**Ordinance No..../ 2023**

of the Pomeranian Medical University in Szczecin Rector dated...........December 2023 on introducing the “Principles of functioning of the Erasmus+ Programme in the Pomeranian Medical University in Szczecin for students, doctoral students and graduates”

Pursuant to Art. 23 of the Act of 20 July 2018 on Higher Education (Journal of Laws from 2023, item 742 as amended), pursuant to § 49 sec. 1 of the Statute of the Pomeranian Medical University in Szczecin, I hereby order as follows:

§ 1

“Principles of functioning of the Erasmus+ Programme in the Pomeranian Medical University in Szczecin for students, doctoral students and graduates” shall be introduced in the wording which constitutes an appendix to the hereby ordinance.

§ 2

1. The Ordinance shall come into force on the day of its conclusion.
2. Ordinance shall be applicable with respect to actions undertaken as part of the 2023-1-PL01-KA131-HED-000114038 project from the time of its launching.
3. As per the date of entry into force of the hereby Ordinance, Ordinance no. 91/2021 of the Pomeranian Medical University in Szczecin Rector 27 July 2021 on introducing the “Principles of functioning of the Erasmus+ Programme in the Pomeranian Medical University in Szczecin for students, doctoral students and graduates” shall lose its force.

***prof. dr hab. Bogusław Machaliński***

***PUM Rector***

***Appendix to Rector's Ordinance No…/2023***

**PRINCIPLES OF FUNCTIONING OF THE ERASMUS+ PROGRAMME AT THE POMERANIAN MEDICAL UNIVERSITY IN SZCZECIN FOR STUDENTS, DOCTORAL STUDENTS AND GRADUATES**

The hereby Principles regulate realization in the framework of the Erasmus+ programme travels of students, doctoral students and graduates for studies and traineeships.

