

## ANNEX NO. 2 TO SELECTION RULES

### PRINCIPLES OF FINANCING MOBILITY FOR STUDIES FROM THE ERASMUS+ PROGRAM FUNDS

Within one mobility coordinated by SGH, a student may obtain co-financing from only one source (e.g. Erasmus+ KA131 program grant – for mobility with Program Countries or Erasmus+ KA171 program grant – for mobility with third countries not associated with the EU-supported by external policy funds, etc.).

The Erasmus+ scholarship is awarded to students qualified for study mobility through qualification for exchange programs. The scholarship does not cover the full cost of living abroad but is a form of funding for the student's stay abroad.

The prerequisite for receiving an Erasmus+ program grant is fulfilment of all academic and formal requirements related to mobility, such as passing the semester preceding mobility, obtaining the consent of the Dean of the relevant study program for mobility and submitting all the necessary documents (Learning Agreement, financial agreement, etc.) by the deadlines indicated in the mobility procedures.

#### Erasmus+ KA131 Program – Mobility of students and staff of higher education institutions supported by internal policy funds (KA131-HED)

1. In one academic year, the minimum period of mobility (study) is 2 months (60 days), the maximum – 12 months (360 days). The funding period (i.e. the scholarship payment) depends on the funds granted to the University by the Foundation for the Development of the Education System National Agency for the Erasmus+ Program (FRSE NA) and may ultimately amount from 2 to 11 months.
2. Candidates qualified for the mobility will be awarded an Erasmus+ KA131 scholarship, provided the FRSE NA grants sufficient funds to SGH.
3. The Erasmus+ KA131 scholarship for studies shall only be awarded for the duration of physical mobility in the host university's country following the rates applicable to the project currently being carried out by the University.
4. In the case of virtual mobility, the Erasmus+ grant is not eligible. In the case of blended learning, the period of remote studies from Poland is not financed by the Erasmus+ program.
5. SGH strives to use funds rationally; therefore, in the first instance, mobilities are financed from the Erasmus+ project carried out at the time of selection and organisation of mobility, until funds are exhausted. Current scholarship rates are published by SGH International Centre (CWM) on the website concerning departure procedures.
6. A student who, at the moment of qualification, is entitled to the SGH social scholarship, will be granted additional support to be included in the amount valid under the project implemented by SGH at that time.
7. A student with a recognised disability will be granted additional inclusion support (in the form of a lump sum) in the amount applicable to the project being implemented by the university at the time, upon submission of a valid disability certificate after eligibility by the deadline set by CWM.
8. If the costs of the awarded inclusion support paid in the form of a lump sum are insufficient, a student with a disability certificate may apply for additional funding, based on a special (separate) application, addressed to the International Centre, to SGH' Erasmus+ program coordinator. The additional amount of funding granted will be settled based on actual costs, and will therefore require documentation in the form of financial evidence. The decision to grant additional funds and their amount is taken by the FRSE NA at the request of SGH. A request for additional funds should be submitted to the CWM at least 5 weeks before the start of studies at a foreign university.
9. Students can receive a one-off travel allowance for round-trip costs for using sustainable (low-carbon) means of transport, so-called Green Travel, and additional individual support for living costs for up to 4 additional days, depending on the number of travel days. Travel by low-emission means of transport must be round trip. The rules for Green Travel are described in the rules available on the CWM website for travel procedures.

10. Students who do not travel by sustainable means of transport will be granted a lump sum for travel costs in accordance with the rules of the project from which the student will be granted funding.

### **Erasmus+ KA171 program – Mobility of students and staff of higher education institutions supported by external policy funds (KA171-HED)**

1. If SGH obtains funds under the Erasmus+ KA171 program for student mobility of higher education institutions supported by external policy funds (trips to third countries not associated with the EU), students qualified during the selection for exchange programs to participating universities will be able to receive a scholarship subject to the availability of the funds received.
2. Information on available scholarships is included in the file with the list of HEIs available within the bilateral and PIM agreements (in the notes dedicated to the HEI concerned).
3. If the number of qualified students is higher than the number of scholarships available at a given partner university, scholarships will be awarded to students who scored the highest number of points in the qualification process.
4. An SGH student who is a citizen of the country of the Erasmus+ KA171 participating university to which he/she has been assigned will not be entitled to a grant for such mobility.
5. The Erasmus+ KA171 scholarship for studies shall only be awarded for the period of physical mobility in the country of the host university following the rates applicable to the project currently being implemented by the University. The current scholarship rates are published by the Centre for International Cooperation on the website concerning exit procedures.
6. The Erasmus+ KA171 scholarship consists of individual support and support for travel costs. The support for travel costs is calculated based on the distance calculator for organisations participating in the Erasmus+ program, available on the European Commission website: <https://erasmus-plus.ec.europa.eu/pl/resources-and-tools/distance-calculator>. Distances are determined in a straight line.
7. The maximum period for which a student may receive a grant may not exceed 5 months. The final grant amount is calculated based on the Letter of Acceptance provided by the qualified student, issued by the host university.