

ORDINANCE No. 37/2022

**of the Rector of Akademia Wychowania Fizycznego im. Bronisława Czecha in Krakow
dated 9 December 2022 on the implementation of the Rules of Erasmus+ Student
Mobility for Students of Doctoral School at Akademia Wychowania Fizycznego
for Years 2023-2027**

Pursuant to Article 23 (1) and (2)(2) of the *Higher Education and Science Law* Act of 20 July 2018 (consolidated text in Journal of Laws of 2022, item 574 as amended), I hereby order as follows:

§ 1

1. In **Enclosure No. 1** with this Ordinance, I announce the *Rules of Erasmus+ Student Mobility for Students of Doctoral School at Akademia Wychowania Fizycznego for Years 2023-2027*.
2. The scholarship mobility of Doctoral School Students shall be funded from the KA131-2022 Project funds once the funds available under the KA131-2021 Project have been used.

§ 2

This Ordinance shall enter into force upon being signed.

RECTOR

(-) Andrzej Klimek, Prof., Dr Hab.

**Enclosure No. 1
with Ordinance No. 37/2022
dated 9 December 2022**

[Image of the EU flag] Erasmus +

[Image of AWF logo] AWF Krakow 1927

RULES OF ERASMUS+ MOBILITY ACTIONS FOR STUDENTS OF DOCTORAL SCHOOL AT AKADEMIA WYCHOWANIA FIZYCZNEGO FOR YEARS 2023-2027

MOBILITY OF DOCTORAL SCHOOL STUDENTS

Erasmus+ is a scholarship programme for doctoral students who spend a part of their studies and traineeships in another country within the European Union, as well as Iceland, Liechtenstein, Norway, Turkey, the Republic of North Macedonia, Serbia and other countries that are eligible for a specific project as part of the ECTS.

§ 1

General principles

1. Doctoral students shall have the opportunity to undertake a learning and training mobility as part of the funding.
2. Learning mobility actions under Erasmus+ may only be implemented by universities that hold a valid Erasmus Charter for Higher Education (ECHE) making them eligible to take part in the Programme.
3. An inter-institutional agreement between the university and the receiving institution must be signed before a doctoral students' exchange (in the case of university studies) can take place.-/
4. Inter-institutional agreements under the Erasmus+ Programme may be initiated by the individual units of the University. Agreements on behalf of Akademia Wychowania Fizycznego in Krakow (hereinafter AWF) shall be signed by the Vice-Rector for Student Affairs who is in charge of the Erasmus+ Programme.
5. The institution receiving the doctoral students must be in a country that participates in the Erasmus+ Programme.
6. Detailed information and a list of all inter-institutional agreements effective in a given academic year shall be published online at: <https://www.awf.krakow.pl/erasmus/umowy-z-uczelniami> AWF doctoral students may only undertake a study period in another country under those agreements.
7. Doctoral School students who wish to undertake a traineeship under Erasmus+ Programme may go to a foreign enterprise or a foreign institution that expressed its willingness to receive them for a traineeship under the Erasmus+ Programme. Doctoral students shall search for a partner institution in which they wish to carry out their traineeship on their own. The institutions must be in a country that participates in the Erasmus+ Programme.
8. Detailed information on the possibility of obtaining a grant under the Erasmus+ Programme is available online at <https://www.awf.krakow.pl/erasmus>.
9. While receiving an Erasmus+ grant, doctoral students may not receive any other grant from the European Union funds.

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10. All doctoral students who undertake a mobility activity under the Erasmus+ Programme are required to comply with the European Student Card which may be reviewed online https://www.awf.krakow.pl/attachments/article/3452/Karta%20studenta%20Erasmusa_2021_2027.pdf.

§ 2

Principles of Doctoral School Students selection/recruitment

1. The procedure for the intake, selection and evaluation of candidates for scholarship-funded mobility under Erasmus+ shall be set by the University in pursuit of its own policy of European cooperation, as declared in the application for the Erasmus Charter for Higher Education, while adhering to the intake rules as part of a competition.
2. Recruitment for the entire academic year (winter and summer terms) shall be held each year between **February** and **April** via the enrolment form which is available online at <https://www.awf.krakow.pl/erasmus>. Upon logging in, doctoral students may select no more than three universities [and] depending on the Recruitment Committee's decision, they may be awarded only one trip from the offer available. The Vice-Rector for Student Affairs may decide to hold another recruitment round and set its date, provided there are available slots in the Partner Universities and provided the University has funds available for the payment of grants to the parties concerned.
3. Recruitment for Doctoral School students' traineeships is held continuously until the funds available to the University for the payment of grants to students have been used.
4. Upon submission of the application form in the online system, doctoral students who apply for a study period/traineeship under the Erasmus+ Programme in their first year of study are required to submit to the AWF Rector's Office a printed and signed application form, along with the information on the grade on their diploma of the second study cycle which shall be at least 4.0 as well as the type and level of foreign language proficiency. The data entered should be confirmed by an administrative staff member at the Doctoral School. Obtaining a diploma of completing the second study cycle shall be the proof that the doctoral student has the knowledge of a foreign language at least at the B2 level, as per the information in the diploma supplement. Doctoral students who are in higher years of study are required to submit to the AWF Rector's Office a printed and signed application form, along with information on the grade obtained during the term preceding the study period which shall not be lower than 4.0.
5. Knowledge of another foreign language, as listed in item 4, which is the language of instruction/traineeship in the receiving institution shall be confirmed by a language certificate at the B1/B2 level in the language required in the partner institution. Doctoral students who do not have such a certificate shall be required to submit a certificate from the AWF Foreign Language Centre to prove their language proficiency at that level.
6. The subsequent selection procedure for the studies shall be conducted by the Recruitment Committee which may hold additional interviews with the candidates for the mobility. The Recruitment Committee shall be appointed by the Doctoral School Director in the following composition:

