



**Powiślańska
Academy
of Applied Sciences**

Regulations for the implementation of the
Erasmus+ program
at the Powiślańska Academy
of Applied Sciences

Table of contents

SECTION I. GENERAL INFORMATION	3
SECTION II. GENERAL PROVISIONS	4
SECTION III. DEPARTMENTS AND UNITS SUPPORTING THE IMPLEMENTATION OF THE PROGRAM	6
SECTION IV. RECRUITMENT RULES	6
Chapter 1. General recruitment rules	6
Chapter 2. Rules for student recruitment	7
Chapter 3. Rules for the recruitment of employees	9
SECTION V. RULES FOR IMPLEMENTING MOBILITY	12
Chapter 1. Rules for the implementation of student mobility	12
Chapter 2. Rules for the implementation of staff mobility	17
SECTION VI. MOBILITY FUNDING RULES	18
Chapter 1. General rules for financing mobility	18
Chapter 2. Rules for financing student mobility	19
Chapter 3. Rules for financing staff mobility	22
SECTION VII. OTHER ERASMUS+ PROGRAMME PROJECTS	24
SECTION VIII. GENERAL RULES FOR THE PROTECTION OF PERSONAL DATA	25
SECTION IX. FINAL PROVISIONS	26

SECTION I. GENERAL INFORMATION

§ 1

I. TERMS USED IN THE REGULATIONS MEAN:

1. FRSE – Foundation for the Development of the Education System, NA – National Agency for the Erasmus+ Program and EKS – European Solidarity Corps;
2. ECHE – Erasmus Charter for Higher Education – accreditation of higher education institutions entitling them to implement activities under the Erasmus+ Program; the Charter sets out the basic principles that an institution must comply with in order to organize mobility and cooperation at a high level.
3. PAAS / Academy – Powiślańska Academy of Applied Sciences;
4. EU Member States and third countries associated with the program: Member States of the European Union and third countries associated with the Program.
5. Third countries not associated with the program: Countries that may participate in specific actions of the program on the basis of specific criteria.
6. Host institution:
 - a) A higher education institution (from an associated or non-associated country) that holds an ECHE or is recognized by the competent authorities and has signed an inter-institutional agreement (bilateral agreement) with PAAS prior to the start of mobility.
 - b) In the case of staff training visits or student placements, this may also be another institution (e.g., a company, public or private organization).
7. Project agreement – a grant agreement signed between FRSE and PAAS, specifying the types, amounts, and rules for co-financing project activities. Individual project agreements are identified by symbols and numbers;
8. Types of project activities:
 - a) STA - Staff Mobility for Teaching – employee trip for the purpose of teaching classes,
 - b) STT – Staff Mobility for Training – an employee's trip to participate in training,
 - c) SMS – Student Mobility for Studies – a student's trip to complete part of their study program abroad,
 - d) SMT – Student Mobility for Traineeship – a student or graduate traveling to complete a summer/professional internship or traineeship;
9. Mobility participant – an employee or student who has been selected to participate in a specific activity at a foreign institution. A graduate may also be a mobility participant, provided that they have undergone the qualification process and have been selected to participate in the project during their final year of study. Graduates have the opportunity to go abroad for an internship within 12 months of graduation.
10. Mobility period – the period during which the project activity is carried out at a foreign institution, calculated in accordance with the rules of the exchange program or project;
11. MA - Mobility agreement – an agreement on mobility in the case of foreign trips by employees of an institution; the following apply under the Erasmus+ Program:

- a) Mobility agreement for Teaching,
 - b) Mobility agreement for Training,
 - c) Mobility agreement for Teaching combined with training,
12. LA - Learning agreement – an agreement on education in the case of foreign trips by students under the Erasmus+ Program, the following apply:
- a) Learning agreement for Studies,
 - b) Learning Agreement for Traineeship;
13. Transcript of Records: An official list of courses completed during mobility at the host institution, together with the grades and ECTS credits obtained.
14. Erasmus+ Selection Committee: The Selection Committee decides on the eligibility of students and staff for departures or arrivals under the Program.

SECTION II. GENERAL PROVISIONS

§2

1. The Erasmus+ Program (hereinafter referred to as the Program) enables cooperation between universities. It is intended for students, graduates, and employees of the Powiślańska Academy of Applied Sciences and partner universities.
2. The aim of the Program is to support education and training and to promote the mobility of students and staff of higher education institutions throughout Europe (program countries – KA131) and worldwide (non-associated countries – KA171).
3. Detailed information on all components of the Program is available on the FRSE and NA websites **www.frse.org.pl** and **www.erasmusplus.org.pl**.
4. The Academy participates in the Erasmus+ program in KA1 – KA131 "Mobility with program countries" and KA171 "Mobility with non-program countries," as well as KA2 – KA220-HED and KA220-SCH. The program operates at the Powiślańska Academy of Applied Sciences based on the principles of equality and non-discrimination on the grounds of gender, religion, skin color, wealth, social background, political views, and nationality of all participants.
5. The program is administered and managed by the International Office/International Programs Department.
6. Supervision of the implementation of the Program at the Academy, in accordance with the Rector's order, is exercised by the Erasmus+ Program Coordinator.
7. These Regulations set out the rules for:
 - the recruitment of students, graduates, and employees for trips,
 - awarding scholarship amounts,
 - qualifications of students and graduates, as well as academic teachers and administrative staff.

