



EUROPEAN UNION PROGRAMME ERASMUS+ KA131 HE – ACADEMIC MOBILITY
GRANT MOBILITY OF STUDENTS OF UNIVERSITY OF SILESIA
TO COMPLETE PART OF STUDIES (SMS) AT FOREIGN PARTNER HIGHER EDUCATION INSTITUTIONS
RULES OF RECRUITMENT AND PERFORMANCE OF MOBILITY IN THE ACADEMIC YEAR 2024/2025
(1.06.2024 – 30.09.2025)

www.erasmus.us.edu.pl

- A) Definitions
- B) Rules of recruitment (points: 1-26)
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A) ABBREVIATIONS AND DEFINITIONS

Erasmus+ KA131 Office – EO: International Relations Office of University of Silesia – International Exchange Office

Erasmus+ KA131: project of educational exchange within the Erasmus+ Programme.

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

National Agency for the Erasmus+ Programme (NAPE+): Foundation for the Development of the Education System – FRSE: institution which manages the Erasmus+ Programme in Poland at the national level.

EC: European Commission.

Green Travel: travel using low-emission means of transport, i.e. bus, train or joint (at least 2 Participants) travel by car.

Inter-Institutional Agreement – IIA: agreement on cooperation within Erasmus+ KA131, signed between partner higher education institutions.

Units: units responsible for conducting the Recruitment, i.e. faculties of UŚ or equivalent units within the organisational structure of UŚ.

Applicant: student of University of Silesia in Katowice who participates in the recruitment for outgoing mobility within the Erasmus+ 131, that is a student who applies for qualification or is already qualified, but not accepted by the Receiving Institution yet.

Mobility Capital: capital of 12 months for each level of study (24 months for uniform master's studies) to be used for Mobility.

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

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Mobility: departure, stay in the country of the Receiving Institution and performance of the approved study programme by the Participant within Erasmus+ KA131.

Online Learning Agreement for Studies – OLA: study programme at the Receiving Institution in the period of Mobility, approved by the Sending Institution, the Receiving Institution and the Participant. In the academic year 2024/2025, the only acceptable version of the document is the online version – OLA.

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

Erasmus+ Programme: education programme of the European Union within which educational exchange of students will be carried out in the academic year 2024/2025, including mobility of students of University of Silesia in Katowice to complete part of studies at a foreign partner higher education institution, that is the Receiving Institution.

Recruitment or Qualification: procedure of accepting the Applicant by the Sending Institution (UŚ) or the Receiving Institution.

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

Receiving Institution or Partner Higher Education Institution: foreign partner higher education institution, where part of studies is completed within Erasmus+ KA131.

Sending Institution: University of Silesia in Katowice (UŚ).

Inter-Institutional Agreement – IIA: agreement on cooperation within Erasmus+ KA131, signed between partner higher education institutions.

UŚ: University of Silesia

Transcript of Records, Learning Agreement for Studies – After the Mobility: confirmation of educational achievements of the Participant, obtained in the course of Mobility.

Educational exchange: performance of Mobility, On-line Mobility (Virtual Mobility), Blended Mobility within Erasmus+ KA131.

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

EWP – Erasmus Without Paper: the EC's online system for concluding and renewing IIAs.





B) RULES OF RECRUITMENT

1

Recruitment is conducted in the USOS system. Mobility is possible only to the Receiving Institutions, with which an IIA has been signed for a given academic field and which are visible in the USOS system for students of a given teaching unit. In case of some Receiving Institutions, the scope of the academic field may be additionally limited.

NOTE:

Due to problems with the renewal of the IIAs in the EWP system, there is a risk of problems with the recognition of the relevant IIA by the Partner Higher Education Institution. UŚ has made every possible effort to prevent such problems from occurring. However, UŚ has no control over the functioning of the systems cooperating with the EWP used by the Partner Higher Education Institutions. Should any problems arise at the stage of applying to a Partner Higher Education Institution, the matter should be reported to the EO immediately. All available steps will be taken to resolve the problem. Due to the still imperfect functioning of the EWP, UŚ cannot guarantee a solution to potential problems with applying to the Partner Higher Education Institution.

