

The Academy rules for the Realization of the Erasmus + Programme at the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw regarding mobility through the KA-171 - call 2023 Erasmus + Programme – mobility between partner countries

I. General rules

1. Within the document the following names:

- 1) Call for applications (call) – will signify the financial agreement from 2023 concluded between the Academy and the National Agency for the implementation of the Educational Mobility project within the higher education sector with partner countries, Action 1: "Educational Mobility"
- 2) the Academy – will be understood as the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw, including its Branch Campus in Białystok
- 3) Beneficiary - will be understood as the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw, including its Branch Campus in Białystok
- 4) National Agency – will mean the Foundation for the Development of the Education System (FRSE) - the National Agency of the Erasmus+ programme acting on behalf of the European Commission
- 5) Dean of the field of study - is understood as the Dean of the appropriate field of study, including the Dean for the field of studies at the Białystok Branch.
- 6) Erasmus+ Programme Coordinator - means the Coordinator of the Erasmus Plus Programme at the Theatre Academy in Warsaw, as well as the Coordinator's co-workers, including the Coordinator's co-worker at the Białystok Branch.
- 7) Programme Country - EU Member States and third countries associated to the Programme: members of the European Free Trade Association (EFTA) which are members of the European Economic Area (EEA): Norway, Iceland and Liechtenstein, and additionally acceding countries, candidate countries and potential candidate countries: Republic of North Macedonia, Republic of Turkey and Republic of Serbia. List of countries: <https://erasmus-plus.ec.europa.eu/programme-guide/part-a/eligible-countries>
- 8) Partner Country – will be understood as third country not-associated to the Programme – countries not listed in point 7) that meet the requirements set out in the Programme guide: https://erasmusplus.org.pl/brepo/panel_repo_files/2023/04/04/lou3mm/erasmusplusprog

[ramme-guide2023-v3-en.pdf](#) List of countries: <https://erasmus-plus.ec.europa.eu/programme-guide/part-a/eligible-countries>

- 9) HEI – higher education institution
 - 10) Partner University/ partner institution/ partner HEI – will be understood as a HEI/ University which have signed a bilateral agreement with the Academy for student/ teacher/ staff mobility within Action 1: Educational Mobility
 - 11) Bilateral agreement - means an agreement concluded between Aleksander Zelwerowicz Theatre Academy in Warsaw and a higher education institution from the partner country. The agreement is concluded for the exchange of students and pedagogues/ staff under Action 1: Educational Mobility
 - 12) Sending university/ sending HEI/ sending institution – will be understood as home university/ institution of the participant
 - 13) Receiving university/ receiving HEI/ receiving institution – will be understood as the university/ institution where mobility is realized
 - 14) Host country – will be understood as a country of the receiving University/ HEI/ institution
 - 15) Force majeure – will be understood as an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part.
 - 16) Blended mobility – will signify a combination of physical mobility with a virtual component facilitating a collaborative online learning exchange and teamwork. For example, the virtual component can bring learners together online from different countries and study fields to follow online courses or work collectively and simultaneously on assignments that are recognized as part of their studies. The physical mobility must last between 5 days and 30 days and be combined with a compulsory virtual component facilitating collaborative online learning exchange and teamwork. A blended mobility for studies must award a minimum of 3 ECTS credits.
 - 17) Participant – individual beneficiary (student, teacher, staff) who receives the financial support from Erasmus+ EU funds within the project KA-171 – call 2023
 - 18) Green travel - sustainable means of transport for mobility
2. The mobilities within KA-171 – call 2023 are realized according to the rules specified in Erasmus + Programme Guide for 2023.
 3. The Academy obtained within KA-171 – call 2023 the funds for the implementation

- of mobilities with partner universities from Ukraine, India and China.
4. Exchange of participants under the Erasmus+ KA-171 programme may take place only with universities listed in the KA-171 project - call 2023, for which the Academy has received funding.
 5. List of universities with which the Academy has a bilateral agreement within KA-171 – call 2023 is available at <https://atb.edu.pl/13291-2/>
 6. The selection of participants for mobilities must respect the assumptions specified in the application for KA-171 – call 2023 funding, especially the thematic scope if one was defined in the application for funding.
 7. Each university involved in the project KA-171 – call 2023 is accountable for the realization of the project in its institution.
 8. The Academy coordinates all administrative, legal and financial activities.
 9. Key decisions regarding the project such as the number and duration of mobilities, their types, management of the project shall be conducted with the consent of partner universities, respecting the needs of each university. The consent may be expressed in written form (including e-mail) or orally.
 10. The number of mobilities envisaged within the project KA-171 – call 2023 depends on the funding received and will be agreed with partner universities involved in the project KA-171 – call 2023.
 11. In cases where additional funds have been obtained it is possible to organize a greater number of mobilities, provided that the minimum and maximum duration of the mobility specified in the Erasmus + Programme Guide for 2023 is respected.
 12. It is allowed to transfer between budget categories specified in the financial agreement concluded by the Academy with the National Agency and to change the flow of transfers in the field of mobility (from incoming mobility to outgoing mobility; from outgoing mobility to incoming mobility), respecting the principles of the financial agreement that the Academy signed with the National Agency.
 13. It is allowed to transfer from Organizational Support category to other categories, respecting the principles of the financial agreement that the Academy signed with the National Agency.
 14. It is not allowed to transfer from the category “Fewer Opportunities top-ups”.
 15. In case of the transfers between budget categories, the number of mobilities may change.
 16. In case the Beneficiary will have to secure more funds for ‘fewer opportunities top-ups’, it is

