

**RULES OF THE ERASMUS+ EXCHANGE PROGRAMME
FOR STUDENTS, DOCTORAL STUDENTS AND GRADUATES
OF THE POMERANIAN MEDICAL UNIVERSITY**

The following rules regulate Erasmus+ studies and traineeships abroad for students, doctoral students and graduates of the Pomeranian Medical University.

1. General principles

- 1) The terms used in the principles of the Erasmus+ Programme at the Pomeranian Medical University in Szczecin have the following meaning:
 - a) Programme – the Erasmus+ Programme, the European Union's Programme in the field of education, training, youth and sport for the periods 2014-2020 and 2021-2027;
 - b) rules – Rules of the Erasmus+ Programme at the Pomeranian Medical University in Szczecin for students, doctoral students and graduates;
 - c) university or PUM – Pomeranian Medical University in Szczecin;
 - d) student – a full-time or part-time student of the first and second cycle studies
 - e) doctoral student – a participant in a PhD program and a person studying at the Doctoral School,
 - f) graduate – a person who has completed a full-time or part-time first, second and third cycle of studies (BA, MA and PhD or equivalent)
 - g) exchange – a study or traineeship abroad within the Erasmus+ Programme to the receiving university/institution in order to study or become a trainee within the Erasmus+ Programme.
 - h) mobility capital – total duration of all studies or traineeships abroad completed by a student/doctoral student at a given cycle of studies within the LLP-Erasmus and Erasmus+ Programmes: LLP-Erasmus and Erasmus+;
 - i) EC – the European Commission;
 - j) NA – the National Agency of the Erasmus+ Programme;
 - k) Beneficiary Module – a tool used by the EC in reporting and supporting the Erasmus+ Programme at PUM, which is used to calculate the grant for people studying abroad under the Programme, based on the monthly grant rates provided by the National Agency for Erasmus+, applicable in a given project;
 - l) OLS – Online Language Support – a free online language learning platform for Erasmus+ participants;

- m) partner university – a foreign university with which PUM has signed an inter-institutional agreement for the exchange of students/doctoral students;
 - n) receiving university – a partner university of PUM, which accepts a student/doctoral student of PUM for studies;
 - o) receiving institution – an institution which accepts a PUM student/doctoral student/graduate for traineeship;
 - p) study agreement – a bilateral agreement between the Programme participant and PUM, signed before the commencement of the study, which specifies in detail the conditions of granting financing for the study and the bilateral obligations;
 - q) Learning Agreement for studies – a tripartite agreement between the participant, PUM and the receiving university, concluded before the commencement of the study in order to ensure that the participant's learning outcomes achieved at the receiving university are recognised by PUM; this agreement is an annex to the study agreement;
 - r) Learning Agreement for traineeship – a tripartite agreement between the participant, PUM and the receiving institution concluded before the commencement of the traineeship in order to guarantee recognition by PUM of the learning outcomes achieved at the receiving institution; this agreement is an annex to the study agreement;
 - s) department coordinator – a plenipotentiary of the Dean of the respective university department for the Erasmus+ Programme; at the Faculty of Medicine and Dentistry there are two faculty coordinators: one for the medical unit and one for the medical-dental unit;
 - t) institutional coordinator – the Rector's representative for Erasmus+;
 - u) application – a set of documents required to be submitted in order to apply for the Erasmus+ Programme;
 - v) participant – student, doctoral student, or a graduate participating in the Erasmus+ Programme;
 - w) SPNJO – Centre for Foreign Language Teaching at PUM;
 - x) DNİWZ – Department of Science and International Cooperation.
- 2) The implementation of the program at PUM is handled by the Department of Science and International Cooperation (DNİWZ).
 - 3) All information regarding current policies and studying abroad can be found at www.pum.edu.pl.
 - 4) An institutional coordinator is appointed to undertake activities related to the running of the Programme, who coordinates all matters related to the functioning of the Programme at the University. Their scope of activity is specified in Appendix 1 of the Rules.