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- 1) Doctoral School Director;
 - 2) Erasmus+ Programme Coordinator at the University;
 - 3) a representative of the Doctoral Student Government Council, and
 - 4) the person handling the Erasmus+ Programme matters.
7. Decisions of the Recruitment Committee may be appealed. Doctoral students may submit a written notice of appeal to the Vice-Rector for Student Affairs within 7 days from the results announcement date. The Erasmus+ Programme Board of Appeal shall be appointed ad hoc by the Vice-Rector for Student Affairs.
 8. The decision on the admission of doctoral students for a study period abroad shall be taken by the receiving university.
 9. Doctoral students' selection shall be conducted upon accounting for the terms and conditions of the inter-institutional agreements (the number of doctoral students sent, the number of months of study periods abroad, the level of study, and the language proficiency).
 10. The employees supporting the Erasmus+ Programme Office shall be responsible for submitting the doctoral students' nominations to the partner universities.
 11. Doctoral School students should select a partner university that offers study programme(s) that correspond(s) to the field of study at the home university, that is at the third study cycle.
 12. Under the Erasmus+ Programme, doctoral students may undertake the following mobility actions:
 - 1) long-term study/traineeship mobility periods, from 2 to 12 months: physical mobility (at least 2 months) and an optional virtual component (the minimum/maximum duration is unspecified);
 - 2) short-term study/traineeship mobility periods (from 5 to 30 days of physical mobility) combined with an (optional) virtual component (the minimum/maximum duration is unspecified); and
 - 3) BIPs: short-term study mobility periods (from 5 to 30 days of physical mobility) combined with a mandatory virtual component (the minimum/maximum duration is unspecified) – a minimum of 3 ECTS.
 13. The total duration of the mobility period, including participation in prior activities under the Erasmus Programme (the so-called mobility capital), may not exceed 12 months in any given study cycle. The mobility capital may be used only once in any given study cycle.
 14. Selection for traineeships and short-term study mobility periods of doctoral students (also applicable to blended mobility) shall be conducted according to a simplified procedure. Upon meeting the formal criteria (the grade point average and the language proficiency), obtaining a confirmation from the Erasmus+ Programme Office that funds

are available for the study trip and approval of their Advisor and the Doctoral School Director, candidates may pursue the study period planned.

15. The study period abroad under the Erasmus+ Programme may not exceed one academic year, i.e. the studies must not be continued in the winter term of the following academic year.
16. When leaving for another country (study period/traineeship) under the Erasmus+ Programme, doctoral students' study must not be suspended and they must have successfully completed all courses taught to date in the term preceding the study period (enrolment for the term to be studied at the partner university).
17. Doctoral students must have the status of a doctoral student at AWF in Krakow when leaving for the partner university.
18. Doctoral School students in their final year of study who apply for a study period abroad for the final term of their studies at AWF shall obtain written consent of their advisor and of the Doctoral School Director (while applying for the study period abroad).
19. Doctoral students with a level of recognised disability who have been approved for a mobility action under the Erasmus+ Programme shall receive a higher grant for "participants with fewer opportunities".

§ 3

Recruitment procedure

1. A list of doctoral students selected under the Erasmus+ Programme shall be created as a result of the recruitment procedure and it shall comprise the core list and the reserve list. The lists shall be made by the Secretary to the Recruitment Committee or by a person designated by the Doctoral School Director.
2. Doctoral students who did not receive additional financing for the mobility activity should remember to submit their resignation upon the end of the recruitment process at AWF, unless they decide to pursue the mobility activity with a zero grant (without additional financing).

§ 4

Grant amount and terms of payment

1. Grants awarded under the Erasmus+ Programme are of supplementary nature (additional financing). They are awarded as extra financing to cover the additional costs relating to the travel and stay in the receiving institution.
2. The Erasmus+ National Agency shall award to the university a total pool of funds for students for a given academic year and the amount arises from the rules of distributing the subsidy received by Poland. The university shall distribute the total pool among students and doctoral students selected for the mobility actions.

