

Principles of recruitment, financing and completion of student mobility for studies (SMS) under the ERASMUS + program in the 2020/2021 academic year

Action 1. Educational mobility in higher education, mobility with Program Countries (KA 103)

I. General principles

1. Student mobility for studies (SMS) under the Erasmus + program is open to students who have the status of Vistula School of Hospitality (VSH) students, first-degree, second-degree, full-time and part-time regardless of their citizenship. The student is obliged to read the regulations on entering the territory of the host country in connection with the planned stay in that country.
2. Countries participating in the program include 27 European Union Member States and other non-EU Member States: the Republic of North Macedonia, Iceland, Liechtenstein, Norway, Turkey, Serbia, United Kingdom
3. Upon departure, the student should have completed:
 - 1st year of studies - first-degree studies,
 - I semester of studies - second-degree studiesThe trip cannot be carried out in the last semester of studies.
4. The student's stay at the host university must be commenced and completed during the term of the financial agreement with the National Agency of the Erasmus + Program Foundation for the Development of the Education System for the given year.
5. The student's stay at the host university may not be shorter than 3 months (90 days) and may not be longer than one and the same academic year. The minimum period of stay at the host university refers only to the period of study and does not include the time of possible linguistic or organizational preparation.
6. In order to complete a part of their studies abroad under the Erasmus + program, students may only go to partner universities with an Erasmus + Card, with which Vistula School of Hospitality has signed cooperation agreements.
7. Students taking a dean's leave or those taking other leave of absence cannot complete part of their studies abroad under the mobility program.
8. The student who has been qualified for the mobility continues to pay tuition fees at Vistula School of Hospitality also during the period of studies at the partner university. While studying abroad, Erasmus + scholarship holders do not pay tuition fees at the host university, but cover the costs of travel, local travel, meals, accommodation, etc. Charging certain fees (insurance, membership in student organizations, use of a photocopying machine, etc.) is allowed in the same amount and on the same terms as for local students.
9. Payment of scholarships (e.g. social allowance, rector's scholarship, to which the student acquired the right before departure, will be continued during the student's stay at the partner university).
10. The Erasmus + scholarship can be applied for by students who have already been awarded a Socrates-Erasmus, LLP-Erasmus (Lifelong Learning) or Erasmus + scholarship in order to complete part of their studies or placement abroad.
11. Each student declares in writing whether he/she completed part of his/her studies or placements in the past under the Socrates-Erasmus, LLP Erasmus or Erasmus +, regardless of whether the mobility was organized by Vistula School of Hospitality or any another university.
12. The total duration of the mobility, including earlier participation in the Socrates-Erasmus, LLP-Erasmus and Erasmus + programs i.e., the so called Mobility capital may not exceed 12 months within a given level of study, including a stay with zero co-financing.