8. These Regulations apply to students, graduates, academic teachers, and employees of PAAS, as well as students, academic teachers, and administrative staff of partner universities (within the framework of KA171 projects).
9. **Departures/arrivals of students and staff must begin and end in the same academic year.** In the case of a student's departure for an internship, the Vice-Rector for Teaching / Vice-Rector for Practical Education may agree to the student's return after the start of the next academic year.
10. The Program is financed under agreements concluded with the NA, within the limits specified therein.
11. All scholarships awarded under the Program are supplementary and are intended to cover additional costs related to travel and stay at a foreign institution (university, academy), i.e., the scholarship is primarily intended to cover
the difference in living costs between Poland and the host country.
12. The names and addresses of the websites of partner universities with which PAAS has signed agreements are available on the PAAS website. They are also entered into the Beneficiary Mode tool as part of individual projects.
13. The internship may lead to the improvement of digital skills. In the case of such a trip, the student's field of study is irrelevant. Such an internship must guarantee participation in one or more of the following activities:
 - a) digital marketing (e.g., social media management, web analytics);
 - b) computer-aided graphic, mechanical, or architectural design;
 - c) creation of applications, software, scripts, or websites;
 - d) installation, maintenance, and management of IT systems and networks;
 - e) cybersecurity;
 - f) data analysis, exploration, and visualization;
 - g) programming robots and applications using artificial intelligence.Such practice may not include general user support, order fulfillment, data entry, or clerical work.
14. In matters not covered by these Regulations, the following shall apply in order:
 - a) the provisions of the agreement concluded between the Academy and NA,
 - b) ECHE - Erasmus Charter for Higher Education granted for the years 2021-2027,
 - c) Communications from the National Agency for the Erasmus+ Program,
 - d) the provisions of Regulation (EU) No. 1288/2013 of the European Parliament and of the Council of December 11, 2013 establishing "Erasmus+",
 - e) the Study Regulations of the Powiślańska Academy of Applied Sciences,
 - f) the Internationalization Strategy of the Powiślańska Academy of Applied Sciences,
 - g) Accounting Policy of the Powiślańska Academy of Applied Sciences.

SECTION III. DEPARTMENTS AND UNITS SUPPORTING THE IMPLEMENTATION OF THE PROGRAM

§3

Erasmus+ Program Coordinator

1. The Erasmus+ Program Coordinator (hereinafter referred to as the Coordinator) is responsible for the direct implementation of the Erasmus+ Program at PAAS, and is appointed and dismissed by the Rector.
2. The Coordinator is responsible for the internationalization of the education process and its administrative and financial management.
3. The scope of the Coordinator's activities includes:
 - a) informing the academic community about the opportunities and rules for participation in the Erasmus+ program,
 - b) preparing project documentation related to the implementation of PAAS cooperation with foreign universities and international organizations
 - c) coordinating the work of members of the International Programs Department / International Office,
 - d) managing the program from an organizational and financial perspective,
 - e) preparing reports and statements on the implementation of the program,
 - f) close cooperation with the Academy's authorities,
 - g) cooperating with the National Agency in Warsaw and the European Commission in Brussels, in the implementation of the Erasmus+ Program.

SECTION IV. RECRUITMENT RULES

§4

Chapter 1. General recruitment rules

1. Recruitment of participants for the Program for outgoing/incoming mobility (KA131 and KA171) takes place at the Academy level and applies to the entire Academy. Recruitment for departures/arrivals is conducted by the International Programs Department/International Office - KA131 and with the assistance of the Erasmus+ program coordinators of partner universities - KA171. Applications are approved by the Erasmus+ Program Qualification Committee.
2. Information about the meeting of the Erasmus+ Program Qualification Committee is made by the International Office.
3. The Selection Committee is appointed by the Rector, with the following composition:
 - a) the Selection Committee consists of 3 people - the Erasmus+ Program Coordinator – chair of the Committee, who is the main organizer of the recruitment process; the Director of the Dean's Office/delegated employee; a representative of the Academy authorities.

- b) the work of the committee is organized by its chair; this work may be carried out in person, remotely, or in a hybrid manner.
- 4. Within 14 days of the application deadline, the Committee appointed by the Rector's Order on the composition of the Selection Committee to conduct the selection procedure for the departure/arrival of participants under the Erasmus+ program, verifies the application forms and makes a decision on the qualifications.
- 5. The Erasmus+ Program Coordinator/Deputy Erasmus+ Program Coordinator shall inform the candidate of the qualification of participants within 14 days of the Committee meeting.
- 6. Minutes are taken of the proceedings.
- 7. The results of the selection procedure are public. Individual candidates receive information about their qualification only in relation to their application(s).
- 8. The candidate has the right to appeal against the Commission's decision in writing to the Rector within 7 days of receiving the information of the qualification.

§5

Chapter 2. Rules for student recruitment

- 1. Duration of the student's trip for:
 - a) Short-term mobility:
 - a. SMT Blended internship/workshop is a minimum of 5 days and a maximum of 30 days of physical mobility, including a mandatory virtual module.
 - b. BIP – the SMS Blended trip type lasts a minimum of 5 days and a maximum of 30 days of physical mobility, including a mandatory virtual module and the acquisition of a minimum of 3 ECTS points.
 - b) Long-term mobility:
 - a. the internship is a minimum of 2 months of physical mobility and a maximum of 12 months,
 - b. studies last a minimum of one semester (not less than 3 months) of physical mobility and a maximum of 2 semesters.
- 2. Qualification of outgoing students:
 - a) The deadline for applying for the winter semester and summer internships is the end of February of the given year (if the call for applications is published later than February 10 of the given year, the deadline for submitting applications may be extended by an additional 30 days from the date of publication of the call).
 - b) The deadline for submitting applications for the summer semester and internships is the end of November of a given year (if the call for applications is published later than February 10 of a given year, the deadline for submitting applications may be extended by an additional 30 days from the date of publication of the call).
 - c) If there are not enough candidates within the above-mentioned deadlines, the Committee will meet on other dates to review and nominate candidates

in chronological order of application after the deadline until the available funds are exhausted.

3. Recruitment of candidates for studies takes place in the academic year preceding the departure or in the given academic year if the pool of departures/arrivals has not been used up.
4. Recruitment for student departures/arrivals for internships is ongoing until the limits are exhausted.
5. During recruitment for internships, students with active student status have priority over graduates.
with active student status.
6. Students should:
 - Fill in the application form available at: <https://forms.office.com/e/uhg4fMWZCE> (Polish students) / <https://forms.office.com/e/zZMFt80QTC> (international students)
 - If you qualify, follow the instructions – Step by step, which can be found at <https://powislanska.edu.pl/umiedzynarodowienie/erasmus/student2/studia/>
 - fill in the correct and complete Online Learning Agreement OLS 3.0, which can be found at www.learning-agreement.eu in accordance with the "Step by Step" instructions (until the full implementation of Erasmus Without Paper, paper documents are also acceptable for KA131 / for KA171, paper documents are the only ones possible)
 - submit an application to the Vice-Rector for Teaching at the Dean's Office – available for download at Erasmus+ Documentation in the Internationalization tab.
7. Recruitment criteria:
 - a) For outgoing students, the following are taken into account:
 - i. grade point average from the last completed semester of study
 - ii. knowledge of a foreign language (language course grade / language certificate, or, as a last resort, an interview with the candidate)
 - iii. previous participation in the Erasmus+ program (preference given to participants without experience)
 - iv. social, voluntary, and scientific activities at the Academy
 - v. availability of places at partner universities
 - vi. priority for participants with fewer opportunities
 - vii. evaluation of the cover letter (optional)
 - b) In the case of incoming students, the following are taken into account:
 - i. Student's grade point average (above 3.49) (in the case of a project coming to an end, a lower grade point average is acceptable)
 - ii. Level of English language proficiency (preferably confirmed by a language certificate)