allowed to perform either fewer mobilities or the same number of mobilities with shorter duration, respecting the minimum and maximum duration of mobility specified in the Erasmus+ rules.

17. Amendments to these rules are allowed. The Rector introduce the changes through an ordinance as soon as possible.

II. **Field of studies at the Academy**

1. The Academy offers the following field of studies:

- 1) Field of studies offered in Warsaw:

- a) One-cycle studies (MA, VII EQF):

- Acting (specialization: drama acting; acting and singing)
- Directing

- b) Second cycle studies (MA, VII EQF):

- Theatre studies (specialization: Criticism - History - Performatics; Animation - Organization – Production)

- c) First cycle studies (BA, VI EQF)

- Theatre studies (specialization: Criticism - History - Theory; Animation - Organization – Production)

- 2) Field of studies offered in Białystok:

- a) One-cycle studies (MA, VII EQF):

- Acting (specialization: puppet theatre acting)
- Directing (specialization: puppet theatre directing)

- b) First cycle studies (BA, VI EQF):

- Puppet theatre technology

2. The Academy uses the European Credit Transfer and Accumulation System

3. The language of instruction at the Academy is Polish. Consultations are possible in English.

III. **General rules for incoming participants**

1. Candidates for mobility (teacher, staff, students) apply for mobility at their home universities.
2. The decision to accept a candidate for a mobility rests with receiving university.

3. Participants who come to the Academy from a partner university will be provided by the Academy with funding (individual support and a lump sum for travel) covered by a financial agreement that the Academy has signed with the National Agency for KA-171 – call 2023.
4. Mobility of participants is financed from the funds of the Erasmus + programme - KA-171 – call 2023.
5. Types of mobility:
 - 1) STA mobility: teaching periods. This activity allows HEI teaching staff or staff from enterprises to teach at a partner HEI abroad. Staff mobility for teaching can be in any subject area/academic discipline
 - 2) STT mobility: training periods. This activity supports the professional development of HEI teaching and non-teaching staff as well as the development of involved institutions. It may take the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI, or at another relevant organisation abroad.
 - 3) SMS mobility: a study period abroad at a partner higher education institution (HEI). The study period abroad must be part of the student's study programme. A study period abroad may include a traineeship period as well.
 - 4) SMP mobility: an internship, a traineeship (work placement) abroad in an enterprise or any other relevant workplace.
6. Two types of study (SMS) / traineeship (SMP) mobilities are possible: long-term mobility and short-term mobility, subject to points. 3 and 4 of Part IV of these rules.
7. Long-term mobilities (SMS or SMP), in addition to physical mobility, may combine with a virtual part/ virtual component.
8. Short-term mobilities (SMS or SMP), in addition to physical mobility, must include a virtual part / virtual component.
9. The long-term SMS mobility (mobility for studies) or long-term SMP mobility (mobility for traineeship) shall last at least 2 months of physical mobility, excluding travel time.
10. The short-term SMS mobility (mobility for studies) or the short-term SMP mobility (mobility for traineeship) must last from 5 to 30 days of physical mobility and shall be combined with virtual component. A compulsory virtual part/ virtual component doesn't count within the period of physical mobility and is not covered by the funds. A blended mobility for studies

must award a minimum of 3 ECTS credits.