2

Recruitment of Applicants takes place in accordance with the rules set out in ECHE, the rules defined annually in the agreement concluded between UŚ and FRSE and in accordance with the rules defined in Erasmus+ inter-institutional agreements (IIA). Violation of the ECHE rules, in particular the lack of full recognition of credits, the imposition of tuition fees or the unjustified refusal to comply with the inter-institutional agreement and its provisions may lead to suspension or withdrawal of the higher education institution's ECHE.

3

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

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

Students must carry out the Mobility in a country other than the country of the sending organisation and the country in which the student resides during their studies. It is possible for the Participant to go to the Receiving Institution in their home country if the Participant carries out the Mobility in a country other than the country in which the student resides during their studies.

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

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

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

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

5

- A) The Participant receives a grant from the budget of the Erasmus+ Programme for their Mobility. The grant serves as financial support to cover additional (not full) costs related to the stay and studies at the Receiving Institution. The monthly grant rate depends on the receiving country and in the case of mobility for studies at a foreign partner higher education institution it amounts to:

GROUP 1: 670 euro per month

Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden.

GROUP 2: 600 euro per month

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

Participants with fewer opportunities receive financial support increased by 250 euro per month. This applies to Participants with a recognised degree of disability and Participants who receive a social grant in the semester preceding the semester in which the Mobility takes place (or the academic year in which the Mobility takes place).





- B) Participants who choose to complete their Mobility using low-emission modes of transport (Green Travel) receive a standard one-off travel lump sum of 50 euro and up to four additional subsidised travel days. The subsidy is settled on the basis of tickets presented by the Participant or on the basis of a declaration submitted by the Participant (travel by car).
- C) Grants under Erasmus+ KA131 are initially awarded for a maximum period of 5 (five) months. If sufficient funds are available, it may be possible to award a grant for further (maximum 5 (five)) months of stay.
- D) It is possible to go on Mobility for studies to a foreign Receiving Institution within Erasmus+ KA131 without a grant or with a grant awarded only for part of Mobility (e.g. extension of stay over 5 months, if it is not possible to award a grant for further months). In such a case it may be necessary to sign two separate agreements and to settle the periods of Mobility indicated in each agreement separately (including possible requirements regarding the Online Linguistic Support – OLS and the necessity of completing separate beneficiary’s surveys – reports evaluating the Mobility). Mobility without a grant is included in the Mobility Capital.
- E) The student’s Mobility period is calculated to an accuracy of one day. In the case of Green Travel, the Participant receives a grant for up to 4 (four) additional days.
- F) Participants with a recognised degree of disability whose actual costs of Mobility related to their disability exceed the above-mentioned amount of additional grant (250 euro per month) may apply for additional funding for those actual costs. The Participants shall apply for the additional financing of the above-mentioned costs by submitting an appropriate application to FRSE, through the Sending Institution (through the EO), in accordance with the procedure, rules of application and awarding of grants adopted by FRSE. In case of additional costs resulting from disability, the grant shall be awarded and settled according to actual costs, based on financial (accounting) evidence.

6

The units responsible for conducting the Recruitment are the faculties of UŚ or equivalent units within the organisational structure of UŚ. The units conduct the Recruitment through specially established qualification committees. The units themselves determine the details and programme of the Recruitment, in accordance with the principles specified in these Rules. The Recruitment is conducted in the USOS system (USOSweb, component: student exchange).

7

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

8

The Recruitment should end by 30 April 2024 at the latest, and it applies to mobilities in the winter and summer semesters of the academic year 2024/2025. In the case of incomplete use of available places and funds, it is possible to announce additional Recruitment for mobilities only in the summer semester 2025. In such a case, the additional recruitment will be conducted until 30.06.2024.

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

10

Applicants apply for a Mobility in the USOS system by proceeding according to the instructions available in the system.

11

The Recruitment dates, criteria of selection and evaluation of the Applicants are announced on the website of University of Silesia dedicated to the Erasmus+ programme and, if possible, on information boards of the competent units, as well as on their websites no later than 7 days prior to the Recruitment start date set by the competent unit. Appropriate information is also published in the USOS system.

12

Applicants are recruited according to their academic performance, yet their knowledge of the foreign language which will be the language of instruction at the Receiving Institution (minimum B2) is a condition for participation in the Recruitment, subject to the requirement set out in point 13.