- 5) Apart from the institutional coordinator referred to in point 4, department coordinators for the Erasmus+ Programme have been appointed, whose scope of activity is specified in Appendix 2 of the Rules. There are two departmental coordinators at the Faculty of Medicine and Dentistry: for medicine and for dentistry.
- 6) The Programme applies only to partner universities.
- 7) The number of places at a given partner university is limited and depends on the arrangements in the agreement concluded between PUM and the given university.
- 8) Traineeship Programme applies to partner universities, a receiving institution or another institution.
- 9) Any PUM student/doctoral student may apply for a study/traineeship within the Programme's educational mobility between the Programme countries.
- 10) Each PUM graduate may apply for a traineeship in a country participating in the Programme.
- 11) During first-cycle or second-cycle studies and doctoral studies or at the Doctoral School, the mobility capital shall be 12 months, and during uniform master's studies – 24 months. The duration of the graduate trip is included in the mobility capital at the level of study during which the graduate was qualified for the Programme.
- 12) Study at the receiving university may last from 3 to 12 months between 1 June in the year when the student was admitted and the 30 September of the following calendar year.
- 13) Traineeship at the receiving institution may last from 2 to 12 months.
- 14) A Programme participant must meet the following conditions:
 - a) be a student, doctoral student or graduate of PUM,
 - b) be a citizen of a country participating in the Programme or have a permanent residence or refugee status in Poland,
 - c) not to be on Dean's leave during the study or traineeship,
 - d) in the case of study abroad – to have completed the second year of a uniform Master's degree Programme, or the first year in the case of other studies, no later than on the day of departure,
 - e) to have sufficient command of the foreign language to be able to study at a partner university or to take part in a traineeship at a receiving institution.
 - f) the mobility capital referred to in subsection 11 has not been used up.
- 15) Studies within the Programme are possible under the condition of completing the year of study immediately preceding the year in which the departure is planned, in accordance with the applicable Rules of Studies/Regulations of PhD Studies/Regulations of the Doctoral School at PUM.
- 16) In the case of students and doctoral students in their final year of studies, studies abroad may last one semester (winter semester), unless that is not possible due to differences in the curricula of both universities. The decision concerning the approval of studies abroad in the summer semester is made by the Dean for students, by the Head of Doctoral Studies for doctoral students, and by the Head of Doctoral School for respective doctoral students. In the case of students of the Faculty of Medicine, studies abroad in the final

year of study may last longer than one semester, on condition that the Dean of the department approves a Learning Agreement for studies.

- 17) In justified cases, the Dean/Head of Doctoral Studies/Head of the Doctoral School may refuse permission for the student's/doctoral student's departure despite a prior signing of a Learning Agreement for studies/traineeship. He/she shall inform the student / doctoral student of this in writing, indicating the reasons for the lack of consent.
- 18) Study at the receiving university may last between 1 June in the year when the student was admitted and the 30 September of the following calendar year.
- 19) The Head of Doctoral Studies / Head of the Doctoral School may, at the request of the doctoral student, grant permission for the trip to be carried out in the following academic year in the period not later than 30 September.
- 20) The traineeship of a graduate should end within 12 months of the completion of the studies at PUM, but no later than September 30 of the year following the year in which the participant was admitted to the Programme. The departure of a doctoral student is possible until the completion of the doctoral degree (in the case of doctoral education) or until the date of submission of the dissertation (in the case of education within the Doctoral School).
- 21) If a student / doctoral student is obliged to pay fees for studies at PUM, they are also obliged to continue paying these fees during their studies within the Programme.
- 22) During studies abroad within the Program, a student / doctoral student receives the financial aid benefits to which they are entitled at PUM.
- 23) The decision of a participant to study abroad is the sole responsibility of that person and should be made taking into account the current situation, including the epidemic situation in Poland and in the host country.
- 24) The participant must sign:
 - a) Learning Agreement for studies / traineeship
 - b) Agreement between the participant and PUM
- 25) Starting studies abroad without signing the documents mentioned in sub-section 24 is a gross violation of the Erasmus+ rules.
- 26) A participant who resigns from studies abroad after signing the agreements referred to in subsection 24 is obliged to immediately inform DNiWZ and the receiving university / institution to which they have been assigned, about their resignation by e-mail.
- 27) If a student/doctoral student who has the right to a maintenance grant decides to go with zero grant, he/she is not entitled to a grant and social allowance from the Programme resources.