1. **General policies**
2. Terms specified in the Principles of functioning of the Erasmus+ programme at the Pomeranian Medical University in Szczecin signify:
3. Programme – Programme Erasmus+ programme, European Union programme in the area of education, trainings, youth and sport for the years 2021-2027;
4. Principles – Principles Of Functioning Of The Erasmus+ Programme At The Pomeranian Medical University In Szczecin For Students, Doctoral Students And Graduates;
5. PUM – Pomeranian Medical University in Szczecin;
6. Student – a student of full-time and part-time studies of the first-cycle, second-cycle or long-cycle master’s studies;
7. Doctoral student – a person attending the Doctoral School or under doctoral studies who is not a PUM employee;
8. graduate – a person who graduated from full-time or part-time, first-cycle, second-cycle, long-term cycle master's studies, doctoral studies or education at the Doctoral School;
9. studies – a person who graduated from full-time or part-time, first-cycle, second-cycle, long-term cycle master's studies, doctoral studies or education at the Doctoral School;
10. travel – a departure under the Erasmus+ programme to the country of the university/hosting institution in order to realize studies or traineeship in the Erasmus+ programme;
11. mobility capital – combined duration of all travels realized by the student/doctoral student at a given level of studies as part of the Erasmus+ programme;
12. EC – European Commission;
13. NA – National Agency of the Erasmus+ Programme;
14. Beneficiary Module – EC tool targeted at reporting and servicing the Erasmus+ programme at PUM by means of which the level of scholarship is calculated for the departing persons as part of the Programme on the basis of the monthly rates of the scholarship indicated by the National Agency of the Erasmus+ programme in place in a given project;
15. OLS - Online Language Support – free online platform for learning languages for participants of the Erasmus+ programme;
16. Partner university – foreign university with which PUM has concluded an inter-institutional agreement for exchange of students/doctoral students;
17. Hosting university – partner university to PUM accepting PUM students/doctoral students for studies;
18. Hosting institution – institution accepting PUM students/doctoral students/graduates for traineeships;
19. Travel agreement – bilateral agreement between the Programme participant and PUM, concluded prior to commencing the travel which defines detailed conditions for granting financing for the travel and bilateral commitments;
20. Learning Agreement for studies – a tripartite agreement between the participant, PUM and the hosting university, concluded prior to commencing the travel for studies in order to guarantee the participant recognition by PUM of learning outcomes realized in the hosting university, constituting an appendix to the Travel Agreement;
21. Learning Agreement for traineeship – a tripartite agreement between the participant, PUM and the hosting university, concluded prior to commencing the travel for studies in order to guarantee the participant recognition by PUM of learning outcomes realized in the hosting university, constituting an appendix to the Travel Agreement;
22. Departmental coordinator – proxy of the dean relevant for the Erasmus+ programme department;
23. Application form – a set of documents required to be submitted for the purpose of enrolling for travel under the Erasmus+ programme;
24. Participant – student, doctoral student, graduate participating in the Erasmus+ programme;
25. SPNJO– Department of Foreign Languages at PUM;
26. DNiWZ – Department of Science and International Cooperation.
27. Realization of the PUM programme is realized by the Department of Science and International Cooperation.
28. All information concerning the current principles and possibilities of travelling may be found at [www.pum.edu.pl](http://www.pum.edu.pl).
29. Institutional coordinator for Erasmus+ programme, hereinafter referred to as “institutional coordinator” is appointed in order to undertake actions related to running of the programme. He coordinates overall activities related to the functioning of this programme at PUM. The scope of actions of the institutional coordinator has been specified in Appendix no. 1 to the hereby Principles.
30. Apart from the institutional coordinator specified in subpoint 4, departmental coordinators for Erasmus+ programme are also appointed, the scope of tasks of whom has been specified in Appendix no. 2 to the hereby Principles. At the Medical and Stomatology Faculty there are two departmental coordinators: one for the medical major and one for the medical-dentistry major.
31. The studies travel may be organized solely to the partner university.
32. In case of studies, the number of vacancies in a given partner university is limited and depends on the arrangements made within the agreement concluded by PUM and the given partner university.
33. The traineeship travel may be made to the partner university or to the hosting institution or to another institution.
34. Each student/doctoral student at PUM may apply for studies/traineeship travel under the programme for educational mobility between the countries within the programme.
35. Each PUM graduate may apply for travel to the traineeship in a country participating in the programme.
36. During studies of the first or second cycle and in the course of education at doctoral studies or in the Doctoral School the mobility capital amounts to 12 months (360 days) and during long-cycle master's studies - 24 months (720 days). The duration of travel of the graduate is calculated into the mobility capital at the level of studies during which he or she was qualified for the travel.
37. The travel to the hosting university for studies may last from 2 (60 days) to 12 (360 days) months in the period between 1 June in which qualification for the travel was conducted and 30 September of the following calendar year.
38. The travel for traineeship to the hosting institution may last from 60 days to 360 days.
39. The programme participant may be the person fulfilling the following criteria:
    1. being a student, doctoral student or graduate of PUM,
    2. not remaining on the dean’s leave during the travel,
    3. in case of travel for studies – at the latest on the day of commencing the travel the second year of long-cycle master's studies or first year in case of other studies must be completed,
    4. command of the foreign language at a degree enabling studying in the partner university/undergoing traineeship in the hosting institution. Language requirements for each partner university may be found at https://www.pum.edu.pl/studia\_iii\_stopnia/rozwoj/erasmus/uczelnie\_partnerskie\_pum/