13

The unit may introduce additional recruitment criteria and methods (e.g. motivation letters with justification of Mobility and proposed Mobility programme). Academic performance remains the overriding criterion. Knowledge of the foreign language which will be the language of instruction at the Receiving Institution remains the condition of participation in the Recruitment. Knowledge of the language of the receiving country may be an additional asset of the Applicant.





14

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

15

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

16

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

17

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

18

The list of Applicants selected by the unit must be drawn up in the order corresponding to the Applicants' Recruitment scores (first position – student with the highest Recruitment score, last position – student meeting the minimum selection criteria). The total number of awarded mobilities as well as the number of mobilities at each specific Partner Higher Education Institution and the Mobility period (number of months) granted to each Applicant must not exceed the maximum number of mobilities stipulated in bilateral agreements with individual Partner Higher Education Institutions. The list of selected students must contain information about each Applicant's Receiving Institution and Mobility period (see also point 9 of the Rules).

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

- acceptance of the student by the foreign Receiving Institution,
- upholding by the sending unit of the decision on the qualification of the Applicant.

The final Mobility period is confirmed at the moment of signing a financial agreement with the Applicant.

The unit may qualify the Applicant for a mobility only to a foreign Receiving Institution with which a given unit has signed a cooperation agreement within the Erasmus+ KA131 Programme (IIA). The Mobility period granted to the Applicant (maximum 5 months with financial support and, possibly, further months without financial support) must not exceed the number of mobility months indicated in the above-mentioned





agreement. It is not possible to transfer mobility places between the units and select students from other units, except for the selection by the School of Polish Language and Culture.

19

Selection results are passed on to the International Exchange Office, in accordance with the procedure adopted in the USOSweb system. The units provide the International Exchange Office also with the information on the level and year of studies of the Applicants in the academic year 2023/2024.

20

The Applicant who withdraws from mobility should notify the International Exchange Office and the competent coordinator of their decision in writing no later than 15 days before the deadline for submitting application to the foreign Partner Higher Education Institution.

21

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

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

22

The Applicant's failure to meet the deadline specified in point 20 of the Rules or to provide suitable information may result in excluding such an Applicant from further participation in Mobility under the Erasmus+ KA131 Programme offered by UŚ and in notifying the dean or director of the competent unit.

23

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

24

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





25

Qualification of the student does not mean that the Mobility is guaranteed. Performance of the Mobility depends on the Applicant's acceptance by the Receiving Institution and acceptance of the study programme. See also points 18 and 24 of the Rules.

26

Within the framework of the Recruitment for a given academic year the Applicant may be qualified for a maximum of one mobility for studies. Before taking part in another Recruitment (e.g. for a traineeship) under the Erasmus+ KA131 Programme, the student is obliged to have completed and settled their earlier Mobility under the Erasmus+ KA131 Programme or another exchange programme.

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C) RULES OF PERFORMANCE OF MOBILITY

NOTE:

Due to problems with the renewal of the IIAs in the EWP system, there is a risk of problems with the recognition of the relevant IIA by the Partner Higher Education Institution. UŚ has made every possible effort to prevent such problems from occurring. However, UŚ has no control over the functioning of the systems cooperating with the EWP used by the Partner Higher Education Institutions. Should any problems arise at the stage of applying to a Partner Higher Education Institution, the matter should be reported to the EO immediately. All available steps will be taken to resolve the problem. Due to the still imperfect functioning of the EWP, UŚ cannot guarantee a solution to potential problems with applying to the Partner Higher Education Institution.

27

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

28

Information for Applicants, including information on deadlines and application procedure for Applicants planning to participate in Erasmus+ KA131, information on languages of instruction and teaching offer, as well as relevant documents are available on the websites of the Receiving Institutions. The Applicant should check the information while choosing the higher education institutions they will indicate during the Recruitment.

After qualification, in case of problems with obtaining the relevant information and documents, the Applicant should immediately inform the International Exchange Office. The Applicant is also required to inform the International Exchange Office if the deadline for submitting the application to the Receiving Institution to which they have been qualified is before 15.05.2024.