2. Principles of financing studies abroad under the Programme

- 1) Monthly funding rates for the Programme's study and traineeships are indicated annually by the National Agency, based on EC guidelines.
- 2) The number of individual studies that may be funded depends on the amount of funds annually allocated to the University by NA.

- 3) The distribution of funds provided to the University by NA shall be made by the PUM's Financial Committee, consisting of:
 - a) Vice-Rector for Scientific Affairs
 - b) Institutional Coordinator, and
 - c) DNiWZ employee

- 4) Grants awarded under the Programme are intended to cover the part of the costs related to the studies abroad. The grant does not cover the full costs of travel and living abroad. It may be necessary for the participants to contribute their own financial means during the study period.

- 5) The amount of the grant is calculated according to the monthly rates, and according to the duration of the funding period written in the agreement between the participant and PUM, as calculated in ...

- 6) The funding period for studies abroad is a maximum of 5 months for semester stays and a maximum of 9 months for two-semester stays. The grant will be available to the participant only for the time of their actual stay in the country of the receiving university / institution, as confirmed in the transcript of records, certificate of attendance or a separate document issued by the receiving university / institution.

- 7) It is also possible for a participant to take part in the Programme without a grant, i.e. with a so-called zero grant.

- 8) All arrangements related to participation in the Programme and its financing are included in the agreement between PUM and the participant.

- 9) Extension of the originally agreed duration of the study period is possible; however, no financial support will be provided for the duration of the extension.

- 10) If funds are not used due to the participant's resignation, the University Financial Committee may decide to finance more studies abroad (including zero-grant studies) or longer studies subject to subsections 5 and 6.

- 11) Introduction of any changes to the agreement concluded between the participant and PUM concerning the financing of the studies abroad requires a signed annex to the agreement.

- 12) Students /
doctoral students entitled to a PUM maintenance grant may receive an additional €250 for each month of stay, regardless of whether it is study or traineeship (maintenance bonus).
- 13) In order to receive the grants referred to in subsection 12, a student must submit, no later than the last day of the deadline set by PUM for submitting Erasmus applications, a valid decision of the PUM Grant Committee awarding a maintenance grant or a maintenance grant of increased amount referred to in Article 87, item 1 and 3 of the Law on Higher Education and Science.
- 14) Payment of the maintenance bonus is guaranteed during the period of the studies abroad as established and specified in the agreement between the participant and PUM.
- 15) A student / doctoral student acquiring the right to receive a maintenance grant after the deadline set by PUM for submitting applications for studies abroad, does not oblige PUM to grant a maintenance grant or bonus.
- 16) Persons with a disability certificate may also apply for an additional grant on the basis of their declared disability
- a) of €250 for each month of stay, regardless of whether it is study or traineeship or
 - b) a sum based on financial evidence necessary to calculate the additional costs related to their disability
- 17) In order to receive the subsidy referred to in subsection 16, the applicant must provide DNiWZ with an original and valid certificate of disability no later than the last day of the deadline set by PUM for submitting applications, and in the case mentioned in subsection 16 b submit an application to NA (mentioned in subsection 18) for financing the additional costs directly related to the disability immediately after being admitted to the Programme.
- 18) A request for funding for anticipated additional travel costs directly related to a disability is submitted to NA through DNiWZ. Such a request must be reviewed by the Institutional Coordinator and the Disability Rights Officer before it is submitted to DNiWZ. The application should include additional anticipated costs of the trip directly related to the disability (e.g. the cost of the disabled person's caretaker or the cost of

teaching aids necessary during the stay abroad). Decision on awarding additional subsidy and its amount is taken by NA after examination of the application. The University will inform the mobility participant applying for a disability grant about the amount of additional support.