13. During the period of receiving the scholarship under the Erasmus + program, the student may not receive another scholarship financed from the European Union funds to cover similar costs.
14. The admission committee may decide to consent to the student's mobility for studies to complete part of his/her studies at a partner university without a scholarship. Students completing the mobility program without a scholarship are bound by the same rules as students who receive funding for the mobility.
15. If the University has surplus or receives additional funds from the National Agency (NA), the University will be able to finance only additional mobilities in accordance with the Principles of allocation and use of funds for educational mobility in higher education in a given academic year. It is not possible to increase the grant rate in relation to the amount announced by the NA.
16. The student leaving for studies should have health insurance and accident insurance covering the duration of the trip and stay at the partner university. The costs of such insurance are covered by the student.
17. Before the beginning and at the end of the mobility period, the student is obliged to complete an on-line language proficiency test in the European Commission Online Linguistic Support - OLS, except for native speakers. Fulfilling this obligation is a prerequisite for the student's positive settlement of the mobility. The result of the language test does not affect the admission to the program.
18. Before leaving, the student with Polish citizenship is obliged to register on the website of the Ministry of Foreign Affairs "Odyszeusz" in accordance with the recommendations of the Ministry of Foreign Affairs and the National Agency of the Erasmus + Program.
19. The study program followed by the student at a partner university may take the form of: participation in group/individual face-to-face classes, remote / virtual / on-line teaching, mixed / hybrid teaching as agreed prior to the commencement of the mobility.
20. Mixed mobility is allowed, i.e. starting with a period of virtual mobility combined with traditional mobility understood as going abroad with the minimum duration specified in the Erasmus + 2020 Program Guide. The minimum duration of the study period is three months (90 days).
21. The mobility participant will receive a grant for the duration of his / her stay abroad, even if the studies will only be carried out remotely / virtual / on-line. The decision to undertake such mobility must be agreed between all three interested parties - the parent institution, the host institution and the participant prior to the commencement of the mobility.
22. In the case of solely virtual mobility in the home country, the participant does not receive any funding. After the commencement of the mobility period understood as travel abroad /traditional, the participant has the right to receive a grant for the period of his/her stay abroad.
23. Both periods (virtual and traditional) are included in the process of acknowledging the learning outcomes. Virtual mobility must be confirmed by the same documents as traditional mobility.
24. The final amount of the scholarship is determined upon the student's return based on a certificate issued by the partner university. The period of stay at the partner institution is calculated with accuracy to 1 day, in accordance with the "Principles of the Allocation and Use of the Funds for Educational Trips (Mobility) in Higher Education in the Academic Year 2020/21", defined by the National Agency of the Erasmus + program based on the guidelines of the EC, in agreement with the national authority responsible for higher education.

II. Recruitment principles

1. Student recruitment for Student Mobility for Studies is carried out for all faculties of Vistula School of Hospitality by the Committee for International Student Exchange of Vistula School of Hospitality the Erasmus + program.

2. The student has the right to appeal against the decision of the Committee within 7 days from the date of the announcement of results. Appeals shall be submitted in writing to the Appeal Committee for International Student Exchange under the Erasmus + program.
3. Each student qualified for mobility under the Erasmus + program has the status of an initially qualified person, until receiving a written confirmation about being admitted by a partner university to studies and signing a financial agreement with Vistula School of Hospitality.
4. Information on the principles for submitting applications and the documents required from candidates will be made available to students on the University's website, notice boards, and sent by e-mail.
5. Recruitment for Student Mobility for Studies is carried out in two periods:
 - 1-31 March - applies to trips in the winter semester
 - 1-20 October - applies to trips in the summer semester
6. Vistula School of Hospitality reserves the right to carry out further recruitments for Student Mobility for Studies when the budget allocated for this purpose is not used.
7. The ranking is created on the basis of the following qualifying criteria for candidates:
 - 1) high average grade from all previous years of study;
 - 2) good command of the foreign language in which the student will study, confirmed by an appropriate language certificate (minimum B2 level). Students who do not have a certificate can obtain a language proficiency level assessment as a result of an internal examination. The date of the exam will be publicly announced;
 - 3) students applying for a trip for the first time have priority in the selection process. Additional criteria: activity in research clubs, organizational activity for the benefit of the University or faculty.
8. In order to take part in the recruitment process for study trips, an Application Form with a photo and a copy of the certificate confirming the knowledge of a foreign language in which the studies will be conducted, must be submitted within the prescribed period.
9. The closing of the qualification procedure and the announcement of the results takes place by April 15 (in the case of trips during the winter semester) and by November 10 (in the case of trips during the summer semester).
10. The recruitment results are sent by e-mail to students who participated in the recruitment process.
11. Student who would like to receive additional financial support from the Operational Program Knowledge Education Development (POWER) under the "International Mobility of Students with Special Needs." project. Edition 3 is subject to the general rules of recruitment, implementation and operation of the Erasmus + program at the University.
12. Persons with disabilities with a recognized level of disability applying for a trip under the Erasmus + Program, must submit a certificate of the recognized level of disability together with the Application Form.
13. Persons in a difficult financial situation, who are entitled to receive a social scholarship at the University, must submit a decision on the awarded social scholarship together with the Application Form. If the University has not yet awarded social scholarships for the academic year 2020/2021, applicants for a trip in the summer semester of the 2020/2021 academic year submit a decision on the awarded social scholarship in the academic year 2019/2020.
14. The University will not preferentially treat any students with regard to the field of study, sex, citizenship, age, religion, etc., during the recruitment process for student mobility for studies, the implementation of the study program and the process of settling the scholarship..

