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Rules adopted based on the provisions of § 2 subparagraph 4 REGULATIONS OF LEARNING MOBILITY OF STUDENTS AND GRADUATES OF LAZARSKI UNIVERSITY UNDER THE ERASMUS+ PROGRAM

– ENGLISH VERSION –

**RULES OF PARTICIPATION
IN THE ERASMUS+ PROGRAMME
MOBILITY FOR
TRAINEESHIP/INTERNSHIP
- 2024/2025 academic year**

**Recruitment for student mobility for traineeship (SMT)
– co-financed within the Agreement No.
2024-1-PL01-KA131-HED-000198755**



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I. OBLIGATIONS OF A CANDIDATE FOR PARTICIPATION IN THE ERASMUS+ PROGRAMME

STEP 1 – What should you do before you apply?

1. If you are interested in participation in the Erasmus+ Programme [hereinafter the **Programme**] you must get acquainted with the content of *Regulations of learning mobility of students and graduates of Lazarski University under the Erasmus+ Program* [hereinafter **R&R**] available in:
 - a) a digital form on the Lazarski University [hereinafter the **University**] website in the section dedicated to learning mobility¹,
 - b) a printed document available in the International Programmes Office – Lazarski University (43, Świeradowska Street, 02-662 Warsaw), room No. 307, sector D.
2. R&R determines basic principles of the functioning of the Programme at the University, including basic rules for selecting the Programme participants and awarding them grant support in a just, transparent, consistent and documented manner; getting acquainted with the content of R&R will let you find answers to, inter alia, the following questions:
 - a) What is the Programme?
 - b) How does the University manage the Programme?
 - c) Who is eligible to participate in the Programme?
 - d) What are the basic rules for selecting the Programme participants?
 - e) What are the basic rules for implementing learning mobility?
 - f) What are the most important documents concerning participation in the Programme?
 - g) What are the main rights and obligations of the Programme participants?
 - h) What are the basic rules for awarding grant support for the implementation of learning mobility?
 - i) What are the basic rules for the financial and substantive recognition of the learning mobility implemented by students/graduates?
3. The present document, i.e. *Rules of participation in the Erasmus+ Programme within mobility for traineeship/internship – 2024/2025 academic year* [hereinafter the **Rules**] contains more detailed information about the provisions of R&R due to constant changes to internal regulations concerning the implementation of the Programme; getting acquainted with the content of the Rules will let you find answers to the following questions:
 - a) When can a student/graduate participate in learning mobility for internship/traineeship²?
 - b) In what way must a candidate submit application documents and what is the deadline?
 - c) Are there any other requirements that must be met in order to apply for participation in the Programme apart from the general ones laid down in R&R?
 - d) What are the criteria for the score-based assessment of candidates for participation in the Programme?
 - e) Have any preferences for the selection of the Programme participants been determined?
 - f) What are the daily/monthly rates of grant support for learning mobility implemented in accordance with the Agreement No. 2024-1-PL01-KA131-HED-000198755, which the University entered into with the Erasmus+ Programme National Agency [hereinafter **NA**]?
4. If, having been acquainted with the content of R&R and the present Rules, you will still not be able to take a conscious decision whether to apply for participation in the Programme or you will have additional questions, you can use additional sources of information:
 - a) the University website³ section presenting information about the Programme;
 - b) the information about the Programme on the noticeboards in the University campus;
 - c) direct contact with:

¹ <https://www.lazarski.pl/en/cooperation/erasmus/outgoing-students>

² In the Program documentation, the term "internship" is used interchangeably with the term "traineeship".

³ <https://www.lazarski.pl/en/cooperation/erasmus>

- i. the Institutional Erasmus+ Programme: Mrs. Katarzyna Zielińska, MA; e-mail: erasmus.outgoing@lazarski.edu.pl; cellular telephone no.: +48 513 038 056; International Programmes Office: room no. 307; sector D; open Monday to Friday 8.00 am – 4.00 pm
 - ii. the Faculty Coordinator of the Erasmus+ Programme (Faculty of Economics and Management): Mrs Katarzyna Marton-Gadoś, MA; e-mail: k.marton-gados@lazarski.edu.pl
 - iii. the Faculty Coordinator of the Erasmus+ Programme (Faculty of Law and Administration): Mrs Dominika Harasimiuk, PhD; e-mail: dominika.harasimiuk@lazarski.pl
 - iv. the Faculty Coordinator of the Erasmus+ Programme (Medical Faculty): e-mail: erasmus.wm@lazarski.pl
- d) open-door informational meetings organised by the University Coordinator of the Erasmus+ Programme concerning recruitment of the Programme participants; information about the time and venue of informational meetings will be provided on the University website;
- e) NA website dedicated to the Programme⁴,
- f) the European Commission website dedicated to the Programme⁵,
- g) Erasmus+ Student Charter⁶.
5. When deciding to participate in the Erasmus+ Programme in order to undergo a traineeship, you must know at the recruitment stage what type of traineeship you want to implement: obligatory internship, optional internship, job placement. Before starting the mobility, you should agree the selected form of mobility with the relevant Faculty Coordinator of the Erasmus+ Programme and, if you wish to complete the obligatory internship, with the relevant Faculty unit competent for student internships necessary to be completed as part of the study program.