- iii. Participation in previous editions of the Erasmus+ program (priority is given to first-time applicants)
 - iv. Availability of places at PAAS in accordance with bilateral agreements
 - v. priority for participants with fewer opportunities (depending on the project's funds)
 - vi. Previous exchanges with a given HEI (preference for alternating students from partner universities)
 - vii. Cover letter evaluation (optional)
 - viii. Additional activities
- c) Students are placed on the main list and the reserve list. The number of places on the main list is limited by the amount of funds available under the project agreements.
 - d) Students who have not been selected for the trip due to limited financial resources of the Academy will be placed on the reserve list.
 - e) If students withdraw from the trip, they will be replaced first from the reserve list.
8. The amount of the scholarship is approved by the Erasmus+ Program Coordinator, in accordance with the Erasmus+ Program funding rules, after the scholarship has been calculated by the Beneficiary Module.
 9. Students who have not settled their accounts for previous trips despite at least three written reminders within 30 days after the end of mobility must expect to be unable to go on another trip with PAAS.
 10. Students who, within 60 days after the end of mobility, despite reminders from the Academy, have not settled their trip (questionnaire, confirmation of stay, OLS test, After the mobility (LA), Transcript of records or List of Transcripts) must expect to be unable to go on another trip with PAAS.
 11. The Academy informs about invitations to BIPs organized by partner universities, as well as workshops and short-term mixed internships via: the MS Teams group "Announcements for students" – 2 channels: for Polish and foreign students; news on the Academy website <https://powislanska.edu.pl/umiedzynarodowienie/erasmus/ogloszenia-erasmus/>

§6

Chapter 3. Rules for the recruitment of employees

1. Candidates for travel under the Program must be employees of the Academy – PAAS or, in the case of arrival, an employee of a partner HEI (KA131/KA171).
2. The basis for the employment of an academic teacher and administrative employee should be an employment contract or a civil law contract.
3. The Academy rewards employee mobility through the Rector in the case of academic teachers and academic administration employees during important events. Trips by teaching staff are also rewarded in the assessment of academic teachers, while administrative staff are rewarded in their annual employee assessment.

4. Recruitment for trips for academic teachers and administrative staff of PAAS / partner universities (KA171) is conducted on an ongoing basis until the limits are exhausted.
5. Academic teachers and administrative staff who wish to participate in the program should fill out the application form available at <https://forms.office.com/e/Kv6HymjRsV>
6. *The Mobility Agreement for Teaching / Mobility Agreement for Training* must be signed before departure by all three parties to the agreement – the participant, the sending institution, and the host institution.
7. A prerequisite for participation in the program is to arrange for replacements at the Academy for the duration of the employee's departure.
8. The duration of trips for academic teachers and employees is a minimum of 2 days (KA131) and 5 days (KA171) of physical mobility, and a maximum of 60 days.
9. During a single STA trip, an academic teacher is required to conduct at least 8 hours of teaching for students of the host institution in the case of a trip lasting up to 5 days.
10. Priority will be given to training trips for academic teachers going on specialized methodological courses or job shadowing activities in order to improve their teaching skills.
11. There is a possibility of so-called "combined STA+STT" trips – in the case of such trips, the minimum number of teaching hours is 4/week. In the case of trips for the purpose of conducting teaching classes (STA) lasting longer than 7 days, the number of teaching hours increases proportionally.
12. Each academic teacher or Academy administration employee participating in mobility is entitled to only one trip to the same institution in order to participate in training with the same objective, subject matter, program, and expected results.
13. Employees may be eligible for additional funding from the Erasmus+ program on the grounds of disability. To do so, please inform the Academy Coordinator when applying for the trip. For more information, visit www.erasmusplus.org.pl/dokumenty .
 - 1) Recruitment criteria for outgoing employees:
 - a) employment based on an employment contract (preferred),
 - b) knowledge of foreign languages,
 - c) contribution to personal development and improvement of employee qualifications, translating into the implementation of teaching innovations (subject/area/research/lectures of choice/training for teaching staff, etc.) at the Academy,
 - d) contribution to the development of the home institution – consistency of the objectives of the trip with the strategic objectives of the institution, development of PAAS international cooperation in the areas of teaching, design, research, etc.,
 - e) length of service at PAAS and experience in the current position,
 - f) priority in qualifying for trips for employees who meet the quality criteria equally is given to those going abroad for the first time,

- g) priority for managerial or executive positions or positions strategic in terms of the development and organization of the Academy and the expansion of cooperation between universities (STT trips)
 - h) availability of places at partner universities in accordance with agreements with NA.
- 2) Recruitment criteria for incoming staff (KA171):
- a) teaching staff are preferred,
 - b) preference is given to persons without experience in the Erasmus+ program,
 - c) knowledge of English,
 - d) length of work experience
 - e) contribution to the development of international cooperation,
 - f) availability of places at PAAS in accordance with agreements with NA,
 - g) priority for participants with fewer opportunities (depending on the project's funds)
 - h) CV verification (optional),
14. In the case of a candidate being nominated by a member of the teaching staff for a training trip, the candidate is required to submit a specific justification for such a trip, unless the trip for which they are applying is their first trip.
15. In order to prevent the emergence/suspicion of a conflict of interest and dependence between decision-makers and mobility participants, if a member of the committee applies for a trip, they are excluded from the committee meetings.
16. In order to strengthen the preference for first-time travelers, a rule has been introduced limiting the number of trips for the same person in the STT and STA categories to two. Violation of this rule will mean that the third mobility of the same person will be considered ineligible. If the National Agency agrees, a staff member may, exceptionally, travel more than twice.
17. Each candidate applying for a mobility trip is required to provide in the application form a description of the benefits (personal and professional - for the Academy) that will result from participation in the trip.
18. Consent for the trip will not be granted to employees who:
- a) are on sick leave,
 - b) are in breach of the PAAS work regulations,
 - c) are in their notice period,
 - d) have canceled classes for PAAS students as per the class schedule and have not made up for the missed classes by the date of submitting their application for the trip. The application of Academic Teachers may be suspended until their obligations towards their employer have been settled,
 - e) have not settled accounts from previous trips despite written reminders within 30 days after the end of the mobility,