III. Financing principles

1. The Erasmus + scholarship may be awarded only to students undertaking studies in the same or related field at a partner university.

2. The student receives a scholarship to study at a foreign university, which is calculated on the basis of the length of stay declared by the partner university in a document called the Letter of Acceptance. If this information is not provided in this document, the length of stay is determined on the basis of the calendar of the academic year provided on the website of the partner university.

The final amount for the entire mobility period will be determined in the Mobility tool by multiplying the number of days / months of stay by the applicable monthly rate for the country concerned. In the case of incomplete months, the amount of financing will be calculated by multiplying the number of days in the incomplete month by 1/30 of this amount.

3. The scholarships awarded under the Erasmus + Program are complementary - they do not cover the full cost of travel and living abroad. The granted scholarship will be paid to the student only for the actual period of study at a foreign university, confirmed by the university, regardless of the costs incurred by the student, e.g. for accommodation.
4. The amount of the Erasmus + scholarship rates in each academic year is determined by the National Agency of the Erasmus + Program and published on the Vistula School of Hospitality website.
5. The amount of the monthly scholarship specified for trips to a given group of countries must be the same for trips to all target countries in a given group.
6. The Erasmus + scholarship is paid in euro, by a bank transfer. The student travelling for studies will receive 80% of the due scholarship before departure and 20% after returning to Poland and submitting the documents that are required for the final settlement of the trip to the International Cooperation Department.
7. The student who meets the criterion of “difficult financial situation” (who is entitled to a social benefit at Vistula School of Hospitality) will receive the so-called social allowance in the form of an increase in the scholarship rate for each month of stay by PLN 853. The scholarship for the trip along with the social allowance will be paid from the funds of the Operational Program Knowledge Education Development (POWER) under the “International Mobility of Students with Special Needs. Edition 3” project.
8. The POWER scholarship is paid in Polish Zloty (PLN).
9. The rates of the POWER scholarship for people in a difficult financial situation in each academic year are specified by the National Agency of the Erasmus + Program and published on the Vistula School of Hospitality website.
10. The scholarship for disabled students will be paid from the funds of the Operational Program Knowledge, Education and Development (POWER) under the “International Mobility of Students with Special Needs. Edition 3” project.
11. Students with a recognized level of disability applying for a trip to study under the Erasmus + program can apply for additional financial support for people with disabilities from the category “Support for participants with special needs”.
12. The rates of the POWER scholarship for people with disabilities in each academic year are specified by the National Agency of the Erasmus + Program and are published on the Vistula School of Hospitality website.
13. Mobility of scholarship holders financed under the POWER agreement will have the status of trips with “zero” co-financing in the Erasmus + program.
14. The final amount of the financing will be determined by the University on the basis of a certificate confirming the duration of the stay abroad, with the provision that:
 - the financing is not increased for exceeding the period of stay specified in the agreement,

- co-financing is reduced according to the actual period of stay specified in the certificate from the host university if the stay is shorter by more than 5 days in relation to the period defined in the agreement.
15. If the Participant fails to comply with the terms of the Agreement, he/she will be obliged to return the whole or part of the financing. If the participant ends the stay earlier than agreed in the agreement, and other conditions of the agreements are met, he/she will be obliged to return part of the financing amount proportional to the shortened stay. The Participant will not be obliged to return the financing only if he/she could not complete the planned activities abroad due to "force majeure". Such cases must be reported by the Participant to the University immediately after the event occurs. Cases of "force majeure" are subject to approval by the National Agency.
 16. The provisions regarding the amount of granting the scholarship may change depending on the provisions of the National Agency of the Erasmus + Program.
 17. Scholarships under the Erasmus + program are exempt from personal income tax pursuant to the Regulation of the Minister of Finance of October 15, 2018.