19) A person to whom the NA granted a subsidy for the anticipated additional costs of the trip directly related to the disability is obliged to account for the granted subsidy after the trip has been completed, submitting to the NA evidence of the amount of the actually incurred additional costs of the trip.

In case of using sustainable means of transport, so called green travel (train, bus, shared car, boat), students/doctoral fellows and graduates are entitled to receive a one-time individual support of 50 € for meeting the green travel requirements. Proof of meeting green travel requirements will be a statement signed by the person receiving the travel grant. The statement should indicate the means of transport and the number of travel days. The participant is obliged to keep the proof of travel (tickets) and present it to the University for inspection upon request.

3. Studying abroad – recruitment.

- 1) The recruitment procedure is conducted by the University Recruitment Committee, hereinafter referred to as UKK, for the mobility of students, doctoral students and graduates within the Erasmus+ Programme, consisting of:
 - a) Vice-Rector for Scientific Affairs
 - b) the Institutional Coordinator referred to in point 1 item 4,
 - c) the relevant Departmental Coordinator for the Erasmus+ Programme,
 - d) Dean or designated Vice-Dean / Head of Doctoral Studies / Head of the Doctoral School
 - e) DNiWZ employee.
- 2) The recruitment procedure is conducted once per academic year and concerns the submitted applications.
- 3) AN application should be submitted to DNiWZ by the deadline set by PUM, in the academic year preceding the year in which the study period is planned. applications will not be accepted after the deadline.
- 4) Exact deadlines for submitting the applications are given on the PUM website (Studies – tab: Erasmus+).
- 5) Before submitting the application, you should read the curriculum offered at the selected partner university and consult with the relevant Departmental Coordinator whether it is possible to prepare a Learning Agreement for studies.
- 6) The study application consists of:

- a) a completed application form indicating the first-choice university and the second-choice university,
 - b) confirmation of knowledge of the foreign language in which classes will be conducted abroad at the level required by the selected partner university, as specified in the inter-institutional agreement,
 - c) additional documentation (if applicable):
 - i. documentation that forms the basis for awarding additional points for demonstrated scholarly achievement
 - ii. disability certificate.
- 7) The traineeship application consists of:
- a) a completed application form indicating
 - b) potwierdzenie przyjęcia na praktykę przez wybraną instytucję przyjmującą, zawierające informację o zakresie wstępnych dat wyjazdu oraz języku praktyki,
 - c) confirmation of knowledge of the foreign language in which classes will be conducted abroad at the level required by the selected institution
 - d) additional documentation (if applicable)
 - i. that forms the basis for awarding additional points for demonstrated scholarly achievement
 - ii. disability certificate.
- 8) The documents referred to in subsections 6 and 7 should be delivered as originals, i.e. on paper, or in a form provided with a qualified electronic signature or 'trusted signature' (ePUAP). However, during the period of limited operation of PUM, as well as during periods indicated in a separate order of the Rector, it is permissible to deliver documents in the form of scans.
- 9) The grade point average is calculated using the following rules:
- a) The students' grade point average, entered into the form by the Dean's Office of the relevant department, is calculated from all completed years of study preceding the recruitment for the Programme. In order to calculate the average, all grades from examinations in the study plan for all the completed years of study in the given field of study are summed up and divided by the number of these grades. If a student receives a fail grade from a given course/module – the grade average is calculated by summing the grades from all the terms and dividing the sum by the number of grades (terms). The average grade is given to two decimal places.
 - b) The doctoral students' grade point average, entered on the form by the Doctoral School Office, is calculated from all the completed years of study / education of a given degree preceding the recruitment for the trip. To calculate the average, all

the grades from exams included in the study / education plan for all the completed years of study / education are added together and divided by the number of these grades. If a student receives a fail grade from a given course / module – the grade average is calculated by summing the grades from all the terms and dividing the sum by the number of grades (terms). The average grade is given to two decimal places.

