**Rules for the Implementation of the Erasmus+ Programme**

**at the Krzysztof Penderecki Academy of Music in Krakow**

**I. GENERAL PROVISIONS**

**A. GENERAL RULES APPLICABLE AT THE AMKP**

1. This document sets out the rules for the implementation of the Erasmus+ programme at the Krzysztof Penderecki Academy of Music in Krakow (AMKP).
2. The Erasmus+ Academy Coordinator is responsible for the process of implementation of the Erasmus+ programme in the Academy.
3. The programme is open to students, doctoral students, graduates and employees of the AMKP, hereinafter referred to as ‘mobility participants’.
4. Mobility participants are obliged to familiarise themselves with the documents necessary for mobility, regulations, rules and information available on the AMKP website under the Erasmus+ tab, as well as on the websites of the foreign institutions to which they apply.
5. Sample documents and a list of partner universities can be found at https://www.amuz.Krakow.pl under the Erasmus+ tab.
6. All information about the programme and necessary documents/application materials can also be found at http://Erasmusplus.org.pl/ and in the Erasmus+ Beneficiary Guide http://Erasmusplus.org.pl/dokumenty/.
7. Recruitment protocols and other documents related to mobility are kept in the Department of Promotion and External Cooperation [pl. Dział Promocji i Współpracy Zewnętrznej (DPiWZ)] and in the AMKP Bursar's Office.
8. The recruitment process ensures non-discrimination on the grounds of gender, origin or religion, as well as equal opportunities for persons with disabilities and those from disadvantaged backgrounds (with fewer opportunities).

**B. APPLICATION RULES**

1. Under the Erasmus+ programme, the following foreign stays can be organised:
2. for studies (SMS);
3. for work placements during studies (SMT);
4. for graduate practice (SMT) for a period of up to 12 months after the end of each level of study;
5. for teaching (STA);
6. for training (STT).

2. One may participate in foreign stays more than once, provided that the total time of SMS and SMT does not exceed 12 months at each level of study and after graduation, regardless of the number of courses, and the number of STT mobilities does not exceed three under each agreement with NA.

3. For SMS and STA mobility, students may apply to:

* 1. partner universities with an ECHE card and with which the AMKP has signed the relevant bilateral agreements, within the places, fields of study, specialisations and levels of advancement agreed upon in those agreements;
  2. higher education institutions participating in the Erasmus+ programme with an ECHE card and with which AMKP has not yet signed a bilateral agreement, provided that such an agreement is signed before the mobility starts.

4. In order to participate in an SMT or STT exchange, one can also apply to institutions other than universities.

**C. GENERAL RULES FOR CO-FUNDING**

1. Mobility participants acknowledge that Erasmus+ funding is intended to cover part, not all, of the costs associated with travel and stay at the host institution.
2. Mobility outside the EU – to eligible countries – may be funded as part of the 20% of funds allocated for travel within the EU. The amount of funding is specified in a separate agreement with the NA, and the Erasmus+ Academy Coordinator determines whether funding will be granted. AMKP doctoral students have priority in participating in these mobility programmes. The other conditions of the trips remain the same.
3. The rules for the allocation of funds can be found at https://Erasmusplus.org.pl/dokumenty.
4. Detailed guidelines on the rules for the distribution of funds can be found at http://Erasmusplus.org.pl/ and in the Erasmus+ Beneficiary's Guide http://Erasmusplus.org.pl/dokumenty/.
5. If the AMKP receives insufficient funds from the NA to cover all submitted applications, priority for SMS funding will be determined by the ranking compiled by the Erasmus+ Recruitment Committee. For other types of mobility, the order of applications will apply.
6. Funding for mobility for Erasmus+ programme participants under subsequent financial agreements concluded by AMKP with NA will be provided until the funds are exhausted and as they become available.
7. In the event of insufficient funds for a trip on the part of AMKP, a participant who has successfully passed the recruitment process has the right to participate in the mobility programme under a ‘0 Euro’ agreement, i.e. without funding.