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3. The grant amount shall be set for a given project each year by the Erasmus+ National Agency. Once set, the monthly rates must not be changed. The grant amount shall be calculated pro-rata, depending on the number of days of stay confirmed by the receiving institution. The rates effective for a given project shall be posted online at: **<https://www.awf.krakow.pl/erasmus>**
 4. Doctoral students shall be required to take out an insurance policy for the duration of the study period/traineeship. The insurance policy shall at least cover health insurance, third-party liability insurance and accident insurance. In the case of mobility within the EU, the national health insurance of the participant shall include basic cover during the stay in another EU member state using the European Health Insurance Card. However, that insurance may not be sufficient in all situations, for example, when returning to Poland is necessary or for a special medical intervention or in the case of mobility with partner countries. In such a case, an extra private medical insurance may also be needed. Taking out an insurance against the costs of treatment relating to a sudden Covid-19 illness is also recommended during the pandemic. The third-party liability insurance and accident insurance shall cover damages caused by the participant or to the participant while staying abroad. There are different regulations governing those types of insurance in various countries, and participants risk not being covered by the standard systems, for example, if they are not considered to be employees or if they have not been formally registered by the receiving organisation. In addition to the above, it is also recommended that you take out insurance against the loss or theft of documents, travel tickets and luggage.
 5. Doctoral students who are Polish nationals are required to register in the Odyseusz service platform maintained by the Ministry of Foreign Affairs.
 6. Prior to travel, doctoral students are required to sign a financing agreement between the University and the doctoral student at the Erasmus+ Office. The advance payment shall be made within 30 days from the agreement signing date, but not earlier than 45 days from the planned exchange start date, and it shall be 70% of the amount set out in the agreement. The procedures and the list of the documents required are available online at:
<https://www.awf.krakow.pl/erasmus/dla-studentow/3459-przed-wyjazdem>
 7. The start date of the mobility period shall be the first day on which the doctoral student must be present in the receiving organisation (the first day of classes/traineeship), as per the date in the *financial agreement*.
 8. The end date shall be the last day of presence in the receiving organisation, as per the date in the *financial agreement*.
 9. The final grant amount shall be accrued during the stay settlement upon the return, on a pro-rata basis, depending on the number of days actually spent by the participant in the receiving institution abroad. In the case of incomplete months, the additional financing amount shall be calculated by multiplying the number of days in the incomplete month by 1/30 of that amount. If the confirmed stay period is longer than agreed with the University in the financial agreement document, the amount of the additional financing remains unchanged and will not include additional financing for the period beyond the agreed one for which the additional financing shall be zero.

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10. If the payment defined in the agreement between the University and doctoral student is lower than 100% of the amount calculated upon the return on the basis of the document from the receiving institution, the remaining portion of the grant shall be paid out within 45 calendar days from the end of the settlement process. If the payment defined in the agreement between the University and doctoral student is higher than 100% of the amount calculated upon the return on the basis of the document from the receiving institution, a reimbursement order shall be issued within 45 calendar days from the end of the settlement process. The reimbursement shall be made within 30 calendar days from the date of receiving a call to do so.
 11. To settle the mobility action, you should [take the following actions] within 14 days from the mobility end:
 - 1) settle the mobility action in the Doctoral School by obtaining enrolment for another term of study on the basis of the document called [*document name given in English*] *Transcript of Records* (a study period) obtained from the receiving institution. In the case of traineeships, you need to inform the Doctoral School Director of the traineeship completion;
 - 2) settle the mobility action in the Erasmus+ Office by submitting: [*document names given in English and Polish*] a *Transcript of Records*, *Certificate of Stay* with the exact start- and end dates of the stay; completing the mandatory report/on-line EU survey of the scholar in the system; taking a language test in the OLS system upon the end of the mobility action (if required).
 12. Doctoral students who wish to continue their studies at the foreign institution during the following term must request the Doctoral School Director at their home university for permission to extend their stay abroad. Extending the stay abroad – only within one academic year – is possible upon approval of both universities – the foreign one and AWF, but there is no guarantee that the student will receive an Erasmus+ grant for the extra study period. Upon the receipt of a complete set of documents from the doctoral student which shall comprise:
 - 1) a request for the extension of the studies for another term;
 - 2) a confirmation of the stay at the partner university during the first term; a document confirming successful completion of courses planned for the winter term at the foreign university – the *Transcript of Records*, the *Learning Agreement* for the second term approved by the coordinators from AWF and the partner university; and
 - 3) the foreign university's permission to continue the studies; the *Learning Agreement* for another term of study agreed and approved by the Doctoral School, the Doctoral School Director shall give his/her opinion on the request and send the complete set of documents to the Rector's Office not later than on 10 December of the academic year in which the mobility action is to take place. A list of doctoral students extending their studies for another term can only be drafted on the basis of complete documents and only the persons included in the list may be covered by the additional financing, if any, during the next term.
 13. The additional financing may not be used for covering similar costs that have already been / are being financed from Union funds.

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14. Each participant of the Erasmus+ Programme is required to comply with the arrangements he or she undertook when signing the financial agreement before their mobility and when reviewing the 2021-2027 Erasmus Card. Should those obligations not be kept and should the duration of the person's stay at the foreign institution be shortened as a result, the Vice-Rector for Student Affairs may resolve that the doctoral student shall return the entire grant amount.

§ 5

Final provisions

The documents relating to the recruitments held shall be kept in the AWF Erasmus+ Office for 5 years.

RECTOR

(-) Andrzej Klimek, Prof., Dr Hab.