

**The Academy rules for the Realization of the Erasmus + Program at the Aleksander
Zelwerowicz National Academy of Dramatic Art in Warsaw
regarding mobility through the KA-107 - call 2019 Erasmus + Program – mobility
between partner countries**

I. GENERAL RULES

1. Within the document the following names:
 - a) the Academy – will be understood as the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw,
 - b) National Agency – will mean the Foundation for the Development of the Education System (FRSE) - the National Agency of the Erasmus + program acting on behalf of the European Commission
 - c) Call for applications – will signify the financial agreement from 2019 concluded between the Academy and the National Agency for the implementation of the Educational Mobility project within the higher education sector with partner countries, Action 1: Educational Mobility "
2. In 2019 the Academy obtained funds for the implementation of mobility with Ukraine.
3. Mobility of students and teacher/staff is financed from the funds of the Erasmus + program - KA-107 – 2019 call agreement.
4. Exchange of teachers and students under the Erasmus + KA-107 program may take place only with universities listed in the KA-107 project from 2019, for which the Academy has received funding.
5. List of universities with which the Academy has a bilateral agreement is available at <http://www.atb.edu.pl>
- 5a. Types of mobility:
 - a) STA mobility: teaching periods. This activity allows HEI teaching staff or staff from enterprises to teach at a partner HEI abroad. Staff mobility for teaching can be in any subject area/academic discipline
 - b) STT mobility: training periods. This activity supports the professional development of HEI teaching and non-teaching staff as well as the development of involved institutions. It may take the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI, or at another relevant organisation abroad
 - c) SMS mobility: a study period abroad at a partner higher education institution (HEI). The study period abroad must be part of the student's study programme. A study period abroad may include a traineeship period as well.
 - d) SMP mobility: a traineeship (work placement) abroad in an enterprise or any other relevant workplace.
6. The following types of mobility will be implemented under the 2019 KA-107 agreement:
 - partner university student mobility where a student comes to the Academy as part of his/her studies (student mobility for studies - 1 place)
 - partner university teacher/employee mobility where a teacher/employee comes to the Academy to teach (staff mobility for teaching - 1 place)
 - Academy teacher mobility where a teacher from the Academy goes to a foreign university to teach (staff mobility for teaching - 1 place)

7. In cases where additional funds have been obtained it is possible to organize a greater number of mobilities, provided that the minimum and maximum duration of the mobility specified in the Erasmus + Program Guide is respected.
8. Organization of mobilities other than those specified in point 6 is permitted, if the principles of the financial agreement that the Academy has signed with the National Agency are respected.
 - 8a. It is allowed to transfer between budget categories specified in the financial agreement concluded by the Academy with the National Agency and to change the direction of transfers in the field of mobility (from incoming mobility to outgoing mobility; from outgoing mobility to incoming mobility), respecting the principles of the financial agreement that the Academy signed with the National Agency.
 - 8b. In the case of the transfers referred to in point 8a, the number of places referred to in point 6 may change.
 - 8c. The transfers referred to in point 8a may be conducted with the consent of the sending and receiving university. The agreement may be expressed in written form (including e-mail) or orally.
9. Individual beneficiaries (teacher and students) apply for mobility at their home universities.
10. Students and teachers/employees who come to the Academy from a partner university will be provided by the Academy with funding (individual support and a lump sum for travel) covered by a financial agreement that the Academy has signed with the National Agency.
11. For the first study cycle students and the second study cycle students, the total duration of the mobility period, including prior experiences under Erasmus program (the so-called "mobility capital"), may not exceed 12 months within a given cycle of study, including participation with a zero-grant from EU funds. With respect to the students of one-cycle master programme, the total duration of the mobility period, including prior experiences under Erasmus program (the so-called 'mobility capital'), may not exceed 24 months, including participation with a zero-grant from EU funds.
12. All mobility covered by the KA-107 financial agreement should end no later than 6 weeks before the end of the financial contract which the Academy has signed with the National Agency, with the exception of exceptional situations approved by the Vice-Rector of the Academy responsible for Branch Campus. The end date of a mobility should be agreed upon with the Erasmus + Program Coordinator at the Academy, Bialystok branch.

