



OPERATIONAL REGULATIONS ERASMUS+ KA171 PROGRAMME
MOBILITY OF STUDENTS AND STAFF WITH THIRD COUNTRIES NOT
ASSOCIATED TO THE PROGRAMME
AT AGH UNIVERSITY OF KRAKOW
INCOMING MOBILITY OF STUDENTS/DOCTORAL STUDENTS FOR STUDIES
Edition 2023-2026

Whenever the regulations mention:

1. **Programme** – this should be understood as the Erasmus+ Programme established by Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021 establishing "Erasmus+": the EU Programme for education and training, youth and sport and repealing the regulation (EU) No. 1288/2013 (hereinafter referred to as the "Regulation");
2. **Project** – this should be understood as Project No. 2023-1-PL01-KA171/HED-0000148144: Erasmus+ Mobility of students and employees of higher education institutions supported by external policy funds KA171-HED, hereinafter referred to as the "Project"
3. **Student** – means a person studying at a higher education institution as part of bachelor's, engineering, or master's studies;
4. **Doctoral student** – means a person pursuing studies at a higher education institution as part of postgraduate studies/a person studying at the Doctoral School;
5. **Mobility participant** – this should be understood as a student/doctoral student from Partner University who met the formal criteria, submitted all required recruitment documents on time, was positively assessed in the recruitment process, and qualified to participate in the Project;
6. **People with fewer opportunities** – means people who, for economic, social, cultural, geographical, or health reasons, due to a migrant background or for reasons such as disability and learning difficulties, or other reasons, including reasons that may lead to discrimination listed in Art. 21 of the Charter of Fundamental Rights of the European Union, are struggling with difficulties that prevent adequate access to the opportunities offered under the Programme;



7. **Green Travel** - is travel that uses low-emission means of transportation such as bicycle, bus, train or car-pooling (provided that the mobility is carried out by a car with at least one other person - also a student/student coming to the AGH University of Krakow on the same route, for the same purpose), and may be further supported by an increase in the lump sum for travel costs;
8. **Educational mobility** – this should be understood as physical relocation to a country other than the country of residence to pursue studies;
9. **University** – this should be understood as the AGH University of Krakow acting as the primary beneficiary in the Project;
10. **Third countries not associated with the Programme** – this should be understood as countries that are not Member States, as defined in Art. 20 of the Regulation;
11. **Partner University** – this should be understood as a higher education institution having its registered office in a third country not associated to the Programme.

Eligible third countries not associated with the Programme in the 2023-2026 edition:

- **Albania**
- **Argentina**
- **Armenia**
- **Azerbaijan**
- **Bosnia and Herzegovina**
- **Chile**
- **Cuba**
- **Dominican Republic**
- **Fiji**
- **Georgia**
- **Israel**
- **Kazakhstan**
- **Nepal**
- **Ukraine**
- **USA**
- **Vietnam**



§ 1

GENERAL RULES

1. Interinstitutional Agreement in ERASMUS+ KA171 Programme

The mobility of students/doctoral students to the AGH University of Krakow must be preceded by signing an interinstitutional agreement between the sending and receiving universities.

- 1) Partner Universities participating in the project must have an Organization ID (OID), entitling them to participate in the Programme;
- 2) A list of all eligible countries in the current edition of the project is published on the website www.erasmusplus.agh.edu.pl;
- 3) Based on the above agreements, students/doctoral students from Partner Universities may participate in mobility at the AGH University within the framework of these agreements.
- 4) The period of stay of the student/doctoral student studying at AGH University under the ERASMUS+ KA171 Programme at the Partner University must begin and end during the project implementation period from April 01, 2024 to July 31, 2026.
- 5) Students/Doctoral students from Partner Universities may go on a mobility study as part of ERASMUS+ KA171:
 - for part of the studies at the AGH University - **for a period of up to 5 months**

2. The total duration of the mobility period, including participation in previous activities under the Erasmus+ Programmes (so-called "mobility capital") cannot exceed 12 months within a given cycle of studies.

§ 2

RECRUTATION OF STUDENTS/DOCTORAL STUDENTS - ERASMUS+ KA171

1. Candidate selection

- Selection of students/doctoral students for the Programme is carried out by a Partner University which has signed an interinstitutional agreement with the AGH University of Krakow.
- Selection of students/doctoral students should be carried out according to the terms and conditions of interinstitutional agreements (i.e the number of students qualified for mobility, duration of mobility, level of studies, and linguistic competence).
- Mobility participants must undertake full-time studies at the AGH University of Krakow.



- When participating in mobility for studying under the Erasmus+ KA171 Programme, a student/doctoral student **cannot be on Sabbatical leave** and must have completed all previous courses.
- Upon arrival at the AGH University, the student/doctoral student **must be registered and enrolled in studies at the Partner University.**

2. Language Requirements

- Students qualified for the participation in the Programme must hold a language certificate at B2 level (in English or in Polish) or above.