IV. Mobility completion

1. Before leaving, each student is obliged to prepare the Learning Agreement for Studies - an agreement on the study program. The student sends the Learning Agreement signed by him/her and Field Coordinator to the partner university in order to obtain approval to participate in the program (scan), and then provides the original of this document to the International Cooperation Department.
2. The student should receive the accepted Learning Agreement and the Letter of Acceptance from the partner university, defining the start and end date of the semester.
3. Before leaving, each student is obliged to complete an on-line language proficiency test in the OLS system, verifying the command of the language in which he/she will study. Moreover, students are recommended to take part in an online language course available on the OLS platform. The student is also required to complete a language test upon return.
4. Before commencing the student mobility for studies, the student is obliged to sign a financial agreement (university-student) with the Department of International Cooperation. Failure to sign the agreement before the beginning the semester at the partner university is tantamount to resignation from the awarded scholarship.
5. Agreement including financing signed for one semester, may be extended for another semester without financing. The University is not obliged to pay the scholarship for the period of stay at the university longer than the period stipulated in the Agreement, which the student signs before leaving. Granting the scholarship for the period of extending the stay is subject to the availability of funds under the current financial agreement with the National Agency.
6. Extending the stay will be connected with the Learning Agreement for an additional period of study. The student must submit a request for the extension of stay, addressed to the University Coordinator and the relevant Dean, initial confirmation of the host university about the consent to extend the stay, agreement on the program of studies for an extended period until December 10.
7. All students who decide to extend the original period of stay without funding are required to submit, along with the documents listed in point 6, a written declaration of consent to extend the stay without co-financing.
8. The extension of the period of study abroad may take place only within one academic year.
9. Extending the stay may not interfere with the completion of studies at Vistula School of Hospitality in the period provided for in the study plan.

V. Mobility settlement

1. The student is obliged to settle the scholarship trip in accordance with the signed agreement.
 2. The following must be submitted to the International Cooperation Department, within 30 days of the end of the stay at the partner university:
 - 1) Transcript of Records issued and signed by the partner university - original or printout of the scan;
 - 2) Confirmation of the actual duration of the mobility issued by the host institution (unless the transcript does not contain the exact dates of stay) - original or printout of the scan;
 - 3) Approved and signed all parts of the Learning Agreement. "Before the mobility" part of the LA is signed in the original by the student and the field coordinator, then the LA scan is sent by the student to the partner university, which accepts this document;
 - 4) Changes to the Learning Agreement ("During the Mobility") - the original or printout of the scan signed by all parties;
- Also:
- 5) The student is required to complete the second on-line language test (OLS);
 - 6) The student is required to complete an individual on-line EU survey report no later than 30 days from the date of receiving the request to submit it. The lack of appropriate signatures on the documents will result in their rejection.
3. Failure by the student to complete or insufficient completion of the study plan defined in the document "Agreement on the study program" / Learning Agreement may result in the cancellation of the agreement and the obligation to return the full or partial amount of the Erasmus + scholarship by the student paid within 14 days from the date of notice.
 4. Failure to settle or incomplete settlement of the scholarship trip by the student results in the obligation to return the full or partial amount of the paid scholarship within 14 days from the date of notice.
 5. On meeting the conditions referred to in section 2, the second installment of the awarded scholarship (20%) is paid in accordance with the provisions of the agreement.

VI. Principles of recognizing the period of studies completed at the partner university

1. The period of studies under the Erasmus + program is considered an integral part of studies at Vistula School of Hospitality.
2. Each student qualified for the mobility is guaranteed full credit for the period of studies completed at the partner university and recognition of that period as equivalent to the period of studies at the home university providing that the student meets all the conditions defined in writing in the Learning Agreement.
3. The student's achievements at the foreign partner university will be assessed based on procedures specified in the study regulations.
4. Prior to the student's departure to study at the partner university, the field coordinator defines to what extent the selected courses correspond to the courses included in the curriculum for a given semester at the home university and specifies the necessary program differences.
5. Acceptance of the stay abroad is based on the Confirmation of study period.
6. The learning outcomes are recognized on the basis of the "Transcript of Records" obtained by the student, issued by the host university and containing grades on the scale adopted at the host university along with the ECTS credits.