- f) within 60 days after the end of mobility, despite at least three reminders from the Academy, they have not settled their trip.
19. Before departure/arrival, academic teachers and administrative staff are required to purchase insurance on their own and meet all requirements for trips abroad. The minimum scope of insurance is basic health insurance (European Health Insurance Card – EHIC), accident insurance (NNW) and civil liability insurance (OC). In addition, every academic teacher and PAAS employee is required to register with the *Odysseusz* service run by the Ministry of Foreign Affairs: <https://odyseusz.msz.gov.pl/>
20. In order to finalize the departure/arrival, the academic teacher and administrative employee are required to sign a bilateral (financial) agreement with PAAS, regulating the rights and obligations of both parties.
21. Upon returning from the scholarship, the academic teacher and employee are required to provide the Academy Erasmus+ Program Coordinator with a certificate from the host institution confirming the duration of the scholarship and the number of hours of classes taught (applies to mobility for teaching purposes). If the certificate is incorrect, the participant is required to cover the costs of courier delivery.
22. Academic teachers and administrative staff are also required to complete the Mobility Participant Report, which is sent automatically by the Beneficiary Module system after the end of the mobility, as well as an internal report for the Academy Authorities on the opportunities created for the Academy as a result of the mobility.

SECTION V. RULES FOR IMPLEMENTING MOBILITY

§7

Chapter 1. Rules for the implementation of student mobility

1. A PAAS student and/or a student of a partner institution under KA171, applying for a scholarship under the Program must meet the following conditions:
- be a bachelor's or master's degree student,
 - be a full-time or part-time student,
 - be a citizen of any country in the world, with eligibility for departure/arrival determined by membership of the academic community of the home institution,
 - have student status at the time of recruitment for study trips/arrivals and internship trips/arrivals,
 - have student status during the study trip/visit,
 - have a weighted average grade from the last completed semester of study of at least **3.5** (in the case of partner universities – KA171 – at an analogous/similar level),
 - at the time of departure/arrival for studies and internships, the student must be a student of at least the second semester of first-cycle studies (as determined by the Vice-Rector for Teaching / Vice-Rector for Practical Education at PAAS),

- h) not be on dean's or student leave and not be taking a break at the time of recruitment and participation in the Program (they must have active student status),
 - i) obtain all credits and pass all exams required by the study program, valid until joining the Program, and not be in arrears with payments to PAAS for the period preceding departure (does not apply to arrivals).
2. Students participating in international exchange under the Program are subject to the following rules, strictly observed by all parties involved:
- a) a student participating in an exchange under the Program based on individual "Mobility Capital," which means 12 months available to the student for each types of study degrees, i.e., first-cycle and second-cycle studies, with the possibility of using them for study or internship mobility (combined).
 - b) a student going abroad/coming to study may also apply for an internship for an internship, which, however, cannot take place at the same time,
 - c) a student going to a foreign institution, coming to PAAS for a specific period (semester) to complete part of their studies there does not cease to be a student of their home institution with their rights and obligations (including the continuity of national scholarship payments).
 - d) a student (with active student status) going to a foreign institution/coming to PAAS for a specified period (minimum 2 months) to complete an internship related to their field of study does not cease to be a student of their home institution with all the rights and obligations that this entails (including the continuity of national scholarship payments).
 - e) the host institution is not entitled to charge students arriving under the Program any tuition fees (registration fees, tuition fees, exam fees, etc.),
 - f) students qualified to leave/arrive under the Program are exempt from for studies (semester administrative fee/tuition fees) at PAAS,
 - g) the amount and payment of the scholarship is guaranteed for the originally agreed duration of the scholarship, as specified in the Financial Agreement for the student's departure/arrival for studies or training under the Erasmus+ program in the case of KA131 (program countries). In the case of an application for an extension of the trip (KA131), a new decision by the Commission is required. The amount and payment of the scholarship is guaranteed for the agreed duration of the scholarship, as specified in the Financial Agreement for the departure/arrival of a student for studies or training under the Erasmus+ program in the case of KA171 (non-associated countries).
3. Persons qualified for departure/arrival under the Program (KA131 and/or KA171) are required to complete:

- a) in the case of departure/arrival for studies - *the "Learning Agreement. Student Mobility for Studies,"* which, after approval, is signed by the student, the Vice-Rector for Teaching, and the host/sending institution.
 - b) in the case of departure/arrival for a traineeship - *the "Learning Agreement. Student Mobility for Traineeships,"* signed by the participant, the Vice-Rector for Practical Education (WNoZ/WNM) and the Erasmus+ Program Coordinator (WNES) and the host/sending institution.
4. The condition for the completion of courses specified in *the LA for Studies/LA for Traineeship* is the acceptance of the document by the host insti.
 5. The student should choose a program that is as close as possible to the program of study at their home institution, based on the course catalogs available at the institution where they intend to carry out their mobility.
 6. Before departure/arrival, the student is required to purchase insurance on their own and meet all requirements for trips abroad. The minimum insurance coverage required for the student is basic health insurance (**European Health Insurance Card – EHIC**) and accident insurance in the case of KA131. In the case of departure/arrival for an internship, the student is additionally required to purchase civil liability insurance covering any damage caused by the Program participant at the place of the internship.
 7. PAAS Program participants are required to register with the *Odyseusz* service run by the Ministry of Foreign Affairs: <https://odyseusz.msz.gov.pl/>
 8. During the scholarship, students going abroad/coming to study should earn **30 ECTS credits** (per semester) or a number of credits equivalent to the number of credits earned at their home institution during a given semester, but not less than 15 ECTS credits.
 9. All changes to *the Learning Agreement. Student Mobility for Studies/Learning Agreement. Student Mobility for Traineeships* are made on the form in the "*During the Mobility*" section and require written approval from all three parties (student, sending institution, host institution).
 10. Any changes to *the* previously agreed "*Study Program Agreement*" / "*Internship Program Agreement*" should be completed **within a maximum of within 30 days** of the student's arrival at the host institution.
 11. A student leaving/arriving for an internship under the Erasmus+ Program may apply for exemption from the completion of a field-specific internship with the Internship Supervisor at their home institution.
 12. Information about the student's internship will be entered in the diploma supplement, regardless of whether the internship was compulsory or optional.
 13. On *the basis of the "Transcript of Records"* provided, PAAS guarantees the student credit for the period of study completed at the host institution.
 14. PAAS may refuse to credit on the basis of *the "Transcript of Records" of Records* if the student does not achieve satisfactory results or does not meet