11. Any teaching or training period abroad may be carried out as a blended mobility.
12. For the first study cycle students and the second study cycle students, the total duration of the mobility period, including prior experiences under Erasmus programme (the so-called "mobility capital"), may not exceed 12 months within a given cycle of study, including participation with a zero-grant from EU funds.
13. With respect to the students of one-cycle master programme, the total duration of the mobility period, including prior experiences under Erasmus programme (the so-called 'mobility capital'), may not exceed 24 months, including participation with a zero-grant from EU funds.
14. All candidates for SMS (mobility for studies) and SMP (mobility for traineeship) shall submit a statement of previous mobilities realized within Erasmus+ programme.
15. Incoming student/ teacher/staff shall be present physically at the Academy for the whole period of mobility subject to the virtual part of blended mobility and subject to point 16.
16. In case of force majeure during the mobility, it is allowed to complete the mobility in remote form if European Commission and National Agency allow it and the mobility would be considered eligible.
17. All mobility covered by the KA-171 – call 2023 financial agreement should end no later than 6 weeks before the end of the financial agreement which the Academy has signed with the National Agency, with the exception of exceptional situations approved by the Rector (or respectively by the Vice-Rector of the Academy responsible for Branch Campus). The end date of a mobility should be agreed upon with the Erasmus + Programme Coordinators.

IV. The Academy rules for incoming students: SMS – student mobility studies, SMP – student mobility traineeship

1. The Academy, as part of the implementation of the Erasmus Programme, admits students for student mobility for studies (SMS) or for mobility for traineeship (SMP) subject to point 4.
2. The Academy, as part of the implementation of the Erasmus Programme, admits students for long term mobilities (one semester) subject to point 3.
3. The blended mobility (short term physical mobility combined with virtual component) at the Academy can be accepted only in exceptional cases upon a separate request of the candidate.

Each case is considered individually on the basis of the documents - especially the mobility programme (learning agreement) presented by the candidate and depending on depending on human resources (mentor), financial, technical, material and logistical capacities of the Academy. The application for blended mobility shall be sent at least 3 months before the planned mobility and shall include all documents as specified in section V point 6 of these rules. For blended mobility all other provisions of these rules apply accordingly.

4. The SMP mobility (mobility for traineeship) at the Academy can be realized only upon a separate request of the candidate. Each case is considered individually on the basis of documents – especially the mobility programme, planned activities and estimated cost (if any) presented by the candidate and depending on human resources (mentor), financial, technical, material and logistical, capacities of the Academy.
5. Following courses at a higher education institution cannot be considered as a traineeship.
6. In matters concerning the rules of student mobilities not covered by these rules, decisions are made by the Dean of a given field of studies. The Dean may consult with other pedagogues/ staff.

V. The Academy admissions rules for incoming students:

1. Students who wish to study (SMS) or realize a traineeship (SMP) – long-term mobilities at the Academy are obliged to take part in the admission process and to submit the nomination and application along with a set of documents within the following deadlines:
 - a) Deadline for students' nominations from home university:
 - May 15th for the autumn semester of the following academic year
 - October 15th for spring semester of the given academic year
 - b) Deadline for students' application:
 - May 31st for autumn semester of the following academic year
 - October 30th for spring semester of the given academic year
2. In order to apply, a student must first be nominated by the home university.
3. The nominations shall be sent through an official email of the sending university/HEI (International coordinator email/ Departmental Coordinator/ Responsible Person).
4. Only the set of documents referred to in point 6 can be examined. Incomplete applications will not be taken into account.

5. Before sending documentation/submitting an application, the student is required to read the information on the processing of personal data by the Academy in connection with the application for mobility within the Erasmus+ programme.
6. Incoming students ought to:
 - send a set of documents to the e-mail address of the Erasmus+ Programme Coordinator consisting of:
 - an official nomination issued by the home university
 - an application form
 - CV
 - an artistic portfolio including at least one video or video link with the presentation of artistic realizations in line with the field of study
 - transcript of records issued by the home university,
 - statement on previous mobilities within Erasmus+ programme
 - confirmation of becoming familiar with information on the processing of personal data by the Academy and with the Academy rules for realization of the Erasmus+ Programme under KA-171 call 2023.
 - speak English at B1 level and/or Polish at B1 level
 - English-speaking students may complete courses from the course catalogue available at: <https://atb.edu.pl/13291-2/> ;
 - Polish-speaking students (B1 level) may choose courses from the full degree programme (including theoretical courses):
<https://atb.edu.pl/o-wydziale/program-studiow/>
 - For the studies or traineeship at Branch Campus in Białystok, the candidates shall represent a field of study related to the physical form theatre. The students who don't represent the field of study related to the physical form theatre, can be admitted only for the autumn semester.
7. Only students over 18 years old will be accepted.
8. The priority will be given to long-term mobilities over short-term mobilities.
9. In case several candidates present comparable indicators, the priority will be given to:
 - students who have never realized mobilities within Erasmus+,
 - students with disabilities (based on certificate of disability)