29

The Mobility period must start and finish between 1.06.2024 and 30.09.2025 and last at least 1 full semester or trimester (minimum 3 full months), without rounding. Shorter Mobilities are permissible only if the full shortest cycle of studies at the student's Receiving Institution (e.g. trimester) is shorter than

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3 full calendar months and only if the remaining conditions indicated by the institution managing a given programme at the national level (NAPE+ - FRSE) are met. It requires written confirmation by the Receiving Institution provided to the International Exchange Office before the student's Mobility and acceptance by FRSE.

30

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

- confirmation of acceptance by the Receiving Institution (letter of acceptance) – letter or e-mail printout or other document or printout with the Receiving Institution's consent to accept a given person for studies under the Erasmus+ KA131 Programme;
- form with the number of a bank account in EUR, to which grant instalments should be transferred. The Applicant must be the owner or co-owner of the account, and the account must be operated in Poland;
- W/S mobility form in force at US, together with enclosures (if applicable);
- dean's decision on awarding a social grant, if applicable;
- if applicable, the Applicant shall submit a signed declaration on holding a disability certificate and a photocopy of the disability certificate with their handwritten note on its conformity with the original, presenting the original certificate when signing the agreement;
- if applicable, the Applicant shall submit the "Green Travel" declaration.

Before signing the agreement, the Participant going on Mobility under the Erasmus+ KA131 Programme **shall prepare in the USOS system the electronic (online) version of the Learning Agreement for Studies – OLA:** study programme at the Receiving Institution in the period of Mobility, approved by the Sending Institution, the Receiving Institution and the Participant. In the academic year 2024/2025, the only acceptable version of the document is the online version – OLA.

Before signing the agreement, the Participant going on Mobility under the Erasmus+ KA131 Programme may be obliged to fill in the first OLS (Online Linguistic Support) test. The test result does not affect the Participant's qualification or right to perform the Mobility.

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

NOTE: The Participant should prepare copies of all documents for themselves. The list of required documents and the procedure for signing the agreement are subject to change.

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- A) On the basis of the submitted documents, a financial agreement for Mobility under the Erasmus+ KA131 Programme is signed with each Participant. The agreement should be signed no later than one month (30 days) prior to the planned date of departure. The date of signing the agreement should be arranged by the Participant/Applicant by phone. The Applicant should take into account the planned date of departure and the dates of payment of the financial support.
- B) Before signing the above-mentioned agreement the Participant who goes on Mobility under the Erasmus+ KA131 Programme may be obliged to complete the first (initial) OLS (Online Linguistic Support) test. The test result does not affect the Participant's qualification but the completion of the test – if applicable – is absolutely necessary for signing the agreement and later recognition of the Mobility as eligible and settlement of the paid financial support. If the first (initial) OLS (Online Linguistic Support) test was required, it is also absolutely necessary for recognition of the mobility as eligible and settlement of the paid financial support to complete the second (final) OLS (Online Linguistic Support) test at the end of the Mobility. In the case of Mobility which lasts two semesters, including extension of stay, it may be necessary to complete both tests (initial and final) separately for each semester of the Mobility, or introduce appropriate changes in the Participant's profile in the OLS system.

32

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

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

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

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

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The period of studies completed within the Erasmus+ KA131 Programme at the Receiving Institution is treated as equivalent to the period of studies at University of Silesia.

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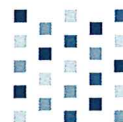
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The student (Participant) qualified for Mobility is obliged to carry out the study programme agreed before the Mobility in the Online Learning Agreement for Studies – OLA. The Participant must immediately notify University of Silesia (the student's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

35

With the consent of the home didactic unit and the foreign Receiving Institution, the student may extend their Mobility. However, the Mobility must be completed no later than by 30.09.2025 and the purpose of the Mobility may only be performance of part of studies at the foreign Receiving Institution. The extension of stay must be reported and approved by both higher education institutions, in accordance with the procedure effective at UŚ, with the use of UŚ documents and documents of the Erasmus+ KA131 Programme, no later than 30 days before the originally planned end date of the Mobility.