the conditions specified between the parties in the agreement as necessary to receive credit for the semester/year.

15. The fulfillment of the requirements and confirmation of the recognition of the part of the studies completed at the host institution and thus the credit for the scholarship period, is finally approved by the Vice-Rector for Teaching on the basis of the institution 's internal regulations.
16. In order to finalize the trip, the student is required to:
 - a) familiarize themselves with the program instructions in force at the host institution,
 - b) fill out the application form of the host institution (if required),
 - c) settle matters related to insurance, medical treatment abroad, crossing the border, and legalizing their stay,
 - d) organize accommodation for the duration of the scholarship, either independently or with the help of the International Programs Department/International Office
 - e) complete **the mandatory online language proficiency test (*OLS - Online Linguistic Support*)**, which checks the student's knowledge of the language in which they will be studying. Completing this test is a prerequisite for starting the trip,
 - f) signing a financial agreement (student - HEI) with the PAAS Bursar, regulating the rights and obligations of both parties. Failure to sign the agreement by the date of departure/arrival to the host institution is tantamount to resignation from the scholarship.
17. Students starting a scholarship (departure/arrival for studies/internships) in the winter semester may apply for an extension of the scholarship for a period of 1 semester. The extension cannot exceed the given academic year, i.e., a scholarship that began in the summer semester of one academic year cannot be continued in the winter semester of the following academic year.
18. A student applying for a scholarship extension must submit the following documents **at least 30 days** before the scholarship expires:
 - a) an application to the Erasmus+ Program Committee requesting an extension of the scholarship,
 - b) written consent to extend the scholarship from the host institution,
 - c) *an "Agreement on the study program"* for the next semester, agreed with the Vice-Rector for Teaching, or *an "Agreement on the internship program"* for the next month/months, agreed with the Vice-Rector for Practical Education and/or the Internship Supervisor,
 - d) an opinion on the thesis by the supervisor (in the case of the third year of first-cycle studies and the second year of second-cycle studies).
19. The decision to extend the scholarship is made by the Academy Qualification Committee.
20. With the consent of the Academy Qualification Committee, the student may extend their stay on a scholarship, but without a guarantee that funding will be granted for the entire

period of the student's stay abroad. If the Academy has the financial resources, it may provide the student with a scholarship for a longer period.

21. After receiving consent to extend the scholarship, the student retains their Erasmus student status and is required to sign an annex to the financial agreement signed with PAAS before departure.
22. Students who decide to extend their original period of stay without funding are required to submit, together with the documents listed in § 8 point 2, a written declaration of consent to extend their studies without funding.
23. If a student entitled to a social scholarship decides to extend their stay without funding, they are not entitled to receive a "social allowance."
24. The extension of the stay may not interfere with the completion of studies at PAAS within the time frame specified in the study plan.
25. A student who decides to withdraw from the Program should inform the Coordinator and the host institution to which the application was sent as soon as possible in writing, providing documented reasons for the withdrawal, and fill out the form available at: <https://forms.office.com/e/tcJhMaGGnW>
26. Violation of the above requirement by the student will result in the loss of the opportunity to reapply for the scholarship for a period of one year. This provision does not apply to cases of "force majeure" beyond the student's control.
27. Any violation of the Program rules, providing false information, or concealing important information may result in suspension from the Program for a period of one year.
28. A student who withdraws from the trip or fails to comply with the terms of the signed agreement is obliged to return part or all of the funding received. The decision is made by the Rector together with the Erasmus+ Program Coordinator. The method of returning the funding is analogous to the method of receiving the funding.
29. If a student's scholarship stay is shortened in relation to the length of stay declared in the agreement with PAAS, the student must return the part of the scholarship that covers the time of the uncompleted scholarship (the student's scholarship stay is calculated on the basis of the actual confirmed days of stay). If the shortening of the period of stay occurs with a flexibility of 5 days, the scholarship is paid with the right to retain the entire scholarship. A refund will not be required only if the student was unable to complete the planned activities abroad due to "force majeure". Force majeure may include, for example, sudden illness, accident, or life-threatening situations. In such cases, the student is entitled to receive a scholarship amount proportional to the actual duration of mobility, and the remaining part of the scholarship will have to be returned. Cases of force majeure must be reported by the participant to the Academy immediately after the event occurs. Ultimately, such an event is approved by the NA.
30. The final calculation of the student's stay on the scholarship is based on the confirmation of stay issued by the host institution.