STEP 2 – What are your obligations towards the University when you join the recruitment process?

1. The submission of the electronic application form in the process of the Programme participants recruitment constitutes your confirmation that you got acquainted with the content of R&R and the Rules, you have no objections and you undertake to adhere to the above-mentioned provisions.
2. In order to simplify the recruitment process, including the provision of simplicity and comprehensiveness of the application form, we are going to request you to provide the minimum necessary information. However, you should be prepared to establish and be in contact with the Institutional Erasmus+ Coordinator who, for the needs of the recruitment process, will verify the necessary data concerning you that are retained in the University resources. A possible need to provide additional information /explanation requires that you:
 - a) provide correct personal data in the application form, in particular your given name and surname that are in compliance with the data in the legal document confirming your identity (in case of Polish citizens: ID data; in case of foreigners: passport data);
 - b) provide your contact data in the application form (email address and telephone number) that are correct, updated and will allow for getting in touch with you quickly;
 - c) regularly check your mailbox in order to read/respond to messages sent by the Institutional Erasmus+ Coordinator, the Faculty Coordinator of the Erasmus+ Programme, the employees of the International Programmes Office and a receiving organisation (communication via electronic mail does not require any additional written documents and the fact of sending a message to the address you have provided is treated as a successful message delivery on the date of sending it);

⁴ <https://erasmusplus.org.pl/>

⁵ <https://erasmus-plus.ec.europa.eu/>

⁶ <https://erasmus-plus.ec.europa.eu/erasmus-student-charter>

Erasmus+ Student Charter is available in the PDF format:

<https://op.europa.eu/en/publication-detail/-/publication/d2c73971-8a24-11ec-8c40-01aa75ed71a1/language-en/format-PDF/source-251571251>

- d) inform the Institutional Erasmus+ Coordinator by sending a message to erasmus.outgoing@lazarski.edu.pl about any changes in your personal data (e.g. your changed surname as a result of getting married) and any other change in contact data (email address, telephone number).
3. Due to compliance with and implementation of rules and activities aimed at ensuring the participation of people with fewer opportunities in the Programme, joining the process of the Programme participants recruitment, you will be obliged to:
- a) conduct a deepened analysis of your actual situation in the context of your potential belonging to a group of people with fewer opportunities; in the application form you are kindly requested to provide information about your status of a disabled person and if you are entitled to a social benefit; these data, however, do not exhaust the assessment of all exclusion factors; the sensitive nature of the data concerning exclusion factors make us ask you to first of all analyse information in R&R concerning people with fewer opportunities and if you identify premises that can include you in this group, please analyse the catalogue of eight barriers to inclusion (exclusion factors) presented by the European Commission in Chapter 4 of the document "Implementation Guidelines - Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy"⁷;
- b) in case of identification of premises referred to in subsection (a) herein, contact the Institutional Erasmus+ Coordinator directly so that the Recruitment Commission can initiate adequate support activities in accordance with the rules laid down in R&R;
- c) adhere to all rules of respecting any dissimilarities of both other people participating in the recruitment process and those who carry it out, and report any instances of discrimination in the process of recruitment and implementation of the Programme.

II. DETAILED RECRUITMENT RULES WITHIN SMT

STEP 3 – Recruitment scope and mode

1. The recruitment⁸ is carried out for the programme called Student Mobility for Traineeship (hereinafter **SMT**) - mobility financial support from the European Union funds within the Agreement number 2024-1-PL01-KA131-HED-000198755 entered into by the University and NA.
2. The recruitment is carried out in accordance with general rules laid down in R&R and more detailed rules presented in the present document.
3. The recruitment is carried out in a **continuous mode**, i.e. until all resources for funding the implementation of SMT are exhausted, however, taking into account the provisions of R&R concerning the possibility of SMT implementation with zero grant support and a possibility of changes in the allocation of particular categories of resources within the agreement entered into by the University and NA.
4. The Recruitment Commission establishes one round of application documents submission: submission of the electronic application form by **the end of 08 June 2025**;
5. The Recruitment Commission may take a decision to change the deadlines referred to in subparagraph 4 and/or to set an additional tour/additional tours of recruitment or cancelling a given tour of application documents submission by means of updating the present Rules and publishing the updated version.