- c) In the case of first-year students and doctoral students, the grade point average is calculated from the examinations scheduled in the first semester of study.
 - d) If a student or a doctoral student does not pass the examination scheduled in the winter examination session, and thus it is not possible to calculate the average within the deadline for submitting the applications, they will not be qualified for the trip.
 - e) If no examination is included in the study plan in the first semester and thus no average can be calculated, then:
 - i. for students, the results obtained in PUM enrollment are compared,
 - ii for doctoral students, the grade point average entered on the form by the Doctoral School Office, which was the basis for admission to the doctoral program / doctoral school, is used as the grade point average.
- 10) A person who meets one of the following conditions may be exempted from submitting proof of language proficiency in the application form:
- a) over the last 5 years of study (including the current year) has completed or is completing a study or traineeship under the Programme in the language required by the selected partner university and has obtained certification of language proficiency at the required level in a previous classification or as a result of the first or second language proficiency test in the OLS system,
 - b) is a student in an English-speaking program and plans to go to a partner university where classes are conducted in English,
 - c) the language required by the selected partner university is their native language.
- 11) A person whose application does not include proof of knowledge of a foreign language and who does not meet the conditions specified in item 8, must take a language examination conducted at SPNJO for the purpose of the recruitment procedure for the Programme.
- 12) After the deadline for submitting applications, PUM will set the dates for examinations in particular foreign languages, the knowledge of which is required by selected partner universities. The dates will be given at the PUM website.
- 13) UKK recruits persons who jointly meet the conditions specified in the general rules described in item 1. 1 and the following conditions:
- a) have submitted a properly completed application by the deadline set by PUM

- b) have a grade point average, referred to in item 7, not lower than the average determined by the Rector's announcement,
 - c) obtained a positive verification of proficiency in the foreign language required by the chosen partner university (the level of language proficiency is verified by an examiner appointed by SPNJO on the basis of documentation submitted in the application Form or on the basis of an examination) or has met one of the conditions mentioned in item 8,
 - d) in the case of full-time Master's students, to have completed the first year of study.
- 14) In the case of students and doctoral students, going on an internship cannot interfere with the completion of studies/education by the deadline specified in the study plan.
- 15) Persons who are taking part in a study mobility within the framework of the Programme may take part in a traineeship within the same academic year provided that the study mobility has been successfully completed beforehand. This rule also applies when the traineeship is followed by a study visit.
- 16) UKK awards points to qualified persons according to the following rules:
- a) the grade point average referred to in item 7, multiplied by 2, (*e.g. average of: $4.25 \times 2 = 8.50$ points*),
 - b) 1 point for having academic achievements during the current cycle of study and at the latest by the last day of the deadline set by PUM for the submission of applications, in the form of:
 - i. publication of a scientific article (individually or as a collective work) in a peer-reviewed journal with IF, MNI_{SW} scores, or in a peer-reviewed journal without IF or with MNI_{SW} scores; the actual date of publication in the journal reported to the PUM Library (and not the date of acceptance for publication) is considered as publication of the work,
 - ii. active participation in a national or international congress / conference / symposium / congress / science Olympiad / scientific competition symposium of student organizations, medical universities, STN or scientific societies / proved by: poster, abstract, award, honorable mention, etc.
 - iii. obtaining a domestic or foreign research grant funded by external sources,
 - iv. winning a national or international award for scholarly achievement;
 - c) 0.75 point for the opportunity to deepen foreign language skills during the studies abroad,
 - d) 0.75 point for the opportunity to learn a new culture and customs of the country where the partner university chosen by the candidate is located.

