

Erasmus+ International Credit Mobility (ICM) KA107 projects coordinated by the SUT (PL GLIWICE01)
Management Rules

1. working on and with what we are granted
partners who want to quit from activities in particular academic year or particular call for nominations, shall notify the coordinator (SUT) asap
2. scope of available modifications within grants scheme awarded in project (in general bigger flexibility than in the contract 2015)
 - non-possible modifications:
 - ✓ adding *new partner country* to the contract already awarded
 - ✓ staying longer than the period covered by grant (no possibility to mix period with grant and without grant)
 - modifications possible only with special permission received from National Agency/EACEA basing on inquiry made by the project coordinator (SUT):
 - ✓ adding *new partner university* from country already approved in the awarded contract
 - modifications possible without special permission from the National Agency/EACEA:
 - ✓ possible flows with “Erasmus grant zero” : without funding but with Erasmus student status (= no tuition fee expected at host university)
 - ✓ modification of length of stay covered with grant, but within general rules’ of E+ and awarded budget only (applicable for students who stay shorter or longer than originally planned, mainly due to changes exams session schedules)
 - ✓ *possible since contract 2017: changing kind of flows (outgoings for incomings, teaching for training and vice versa staff mobility to student mobility) and shifting budget between countries (only within approved kind of mobility) – but only within approved kind of mobility and particular percentage limits (depending on change made) .*
 - ✓ *Issue concerning changing countries still being clarified with National Agency (probably only within one regional envelope only) – info about feedback received will be announced to all partners asap.*

Change of study level /cycle of study – not an issue anymore.

3. Minimum length of stay at host university (study/teaching/training period):
 - Students:
 - bachelor and master student flows: 1 full semester, unless hosting university operates on trimesters schedule (excluding travel)
 - doctoral students: minimum 3 months, preferably full semester (excluding travel)
 - Staff: for both teaching STA and training STT flows: 5 working days + travel days (maximum 2 travel days both ways covered by grant)
4. So called” international mobility capital” collected by student shall be observed, as:
 - it cannot exceed 12 months within one study cycle

- mobility within Erasmus MUNDUS, ERASMUS+ and LLP/Erasmus counts to the above
5. Grant distribution between universities, including the underfunded regions:
- Call for Applicants (both students and staff) opens for all partner HEIs
 - priority is given to:
 - already cooperating units/faculties/professors which personal contacts resulted with KA107 project partnership only full time students' applications will be considered
 - nominations from HEIs that has not benefited from the project yet
6. rules of nominations for students and staff flows (for general rules please consult the "Quick Reference Guide").
- a. Nominations of both students and staff must come from the Office/person coordinating project activities in particular partner HEI, announced earlier/already to SUT (and kept in project contacts database)
 - b. all students (of all three levels) applying for mobility flow must have a student status = be enrolled as student of the 1st, 2nd or 3rd cycle at home university.
 - c. working language: English = all documents received from applicants shall be in English (non-sworn translations can be accepted but must be confirmed by sending institution)
 - d. main focus on nominations:
 1. students (all levels) – as more complex procedure and longer stay;
 2. teaching staff flows (as the shorter ones)

STUDENTS' INTAKE:

- ✓ deadline for students' nominations (e-mail to mobility@polsl.pl). Next deadline: **Friday, November 3rd 2017 23:59** (SUT's time = GMT+1. Be aware of the time zones difference!).
- ✓ students' intake is done online, using the <http://incoming.polsl.pl> platform, which shall be open duly at the beginning of May and November (exact date will be announced to all partners).
Since 2016/2017 no more use of Dropbox for sharing documents.
- ✓ nominated students shall upload their applications asap on the enrolment platform as above – **system will be open from 1st November till 1st December 2017**
- ✓ set of documents required to be uploaded by student in the system when applying:
 - *formal nomination* (as above)
 - *Application Form*
 - proposal of *Learning Agreement* (LA), for preferably 30 ECTS per semester, min. 25 ECTS.
Note: local language courses offered to students do not count into the LA, as this document shall cover courses related to main study field only.
 - *Transcript of Records* - for the years/semesters completed + list of courses being taken at the moment (semester) of applying;
 - *copy of diplomas* already awarded (e.g. copy of bachelor degree for master student applying for mobility flow) are welcome
 - *Language Certificate* confirming English level presented by student – in case no international certificate is available, a certificates issued by student's Home University / its Foreign Languages Centre or similar unit is acceptable but must state clearly the level of language competency
 - CV in Europass format
 - Copy of *passport*
 - *Motivation Letter* and/or *References*: welcome

for bachelor and master students coming to SUT, priority will be given to students applying to faculties offering complete courses in English = the easiest to choose courses (Faculty of Automatic Control, Electronics and Computer Science, Faculty of Civil Engineering, Faculty of Chemistry).