STEP 4 – Application documents

1. A candidate joins the recruitment process by filling in and submitting his/her application documents via the electronic application form is as follows: <https://forms.office.com/e/d32p0sw1w6>
2. In case of whatever doubts concerning the content of the electronic application form or difficulties in filling it in and submission, a candidate may ask the Institutional Erasmus+ Coordinator for assistance.

⁷ The document is available in 23 language version: <https://erasmus-plus.ec.europa.eu/document/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity-strategy>

⁸ Internal recruitment code: KA131/2024/SMT

STEP 5 – Selection of the receiving organization (placement of internships)

1. The indication of the proposed receiving organisation in the electronic application form by the candidate to participate in the Programme must be made in accordance with the provisions of § 18 of R&R.
2. Pursuant to the provisions of § 18 of R&R, subparagraph 2 subsection (c) and subparagraph 3, the receiving organisation proposed by the student/graduate must be approved by the Institutional Erasmus+ Coordinator (the Chair of the Recruitment Commission) at the stage of recruiting the Programme participant. The Institutional Erasmus+ Coordinator may refuse to accept the entity for the traineeship proposed by the candidate. In this case, the candidate has the right to propose another entity that will be assessed by submitting a new electronic application form. The new electronic application form must be submitted within the deadline specified for the given round of accepting application documents (STEP 3, section 4). An exception to this rule will apply to a candidate who receives information about the lack of acceptance of the receiving organisation proposed by him after the deadline of submitting the application documentation - in this case, the candidate will be entitled to submit a new electronic application form within 5 calendar days from the date of receipt of information about the lack of acceptance of the receiving organisation proposed by him.
3. It is recommended for candidates to participate in the Programme to verify in detail the conditions that must be met by the receiving organisation set out in § 18 of the R&R and, in case of doubts in this regard, to consult with the Institutional Erasmus+ Coordinator before submitting the electronic application form.
4. If, for reasons beyond the student's/graduate's, it is impossible to implement the learning mobility in the receiving organisation indicated in the electronic application form, it will be possible to propose another receiving organisation. In order to make this change, it is required to submit a written request to the Institutional Erasmus+ Coordinator together with a justification for the choice of a new receiving organization in relation to the expected learning outcomes of the traineeship related to the participant's study programme. The new proposed receiving organisation will be assessed under the rules set out in § 18 of R&R.

STEP 6 – Qualification requirements for candidates

3. The recruitment is carried out in compliance with the qualification requirements that candidates must meet in order to participate in SMT referred to in § 7 R&R - **The Recruitment Commission shall not introduce additional requirements.**
4. Whether a candidate has met the requirements for participation in the Programme is subject to assessment in accordance with the rules determined in R&R and based on the data provided in the electronic application form, data retained in the University resources and possible additional information/explanation obtained from the candidate.

STEP 7 – Score-based assessment

1. The score-based assessment of candidates is carried out in accordance with the general rules laid down in § 12 R&R and more detailed ones stipulated in the present Rules.
2. The Recruitment Commission shall apply the score-based assessment based on the information from the electronic application form to every candidate who has met the requirements for participation in the Programme.
3. **Assessment criteria:** every member of the Recruitment Commission shall assess a candidate on the basis of an analysis of the candidate's written justification of motivation to participate in learning mobility and the justification of the selection of a given receiving organisation in relation to the expected learning outcomes of traineeship related to the participant's study programme:
 - a) the level of motivation to participate in SMT, including the convergence of motivation to participate in the Programme and the aims of the Programme - the possible score is as follows:
 - i. 1 point – very low level of motivation,
 - ii. 2 points – low level of motivation,

- iii. 3 points – medium level of motivation,
 - iv. 4 points – high level of motivation,
 - v. 5 points – very high level of motivation,
- b) the level of knowledge of the receiving organisation proposed by the candidate in relation to the expected learning outcomes of the traineeship related to the participant's study programme - the possible score is as follows:
- i. 1 point – very low level of knowledge,
 - ii. 2 points – low level of knowledge,
 - iii. 3 points – medium level of knowledge,
 - iv. 4 points – high level of knowledge,
 - v. 5 points – very high level of knowledge,
4. The total score-based assessment of the candidate is an arithmetic mean of the scores awarded by all members of the Recruitment Commission (scores are rounded up to two decimal places).
5. The total score-based assessments of candidates, potentially increased by the bonus points indicated in step 8 hereinafter, help the Recruitment Commission to develop a ranking list in accordance with the rules laid down in R&R.