- 17) A person who is a citizen of the country eligible in the Programme is entitled to go to a university in their home country, however, in the recruitment process the points indicated in subsection 12 points c and d are not taken into account. However, if the language of study is their mother tongue, subsection 12 point c will not be taken into account.
- 18) The number of places at a given partner university is limited and depends on the arrangements in the agreement concluded between PUM and the given university.
- 19) The UKK, on the basis of the awarded points and the limits of places in a given field of study at partner universities in selected countries, establishes a list of persons qualified for the Programme, consisting of a core list and a standby list. The person with the highest number of points has priority in choosing a university in a given country.
- The core list is a list of persons whose study will be subsidized. In a case when the limit of places in a given field of study at a chosen partner university is used up by persons with higher number of points, a person from the core list may change the choice of partner university within the same country.
- The standby list is a list of persons whose studies abroad may be financed if there are available funds remaining and provided that a place is available in a given field of study at a selected partner university or in a selected country.
- 20) Based on the scores awarded, UKK determines a list of persons qualified for the placement, consisting of a basic list and a standby list. The basic list is a list of participants whose stay abroad will be supported with grants. The stand-by list is a list of participants whose trip can be subsidized only in case of a financial reserve.
- 21) After the results of the recruitment process are announced, the persons from the standby list may decide to go with a so called "zero-grant", provided that the places at particular universities are not taken by persons who obtained a higher number of points. The willingness to study with a zero-grant should be reported in writing to DNiWZ no later than within the deadline set by UKK.
- 22) If more than one person receives the same number of points, the following criteria will determine placement on the list in the following order:
- a) the year and degree of studies completed during the recruitment process to the Programme - priority for persons from senior years,
 - b) the grade point average referred to in subsection 9,
 - c) the number of points earned for academic achievement as referred to in subsection 16 point b,
 - d) the number of points obtained in the recruitment to studies at PUM.
- 23) DNiWZ shall inform individuals of the results of recruitment by email to the address the students provided in the application form.

- 24) The decision of the UKK may be appealed to the Rector, and which must be filed within 7 days of the announcement of the recruitment results on the PUM website.
- 25) In the case of resigning from the studies abroad before they begin, the participant is obliged to submit or send a written resignation to DNiWZ.
- 26) In the case of resignation of a person included in the core list, their place is taken by a person from the standby list with the next highest number of points, provided that the limit of places in the university selected by that person has not been reached.
- 27) In the case of resignation during study, the participant is obliged to return to the University, within 7 days, that part of the grant proportional to the part of the stay abroad which has not been completed.

4. Obligations associated with the studies under the Priogramme

- 1) Prior to departure for study, the student / doctoral candidate is required to:
 - a) familiarize themselves with the application procedure for the receiving university and complete it in accordance with the required deadlines,
 - b) establish the contents of the agreement on the Curriculum with the appropriate Departmental Coordinator / Head of Doctoral Studies / Head of the Doctoral School and the person responsible at the receiving institution, to sign the document and obtain an approval from the Dean / Head of Doctoral Studies / Head of the Doctoral School and the responsible person at the receiving institution, and to deliver it to DNiWZ no later than 14 days before the final date set by the receiving institution; when establishing the provisions of the agreement on the Curriculum, one should take into account the requirement of obtaining at the receiving institution, similar educational results stipulated for a given field of study at PUM, applying the principle of minimizing curriculum differences,
 - c) obtain a European Health Insurance Card,
 - d) purchase personal accident and liability insurance for the duration of the study period to the extent specified in the agreement with PUM,
 - e) obtain a visa if one is required in the receiving country,
 - f) if one wishes to receive an OLS language course, refer their request for license to DNiWZ,
 - g) provide proof of completion of the year of study preceding the period of study abroad,
 - h) sign an agreement with PUM
 - i) collect a certificate from DNiWZ confirming the amount of the grant,
 - j) complete the first OLS language proficiency test.
 - k) Sign a privacy statement regarding the processing of his/her personal data before entering the data in the Erasmus+ electronic mobility management system.

A student / doctoral student who fails to meet the aforementioned obligations will not be allowed to begin the study abroad.