**D. RULES FOR CO-FUNDING THE EXCHANGE AND SO-CALLED ‘GREEN TRAVEL’**

1. All mobility participants are informed about the possibility of travelling by environmentally friendly means of transport and receiving financial support for the so-called ‘green travel’, in accordance with the Rules of the Erasmus+ Programme.
2. Participants in short-term mobility (SMS and SMT) may receive additional financial support for two days of travel from the AMKP mobility organisation fund, which is not covered by the financial agreement between the participant and AMKP, subject to separate approval by the Rector.
3. Eco-friendly means of transport recognised by the Erasmus+ programme under the so-called ‘green travel’ are: bus, train, bicycle, as well as carpooling (joint travel of persons on the same route and for the same purpose, using the car of one of the passengers). Such travel must cover more than half of the route, including both the journey there and back.
4. Persons travelling in accordance with the above mentioned rules must submit a ‘Green Travel Declaration’ to the DPiWZ before departure.
5. Financial support for additional travel days is determined on the basis of the distance between the AMKP location (in justified cases: the place of departure) and the host university, calculated using the Erasmus+ distance calculator according to the following distribution: up to 1999 km – 2 days of travel in both directions, over 2000 km – 4 days of travel in both directions.
6. Additional funding for ‘green travel’ is included in the other components of the scholarship and paid parallelly in installments, as specified in the financial agreement between the AMKP and the participant.
7. The declared mode and time of travel shall be confirmed upon return by submitting a ‘Green Travel Statement’. If the travel is not confirmed in the above mentioned manner, the participant is obliged to return the undue amount to the AMKP account.
8. Participants who receive the above mentioned funding are informed of the need to keep travel documents (tickets) and present them at the request of AMKP.
9. Detailed co-funding rates can be found at https://Erasmusplus.org.pl/dokumenty, and also as an annex on the website https://www.amuz.Krakow.pl/Erasmus/dokumenty/.
10. Other participants – eligible for travel cost co-funding – receive support in accordance with Annex IV to the financial agreement, available at: https://Erasmusplus.org.pl/dokumenty, https://www.amuz.Krakow.pl/Erasmus/dokumenty/.

**E. PARTICIPANTS WITH FEWER OPPORTUNITIES**

1. Participants referred to as ‘people with fewer opportunities’ who are going on an Erasmus+ scholarship under agreements with AMKP are people receiving AMKP maintenance grants and people with disabilities. Detailed information can be found at: https://Erasmusplus.org.pl/wlaczanie.
2. Persons who, on the day of the recruitment interview, are on the list of maintenance grant recipients and persons with disabilities are granted additional funds in accordance with the rules of the Erasmus+ programme, Annex IV to the financial agreement and within the scope specified at https://Erasmusplus.org.pl/dla-beneficjentow/szkolnictwo-wyzsze/linki/umowy).
3. Additional funding is also granted at the request of a participant who has obtained the status of a person with fewer opportunities after the mobility has begun, subject to the availability of funds.

**F. INSURANCE**

1. Participants must have medical and accident insurance for the entire duration of the mobility period.
2. Participants must have civil liability insurance if this requirement is specified in the financial agreement or if it is a requirement of the host institution.
3. The insurance referred to in points 1 and 2 shall be paid by the participants from their own resources.

**II. SPECIFIC PROVISIONS**

**A. STUDY TRIPS (SMS)**

1. APPLICATION DEADLINES

1.1. The deadline for submitting application documents is set for the end of December of each academic year preceding the scholarship departure date. A relevant announcement is published on the AMKP website.

2. PARTICIPANT STATUS

2.1. SMS mobility participants must have the status of an AMKP student or doctoral student during the recruitment process, on the date of signing the financial agreement and for the duration of the trip.