    5. not having used up the mobility capital specified in subpoint 11.
40. Realization of the travel for studies as part of the programme may occur subject to completing the year of studies directly preceding the year of studies during which the travel is planned, in accordance with the binding Regulations of Studies/Regulations of Doctoral Studies or Doctoral School at PUM.
41. In case of students and doctoral students, the travel during the final year of studies may last one semester and be realized in the winter semester, unless it is not possible due to programme differences at both universities. The decision concerning granting consent for the travel in the summer semester in case of students is undertaken by the dean and in case of doctoral students or Doctoral School – Head of Doctoral Studies or Director of Doctoral School. In case of studies at the medical major the travel during the past year of studies may take longer than one semester subject to approval by the dean of the faculty of the agreement concerning the programme of studies ensuring recognition of modules realized at the hosting university.
42. In justified cases the dean/head of doctoral studies/Director of the Doctoral School may not grant consent for the travel of the student/doctoral student despite concluding the agreement on the curriculum of studies/agreement on the traineeship programme. He shall notify the student/doctoral student of this fact in writing/or via email stating the causes of lack of consent.
43. Traineeship travel of the student/doctoral student ought to be realized in the period between 1 June and 30 September in the year in which the qualification for travel was conducted.
44. The head of doctoral studies/Director of Doctoral School may, upon doctoral student’s application grant consent for the realization of the travel in the subsequent academic year in the period until 30 September.
45. The graduate's travel for a traineeship ought to be completed within 12 months (360 days) from completing studies, however, no later than on 30 September of the year following the year in which qualification for travel was conducted. The doctoral student's travel is possible until obtaining the doctoral degree (in case of education on doctoral studies) or until the day of submitting the doctoral dissertation (in case of education as part of the Doctoral School).
46. If the student/doctoral student is obliged to make payments for studies at PUM, he or she shall also be obliged to continue making these payments during the travel as part of the Programme.
47. In the course of the travel under the Programme, the student/doctoral student shall obtain material assistance benefits which they were entitled to at PUM.
48. Decision of the person qualified for the realization of the travel remains at the sole discretion of that person and ought to be made taking into consideration the current situation, including epidemiological situation in Poland and in the country to which the travel is realized.
49. Condition for commencement of the travel is the submission of:
    1. Learning Agreement for studies / Learning Agreement for traineeship,
    2. Financial Agreement for travel.
50. Commencement of the travel without signing the documents specified in subpoint 24 shall constitute a flagrant breach of the Programme principles.
51. The participant who, after signing the documents specified in subpoint 24 resigns from the travel is obliged to immediately notify DNiWZ and the hosting university/hosting institution to which they were assigned by email of their resignation.
52. If the student/doctoral student with an entitlement to social scholarship decides in favour of the travel with zero financing, they shall not be entitled to payment of financing or social allowance from the Programme resources.
53. Whenever the principles order delivery by the Participant of documents, he or she must deliver them in original in a written form or in an electronic form (bearing an eligible electronic signature - trusted profile is not equivalent to the eligible electronic signature). In justified cases, submission of documents in another form is allowed should their reliability not raise any doubts, whilst documents containing certification of final dates of mobility ought to be sent from the office mailbox of the person authorized on the side of the university / hosting institution.
54. **Principles of financing travels under the Programme**
55. Monthly rates of financing of travel for studies and travel for traineeship under the Programme are indicated on an annual basis by NA, based on guidelines issued by EC.
56. The number of travels that may be financed is determined by the level of funds designated for PUM by NA each year.
57. The division of funds designated for PUM by NA is carried out by the University Council for Division of Financial Resources, comprising:
58. Vice-Rector for Science,
59. Institutional Coordinator,
60. DNiWZ employee.
61. Financing of the travel granted under the Programme is designated to cover parts of costs related to the travel. The level of financing does not compensate all costs of travel and subsistence abroad. During travel, it may be necessary for the participant to also engage their own finances.
62. The level of granted financing shall be calculated according to the monthly financing rates, adequately to the duration of the financing period specified in the Agreement for Travel, calculated in the Beneficiary Module+ tool.
63. The period of financing of the travel for studies amounts to 150 days as a maximum for semester stays and 270 days as a maximum for two-semester stays. Above this period only additional days may be financed for green travel specified in subpoint 20. Financing will be granted to participants solely and exclusive for the actual period of stay in the country of the hosting university/hosting institution which shall be confirmed within the document constituting the list of credits, in the certificate of stay or in a separate document issued by the hosting university / hosting institution.
64. The possibility of travel without financing, thus, the so-called zero financing, shall be allowed.
65. All arrangements related to participation in the Programme and its financing shall be contained in the agreement for the travel concluded by PUM and the participant.
66. Prolonging of the initially agreed duration of the travel is possible, however, no financing may be granted for the period of prolongation.