§8

Chapter 2. Rules for the implementation of staff mobility

1. An employee qualified for a trip under the Erasmus+ Program must meet the following formal criteria:
 - a) be a teaching/research and teaching staff member in a given academic year or an administrative staff member of PAAS,
 - b) acceptable forms of employment in accordance with the recruitment rules:
 - employment contract
 - other form of cooperation based on a civil law contract.
2. The purpose of the employee's trip is to conduct teaching activities for students of the partner institution (STA) or a trip for training purposes (STT) Before the academic teacher leaves for the partner institution, a Mobility Agreement must be signed by all 3 parties. The Mobility Agreement should be sent to the Coordinator before the Qualification Committee. Classes at the partner institution should be an integral part of its study program.
3. The employee's stay at the partner institution must begin and end within the term of the project agreement. The minimum length of stay is 2 days (KA131) and 5 days (KA171), during which, if it is an STA trip, the academic teacher is required to conduct at least 8 hours of teaching, unless it is a trip combined with a training trip (STA-STT).
4. A written financial agreement between the teacher and the institution is drawn up with each employee qualified for a trip under the Erasmus+ Program. In the case of financing the trip by the Erasmus Consortium, of which the Academy is a member, the Consortium Coordinator may be a party to the financial agreement with the Beneficiary.
5. The funding received by an individual employee is intended to cover additional costs related to the trip and stay at the partner institution (travel costs, increased living costs abroad). The scholarship is not intended to cover the full costs associated with the preparation and implementation of the trip.
6. At the end of their stay at the host institution, the employee must receive a written confirmation of the period of stay at that institution (a so-called "Confirmation Letter") together with information on the number of teaching hours and dates, if it was an STA/STA-STT trip. This confirmation should be drawn up on the letterhead of the host institution.
7. The employee is required to have insurance for the duration of the trip and stay at the partner institution and to enter the insurance number in the financial agreement:
 - a) in the case of travel to EU countries – the European Health Insurance Card issued by the National Health Fund;
 - b) in the case of a trip to Turkey and KA171 partner countries – other insurance accepted insurance in that country;
 - c) other additional individual insurance purchased by the employee.

8. During the trip, the employee is required to use company equipment, i.e., a laptop and telephone (if applicable), to perform duties arising from the scope of tasks related to their position or signed contract, which involves: responding to emails, dealing with current matters, etc.
9. The employee is required to confirm their stay at the location specified in the business trip agreement by sending materials related to the trip concerning the tasks performed, namely: photos and descriptions of activities, also for the purpose of promoting the Erasmus+ program at marketing@powislanska.edu.pl and erasmus@powislanska.edu.pl
10. After returning from the partner institution, the academic teacher is required to complete an online survey, and within two weeks of their return, the participant is required to complete a institution mobility report available on the Academy's website.

SECTION VI. MOBILITY FUNDING RULES

§9

Chapter 1. General rules for financing mobility

1. The institution supervising the financing of Erasmus+ scholarships is FRSE-NAPE+.
2. The funds allocated to the Academy for the payment of scholarships to program participants may only be used for persons qualified for departures/arrivals.
3. When deciding on the amount of the scholarship, the following rules will be taken into account:
 - a) the scholarship rates paid for mobility to the same countries for participants will be the same, as specified in advance in the agreement with the NA (regarding KA171)
 - b) the daily scholarship rates set in the Erasmus+ program, published on the website <https://erasmusplus.org.pl/dokumenty/szkolnictwo-wyzsze/>, are not subject to change during the term of a given agreement between PAAS and NA,
 - c) the period of stay at the host institution, which is the basis for the scholarship settlement, will be determined with an accuracy of one day (applies to employees).
4. The scholarship paid from the Program budget covers part of the costs related to living abroad and depends on the destination country and the number of days of stay at the host institution, a lump sum for travel, in accordance with the distance calculator published at https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en and the applicable daily rates. In justified cases, the Academy finances up to 4 days of travel if the journey is made by eco-friendly means of transport, 2 days as standard, and the decision is made by the Erasmus+ Selection Committee.
5. The countries participating in the Program are divided into groups, depending on the cost of living. This division, together with the scholarship rates, is available at: <https://erasmusplus.org.pl/dokumenty/szkolnictwo-wyzsze/>
6. Participants are entitled to a lump sum for travel costs (standard travel or low-carbon travel), calculated using the Beneficiary Module tool based on the distance from the place

of departure to the destination. Low-carbon travel ("Green Travel") refers to travel using low-carbon means of transport, such as bus, train, or carpooling. Green Travel status is determined on the basis of participants' declarations submitted before and after mobility.

7. The definition of "disadvantaged" persons who may receive additional funding includes:
 - a) persons with disabilities (a disability certificate is required),
 - b) people from poorer backgrounds (a decision by the Academy to award a social scholarship for the qualifying semester is required – applies to students).
 - c) Students and graduates with children under the age of 8 (in the year of mobility) - Statement confirmed by the child's birth certificate (birth certificate available for inspection by the Academy).
8. Membership in a disadvantaged group must be documented at the time of application. Participants with a certified degree of disability may additionally apply for co-financing of actual costs (above the above rates) on the basis of a separate application to the National Agency.
9. Participants leaving with a zero scholarship do not receive the allowance for disadvantaged persons disadvantaged, while retaining all other rights of a Program participant.
10. The Erasmus+ scholarship is paid in EURO.

§10

Chapter 2. Rules for financing student mobility

1. An Erasmus+ scholarship may be awarded from the pool of funds allocated to PAAS only to a student undertaking studies at a foreign institution in the case of KA131 and KA171 and/or at PAAS in the case of KA171 in the same or a related field of study and undertaking an internship in accordance with the study program in the case of KA131.
2. Students going abroad/coming to the US on a scholarship, qualified to participate in the Erasmus+ program, is guaranteed funding for the actual period of stay abroad. This does not apply to outgoing/incoming students who are eligible for participation with a "zero scholarship."
3. Scholarship rates (individual support) for mobility projects with EU countries and third countries associated with Erasmus+:
 - A. **Long-term student mobility for studies (SMS)** and countries belonging to a given group. Monthly rate for projects approved in the 2025 competition:

Group	countries	rate
Group 1	Austria, Belgium, Denmark, Finland, France, Ireland, Iceland, Liechtenstein, Luxembourg, Netherlands, Germany, Norway, Sweden, Italy, and countries not associated with the program from regions 13 and 14	€670
Group 2	Cyprus, Czech Republic, Estonia, Greece, Spain, Latvia, Malta, Portugal, Slovakia, Slovenia	€670

Group 3	Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary	€600
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B. Long-term student mobility for placements (SMT) – in accordance with the Program Guide, the monthly SMT rate must be €150 higher than the rate assigned to study trips (SMS). Monthly rate for projects approved in the 2025 competition:

Group	Countries	Rate
Group 1	Austria, Belgium, Denmark, Finland, France, Ireland, Iceland, Liechtenstein, Luxembourg, Netherlands, Germany, Norway, Sweden, Italy, and non-associated countries from regions 13 and 14	€820
Group 2	Cyprus, Czech Republic, Estonia, Greece, Spain, Latvia, Malta, Portugal, Slovakia, Slovenia	€820
Group 3	Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary	€750

For graduates going on internships – decisions made during the final year of study will be taken into account.