2.2. Participants have the right to apply to up to four foreign universities. In some special cases and with the consent of the Erasmus+ Academy Coordinator, a participant may apply to more universities.

3. RECRUITMENT STAGES AND RULES

3.1. Information about recruitment for the Erasmus+ programme is published on the AMKP website at the beginning of each academic year.

3.2. Participants apply for recruitment by submitting a registration form to the DPiWZ or sending it electronically.

3.3. Selection is carried out by a committee in the form of interviews with candidates. Candidates are informed via email of the date of the interview after submitting the registration form – it is preliminarily set for January/February each year. The exact date is determined annually by the Erasmus+ Academy Coordinator.

3.4. The results of the selection process are decided by the Erasmus+ Recruitment Committee, which consists of: the Erasmus+ Academy Coordinator, the Vice-Rector responsible for international cooperation, and the Deans and/or Vice-Deans of the faculties.

3.5. The criteria for selection are: good knowledge of a foreign language, motivation to study abroad, and general knowledge and ability to present it.

3.6. Information on the results of the qualification process (including information on the appeal procedure) shall be communicated to the applicants within 14 days of the date of the interviews. The decision on the student's selection for the Erasmus+ programme shall be communicated electronically.

3.7. In order to participate in the trip, it is necessary to obtain the consent of the Dean of the faculty and to accept the ‘Agreement on the Study/Work Placements Programme’ (Mobility Agreement).

3.8. Doctoral students and participants who go on short blended mobility programmes are exempt from recruitment, and their departure is decided by the Director of the Doctoral School or the Deans, respectively.

3.9. Funding is granted until the funds are exhausted, with priority given to participants in long-term mobility.

3.10. The meetings of the Erasmus+ Committee are minuted.

3.11. Participants have the right to appeal against the decision of the Erasmus+ Recruitment Committee within 7 days of its receipt. To do so, they should submit an appeal to the Rector, together with a justification. The Rector shall issue a decision within 14 days. The Rector's decision is final and cannot be appealed.

3.12. In special cases, additional recruitment is possible. The decision to conduct additional recruitment and its dates shall be made by the Erasmus+ Academy Coordinator and announced in the manner specified in point 3.1.

3.13. Participants are required to check the relevant deadlines and application rules at their chosen universities.

3.14. An essential part of the application is to complete all the required documents (in accordance with the guidelines of the host university) and attach them to the appropriate application system. The Learning Agreement (LA) is signed electronically in the EWP (Erasmus Without Papers) system. If the host university does not allow the LA to be signed in the EWP system, it is acceptable to sign the LA in a PDF file and send the documentation via email.

3.15. Before departure, the participant agrees on the programme and course of study with the Dean of the faculty during the mobility period.

3.16. In order to carry out mobility for a period longer than one semester, the participant agrees with the Dean of the faculty before departure whether it is necessary to apply for the so-called ‘individual organisation of studies’ (IOS).

3.17. Before departure, the participant shall provide the DPiWZ with consent for departure, signed by the Dean, Director of the Doctoral School or Vice-Dean, whichever is appropriate.

4. MOBILITY IMPLEMENTATION RULES

4.1. Students in their final year of bachelor's and master's degree programmes are required to complete their final semester at AMKP, unless the Rector decides otherwise.

4.2. Students going abroad must prove that they have successfully completed the previous semester of their studies.

4.3. Mobility for the purpose of completing part of the studies must begin and end between 1 July of a given calendar year and 30 September of the following calendar year (including any possible extension).

4.4. Long-term studies under the Erasmus+ programme may not last less than 2 months and more than 12 months at each level of study. AMKP reserves the right to co-fund only part of the period of stay at the partner institution, depending on the availability of funds.

4.5. Short-term mobility lasts from 5 to 30 days and, at the bachelor's and master's level, must be combined with a virtual component.

4.6. Extension of studies abroad, exclusively in the course of one academic year, is possible with the consent of both universities: the host university and AMKP, in which case the Erasmus+ scholarship for the additional period of study is not guaranteed by AMKP.