67. In case of releasing the funds due to resignation from the travel, the University Council for Division of Financial Resources may decide to finance a larger number of travels (including travels with zero financing) or longer periods of travels subject to subpoints 5 and 6.
68. Introducing any changes to the agreement concluded between the participant and PUM concerning financing of the travel shall require signing an annex to the agreement.
69. Students/doctoral students entitled to obtaining social scholarships at PUM may obtain an additional amount of 250 EUR per each month of stay, regardless of the type of travel (social allowance).
70. A condition for obtaining the social allowance is documentation, on the last day of the term designated by PUM for submission of Applications for travel, holding a final decision issued by the PUM Scholarship Committee concerning granting social scholarship or social scholarship in an increased value, as specified in Art. 87 sec. 1 and 3 of the Act of 20 July 2018 - Higher Education Law.
71. Payment of social allowance is guaranteed in the period of financing of the travel agreed and saved in the agreement for the travel.
72. Obtaiing by the student/doctoral student the right to obtain social scholarship within the term specified by PUM for the submission of Application forms for travel shall not impose on PUM an obligation to grant the funding and to grant the social allowance.
73. The person holding a disability certificate may obtain an additional financing for the travel on account of the disability:
    1. at the level of 250 EUR for each month of stay, regardless of the type of travel or
    2. at the level equal to the anticipated additional cost of travel directly related to the disability.
74. The condition for obtaining additional financing as specified in subpoint 16 shall be the provision to DN iWZ of original current certificate concerning the degree of disability no later than on the last day of the term specified by PUM for submission of Application forms for the travel, and in the case specified in subpoint 16 letter b – also the submission of application for to NA as specified in subpoint 18, immediately after qualification for the travel.
75. The application for funding of the anticipated additional costs of travel directly related to the disability must be submitted to NA by means of DNIWZ. This application must be opinionated by the Institutional Coordinator and the Proxy for Disability Matters prior to its submission to DNIWZ. Within the application form one must consider additionally envisaged costs of travel directly related to the disability (i.e. the cost of guardian of the disabled person or the cost of didactic assistance necessary in the course of travel). The decision concerning granting additional financing and its value is undertaken by NA after consideration of the application. PUM notifies the mobility participant applying for financing on account of disability of the amount of additional support.
76. The person who obtains financing from NA of additional costs of travel directly related to the disability is obliged to settle the granted financing after returning from the travel through submitting to NA evidence confirming the amount of factually incurred additional travel costs.
77. In case of using sustainable means of transport, so-called green travel (train, bus, shared car, boat) students/doctoral students and graduates are entitled to obtaining a one-off individual support at the level of 50 EUR on account of meeting the requirements of green travel. The travel may be considered as green travel if sustainable means of transport are used in both ways and if it lasts at least 12 hours one way.
78. The participant travelling in green travel conditions is entitled to additional support for each day of the journey in such conditions but no more than 4 travel days.
79. The document which confirms fulfilment of green travel requirements is a statement of the participant using support on this account, indicating the means of transport and the number of days and hours of the journey in green travel conditions.
80. The participant using the support on account of green travel is obliged to store the journey evidence (in particular tickets) and present them at the request of PUM.
81. **Travels for studies and traineeships - recruitment**
82. The recruitment procedure is conducted by the University Qualification Committee for Recruitment Proceeding for student, doctoral student and graduate travel under the Erasmus+ programme, hereinafter referred to as UKK, comprises:
83. Vice-Rector for Science,
84. Institutional Coordinator,
85. relevant departmental coordinator for Erasmus+ programme,
86. dean or vice-dean indicated by him/Head of doctoral studies/Doctoral School Director
87. DNiWZ employee.
88. The recruitment proceeding is conducted once an academic year based on Applications for travel for studies/traineeship.
89. Application for travel for studies must be submitted to DNiWZ within the term specified by PUM in the academic year preceding the year in which the travel is planned. Applications submitted after the deadline will not be considered.
90. Exact terms for submission of Applications shall be available on PUM website.
91. Prior to submission of the Application one must familiarize with the offered programme of studies in the selected partner university and consult the possibility of preparing a learning agreement for studies with the relevant departmental coordinator.
92. An application for studies consists of:
    1. filled-out submission form in which one must indicate the university of first choice and the university of second choice,
    2. confirmation of command of a foreign language in which classes abroad will be held at the level required by the given partner university, specified in the interinstitutional agreement,
    3. additional documentation (if applicable):
93. documentation constituting the basis for granting additional points for the indicated scientific achievements,
94. disability degree certificate.
95. An application for traineeship consists of:
    1. filled-out application form,
    2. confirmation of acceptance for traineeship by the selected hosting institutions containing information about the scope of initial dates of leave and the language of the traineeship,
    3. Confirmation of command of a foreign language in which classes abroad will be held at the level required by the given hosting institution,
    4. additional documentation (if applicable):
96. documentation constituting the basis for granting additional points for the indicated scientific achievements,
97. disability degree certificate.