§ 3

RESIGNATION FROM THE MOBILITY

1. In the event of the resignation of a student/doctoral student (who was awarded a scholarship), the student is obliged to submit a written resignation with an explanation to the Partner University.
2. The Partner University is obliged to notify the AGH University Centre for International Affairs (CIA) about the student's resignation and provide details of the next candidate from the reserve list.

§ 4

INTERNATIONAL STUDENT RECRUITMENT SCHEDULE AT THE AGH UNIVERSITY OF KRAKOW

1. Upon the completion of the recruitment process, the Programme Coordinator at the Partner University prepares a list of candidates who have submitted the required documents.
2. Partner University sends the nomination list of students who have been selected to participate in mobility to the AGH University Department of International Students.
3. AGH University employee responsible for the coordination of international student applications forwards the following documents to the Centre for International Affairs:
 - For bachelor and master students, complete list of students registered by the Department for International Students. In case of doctoral students, complete list of students registered by the Doctoral School of AGH University.
 - The agreement on the individual study programme (the so-called Learning Agreement) approved by 3 parties (the student, a representative of the sending university and a representative of the receiving university), the minimum of ECTS credits listed in



the Learning Agreement for bachelor and master students should be at least 25 ECTS per semester, however, it is recommended to have 30 ECTS credits per semester. As for doctoral student, the required ECTS credits should be discussed and agreed with the Doctoral School of AGH University.

- Copies of the Letter of Acceptance issued by the Department for International Students, containing student's information and the period for which the student has been admitted. The certificate must also include information on the Faculty the student has been admitted at and their tutor during their stay.

§ 5

RULES FOR AWARDING SCHOLARSHIPS TO STUDENT/DOCTORAL STUDENTS

1. Scholarships awarded under the Erasmus+ KA171 Programme are supplementary – they are intended only to co-finance additional costs related to mobility and travel in the receiving institution.
2. While receiving an Erasmus+ scholarship, a student/doctoral student cannot receive another scholarship from European Union funds.
3. The National Agency of the Erasmus+ Programme determines the amount of the scholarship. According to the information published by the National Agency of the Erasmus+ Programme, the monthly rate of the Erasmus+ KA171 scholarship is:

Type of mobility		Monthly scholarship rate in EURO		
Individual support		800		
Travel support (according to Erasmus+ distance calculator)	Distance		Amount	Green travel
	from 100 to 499 km		180 EUR	210 EUR
	from 500 to 1 999 km		275 EUR	320 EUR
	from 2 000 to 2 999 km		360 EUR	410 EUR



	from 3 000 to 3 999 km	530 EUR	610 EUR
	from 4 000 to 7 999 km	820 EUR	-
	from 8 000 or more	1500 EUR	-

4. The start date of the mobility period will be the first day on which the student/doctoral student must be present in the host organization (date of the first day of classes);
5. The end date will be the last day on which the student/doctoral student must be present in the host organisation (end of the examination session).
6. The final scholarship amount for the entire mobility period will be determined by multiplying the number of months and days of student's/doctoral student's mobility by the applicable monthly rate for the given host country.
7. In the case of incomplete months, the scholarship amount will be calculated by multiplying the number of days in the incomplete month by **1/30 of this amount**.
8. Students/Doctoral students can also receive additional one-off financial support for "green travel" when travelling to AGH University over a distance of 100 to 3,999 km, provided they use environmentally friendly, sustainable mean of transport, upon presenting supporting documents.
9. Students/Doctoral students with fewer opportunities are eligible to apply for the additional grant support (of up to 250 EUR a month) for **inclusion**, upon presenting supporting documents.
10. If the confirmed period of stay in the receiving organization is shorter than that specified in the original agreement or an annex to the agreement extending the mobility period, the scholarship amount will be reduced accordingly.
11. If the confirmed period of mobility is longer than the funding period agreed with the University, the amount of scholarship will remain the same.
12. The scholarship cannot be used to cover similar costs already financed from European Union Funds.



13. Scholarship under the Erasmus+ KA171 Programme or part of it has to be returned if the student/doctoral student fails to comply with the terms of the agreement, such as failing to complete the obligatory minimum of 20 ECTS (in case of bachelor and master students), not completing the study period or not attending classes. However, the return of the funds will not be required if the student/doctoral student is unable to complete the planned activities abroad due to force majeure. Such cases require written notification by the sending University. and are subject to approval by the National Agency of the Erasmus+ Programme.
14. Within **30 days of signing** the AGH-student/doctoral student grant agreement by both parties and completing other formalities, the participant will be paid an advance payment constituting **70%** of the scholarship amount.
15. In a situation where a student/doctoral student does not provide the required documents within the deadline specified by the AGH University, a later payment is exceptionally allowed.
16. After arriving at the AGH University, the student/doctoral student must provide coordinator at the Partner University with a certificate confirming the commencement of education.
17. After completing the mobility, the student/doctoral student is obliged to complete an individual mobility report via the online EUSurvey tool. Submitting the survey is mandatory for obtaining the last instalment of the grant (30%).