- 2) It is recommended that the participant provides an ICE (In Case of Emergency) contact to DNiWZ and register on the Odyseusz portal for people going abroad, run by the Ministry of Foreign Affairs, before they leave for their studies.
- 3) Upon arrival at the receiving university, the participant is obliged to:
 - a) send to DNiWZ within 14 days of the start of the studies a confirmation of the start of their stay at the receiving university and their current contact details,
 - b) if, upon arrival at the receiving university, it becomes apparent that the arrangements of the Learning Agreement for studies cannot be fulfilled, the participant should report the proposed changes to the agreement to the appropriate departmental coordinator within 5 weeks of the date of commencement of classes. The approval of the coordinator of the receiving university, the appropriate departmental coordinator, and the Dean / Head of Doctoral Studies / Head of the Doctoral School is required to approve the changes.
- 4) Upon completion of the study abroad, the participant must, within the time period specified in the agreement with PUM:
 - a) provide DNiWZ with the final part of the Learning Agreement for studies (After the mobility) issued by the receiving university, including the dates of stay at the receiving university and the transcript of records; these may be two separate documents: a certificate confirming the dates of stay at the university and the transcript of records,

The documents referred to above should be delivered as originals, i.e. on paper, or electronically and provided with a qualified electronic signature or a trusted signature (ePUAP). However, during the period of limited operation of the University, as well as during periods indicated in a separate order of the Rector, it is permissible to deliver documents in the form of scans.
 - b) complete an individual report of online class participation
- 5) Failure to fulfill the obligations referred to in item 3 point c and item 4, obliges the participant to return the entire amount of the grant paid, and in the case of students – it also constitutes a failure to complete the period of study at the receiving university.
- 6) Gross violation of the rules of the Erasmus+ Programme by a participant may constitute grounds to initiate disciplinary proceedings against a participant who is a student or a doctoral student.

5. Credit for the period of studies completed at the receiving university

- 1) Credit for the period of study completed at the receiving university is given by the Dean / Head of Doctoral Studies / Head of the Doctoral School, based on:
 - a) Learning Agreement for studies,

- b) transcript of records obtained from the receiving university
- c) certificate confirming the dates of stay.

2) If the ECTS credits obtained by the student / doctoral student at the receiving institution are lower than those specified in the agreement on the Curriculum, the Dean / Head of Doctoral Studies / Head of the Doctoral School may oblige the student / doctoral student to make up the difference, specifying the conditions for doing so.

6. Obligations associated with the traineeship under the Programme

- 1) Prior to departure for study, the student / doctoral candidate is required to:
 - a) obtain a signed letter of intent from the receiving institution
 - b) establish the contents of the agreement on the Curriculum with the appropriate Departmental Coordinator / Head of Doctoral Studies / Head of the Doctoral School and the person responsible at the receiving institution, to sign the document and obtain an approval from the Dean / Head of Doctoral Studies / Head of the Doctoral School and the responsible person at the receiving institution, and to deliver it to DNiWZ no later than 14 days before the final date set by the receiving institution; when establishing the provisions of the agreement on the Curriculum, one should take into account the requirement of obtaining at the receiving institution, similar educational results stipulated for a given field of study at PUM, applying the principle of minimizing curriculum differences,
 - c) obtain a European Health Insurance Card,
 - d) purchase personal accident insurance for the tasks performed by the participant (covering at least damages incurred by the participant in the workplace) and liability insurance (covering damages caused by the participant in the workplace) for the duration of the traineeship to the extent specified in the agreement with PUM,
 - e) obtain a visa if one is required in the receiving country,
 - f) if one wishes to receive an OLS language course, refer their request for license to DNiWZ,
 - g) provide proof of completion of the year of study preceding the period of study abroad,
 - h) sign an agreement with PUM
 - i) collect a certificate from DNiWZ confirming the amount of the grant
 - j) complete the first OLS language proficiency test

A student / doctoral student who fails to meet the aforementioned obligations will not be allowed to begin the traineeship abroad.