Application for travel for the traineeship planned after completion of studies must be submitted on the final year of studies.

1. Documents specified in subpoints 6 and 7 above ought to be delivered in the original, that is, in the written form in the form bearing an eligible electronic signature of a trusted profile signature (ePUAP). However, in the period of limited university functioning as well as during the periods specified in the separate rector’s ordinance, it is allowed to deliver documents in the form of scans via email.
2. Average of grades in case of studies and traineeships is calculated subject to maintaining the following principles;
   1. Average of grades for students, entered into the form by the dean’s office of the relevant department is counted from all the completed years of studies in a given degree preceding the recruitment for travel. For the calculation of the average of grades, all grades from exams specified in the curriculum of studies are summed up for all the completed years of studies in a given major and they are divided by the number of grades. In case of obtaining an unsatisfactory grade - from a given subject/module, average grade is calculated by summing up the grades from all terms and by dividing the sum by the number of grades (terms). The average grade is indicated with precision up to two decimal places after the comma.
   2. Average of grades for doctoral students entered into the form by the dean’s office/ Doctoral School Office is counted from all the completed years of studies in a given degree preceding the recruitment for travel. For the calculation of the average of grades, all grades from exams specified in the curriculum of studies/education are summed up for all the completed years of studies/education and they are divided by the number of grades. In case of obtaining an unsatisfactory grade - from a given subject/module, average grade is calculated by summing up the grades from all terms and by dividing the sum by the number of grades (terms). The average grade is indicated with precision up to two decimal places after the comma.
   3. In case of students and doctoral students of the first year, the average of grades is calculated from exams in the curriculum in the first semester of studies.
   4. If the student or doctoral student fails an exam within the winter examination session and thus, it is not possible to calculate an average of grades within the term designated for submission of application forms, he or she will not be qualified for the travel.
   5. If the plan of studies in the first semester does not envisage any exam and thus, it is not possible to calculate an average of grades then, in the case:
3. students are compared on account of the results obtained during recruitment for studies at PUM,
4. doctoral students - the average of grades is the average of grades entered into the application form by the Doctoral School Office which constituted the basis for admission to the Doctoral School.
5. A person meeting one of the below criteria may be exempt from the obligation to submit confirmation of command of foreign language:
6. within 5 last years of studies (calculating the year of submission of the application for travel) has realized or is realizing the travel for studies or traineeship under the Programme in the language required by the selected partner university and obtained confirmation of command of the language at the required level in the former classification or as a result of the first or second test of language proficiency in the OLS system,
7. is a student of the English programme and plans a travel to the partner university in which classes are held in English,
8. The language required by the selected partner university is that person’s native language.
9. The person whose application for studies or traineeship does not contain confirmation of command of a foreign language and does not meet the conditions specified in subpoint 8, shall enter the language exam conducted in SPNJO for the purposes of recruitment for travel under the Programme.
10. After the expiry of the term for submission of Application forms for studies and traineeship, PUM shall assign the terms of exams in individual languages the knowledge of which is required by the selected partner universities. The terms will be specified on PUM website.
11. UKK qualifies for the travel all persons who meet all the conditions specified in the hereby ordinance and the below conditions:
    1. Having an average of grades specified in subpoint 9 not lower than the average specified via the Rector’s message
    2. have correctly filled out the Application form for studies or traineeship for travel within the term designated by PUM,
    3. Have obtained a positive verification of the level of foreign language command required by the selected partner university) or have fulfilled one of the conditions specified in subpoint 10,
    4. in case of students of long-term master's studies - have completed the first year of studies.
12. The travel for traineeship in case of students and doctoral students cannot collide with the completion of studies/education within the term specified in the curriculum of studies.
13. Persons who, under the Programme, realize the travel for studies may realize the travel for traineeship during the same academic year provided that they have previously settled the travel for studies. The hereby consent shall be applied also when the travel for traineeship is realized first and then the travel for studies.
14. UKK grants the accepted persons points according to the following principles:
15. Average of grades specified in the subpoint 7 multiplied by 2 (i.e. Average at the level of: *4,25 x 2= 8,50 points)*,
16. 1 point for possessing scientific achievements obtained in the period of the realized degree of studies and at latest until the last day of the term designated by PUM for submission of Application forms for travel, in the form of:
17. Publication of a scientific article (individual or as a group work) in an IF reviewed journal, MNiSW gradation or in a non-IF reviewed journal or with MNiSW point; publishing of the work is factual date of publication in the journal submitted to the PUM Library (and not the date of acceptance for print)
18. active participation in the national or international congress/conference/symposium/scientific Olympics/scientific contest, symposium of student organizations, medical university, STN or scientific associations/confirmed by: poster, abstract, award, award etc.,
19. obtaining a national or foreign scientific grant financed from external sources,
20. gaining a national or international award for scientific achievements;
21. 0.75 points for the possibility of enhancing the command of the foreign language during the travel for studies,
22. 0.75 points for the possibility of learning a new culture and customs of the country in which the selected partner university is located.
23. The person who is the national of the country authorized to participate in the Programme is entitled to travel to the university in their native country, however, in the recruitment process the points indicated in subpoint 12 letters c and d shall not be considered. Whilst, in case when the language in which the travel for studies or traineeship is realized is the native language of the participant, the points specified in subpoint 12 letter c.
24. In case of studies, the number of vacancies in a given partner university is limited and depends on the arrangements made within the agreement concluded by PUM and the given partner university.
25. UKK, based on the granted points, establishes the list of qualified persons for the travel for studies, consisting of the basic list and reserve list. The priority of selection of the university in a given country is granted to the person with the higher number of obtained points.