- students from poorer backgrounds (based on home university's decision on the award of social scholarship)
10. The nomination issued by the home university shall include the information about the student's fulfilment of the conditions referred to in the point 9 indents 2 and 3 of this section (if applicable).
 11. The language of instruction at the Academy is Polish. Consultations are possible in English.
 12. The Academy does not ask for any language certificate, however the Academy expects their partners to select students according to the language requirements as specified in the point 6 of this section.
 13. An online interview may be conducted with a given candidate prior to the final decision regarding acceptance.
 14. In a given semester number of places at the Academy for incoming students is limited.
 15. The Academy may accept some late nominations in case of a late selection by the Partner University but would like to be informed in advance.
 16. In exceptional situations and in the case of a lower interest than the number of places available, the Academy has the right to admit a candidate after the application deadline.
 17. Admission decision regarding incoming students is taken within 3 weeks after sending the complete application, on the basis of submitted documents and an interview with a candidate (if one has been conducted).
 18. Admission decision regarding incoming students is taken by a Committee appointed by the Dean and consisting of: the Dean of a given field of study (or a person appointed by the Dean), the artistic supervisor of a field of study (if appointed) and at least one teacher conducting the courses in a field of study to which the candidate applies. The Dean may appoint additional persons who will participate in recruitment process.
 19. The candidates are notified of the results of recruitment by email or through the electronic system.
 20. The candidates have right to appeal the Committee's decision to the Rector (or Vice-Rector of the Academy for Branch Campus in Białystok) within 7 days of receiving the result. Decision of the Rector (or Vice-Rector of the Academy for Branch Campus in Białystok) are final and cannot be appealed.
 21. In case of force majeure or a very important reason, it is allowed to postpone the accepted mobility, but no later than the next academic year. In the case of postponement of mobility

due to force majeure, the candidate is not obliged to reapply to the Academy for the course of study. The candidate is obliged to make a declaration of willingness to postpone mobility to the next semester/ academic year, with the consent of the sending university.

22. Resignation of the candidate from the realization of mobility for other reasons than those specified in point 21, makes it necessary to take part in recruitment again.

VI. **The Academy residence rules for incoming students:**

1. Incoming students are treated on an equal basis to students of the Academy, and for the period of their stay they become part of the academic community. They are subject to the same rights and obligations as students of the Academy excluding the material assistance referred to in Art. 86 (1) of the Act of 20 July 2018 The Law on Higher Education and Science (i.e. Journal of Laws 2023, item 742, as amended)
2. The accepted candidates shall register into the electronic system IRK2.
3. The Academy registers incoming students to the USOS system.
4. The Academy does not charge tuition fees from incoming students as part of the Erasmus+ Programme. However, the incoming student has to pay a mandatory fee for issuing a student card, a library card and some materials, in the same amounts as other Academy students.
5. Information on fees as referred to in point 4 will be sent to the indicated e-mail address.
6. The students who have been accepted by the Academy for an exchange mobility, shall provide the Academy with an electronical photo (for student card) and 1 paper photo (for Academy's student book). The requirements for photo:
 - in colour
 - Minimum acceptable dimensions are 600 x 800 pixels (for electronical photo)
 - Taken within the last 6 months to reflect your current appearance
 - Taken in front of a plain white or off-white background
 - Taken in full-face view directly facing the camera
 - Both eyes open
 - Face constitutes about 70%-80% of the total photo
 - Size: 35mm x 45mm
7. The Academy provides incoming students with a business email address (in the domain @e- at.edu.pl) that shall be used for communication with the Academy during the whole stay

at Academy

8. Incoming student for long-term mobilities under Erasmus Plus has a right to receive student's card valid for his/her/their stay at the Academy. It is valid only for the period of mobility and using it outside this period is a violation of law.
9. The card is issued at the request of the student.
10. Incoming students are required to own an adequate insurance coverage:
 - a valid EHIC card (if applicable) or another document confirming basic health insurance (for students who are not EU citizens: health insurance or travel medical insurance, as referred to in art. 25 section 1 item 2 point a of the Act of 12 December 2013 on foreigners (i.e. Journal of Laws 2023 item 519) for the entire duration of their stay at the Academy)
 - an additional health insurance /including the repatriation or medical transport of the insured due to the sickness or accident; repatriation or transport of deceased (including interment expenses, funeral and coffin costs)/
 - personal accident insurance
 - liability insurance
11. Prior to arrival the incoming students shall send the confirmation of the insurance (including the scope of insurance) for the purpose of the grant agreement.
12. Incoming students will be reimbursed for the purchase of insurance, as referred to in point 10 of this section. Reimbursement of insurance costs will be made upon arrival to the Academy and respecting the provisions of financial agreement between the Academy and the National Agency. The insurance referred to in point 10 can be financed from the "organizational support" budget category of the financial agreement between the Academy and the National Agency.
13. The insurance as referred to in point 10 can be also purchased by the Beneficiary and financed from the "organizational support" budget category of the financial agreement between the Academy and the National Agency.
14. The first draft of the Learning Agreement (SMS mobility) / Learning agreement for traineeship (SMP mobility), submitted at the time of the application, is often subject to changes.
15. The final version of online learning agreement (SMS) to be prepared after the candidate is accepted by the Academy.