- 2) It is recommended that the participant provides an ICE (In Case of Emergency) contact to DNiWZ and register on the Odyseusz portal for people going abroad, run by the Ministry of Foreign Affairs, before they leave for their studies.
- 3) Upon arrival at the receiving university, the participant is obliged to:
 - a) send to DNiWZ within 14 days of the start of the studies a confirmation of the start of their stay at the receiving institution and their current contact details,
 - b) if, upon arrival at the receiving university, it becomes apparent that the arrangements of the Traineeship Agreement cannot be fulfilled, the participant should report the proposed changes to the agreement to the appropriate departmental coordinator within 5 weeks of the date of commencement of classes. The approval of the coordinator of the receiving institution, the appropriate departmental coordinator, and the Dean / Head of Doctoral Studies / Head of the Doctoral School is required to approve the changes.
- 4) Upon completion of the traineeship abroad, the participant must, within the time period specified in the agreement with PUM:
 - a) provide DNiWZ with the final part of the Traineeship Agreement for studies (After the mobility) issued by the receiving institution, including the dates of stay at the receiving institution and the certificate of completion of the traineeship course in English

The documents referred to above should be delivered as originals, i.e. on paper, or electronically and provided with a qualified electronic signature or a trusted signature (ePUAP). However, during the period of limited operation of the University, as well as during periods indicated in a separate order of the Rector, it is permissible to deliver documents in the form of scans.
 - b) complete an individual report of online class participation
- 5) Failure to fulfill the obligations referred to in subsection 3 point c and subsection 4, obliges the participant to return the entire amount of the grant paid, and in the case of students – it also constitutes a failure to complete the traineeship abroad.
- 6) Gross violation of the rules of the Erasmus+ Programme by a participant may constitute grounds to initiate disciplinary proceedings against a participant (a student or a doctoral student).

7. Credit for the traineeship period completed at the receiving institution.

Credit for the period of traineeship completed by a student / doctoral student at the receiving institution is granted by the Dean / Head of Doctoral Studies / Head of the Doctoral School, based on:

- a) the traineeship agreement,
- b) a certificate of completion of traineeship issued by the receiving institution.

8. Admission of students and doctoral students from foreign universities

- 1) Before arriving at the University, a participant must send an application to DNiWZ, within the deadline specified on the PUM website (website in English, tab: Erasmus+).
- 2) A student / doctoral student at a partner university must also send the study/traineeship and other required documents indicated on the PUM website (website in English, tab: Erasmus+), and, if necessary, additional documentation indicated by DNiWZ.
- 3) The Learning Agreement for studies is reviewed and approved by the appropriate Departmental Coordinator and the Dean / Head of Doctoral Studies / Head of the Doctoral School.
- 4) The traineeship agreement is reviewed and approved by the appropriate Departmental Coordinator in consultation with the receiving unit at PUM.
- 5) Within 5 weeks after completing the period of study at the University, the student / doctoral student receives a transcript of records and a certificate confirming the period of study at PUM, whereas after completing the traineeship, the student / doctoral student receives a certificate confirming completion of the traineeship.

prof. dr hab. Bogusław Machaliński
PUM rector

Annex to the "The rules of the Erasmus+ Programme for students, doctoral students, and graduates at the Pomeranian Medical University in Szczecin"

Scope of activity of departmental coordinators for the Erasmus+ Programme at the Pomeranian Medical University in Szczecin:

- 1) Issuing opinions on Intercollegiate Agreements submitted for signature to the authorities after the faculty coordinator's verification from the point of view of the specificity of a given university and comparison of the offered curriculum of studies with that at PUM in order to determine the possibility of the exchange and determination of its principles ensuring the achievement of convergent educational results in accordance with the guidelines of the Bologna process.

- 2) Monitoring progress in the implementation of Erasmus+ and presenting the current status of Erasmus+ implementation to the University authorities,
- 3) Analysing the potential for Erasmus+ development at individual departments of PUM.
- 4) Advising on the preparation of teaching courses in English.
- 5) Establishing cooperation with foreign partners in the context of developing the Erasmus+ Programme,
- 6) Close cooperation with faculty coordinators in the implementation of the Erasmus+ Programme.
- 7) Participation in recruitment committees aiming at qualifying participants for mobility, including decisions concerning distribution of financial resources.
- 8) Signing/accepting documentation concerning the Erasmus+ Programme, e.g. documents to the National Agency.
- 9) Promoting PUM on the international arena.