The basic list is the list of persons whose travel will be covered by financing. In case when the limit of vacancies in a given major in the selected partner university is exhausted by persons with the higher number of points, the person from the basic list may change the choice of the partner university in the framework of the same country.

The reserve list of persons whose travel may be financed solely in case of occurrence of the financial reserve and subject to availability of the place in a given major in the selected partner university or in the selected country of travel.

1. UKK, based on the granted points, establishes the list of qualified persons for the travel for Internship, consisting of the basic list and reserve list. The basic list is the list of persons whose travel will be covered by financing. The reserve list is the list of persons whose travel may be financed solely in case of occurrence of the financial reserve
2. After the announcement of recruitment results for studies and traineeship persons from the reserve list have a possibility to undertake a decision about the travel with the so-called “zero financing” provided that vacancies on individual universities have not been occupied by persons who obtained a higher number of points. Readiness to travel with zero financing must be submitted in writing to DNiWZ no later than within the term specified by UKK.
3. In case of obtaining by more than one person of the same number of points, the place on the list will be determined by the below criteria according to the indicated order:
4. Year and degree of studies realized in the course of the conducted recruitment for the Programme - priority to persons with higher number of years of studies,
5. average of grades specified in the subpoint 9,
6. Number of obtained points for scientific achievements as specified in subpoint 16 letter b.,
7. number of points obtained during recruitment for studies at PUM.
8. The results of recruitment are communicated by DNiWZ to individual persons by way of email messages to the email indicated in the Application form for studies or for the traineeship. The basic list and the reserve list with points is stored in DNiWZ.
9. The decision of UKK may be appealed against to the rector. Such appeals must be submitted within 7 days from announcing the results of recruitment at PUM.
10. In case of resigning from the travel prior to its commencement the person qualified undertakes to submit or send a written resignation to DNiWZ.
11. In case of resigning from the travel for studies or traineeship of the persons from the basic list, their place will be granted to the persons from the reserve list with the second highest number of points.
12. In case of resigning during the travel, the participant is obliged to return to PUM within 7 days the relevant part of the scholarship, proportional to the part of unrealized stay abroad.