16. The Learning Agreement can be in an electronic system.
17. The final version of learning agreement for traineeship to be prepared and signed after the candidate is accepted by the Academy.
18. Prior to the arrival, the learning agreement or the learning agreement for traineeship shall be signed by the student, responsible person at the sending institution and the responsible person at the Academy.
19. The changes to the signed learning agreement / learning agreement for traineeship can be made exceptionally within 4 weeks after student's arrival at the Academy with the consent of three parties (sending institution, receiving institution, student).
20. The incoming students are obliged to follow the courses as specified in the signed Learning Agreement.
21. In case the incoming student fails to complete the courses specified in the Learning Agreement (for SMS), the provisions of the Academy's Study Regulations shall apply.
22. The student may carry out the OLS language assessment in the language of mobility (if available) before the mobility period and make use of the language courses available on the OLS platform.
23. The Academy does not have a dormitory and therefore cannot provide the incoming students with accommodations.
24. An incoming student has the right to obtain information regarding accommodation available within the city of the receiving University.
25. The Academy provides the information regarding opportunities for accommodation and all necessary information regarding making the student's stay in the host country legal.
26. The student should settle accounts with the Academy before leaving.
27. In the case of SMS, on passing all courses in accordance with LA, incoming students obtain a document confirming their academic performance (Transcript of Records). In the case of traineeship (SMP), students receive an opinion about their traineeship.
28. All incoming students receive a Certificate of Attendance confirming dates of the stay at the Academy.

VII. The financial rules for incoming students under KA-171 – call 2023:

1. A partner university student who has qualified to be accepted by the Academy will receive

- an official "Certificate of acceptance".
2. On the basis of the documents submitted by the student, the Academy issues an invitation and prepares a grant agreement covering the conditions of the stay.
 3. A partner university student who has qualified to come to the Academy receives from the Academy the financial support (amount for individual support and a lump sum for travel) as part of the financial agreement that the Academy has entered into with the National Agency.
 4. The financial support is calculated following the funding rules indicated in the Erasmus+ Programme Guide 2023 version.
 5. The financial support is calculated only for the period of physical mobility at the receiving university. The period of virtual mobility is not covered by the funds.
 6. The financial support for incoming student includes base amount for individual support (for long-term physical mobility or for short-term physical mobility) and for travel support (standard travel or green travel – if applicable).
 7. The rate of co-financing for individual support is paid in Euros on the basis of a specific monthly value – in case of long-term mobility, in accordance with the rates set by the National Agency and included in the Beneficiary Module system. The rates applicable in the KA-171 project – call 2023 are available on the National Agency's website at the link:
https://erasmusplus.org.pl/brepo/panel_repo_files/2023/08/11/atcdvm/zalacznik-3-stawki-pl-ka1-szkolnictwo-wyzsze-131-1.pdf
 8. In case of short-term mobility, the individual support is paid in Euros on the basis of the rate set by the National Agency. Base amounts of individual support for students on short-term physical mobility are: 79 euro per day - up to the 14th day of activity and 59 euro from 15th to the 30th day of activity, excluding travel time.
 9. One travel day before the activity and one travel day following the activity may also be covered by individual support in case of short-term mobility.
 10. In justified cases, if the student meets the criteria defined at national level by the National Agencies in agreement with National Authorities, the financial support can include the top-up amount for students with fewer opportunities.
 11. Participants with fewer opportunities' are:
 - a) people with disabilities (the criterion on the basis of which the Academy will qualify: certificate on the degree of disability / declaration of intent on the degree of disability)
 - b) people from fewer backgrounds (the criterion on the basis of which the Academy will

qualify: home university's decision on awarding a social scholarship)

