration regarding the means of transport is part of the "Doctoral Student Application Form". Confirmation by the Participant of the completion of the travel using a specific means of transport is obligatory and results from the reporting requirements in the *Beneficiary Module* system.
- b. The lump sum depends on the distance between the place of departure and the place of destination (the distance of a travel in one direction is taken into account in order to calculate the lump sum payable for a travel in two directions). The place of departure is the location of the seat of the sending institution (Toruń for Campus in Toruń and Bydgoszcz for Collegium Medicum). The destination will be the city in which the seat of the host institution is located. The calculator is available at: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>.

26. Lump sum rates for travel costs, irrespective of the means of transport chosen, for doctoral students qualifying as persons with so-called fewer opportunities:

Distance	Standard travel - amount
from 0 to 99 km:	EUR 23 per participant
from 100 to 499 km:	EUR 180 per participant
from 500 to 1 999 km:	EUR 275 per participant
from 2 000 to 2 999 km:	EUR 360 per participant
from 3 000 to 3 999 km:	EUR 530 per participant
from 4 000 to 7 999 km:	820 EUR per participant
8 000 km or more:	EUR 1500 per participant

27. A doctoral student who qualifies as the person with so-called fewer opportunities and who travels by "ecological" means of transport ("eco-travel") may apply for an increased lump sum for travel costs:

Distance	Travel by "ecological" means of transport - amount
from 0 to 99 km:	-
from 100 to 499 km:	EUR 210 per participant
from 500 to 1 999 km:	EUR 320 per participant
from 2 000 to 2 999 km:	EUR 410 per participant
from 3 000 to 3 999 km:	EUR 610 per participant
from 4 000 to 7 999 km:	-
8 000 km or more:	-

28. A doctoral student who does not qualify as the person with the so-called fewer opportunities may declare to travel to the host institution by sustainable means of transport ("eco-travel").

In connection with the declared eco-travel, the doctoral student may be granted a one-off allowance of EUR 50 and travel days in accordance with point 24.

29. Rules for all eco-travels:

- a. In all cases travel by "ecological" means of transport must be in two directions.
- b. Eco-travel shall mean travel by low-emission/sustainable means of transport i.e. travel by bus, train, bicycle, car (car-pooling as defined at <https://en.wikipedia.org/wiki/Carpool>, i.e. travel by car on the same route by at least 2 persons).
- c. Eco-travel does not include travel by air, ferry, boat, motorcycle or car travelling solo.
- d. In order to declare travel by sustainable means of transport, the doctoral student shall complete a declaration ("Declaration of planned eco-travel") according to the template available at <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/doktoranci-studia/>. A doctoral student may submit the declaration only before the signature of the individual agreement for mobility. The "Declaration of planned eco-travel" signed by the doctoral student must be delivered/submitted to DIPEM/CM DRP as an original or as a scan.
- e. The choice of the means of transport from among the eligible "ecological" means belongs to the doctoral student. The NCU recommends public transport. If a doctoral student chooses to travel by car (car-pooling), such travel will not be considered business travel to which Order No. 226 of the Rector of Nicolaus Copernicus University in Toruń of 16 November 2021 on the use for official purposes of personal cars not owned by Nicolaus Copernicus University in Toruń may apply. The NCU shall not be liable for any damage that may be caused to the doctoral student's property during such travel.
- f. On completion of the stay at the host institution, the doctoral student is required to submit a "Declaration of completed eco-travel", according to the template available at: <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/doktoranci-studia/>.