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The participant agrees to submit to University of Silesia:

- within 1 week (7 days) of the start date of the Mobility specified in the agreement referred to in point 30 of the Rules: confirmation of the start of the Mobility (containing all details included in the specimen document prepared by University of Silesia) – the document (with the required signature of a representative of the Receiving Institution) may be sent by electronic mail;
- within 2 weeks (14 days) of the end date of the Mobility as specified in the agreement referred to in point 30 of the Rules: certificate issued by the Partner Higher Education Institution confirming the period of studies at the Receiving Institution (with exact start and end dates of the Mobility – SMS Confirmation of Mobility) and that the planned study programme has been completed within the time indicated in the agreement referred to in point 31 of the Rules. Information on the subjects completed, examinations passed and marks obtained shall be provided by the Partner Higher Education Institution in the form of: OLA – After the mobility (Online Learning Agreement for Studies – After the Mobility) or Transcript of Records. The Participant agrees to complete an individual report (i.e. on-line EU survey): Survey of the Erasmus+ Grant Holder, according to the model, in the form and within the time limit required by UŚ and NAPE+, and the second language test on the OLS platform (if applicable);
- within 2 weeks (14 days) of the end date of the Mobility as specified in the agreement referred to in point 30 of these Rules: documents constituting the settlement of the Green Travel grant, i.e. tickets or a declaration of the Participant, in case of joint (at least 2 Participants) travel by car.

NOTE:

The original Confirmation of Mobility should be submitted by the Participant to the International Exchange Office. It is recommended that the Participant should make and retain a photocopy of the document. If the Participant fails to meet the requirements described in this point, the payment of the awarded financial support may be suspended or a request to return the received financial support may be issued automatically, and the mobility may be considered as not completed.





Due to the possibility that the OLA system may not be fully functional, including the OLA - After the Mobility (Online Learning Agreement for Studies - After the Mobility), the Participant may be required to provide, at the end of the mobility, another form of confirmation that the planned study programme has been completed within the timeframe specified in the agreement mentioned in point 31 of the Rules, together with information on completed courses, passed examinations and obtained marks ("Transcript of Records" – TR / printout of the relevant section of the Learning Agreement for Studies – After the Mobility).

37

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

38

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

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

39

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

40

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

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





- return, at the request of the university (UŚ), the received grant in part or in full in the event the agreement is terminated by the university (UŚ).

The amount of the possible refund should be determined by the university (UŚ). In some cases NAPE+/FRSE's approval may be required.

41

When signing the agreement referred to in point 30 of the Rules, the Participant declares that they have not received any other grant for covering the same costs of the Mobility within other community programmes or other initiatives of the European Commission. The Participant also declares that they have been informed about the obligation to obtain a document entitling them to use health care services on the territory of the EU or to take out appropriate health insurance effective on the territory of the receiving country and the necessity of being insured (treatment costs, accidents and/or civil liability) for the time of travel and stay at the Receiving Institution. The Participant also declares that they are familiar with the formalities connected with the legalisation of stay in the receiving country.

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

42

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

43

Potential departures from the "Rules of Recruitment and Performance of Mobility" are only possible in exceptional and duly justified cases. The departures must not violate the interests of Participants in the Erasmus+ Programme and must be dictated by the care for their best interest and striving to carry out the largest possible number of grant mobilities. The departures must not violate the rules stipulated by the Erasmus Charter for Higher Education (ECHE) and the agreement with NAPE+/FRSE with appropriate annexes, which have priority over the "Rules of Recruitment and Performance of Mobility".

44

The Participant is obliged to take part in a survey regarding the growth of language competence and, if applicable, in a language course within the "Online Linguistic Support" offered by the European Commission or in other similar activities. Participation in such activities, including language tests before and at the end of the mobility, is mandatory but may depend on additional factors, such as the language of instruction in which the Participant's classes are held at the Receiving Institution. Refusal to participate in or failure to carry out the required activities, in particular with respect to the language test before and at the end





of the Mobility, constitutes the basis for considering the Mobility as unaccounted for. The additional activities mentioned in this point, including the language test before the start of the Mobility and its result, do not affect the earlier awarded right to perform the Mobility.

NOTE:

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

PROREKTOR
ds. Współpracy Międzynarodowej i Krajowej

prof. dr hab. Tomasz Pietrzykowski