12. Students with fewer opportunities on long-term physical mobility receive a top-up amount to the individual support of their EU Erasmus+ grant with an amount of 250 EUR per full month.
13. Students with fewer opportunities on short-term mobility receive a top-up amount for the whole period of the mobility: 100 EUR for a physical mobility activity period of 5-14 days and 150 EUR for the one of 15-30 days.
14. For projects supported under Erasmus+ Call 2023, all students coming from Ukraine are defined as participants with fewer opportunities. As a consequence, all eligible students from Ukraine will receive the top-up amount for participants with fewer opportunities (on long-term mobility or on short-term mobility, depending on the duration of the mobility).
In exceptional cases, Beneficiary can opt out of the top-up amount for participants with fewer opportunities, e.g. if the participant receives additional financial support from other sources (beyond the base amount of Erasmus+ individual support).
15. An incoming student receives co-financing for travel costs in the form of a flat-rate, using flat-rate unit rates based on the distance calculator that is available on the websites of the European Commission concerning the Erasmus + Programme: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>
16. Students who opt for green travel have a right to receive increased flat-rate for travel.
17. Students who opt for a green travel can receive up to 4 days of additional individual support to cover travel days for a return trip, if relevant/ if applicable.
18. The period for which the incoming student will stay at the Academy that is the basis for the grant (financial support) settlement will be calculated with an accuracy of 1 day. For billing purposes, it is assumed, according to the guidelines of the European Commission, that a month has 30 days. For every day in which the stay exceeds a full month, a daily rate of 1/30 of the monthly rate will be payable.
19. The total financial support amount paid to each student will be determined on the basis of a certificate ("Certificate of completed studies") specifying the date of the beginning and the end of their stay as part of the financial support.
20. The beginning date of the mobility period is the first day on which the student should be present at the Academy. The end date of the mobility period is the last day on which the student must be present at the Academy.
21. The participant shall receive the grant in a timely manner after the arrival of the participant.

22. An Erasmus grant will be paid in EURO and will be transferred into a bank account as specified in the financial agreement in two instalments:
 - the first instalment, 80% of the awarded grant, will be paid to the incoming student after the arrival at the Academy, within 5 labour days of the start of the mobility
 - the last instalment, 20% of the awarded grant will be paid to the incoming student after the student completes a report within the online EU Survey system.
23. In exceptional cases, on the written demand of student, the first instalment can be paid in cash and in Euros at the Academy finance office after student's arrival. Percentage instalment amounts and deadlines specified in point 22 apply. The demand shall be addressed to the Beneficiary before the financial agreement is signed.
24. In case the student did not provide the supporting documents in time, according to the funding institution's timeline, a later payment of the pre-financing can be exceptionally accepted, based on justified reasons.
25. In the event of a change in the amount of the awarded grant (e.g. as a result of extending the duration of the stay), the detailed conditions for the payment of the awarded grant will be specified in the financial agreement concluded between the student and the Academy.
26. Any free funds not spent as a result of student resignations or additional funds obtained from the National Agency will be used for subsequent mobilities or extensions of stays.
27. The entire amount or part of co-financing will need to be returned in the event when the student does not realize the mobility in accordance with the terms of the financial agreement entered into with the Academy. If the student ends his stay earlier than agreed to in the financial agreement (with a minimum mobility period of 2 months) while other conditions of the agreement are met, the student will have to refund the part of the grant concerning the shortened stay.
28. Submission of the individual mobility report in the online EU survey system will be treated as the student's application for payment of the remaining amount of the financial support.
29. Within 20 calendar days of the student submitting that report, The Academy should pay the remaining amount or issue a request for repayment, if such is due.
30. A student who fails to complete and submit the individual report within the online EU Survey system may be asked to return part or all of the financial support received from EU Funds.
31. An additional online report will be sent to the student after the mobility has been completed in order to obtain full information on eligibility.

VIII. The Academy rules for incoming teachers and staff (staff mobility for teaching - STA, staff mobility for training - STT)

1. The Academy is open to cooperation with teachers and staff as part of the Staff Mobility for Teaching (STA) and Staff Mobility for Training (STT).
2. Incoming teachers and staff must come from universities/HEIs which have signed a bilateral agreement (BA) with the Academy. The list of universities is available at:
<https://atb.edu.pl/13291-2/>
3. The selection of teacher/staff for mobility must respect the assumptions specified in the application for KA-171 – call 2023, especially the thematic scope if one was defined in the application for funding.
4. The selection of teachers for STA mobilities shall be based on the strong suits of the sending university and shall suit the needs of the receiving university.
5. The selection of teachers /staff for STT mobilities shall be based on the strong suits of the receiving university and shall suit the needs of the sending university.
6. In matters concerning the rules of teacher/staff mobilities not covered by these rules, decisions are made by the Dean of a given field of studies. The Dean may consult with other pedagogues/ staff.

IX. The admission rules for incoming teachers and staff:

1. Teachers and staff willing to come to the Academy under the STA and STT mobility are obliged to send an application form at least three months before the date of their planned mobility.
2. In a given semester number of places at the Academy for incoming teachers/ staff is limited.
3. In exceptional situations and in the case of a lower interest than the number of places available, the Academy has the right to admit a candidate after the application deadline.
4. Teachers and staff willing to come to the Academy under the STA and STT mobility are required to demonstrate the following language skills:
 - a) In case of Warsaw: Polish at B2 level or English at C1 level
 - b) In case of the Branch Campus in Białystok: English and/or Polish at B2 level
5. The application ought to include:
 - an application form,
 - a CV