STEP 8 – Preference given to candidates in the selection of the Programme participants

1. The Recruitment Commission gives preference to candidates in the selection of the Programme participants in case of the following circumstances:
 - a) FIRST MOBILITY – 2-point-bonus; a candidate who has never participated in any SMT within the Programme is awarded an additional bonus of 2 points;
 - b) PERSON WITH FEWER OPPORTUNITIES – 3-point-bonus; a candidate having the status of a person with fewer opportunities confirmed in the course of the process of recruitment to the Programme based on the candidate's data retained at the University or based on the information/documents submitted by him/her is awarded an additional bonus of 3 points.
 - c) HIGH GRADE POINT AVERAGE – up to 5 bonus points – candidates will obtain from 1 to 5 bonus points based on the grade points average from the entire course of studies.
2. The additional bonus points are added to the score the given candidate obtained during the interview.

STEP 9 – Obtaining the status of the Programme participant

1. After the Recruitment Commission confirms that a candidate successfully met the requirements for participation in the Programme and awards him/her a score-based assessment, the candidate obtains the status of a person preliminarily qualified for participation in the Programme and will be obliged to submit other documents required for the SMT implementation to the International Programmes Office. The documents include:
 - a) a personal data form with a copy of his/her identification document⁹;
 - b) a declaration stating the number of his/her bank account¹⁰;
 - c) a declaration giving consent to process his/her personal data within the Programme¹¹;
 - d) confirmation issued by the Bursar's Office that he/she is not in arrears on their tuition fees;
 - e) an insurance policy meeting the requirements laid down in § 23 R&R.
2. A candidate that obtains the status of a person preliminarily qualified for participation in the Programme (a person on the ranking list) is obliged to participate in activities in aid of a trilateral agreement on the Learning

⁹ The document must be confirmed by the preliminarily qualified participant in the Programme with the use of a handwritten or electronic signature.

¹⁰ The document must be confirmed by the preliminarily qualified participant in the Programme with the use of a handwritten or electronic signature.

¹¹ The document must be confirmed by the preliminarily qualified participant in the Programme with the use of a handwritten or electronic signature.

Agreement for Traineeship (LA-T) and the Grant Agreement for the Erasmus+ Programme of mobility for studies/traineeship in accordance with the rules stipulated in R&R.

- The Institutional Erasmus+ Coordinator will provide detailed information concerning the above-mentioned process.

III. DETAILED RULES FOR STUDENT MOBILITY FOR TRAINEESHIP (SMT) IMPLEMENTATION

STEP 10 – Rules for SMT implementation

- SMT is implemented in accordance with the general rules stipulated in R&R and more detailed provisions of the present Rules.
- Grant support for SMT is awarded, paid and settled in accordance with the general rules laid down in R&R and more detailed provisions of the present Rules.
- The protection of personal data of candidates and participants in SMT is implemented in accordance with the rules stipulated in R&R.

STEP 11 – Rates and amounts of grant support for the purpose of SMT implementation

- The rates of grant support for learning mobility in higher education and algorithms used to calculate the amount of grant support are determined by NA for each Grant Agreement and published on the website: erasmusplus.org.pl¹².
- The amount of the grant support for mobility for traineeship within the Agreement No. 2024-1-PL01-KA131-HED-000198755 entered into by the University and NA is as follows:

STATES BELONGING TO THE GIVEN GROUP (i.e. in R&R: "the EU Member States and third countries associated to the Programme")	STUDENT MOBILITY FOR TRAINEESHIP: monthly rate in EUR
GROUP 1 – Austria, Belgium, Denmark, Finland, France, Germany, Italy, Ireland, Island, Lichtenstein, Luxemburg, the Netherlands, Norway, Sweden	820
GROUP 2 – Cyprus, Chechia, Estonia, Greece, Spain, Malta, Portugal, Slovakia, Slovenia, Lithuania	820
GROUP 3 – Bulgaria, Croatia, Northern Macedonia, Latvia, Romania, Serbia, Turkey, Hungary	750
PARTNER COUNTRIES (i.e. in R&R: "third countries not associated to the Programme") – 10% allocation limit	STUDENT MOBILITY FOR TRAINEESHIP: monthly rate in EUR
REGION 13 – Andorra, Monaco, Vatican City State, San Marino	820
REGION 14 – the Faroe Islands, Switzerland, the United Kingdom	820
REGION 13 – Andorra, Monaco, Vatican City State, San Marino	700
REGION 14 – the Faroe Islands, Switzerland, the United Kingdom	
REGION 1 – Western Balkan states: Albania, Bosnia and Herzegovina, Kosovo, Montenegro	
REGION 2 – Neighbourhood East: Armenia, Azerbaijan, Belarus, Georgia, Moldova, the territory of Ukraine recognised by international law	