**B. WORK PLACEMENT TRIPS (SMT)**

1. APPLICATION DEADLINES AND RECRUITMENT

1.1. Qualification for work placements takes place on a continuous basis after submitting the registration form.

1.2. Graduates must have an AMKP student status on the date of submitting the registration form.

1.3. Graduates, doctoral students and students leaving for work placements are exempt from the interview.

1.4. If the work placement takes place during an academic year, excluding holiday periods and breaks resulting from the organisation of an academic year, students and doctoral students must submit a consent form for departure to the DPiWZ, signed by the Dean or Director of the Doctoral School, whichever is appropriate.

2. IMPLEMENTATION OF WORK PLACEMENTS

2.1. Work placements for graduates are possible provided that no more than 12 months have elapsed between the last exam at AMKP and the return from the work placement.

2.2. Long-term work placements under the Erasmus+ programme cannot last less than 2 months. The length of stay depends on the consent of the Dean of the Faculty/Director of the Doctoral School and/or the financial capabilities of the AMKP.

2.3. Short-term trips (from 5 to 30 days) are possible. Applications for short-term trips are accepted on a continuous basis throughout an academic year and the trips are implemented depending on the availability of funds. Short-term trips must be combined with a virtual component (except for doctoral students).

2.4. Candidates are informed that priority in the award of funding is given to students going on long-term study and work placements' trips. The award of funding is determined by the availability of funds, the signing of the Mobility Agreement and the relevance of the work placement, in accordance with the opinion of the Dean/Director of the Doctoral School.

3. CO-FUNDING

3.1. In the case of long-term internships, AMKP reserves the right to co-fund only part of the period of stay at the partner institution, depending on the availability of funds. This period cannot be shorter than 2 months.

3.2. The funding rules are available on the AMKP website (https://www.amuz.Krakow.pl/Erasmus/dokumenty/), and further information on funding and detailed rates can be found at https://Erasmusplus.org.pl/.

**C. TEACHING ASSIGNMENTS (STA) AND TRAINING ASSIGNMENTS (STT)**

1. SELECTION

1.1. Academic teachers and administrative employees of the AMKP may participate in STA (teaching) and STT (training) mobility programmes.

1.2. Selection for participation in mobility is continuous and takes place through application. Candidates submit their interest in participation to the DPiWZ and are placed on a waiting list.

1.3. Funding is awarded on a first-come, first-served basis, and in case of disputes, the decision is made by the Vice-Rector responsible for international cooperation.

2. PARTICIPANT STATUS

2.1. STA/STT mobility participants must have the status of an AMKP employee (employed under an employment contract) on the date of signing the financial agreement and during the trip.

3. FUNDING

3.1. Travel grants are awarded until the funds of a given financial agreement with the NA are exhausted.

3.2. The minimum period of funding for STA trips is 2 days for mobility within the EU and 5 days for mobility outside the EU. The minimum period of funding for STT trips is 3 days for mobility within the EU and 5 days for mobility outside the EU. Travel days may be added to the minimum funding period.

3.3. The maximum co-funding period depends on the funds available to the AMKP and the provisions of international agreements.

3.4. The AMKP reserves the right to co-fund only part of the period of stay at a foreign institution, depending on the availability of funds.

3.5. The mobility participant is required to prepare a Mobility Agreement, which must be signed before departure by: the mobility participant, the host institution and the home institution.

**III. PROTECTION OF PERSONAL DATA**

A template of the information clause for the ERASMUS+ Programme (and other academic exchange programmes) is annexed to these Rules.

**IV. FINAL REMARKS**

Any information not included in these Rules can be found in the Erasmus+ Beneficiary's Guide, available at [https://Erasmusplus.org.pl](https://erasmusplus.org.pl).

**Rector**

**Prof. dr hab. Mariusz Sielski**