- a proposal of staff mobility agreement – teaching/training,
 - a portfolio (description and documentation of the most important scientific/artistic achievements, as well as a description and documentation of teaching achievements, e.g. recordings of plays in the case of practical courses, awards received by students of a given teacher for joint work and other documents proving their achievements.
 - confirmation of becoming familiar with information on the processing of personal data by the Academy and with the Academy rules for realization of the Erasmus+ Programme under KA-171 – call 2023.
6. The application should be sent to the email address to the email address of the Erasmus+ Programme Coordinator/ Erasmus+ Programme Coordinator of the Branch Campus in Białystok.
 7. In case several candidates present similar substantive level and meet the conditions specified in the application for KA-171 – call 2023, the priority will be given to:
 - Teacher/staff who have never realized mobilities within Erasmus+,
 - Teacher/staff with disabilities (based on certificate of disability).
 8. Admission decision regarding teachers/staff is taken within 3 weeks on the basis of the submitted documents and logistic capacities of the Academy.
 9. Admission decision regarding teachers/staff is taken by the Dean of a given field of studies and in agreement with the Academy's authorities (Rector of the Academy or Vice-rector of the Academy for the Branch Campus in Białystok). The Dean can appoint other persons to participate in recruitment process.
 10. Candidates are informed about the admission results by email.

X. The stay rules for incoming teachers and staff:

1. The duration of staff mobility for teaching (STA) and training (STT): 5 days of physical mobility, excluding travel days.
2. At the individual request of the teacher / staff, the Beneficiary may change the maximum length of the mobility, respecting the minimum and maximum duration of mobility specified in the Erasmus+ rules and the needs of sending and receiving university. The decision is made by the Dean of a given field a given field of studies and in agreement with the Coordinator, the Academy's authorities (Rector of the Academy or Vice-rector of the Academy for the Branch

Campus in Białystok) with the consent of partner university. The consent may be expressed in written form (including e-mail) or orally.

3. A teaching activity (STA) has to comprise a minimum of 8 hours of teaching per week (or any shorter period of stay). If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week.
4. Teaching mobility may include providing training for the development of the partner HEI.
5. Staff mobility can be a teaching period combined with a training period, while being considered as an overall teaching period.
6. If the teaching activity is combined with a training activity during a single period abroad, the minimum number of hours of teaching per week (or any shorter period of stay) is reduced to 4 hours.
7. The exact number of hours to be worked out at the partner university will be specified in the Staff Agreement for Teaching.
8. Incoming teachers/staff are required to own for the period of their stay at the Academy the insurance:
 - a valid EHIC card (if applicable) or another document confirming basic health insurance (for candidates who are not EU citizens: health insurance or travel medical insurance, as referred to in art. 25 section 1 item 2 point a of the Act of 12 December 2013 on foreigners (i.e. Journal of Laws 2023 item 519) for the entire duration of their stay at the Academy)
 - an additional health insurance /including the repatriation or medical transport of the insured due to the sickness or accident; repatriation or transport of deceased (including interment expenses, funeral and coffin costs)/
 - personal accident insurance
 - liability insurance
9. Prior to arrival the incoming teacher/staff shall send the confirmation of the insurance (including the scope of insurance) for the purpose of the grant agreement.
10. Incoming teacher/staff will be reimbursed for the purchase of insurance, as referred to in point 8 of this section. Reimbursement of insurance costs will be made upon arrival to the Academy and respecting the provisions of financial agreement between the Academy and the National Agency. The insurance referred to in point 8 can be financed from the

"organizational support" budget category of the financial agreement between the Academy and the National Agency.

11. The insurance as referred to in point 8 can be also purchased by the Beneficiary and financed from the "organizational support" budget category of the financial agreement between the Academy and the National Agency.
12. Prior to the arrival, the mobility agreement for teaching and/or for training shall be signed by the teacher / staff, responsible person at the sending institution and the responsible person at the Academy.
13. The teacher / staff may carry out the OLS language assessment in the language of mobility (if available) before the mobility period and make use of the language courses available on the OLS platform.
14. The Academy does not have its own dormitory and cannot guarantee a place to stay for incoming teachers/staff. They are obliged to provide for their accommodation.
15. Following the completion of mobility, teachers/ staff receive a document confirming dates of their stay.
16. An incoming teacher/staff has the right to obtain information regarding accommodation available within the receiving city.
17. The Academy provides all necessary information regarding opportunities for accommodation and all necessary information regarding making the teacher's/staff's stay in the host country legal.