- g. The "Declaration of completed eco-travel" signed by the doctoral student must be delivered/submitted to DIPEM/CM DRP in original form within 14 days of the completion of the mobility. The following shall be attached to the "Declaration of completed eco-travel":
- copies of tickets/ticket bills confirming the travel – in the case of travel by rail or by bus,
 - details of the car registration number and the name(s) of the person(s) travelling with the doctoral student - in the case of car-pooling.
- h. The date on the attached ticket/bill cannot coincide with the date of stay at the host university (dates from the individual agreement) nor can the journey start earlier than 7 days before the start of mobility at the host university. The only exception is the start/end date of the travel, which may be the same as the start/end date of the stay at the host university (dates from the individual grant agreement).
- i. If the doctoral student does not submit the "Declaration of completed eco-travel" with the required attachments by the deadline, or the declaration or the attached documents do not confirm the student's earlier declaration of the route and/or way of travel, the doctoral student shall be required to return the amount paid in connection with the eco-travel.
- j. If, on the basis of the "Declaration of completed eco-travel" and the attached tickets/receipts for tickets, there is a change from the previously declared means of transport to another sustainable means of transport, without any change to the travel route taken for the calculation of the distance in the EC calculator, the doctoral student will not be required to return the amount paid for the eco-travel.
- k. The basis for determining the number of travel days with the individual support category grant for a mobility participant travelling under the eco-travel option shall be the dates of their travel, i.e. start date and end date (departure/arrival) in two directions as shown in the travel documents confirming the use of environmentally friendly means of transport.
- l. In each case, the doctoral student must provide evidence to the Nicolaus Copernicus University that the number of travel days requested (travel days grant) and accounted for under the individual eco-travel support category was necessary to cover the distance between the locations of the sending institution and the receiving institution.
- m. The doctoral student shall be paid only for the number of travel days covered by travel documents and the grant for one day of travel is awarded as a fixed sum regardless of the number of hours of travel on a given day and the number of kilometers for a given day and for the number of kilometers, e.g. if, on the basis of the European Commission's distance calculator, at the doctoral student's request the grant is awarded for 4 days of travel in both directions, but it results from the travel documents that the route was completed in 2 days, the grant for the remaining granted 2 days of the travel shall be returned by the student.
30. The fixed amount for travel costs from the Erasmus+ programme funds shall be granted to a doctoral student only if the travel was directly related to the implementation of SMS mobility.
- According to the contractual terms and conditions applicable to the NCU: *"If the travel has not taken place or has been funded by EU sources other than the Erasmus+ programme (e.g. the mobility participant is already in the destination for a different activity than the one funded under the contract), the beneficiary must report this situation accordingly in the Erasmus+ Reporting and Management Tool for each mobility action concerned. In this case, no travel grant will be awarded."*
31. The Erasmus+ grant is not intended to cover the full costs associated with the mobility. In accordance with the rules of the Programme, it is intended to cover partial costs related to the departure and stay at a partner institution abroad.
32. The doctoral student's travel days do not count towards the mobility capital used.
33. A doctoral student who does not receive funding under the Individual Support and Travel category of the Erasmus+ Program (so-called "zero grant") may not receive funding for the cost of travel by environmentally friendly means of transport.
34. The Erasmus+ grant may not be used to cover the same costs previously funded by European Union funds.
35. The doctoral student shall inform DIPEM/CM DRP in writing about other grants received. The institution which awarded the grant decides whether to maintain another grant during the Erasmus+ mobility period.

36. Doctoral students qualified for a short-term mobility are obliged to sign an individual grant agreement in DIPEM/DRP CM.

The agreement must be concluded before the start of the doctoral student's stay at the host institution. Failure to sign the agreement before departure to the host institution shall be grounds for removal of the doctoral student from the list of students qualified for mobility.

The grant shall be paid to the doctoral student only by bank transfer, in EUR, in 2 instalments, with the second instalment of EUR 50 after the doctoral student has formally settled their mobility.

37. A doctoral student is obliged to have a document authorising them to receive health care services on the territory of the country of stay as well as medical expenses insurance, accident insurance and third-party liability insurance for the duration of the travel and stay at the host institution.

A copy of the insurance policy(s) shall be attached to the doctoral student's individual grant agreement.

Delivering/sending to DIPEM/CM DRP a copy of the insurance policy(s) by the doctoral student is a condition for the payment of the grant.

38. Every doctoral student qualified for an Erasmus+ mobility will be given access to the OLS system (*Online Language Support*):

- a. for short-term mobility up to and including 13 days - completion of a placement language is optional
- b. for short-term mobility from 14 to 30 days – completion of a placement language test in the OLS system is obligatory.

The doctoral student should complete a placement test in the language in which they will be pursuing education at the host institution.

Persons for whom the language in question is their native language (*native speakers*) and persons with disabilities, if their disability excludes them from completing the test, are exempt from the test.

The result of the placement language test does not affect the award of the Erasmus+ grant.

A doctoral student can benefit from the online language course(s) available in the OLS system.

Completion of the language test is obligatory, participating in the language course(s) is optional.

39. Doctoral students who have been suspended in their rights as a doctoral student, as well as doctoral students against whom disciplinary proceedings are pending (until the case is resolved) and doctoral students punished as a result of disciplinary proceedings are not eligible for recruitment.

40. Due to limited availability of funds, requests for extension of short-term physical mobility of doctoral students will not be approved.

41. The doctoral student may be qualified for short-term physical mobility without the award of an Erasmus+ grant (so-called "zero grant").

All other requirements for participation in the Erasmus+ programme must be met under the same conditions as for mobility with a grant.

42. The doctoral student has the right to appeal in writing against the decision of the recruitment committee to the authorities of their home unit. A doctoral student has the right to appeal in writing against the decision of the authorities of their home unit to the Vice-Rector for Education. The decision of the Vice-Rector for Education shall be final.

In both cases, the doctoral student has 14 calendar days from receipt of the decision to submit an appeal.

43. The doctoral student resigning from the Erasmus+ grant is obliged to report this fact without delay, stating the reason for the resignation in writing (e.g. by e-mail):

- a. Department of International Partnerships and Educational Mobility/CM Department of Research and Projects,
- b. head of the home unit at the NCU,
- c. host institution.

44. The rules are subject to change based on further information and guidelines provided by the Erasmus+ National Agency.

Approved by

Vice-Rector for Education

Prof. dr hab. Przemysław Nehring

Toruń, 24.11.2022