Direct link to the offer under reconstruction (previously on <http://studyinenglish.polsl.pl> , currently data is being updated for the November's intake and will be moved). Meantime please consult web pages of particular faculty of interest or our Office.

for doctoral students, each flow application shall be discussed on individual basis with potential mentor / academic tutor and depends on his/her approval. Doctoral studies are offered at the SUT in Polish, but individual path in English is possible. Fields of science covered by the doctoral studies at the SUT:

- automatics and robotics
- biocybernetics and biomedical engineering
- electronics
- computer science/informatics
- civil engineering
- chemistry
- chemical engineering
- chemical technology
- electrotechnics
- mining and engineering geology
- mechanical engineering – mechanics and machines construction
- energetic
- environmental engineering
- materials engineering,
- production engineering
- metallurgy
- mechanics
- management sciences

Students of all levels with sufficient, certified knowledge of Polish language may chose courses from SUT's regular academic offer in Polish – such applications will be treated with the same priority as those mentioned above.

Sending institution is responsible for the internal recruitment procedure and for the recognition of studies after the mobility. Partners are welcome to make own ranking on the list of nominees, especially in case of more nominees than grants available. Please add info if ranking of applications have been made or not and if yes please give details on the aspects taken into account.

All received applications will be assessed by Coordinator and those matching the requirements will be made available to academic coordinators for their academic assessment.

Final approval will be done depending on demand shown by applicants vs. grants available.

Any stage of application assessment may be consulted with home university of applicant.

Partner Universities may add some additional/internal students and staff recruitment rules while announcing the information about the Call, in order to match own institutional strategy, staff promotion policy, doctoral studies development, etc. Copy of this information shall be sent to coordinator (SUT) as ways and rules recruitment will have to be included in the final report.

STAFF INTAKE:

- ✓ deadline for staff nominations (e-mail to mobility@polsl.pl) by **Tuesday, November 7th 2017 23:59 SUT's time = GMT+1. Be aware of the time zones difference!**. decision feedback from SUT is expected by 21st November (important mainly for cases of HEI/country with more applications than grants available). Few Calls will be announced during one academic year, depending on number of grants to be spent. Continuous recruitment May also be considered.
- ✓ set of documents required:
 - *formal nomination* (e-mail as above)
 - proposal of *Staff Mobility Agreement* for
 - *Teaching* (STA) for min. 8 hrs (but preferable 10 hrs, i.e. 2hrs per working day) + other didactic/educational activities, covering total 5 working days)
 - or
 - *Training* (STT) for training/job shadowing activities + other networking, covering total 5 working days)
 - CV in Europass format
 - Copy of *passport*
 - *Motivation Letter* and/or *References*: welcome

Final approval will be made depending on feedback received from faculty of particular interest and on demand shown by applicants vs. grants available. At any stage of application assessment, it may be consulted with home university of applicant.

Sending institution is responsible for the internal recruitment procedure and may decide on internal priorities matching the university interest and international strategy.

Common documents to be used in the project:

- ✓ **ERASMUS+ Programme Guide:**
<https://ec.europa.eu/programmes/erasmus-plus/resources#tab-1-0> (in different languages)
<https://ec.europa.eu/programmes/erasmus-plus/.../erasmusplus/.../2017-erasmus-plus-programme-guide.pdf>
- ✓ **Quick reference Guide for selected higher education institution in Partner Countries:**
https://ec.europa.eu/programmes/erasmus-plus/node/246_et
- ✓ **Frequently Asked Questions (FAQs):**
https://ec.europa.eu/programmes/erasmus-plus/library/questions-answers-credit-mobility_en
- ✓ **Distance Calculator:** http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4
- ✓ **Erasmus Student Charter:**
http://ec.europa.eu/education/opportunities/higher-education/doc/charter_en.pdf
- ✓ **clauses given in the inter-institutional agreement** signed by partner universities with the SUT
- ✓ **student application form** – created by the DA system while applying online
- ✓ **learning agreement** (LA) for study - created by the DA system while applying online
- ✓ guidelines for student's LA preparation (given in the LA form)

- ✓ **grant agreement for students** (study)
- ✓ **staff mobility for teaching (STA) agreement**
- ✓ **staff mobility for training (STT) agreement**
- ✓ **grant agreement for staff** (teaching and/or training)

Flows /grants management:

- a) pay-out scheme approved: payment order made after arrival on site = at host university; with following rules:
- **staff mobility:** 100 % of total per-diems + travel flat rates paid out on first working day after arrival in cash or by bank transfer to participant's personal account (not home university account), believing all staff members will fill in on time the obligatory questionnaire received from the Mobility Tool system.
Originals or copy of boarding cards or other travel documents shall be sent to coordinator (SUT).
 - **student mobility:** 80 % of the sum of total grant + travel flat rates paid out in cash or by bank transfer (or mixed) to participant's personal account (not home university or family member account); remaining 20% paid to the student's account within 15 days after the end of mobility but only after /if obligatory questionnaire received from the Mobility Tool system is completed.
Students shall open a bank account in Poland (in EUR or local currency PLN) and keep it open till the moment the last payment is done. Overseas bank transfers are not foreseen. Facing bank transfer problems, each case will be solved on individual basis. Originals or copy of boarding cards or other travel documents shall be sent to coordinator (SUT).