XI. Financial rules concerning incoming teacher / staff within KA-171 – call 2023

1. On the basis of the documents submitted by the incoming teacher / staff, the Academy issues an invitation and prepares a grant agreement covering the conditions of the mobility stay.
2. Teacher / staff who have qualified to teach /train at the Academy receives from the Academy financial support (individual support and a lump sum for travel (when applicable)) as part of the financial agreement that the Academy has entered into with the National Agency.
3. Teacher / staff receives financial support for the period of physical mobility specified in the financial agreement with the Academy.
4. The financial support is calculated following the funding rules indicated in the Erasmus+ Programme Guide 2023 version.

5. The financial support for incoming teacher / staff includes base amount for individual support and for travel support (standard travel or green travel – if applicable).
6. The financial support is calculated only for the period of physical mobility at the receiving university. The period of virtual mobility is not covered by the funds.
7. The rate of co-financing for individual support is paid in Euros in accordance with the rates set by the National Agency and included in the Beneficiary Module.
8. The rates applicable in the KA-171 project – call 2023 are available on the National Agency’s website at the link:
https://erasmusplus.org.pl/brepo/panel_repo_files/2023/08/11/atcdvm/zalacznik-3-stawki-pl-ka1-szkolnictwo-wyzsze-131-1.pdf
9. Teacher / staff receive co-financing for travel costs in the form of a flat-rate, using flat-rate unit rates based on the distance calculator that is available on the websites of the European Commission concerning the Erasmus+ Programme.
10. Teacher / staff who opt for green travel has a right to receive increased flat-rate for travel.
11. Teacher / staff who opt for green travel can receive up to 4 days of travel, if relevant/ if applicable.
12. The period for which the incoming teacher / staff will stay at the Academy that is the basis for the grant (financial support) settlement will be calculated with an accuracy of 1 day.
13. The total grant (financial support) amount paid to teacher / staff will be determined on the basis of a certificate specifying the date of the beginning and the end of their stay as part of the financial support.
14. The beginning date of the mobility period is the first day on which the incoming teacher / staff should be present at the Academy. The end date of the mobility period is the last day on which the incoming teacher / staff must be present at the Academy.
15. Maximum one day before the mobility period and a maximum one day after the mobility period will be added for the travel to the mobility period. The funding (individual support) will be paid to the teacher/staff for these two days.
16. The participant shall receive the grant in a timely manner after the arrival of the participant.
17. An Erasmus grant will be paid in EURO and will be transferred into a bank account as specified in the financial agreement in two instalments:
 - the first instalment, 80% of the awarded grant, will be paid to the incoming teacher/staff after the arrival at the Academy, within 5 labour days of the start of the mobility

- the last instalment (20% of the awarded grant) will be paid to the incoming teacher / staff after the teacher/staff completes a report within the online EU Survey system.
18. In exceptional cases, on the written demand of teacher / staff, the first instalment can be paid in cash and in Euros at the Academy finance office after student's arrival. Percentage instalment amounts and deadlines specified in point 17 apply. The demand shall be addressed to the Beneficiary before the financial agreement is signed.
 19. In case the teacher / staff did not provide the supporting documents in time, according to the funding organisation's timeline, a later payment of the pre-financing can be exceptionally accepted, based on justified reasons.
 20. The entire amount or part of co-financing will need to be returned in the event when the teacher / staff do not realize the mobility in accordance with the terms of the Agreement entered into with the Academy.
 21. Submission of the individual mobility report in the online EU survey system will be treated as the teacher / staff application for payment of the remaining amount of the grant. Within 20 calendar days of the staff submitting that report, the Academy should pay the remaining amount or issue a recovery order in case a reimbursement is due.
 22. A teacher / staff who fails to complete and submit the individual report within the online EU Survey system may be asked to return part or all of the financial support.
 23. Other rules of mobility are regulated on the basis of a financial agreement between the Academy and teacher / staff.

XII. Green travel

1. The rules for applying for, granting and accounting for the green travel allowance/increased lump sum are set forth in Rules for the award of green travel – travel by ecological/ low-carbon / sustainable means of transport – under KA-171 – call 2023.
2. Students/ teacher / staff declaring "green travel" are required to familiarize themselves with the rules of "green travel" and the appendices to the rules, and submit appropriate declarations of planned "green travel" and confirmation of such travel.

XIII. Inclusion support

1. Participants whose health-related condition makes participation in mobility impossible

without additional financial support, may apply for funding in the form of real costs.

2. Funding in the form of real costs (additional costs directly related to participants with fewer opportunities, which cannot be covered through the top-up amount for individual support for participants with fewer opportunities) may be granted to:
 - a. Students with disabilities with a certificate of disability going for studies/ traineeship,
 - b. Employees with disabilities with a disability certificate leaving to teach at a partner university/for training purposes.
3. The rules for applying for co-financing in the form of real costs are specified in the Terms and conditions for grants of mobilities of persons with fewer opportunities (those in a difficult financial situation and persons with disabilities) qualified for a mobility under KA-171 – call 2023.