§ 5

REQUIRED DOCUMENTS BEFORE STARTING MOBILITY IMPLEMENTATION

1. The student/doctoral student is obliged to get familiar with the principles of the Erasmus+ KA171 Programme and websites of the AGH University Department for International Students and Centre for International Affairs (www.erasmusplus.agh.edu.pl), where all information about the Programme and recruitment will be posted and updated.
2. The condition for awarding a scholarship to a student/doctoral student is to successfully complete the recruitment process conducted by the AGH University Centre for International Affairs:



- Online registration – complete the application form for international students interested in participating in mobility at the AGH University: <https://www.international.agh.edu.pl/eng/exchange-Programmemes/>
- Prepare an agreement on the learning programme, the so-called Learning Agreement. On the part of the University/Faculty, this document should be signed by a person authorized to make decisions regarding credits (Dean of the Faculty/ the Director of the Doctoral School). The agreement must be signed by all three parties before the student/doctoral student's departure.
- CV in English (or Polish - if applying to study in Polish),
- The Transcript of Records (the student's university grade transcript from the courses completed in the preceding years) confirmed by the student's university,
- A certificate confirming English language skills at the minimum level of B2 (according to the European Council scale) or a certificate confirming proficiency in Polish (at the minimum level of B2); a certificate confirming linguistic competence issued by the student's university will also be accepted,
- The student/doctoral student is obliged to purchase health insurance, civil liability insurance (covering damages caused by the student at the place of study), and accident insurance for the duration of stay and travel (covering at least damages incurred by the participant at the place of study) during the stay and travel period and present it to the Centre for International Affairs upon arrival at the AGH University.
- Upon completion of the recruitment process and approval of all documents by the Coordinator for Cooperation with given country, the AGH University Department for International Students sends a Letter of Acceptance to the nominated student or their home university.

§ 6

SIGNING SCHOLARSHIP AGREEMENT BETWEEN AGH UNIVERSITY AND THE STUDENT

1. After completing all documents relating to a given student/doctoral student, an agreement is drawn up to establish the principles of financing the student's/doctoral



student's mobility at the AGH University of Krakow. The agreement specifies in detail the conditions of the mobility (duration of the mobility, scholarship amount etc.)

§ 7

DOCUMENTS REQUIRED AFTER COMPLETING THE MOBILITY

1. The period of study abroad under Erasmus+ KA171 is considered as an integral part of studies at the home university. Therefore, the mobility must relate to the same discipline or field of study in which the student is studying in their home country.
2. All subjects agreed in the so-called Learning Agreement should be recognized at the home faculty, and the grades obtained from exams taken at the AGH University should be transcribed according to the applicable grading scale at home university.
3. The rules for assigning grades and passing the semester are established by the Dean/Deputy Dean approving the study Programme at home university.

§ 8

SHORTENING THE STAY OF STUDY WITHIN ERASMUS+ KA171 PROGRAMME

1. The required period of mobility for studies at the AGH University of Krakow to receive the scholarship is five months. **Shortening the mobility involves returning part of the scholarship**, as the scholarship can only be obtained for the period spent at the Partner University (following the agreement signed before departure and the certificate confirming the period of mobility brought from the host university). **Shortening the mobility - "force majeure"** - if a student/doctoral student abroad has a severe accident or becomes seriously ill, it is possible to shorten the mobility due to the so-called "force majeure". In such a situation, the student should contact the Centre for International Affairs immediately.



§ 9

SETTLEMENT OF THE STAY OF STUDY WITHIN ERASMUS+ KA171 PROGRAMME

At the end of their stay at the AGH University of Krakow, the student shall collect the following documents from the Department for International Students and submit them to the Centre for International Affairs:

1. The student is obliged to submit the list of grades obtained and/or credits obtained (the so-called Transcript of Records) regarding Studies and the document of possible changes to the Original Proposed Study Programme in the Learning Agreement.
2. The student/doctoral student is obliged to complete the participant report via the online EUSurvey tool. The participant will receive request via email directly from the EUSurvey tool.
3. After returning from studies at the AGH University, the required documents should first be submitted to the Dean's Office of the Faculty to obtain pass for the period of studies completed abroad under the Erasmus+ KA171 Programme by the Dean of the Faculty following the agreed "Learning Agreement".
4. All subjects agreed in the Learning Agreement should be passed to the home faculty, and the grades obtained at the AGH University should be transcribed on the grading scale applicable at the home University.
5. The rules for assigning grades and completing the semester are established by the Dean who approves the study programme.
6. The student/doctoral student is obliged to report to the AGH University Centre for International Affairs with the required documents for financial settlement of the mobility.
7. The scholarship payment of 30% will be made after the student completes all formalities after returning from studies.

ATTACHMENTS

No.1 Sample of Grant Agreement

No.2 Sample of Learning Agreement Student Mobility for Studies