C. Long-term trips for students and graduates to partner countries under KA131 projects, except for countries in regions 13 and 14

monthly scholarship amount – study trips/internship trips	€700/month
additional amount for participants meeting the definition of "disadvantaged persons"	€250/month

D. Short-term trips for students and graduates (stays from 5 to 30 days) to EU countries and third countries associated with the EU – also applies to *blended mobility*:

length of stay	daily grant amount	additional amount for participants meeting the definition of "disadvantaged persons"
5 to 14 days	€79/day	€100 / trip
15 to 30 days	€56/day	€150 / trip

E. Short-term trips for students (SMS BIP and internships) and graduates (internships) (stays from 5 to 30 days, including a minimum of 1 day online) to countries participating in the program and partner countries - also applies to blended mobility:

stay	daily grant amount	additional amount for participants meeting the definition of "disadvantaged persons"
5 to 14 days	€79/day	€100 / trip
15 to 30 days	€56/day	€150 / trip

F. **Travel costs** apply only to:

- short-term trips for students and graduates who meet the definition of "people with fewer opportunities";
- long-term trips by students and graduates to partner countries under KA131-2025 projects, with the exception of countries in regions 13 and 14

distance	flat rate for travel costs	"green travel"
10 to 99 km	€28 per participant	€56 per participant
from 100 to 499 km	€211 per participant	€285 per participant
from 500 to 1999 km	€309 per participant	€417 per participant
from 2000 to 2999 km	€395 per participant	€535 per participant
from 3000 to 3999 km	€580 per participant	€785 per participant
from 4000 to 7999 km	€1,188 per participant	€1,188 per participant
8000 km or more	€1,735 per participant	€1,735 per participant
trips to program countries	€0	€50

4. A financial agreement must be signed between the student and PAAS before departure.
5. The original financial agreement must be delivered to the address of the financial agreement party by registered mail or other registered letter. The deadline for submitting the documents accompanying the financial agreement is two weeks before departure. If the advance payment is withheld due to missing documents listed above, the institution will pay the advance payment when the student submits a Certificate of Arrival signed by the host institution within 5 days after the start of mobility.
6. The amount of funding cannot be increased after the end of mobility.
7. If the dates on the confirmation of stay differ from those in the financial agreement, the following procedure shall be followed:
 - a) if the difference between the period confirmed by the foreign institution and that specified in the grant agreement is **greater than 5 days**, the grant will be recalculated (the student will receive a reduced second installment of the scholarship or will be asked to return part of the funds),
 - b) if the difference is **5 days or less**, the grant will not need to be recalculated.
8. The student is required to settle accounts for the scholarship trip/arrival in accordance with the signed agreement.

9. After returning from the scholarship, within 14 days from the end of the mobility period, the student leaving/arriving for mobility is required to provide the Coordinator at their home institution with the following documents:
 - a) *Learning Agreement for Studies / Learning Agreement for Traineeship* - the "After the mobility" section completed and signed by the host institution,
 - b) **"Transcript of Records"** (only in the case of studies)
 - c) certificate confirming the period of stay,
 - d) the student is also required to complete the Mobility Participant Report online and retake the online foreign language proficiency test (OLS) if no other information is obtained from the system (OLS) – in the case of KA131.

§11

Chapter 3. Rules for financing staff mobility

1. The amount of scholarships is determined by the National Agency Erasmus+ in the document **Rules for the allocation of funding for mobility projects in the Higher Education sector in the Erasmus+ Program**. For the 2025 call for proposals, the document is available on the website of the National Agency Erasmus+ https://erasmusplus.org.pl/brepo/panel_repo_files/2025/02/19/nsdw3f/zasady-alokacji-i-stawki-stypendialne-ka131-2025.pdf
2. Before the planned date of departure, academic teachers/administrative staff sign an agreement with their home institution, which forms the basis for the transfer of the Erasmus+ scholarship. If the trip is financed by the Erasmus Consortium, of which the Academy is a member, the Consortium Coordinator may be a party to the financial agreement with the Beneficiary (after the beneficiary has been nominated by the Academy for financing by the Consortium).
3. The method of scholarship payment is determined by the parties – bank transfer is preferred.
4. Employees recruited for the trip on the basis of the recruitment rules will receive funding in the form of lump sums from the funds received from the National Agency, in accordance with the above NA Erasmus+ rules.
5. The Academy Erasmus Coordinator or Erasmus Consortium Coordinator determines the amounts due as funding based on:
 - the number of days of activity and inactivity in accordance with the STA and STT programs,
 - the number of days and duration of travel,
 - the type of transport – green travel,
6. If the requirements for "green travel" are met, employees are entitled to receive individual support for living expenses for up to 6 additional days (documented by a Green Travel schedule with tickets or other evidence of long travel). The participant is required to provide a statement on the type of transport in the case of "green travel" for

51% of the journey and to present documents confirming the completion of such a journey.

In the case of travel without Green Travel, the employee is entitled to funding for 2 additional days, one before and one after mobility.

7. The scholarship is a subsidy and, by definition, does not have to cover all costs. The scholarship is paid as a lump sum in accordance with the Erasmus+ program rules.
8. The amount of the scholarship for Academy employees may vary depending on the destination country and the length of stay.

Amount of funding for program countries (KA131): STA/STT

Countries belonging to a given group	Daily rate for projects approved in the 2025 competition for trips lasting no longer than 14 days	Daily rate for projects approved in the 2025 competition for trips lasting from 15 days to 2 months*
Group 1 – Austria, Belgium, Denmark, Finland, France, Ireland, Iceland, Liechtenstein, Luxembourg, the Netherlands, Germany, Norway, Sweden, Italy, and non-associated countries from regions 13 and 14	€190	€133
Group 2 – Cyprus, Czech Republic, Estonia, Greece, Spain, Latvia, Malta, Portugal, Slovakia, Slovenia	€170	€119
Group 3 – Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary	€148	€103

** For stays exceeding 14 days, the daily rate paid on the 15th and subsequent days of the stay is 70% of the daily rate paid for stays up to 14 days.*

9. Travel expenses for employee trips:

Travel costs distance	travel expense allowance	"green travel"
0 to 99 km	€28 per participant	€56 per participant
from 100 to 499 km	€211 per participant	€285 per participant
from 500 to 1999 km	€309 per participant	€417 per participant
from 2000 to 2999 km	€395 per participant	€535 per participant

from 3,000 to 3,999 km	€580 per participant	€785 per participant
from 4000 to 7999 km	€1,188 per participant	€1,188 per participant
8000 km or more	€1,735 per participant	€1,735 per participant

10. The scholarship received from the Erasmus+ Program budget is intended to cover additional, not full, costs related to the stay at the partner institution.
11. Funding is considered settled after the submission of a certificate confirming the completion of the program and the date of departure, and the completion of an online survey.