¹² Annexe No. III: Rates that apply to unit costs for agreements KA131-2024:

https://erasmusplus.org.pl/brepo/panel_repo_files/2024/02/02/8enwwy/2024-ka1-stawki-szkolnictwo-wyzsze.pdf

<p>REGION 3 – South-Mediterranean countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia</p> <p>REGION 4 – the Russian Federation - the territory of Russia recognised by international law – cooperation with the Russian Federation has been suspended</p> <p>REGION 5 – Asia: Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam</p> <p>High income countries and territories: Brunei, Hong Kong, Japan, Republic of Korea, Macao, Singapore and Taiwan</p> <p>REGION 6 – Central Asia: Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan</p> <p>REGION 7 – Middle East: Iran, Iraq, Yemen</p> <p>High income countries: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates</p> <p>REGION 8 – Pacific: Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu</p> <p>High income countries: Australia, New Zealand</p> <p>REGION 9 – Sub-Saharan Africa: Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d’Ivoire, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Eswatini, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe</p> <p>REGION 10 – Latin America: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela</p> <p>REGION 11 – Caribbean: Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Suriname and Trinidad & Tobago</p> <p>REGION 12 – US and Canada: United States of America, Canada</p>	
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3. Students/graduates with fewer opportunities are entitled to an additional benefit to the grant support determined in the table in subparagraph 2 herein that accounts for EUR 250 per month.
4. The rate of support for students/graduates participating in short-term mobility accounts for EUR 79 per day of physical mobility during the first 14 days, and EUR 56 per day of physical mobility during the period from the 15th to the 30th day.

5. Students/graduates with fewer opportunities participating in the short-term physical mobility are entitled to an additional benefit laid down in subparagraph 4 herein that accounts for EUR 100 for the period of physical mobility of 5 to 14 days and EUR 150 for the period from the 15th to the 30th day.
6. The amount of lump sum rates of support to cover travel costs for students with fewer opportunities within the long-term mobility to partner countries, with the exception of countries in regions 5 and 14 (Region 4 and 14 countries are listed in the table above) are as follows:

DISTANCE ¹³	AMOUNT ¹⁴ - LUMP SUM TO COVER TRAVEL COSTS	ENVIRONMENT FRIENDLY TRAVEL
from 10 to 99 km	€ 28 per participant	€ 56 per participant
from 100 to 499 km	€ 211 per participant	€ 285 per participant
from 500 to 1999 km	€ 309 per participant	€ 417 per participant
from 2000 to 2999 km	€ 395 per participant	€ 535 per participant
from 3000 to 3999 km	€ 580 per participant	€ 785 per participant
from 4000 to 7999 km	€ 1188 per participant	€ 1188 per participant
8000 km or more	€ 1735 per participant	€ 1735 per participant
from 10 to 99 km	€ 28 per participant	€ 56 per participant

7. Depending on the distance between the receiving organisation and the sending organisation and the estimated travel time, the Programme participant is granted additional travel days and individual support is calculated within the scholarship rates specified in paragraph 2 above for the travel days granted, i.e. from 2 to 6 days.
8. The distance calculator available at http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm is used to calculate the travel distance. For travel distances up to 499 km, participants should use low-emission means of transport.
9. Students with a disability certificate may also apply to the NA through the Institutional Erasmus+ Coordinator for additional funding as part of real costs.
10. The application for additional funding of real costs of mobility implementation incurred by a student is justified when they constitute resources without which mobility implementation is not feasible and which are not provided by university or financed from other sources.
11. In case of the occurrence of justified circumstances referred to in paragraph 9 and 10 above, such a need should be reported to the Institutional Coordinator of the Erasmus+ Programme in order to initiate the application process to NA.

¹³ "DISTANCE" means the distance between the place of departure and the place of arrival (one way route).

¹⁴ "AMOUNT" means a lump sum to cover travel costs to and from the destination.