Important note: participants buy travel tickets by themselves (self-credited or home institution's credit).

- b) the EAECA's Mobility Tool software

(<https://webgate.ec.europa.eu/cas/login?service=https%3A%2F%2Fwebgate.ec.europa.eu%2Fec%2Fmobility%2Findex.cfm&acceptStrength=STRONG>)

- ✓ an obligatory tool for the usage of project coordinator ONLY – none of partner universities is required to insert any data there. However, as it requires wide range of data, the coordinator (SUT) may ask partner universities and their mobility participants for additional information to be collected.
- ✓ used for control of project management, reporting scheme, grants pay-outs scheme, etc.
- ✓ post-mobility questionnaire sent directly by the Mobility Tool systems to the beneficiary participant e-mail address is obligatory to all mobility participants and failing to fill it in may be equal to paying back the grant by the mobility flow participant

- a) costs in the Erasmus+ KA107 programme project:

- ✓ **costs covered:** flat rates for grants and flat rates for travel support:

to Poland:	incoming staff: 140 euro per day	incoming students: 750,- euro per month
from Poland:	outgoing staff: 160 euro per day	outgoing students: 650,- euro per month

 top-up flat rates to cover travel costs (both staff and students):
 depending on distance calculated by the programme's calculating software: 180€ (100-499km), 275€ (500-1999km), 360€ (2000-2999km), 530€ (3000-3999km), 820€ (4000-7999km), 1100€ (≥8000km) respectively
- ✓ **costs not covered:**
insurance and **visa** costs = necessity of co-funding from home universities or participant him-/herself
 The SUT as coordinator collects few offers from insurance companies and may share it on request but it is strongly recommended to partner universities to look at national level for a proper and credible insurance supplier.

The insurance policy which will have to be presented at the SUT on arrival at the latest (but in most of cases already at the moment of applying for visa) shall cover minimum: medical costs, hospital treatment (including mental problems issues), dead body repatriation, travel of family members in case of urgent need, etc. Coverage of dental treatment, accident compensation and 3rd party liability is recommended as well.

b) KOM's decision on spending/distribution of the OS (organisational support) part of the project budget:

- ✓ the OS part of the KA107 projects budgets remains to the Coordinator's (SUT's) disposal as it is the institution with the biggest responsibility, the biggest organisational costs and workload
- ✓ final OS grant eligible depends on number of mobility flows completed within the project = if this is smaller than number of mobilities awarded, the relative part of the OS grant will have to be paid back to the EC.
- ✓ no wages / salary will be paid from this part of budget
- ✓ financial sources available will be used to co-finance costs concerning project organisation and management, including for example and to possible extend (financing or co-financing) documented and related costs of printing, courier mail, telephones, promotion, organization of staff weeks and other project meetings for KA107 project organised by National Agency or EACEA, incomings airport pick-up and welcoming service, local language courses and intercultural activities for incomings, etc. (costs incurred by both the coordinator and partner universities in case of receiving SUT's staff and/or students).
Free airport pick up of beneficiaries (in case of students, for their leave) – any activity performed for the benefit of the project.
- ✓ visa fee (not travel costs concerning visa) in case of both students (National Visa type D issued for study reason) and staff (regular visa) is reimbursed from the OS part of budget.
- ✓ extra costs occurred due to disability or difficult/disadvantage situation may be paid from the OS grant
- ✓ moving OS part of budget to the SM budget can be considered (within the percentage limits allowed in the contract).
- ✓ Partner Universities may apply to the coordinator for co-financing / reimbursement (or direct payment if agreed early in advance) of similar activities when receiving students/staff from the SUT and promoting the project at their institution/region/country, including printing, publishing or similar activities undertaken for the benefit of the project.
- ✓ The scheme of the OS grant distribution may change in future.

c) Other important issues:

- ✓ no flows can take place to partner university without the PIC number = the PIC code (institutional one) is obligatory for all partner countries institutions completing Erasmus+ mobility. More info about this registry is available on: <https://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html>.
- ✓ before the flow takes place Partner Universities must assure full recognition of student's study period performed at the SUT Gliwice – of course under condition that the Study Programme approved in the Learning Agreement has been completed by student (= courses not passed cannot be recognised as passed)
- ✓ all partner universities are welcome to send to the coordinator (SUT) the statement on own co-financing of project activities if such a situation takes place. This issue, including amount spent on organisational / management activities, financing mobility to SUT, covering insurance and or visa costs of on students and staff, etc. will be declared by the Project Consortium in the report(s) submitted.