SECTION VII. OTHER ERASMUS+ PROGRAMME PROJECTS

§12

1. The Academy may implement projects under the Erasmus+ program other than mobility, in particular cooperation projects (e.g., KA220) and capacity-building projects in higher education (CBHE).
2. Participants in the projects referred to in paragraph 1 may be academic teachers and other employees of the Academy, provided that the scope of the project is consistent with their education, professional experience, or scientific and teaching profile.
3. The coordination, administrative support, and management of Erasmus+ KA220 and CBHE projects is carried out by the International Programs Office.
4. Detailed rules for staff participation in projects are set out in project documents, grant agreements, and decisions of the Project Coordinator and the International Programs Office.

SECTION VIII. GENERAL RULES FOR THE PROTECTION OF PERSONAL DATA

§13

Information clause on personal data protection

1. In accordance with the obligation under Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter referred to as "GDPR"), we hereby inform you that:
 - a) the controller of personal data is the Powiślańska Academy of Applied Sciences, ul. 11 Listopada 29, 82-500 Kwidzyn;
 - b) Data Protection Officer has been appointed at the Powiślańska Academy of Applied Sciences, who can be contacted by e-mail: ido@powislanska.edu.pl;
 - c) personal data is processed for the purpose of conducting the recruitment process and implementing educational mobility within the Erasmus+ program, including monitoring and reporting, involving the entry of personal data into electronic Erasmus+ mobility management systems;
 - d) The personal data of Erasmus+ program participants and applicants may be transferred to:
 - i. the National Agency for the Erasmus+ Program (Foundation for the Development of the Education System) and the European Commission, including via electronic Erasmus+ mobility management systems;
 - ii. entities responsible for controls and audits authorized to verify the correct implementation of the Program;
 - iii. entities that operate ICT systems;
 - iv. entities providing postal, courier, and document destruction services.
 - e) The personal data of Erasmus+ program participants and applicants will be stored for the duration of the Erasmus+ project and, after that, for the period and to the extent required by the Erasmus+ program rules on archiving and statistical obligations.
2. Providing personal data is a condition for participation in the Erasmus+ program. Failure to provide data will prevent mobility from taking place. Providing personal data is voluntary.
3. Data subjects have the right to request access to their personal data from the Controller, the right to rectify, delete or restrict the processing of their data, the right to transfer their data, and the right to lodge a complaint with the supervisory authority - the President of the Personal Data Protection Office.
4. The protection of personal data within the framework of the Erasmus+ program by the Administrator is based on the Personal Data Protection Policy and the Personal Data Protection Regulations in force at the Powiślańska Academy of Applied Sciences.

§14

Transfer of personal data to a third country/international organization

1. Your personal data may be transferred to third countries, depending on the country you choose as your mobility destination.
2. Data to the United Kingdom of Great Britain and Northern Ireland is transferred on the basis of two implementing decisions adopted on June 28, 2021, by the European Commission, confirming the adequate level of personal data protection in Great Britain, the United Kingdom of Great Britain and Northern Ireland.
3. Personal data of Erasmus+ program participants may be transferred to a third country outside the EU/EEA for which no decision has been issued confirming an adequate level of protection (including countries participating in the Program – Turkey, Serbia, and North Macedonia).

§15

Use of the image of Program participants

1. The Academy reserves the right to use photos and videos made available to the Academy by Program participants, as well as photos and videos taken by Academy staff and staff of host organizations for the purpose of:
 - a) promoting the Program among the academic community of the Academy, especially among disadvantaged individuals,
 - b) promoting the Program among external stakeholders,
 - c) promoting environmentally friendly practices at all stages of the Program's implementation at the Academy.
2. Issues concerning the formal regulation of consent for the use of images and/or the transfer of copyright to works (photos/videos) will be subject to bilateral agreements during the implementation of the Program.

SECTION IX. FINAL PROVISIONS

§16

The Academy reserves the right to amend these Regulations.

§17

The documentation concerning the implementation of the provisions of these Regulations is contained in Appendices 1 to 14.

§18

All situations not covered by these Regulations shall be decided on a case-by-case basis by the Rector/Director of Documentation at PAAS.

§19

Approved
by Senate Resolution 3/1/26/S of January 16, 2026.

Supervision over the provisions of these Regulations shall be exercised by the Rector/Director for Documentation at PAAS.

§20

The Regulations for the implementation of the Erasmus+ Program at the Powiślańska Academy of Applied Sciences shall enter into force on the date of adoption and shall apply to all PAAS project agreements with the National Agency for the Erasmus+ Program.

Katarzyna Strzała-Osuch, PhD, Professor of PAAS

Rector of Powiślańska Academy of Applied Sciences

List of appendices referred to in §17 of these Regulations, which are available on the Academy's website:

1. Appendix 1 Application to the Vice-Rector for Teaching / Vice-Rector for Practical Education
2. Appendix 2 Learning Agreement for Studies
3. Appendix 3 Learning Agreement for Traineeships
4. Appendix 4 Grant Agreement for KA171 students
5. Appendix 5 After the mobility – part of LA
6. Appendix 6 Transcript of Records
7. Appendix 7 Certificate of stay for SMS/SMT
8. Appendix 8 Travel permit for administrative staff
9. Appendix 9 Mobility Agreement for Teaching
10. Appendix 10 Mobility Agreement for Training
11. Appendix 11 Mobility Agreement for Teaching combined with training
12. Appendix 12 Grant Agreement for outgoing staff
13. Appendix 13 Grant Agreement for incoming staff
14. Appendix 14 Confirmation of employee's stay at PAAS