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IV. GENERAL RULES CONCERNING TEACHERS AND STUDENT MOBILITIES AS PART OF THE 2019 KA-107 AGREEMENT

1. As part of the realization of the Erasmus+ Program – 2019 call KA-107 the Academy will receive students from a partner university for a student mobility for studies (realization of a part of studies).
2. The number of mobilities discussed in pt. 1 is 1.
3. As part of the realization of the Erasmus+ Program – 2019 call KA-107, the Academy will receive teachers/employees from a partner university for a mobility STA (staff mobility for teaching).
4. The number of mobilities discussed in pt. 3 is 1.

5. Organization of mobilities other than those specified in point 3 is permitted, if the principles of the financial agreement that the Academy has signed with the National Agency are respected.
 - 5a. The mobility abroad can combine teaching (STA) and training activities (STT).
 - 5b. A teaching activity has to comprise a minimum of 8 hours of teaching per week (or any shorter period of stay). If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week.
 - 5c. If the teaching activity (STA) is combined with a training activity (STT) during a single period abroad, the minimum number of hours of teaching per week (or any shorter period of stay) is reduced to 4 hours.
 - 5d. The exact number of hours to be worked out at the partner university will be specified in the Staff Agreement for Teaching and the financial agreement concluded by the Academy with the teacher.
6. Individual beneficiaries (students and teachers) apply for mobility at their university.
7. In student mobilities for studies, partner university students are obligated to study at the Academy for a period of at least 3 months. The maximum stay of such a student is 5 months.
8. Mobility discussed in pt. 3 lasts for 6 working days.
 - 8a. Maximum one day before the mobility period or a maximum one day after the mobility period mentioned in pt. 8 will be added for the travel to the mobility period. The funding (individual support) will be paid to the teacher/employee for this one day.
 - 8b. In the event of having free funds as part of a tender (e.g. in connection with the implementation of a smaller number of mobility than specified in part I point 6 of these regulations or in connection with the transfers referred to in part I point 8a of these regulations), it is allowed to increase the number of mobility days referred to in point 8, respecting the rules of the financial agreement signed by the Academy with the National Agency.
9. Mobilities discussed in pts. 1 and 3 must end no later than 6 weeks before the termination date for the agreement signed between the Academy and the National Agency concerning that given project, with the exception of exceptional situations approved by the Vice-Rector of the Academy responsible for Branch Campus. The project end date should be discussed with the Erasmus Plus Program Coordinator at the Academy.

V. UNIVERSITY RULES FOR THE RECRUITMENT AND STAYS OF STUDENTS VISITING AS PART OF THE 2019 KA-107 AGREEMENT:

1. Students who would like to realize a part of their studies at the Academy (student mobility for studies) are obligated to take part in a recruitment process and to send in their application along with all pertinent documents before the following deadlines:
 - a. **Until December 23, 2019** – recruitment deadline for the summer semester of the 2019/2020 year
 - b. **Until May 31, 2020** – recruitment deadline for the winter semester of the 2020/2021 year
2. Incoming students should:
 - represent a field of study connected with the puppet theater
 - send their complete documentation to the email address of the Białystok Branch Erasmus Plus Program Coordinator including official nomination issued by their home university; application (cover letter), CV/resume, a portfolio (including at least one

video or video link with the presentation of artistic realizations in line with the field of study); a Learning Agreement proposal, a transcript of records from their home university and a statement disclosing the number of previously completed mobilities and confirming familiarization with the principles of the KA-107 Erasmus Plus Program. The statement form is available for download from the Białystok Branch Academy website (<https://atb.edu.pl/erasmus-incoming-ka-107/>) or can be obtained at the Erasmus Plus Office in Białystok.

- students applying to the Academy should be able to communicate in English at a B2+ level or in Polish at a C1 level;
 - English-speaking students can select their courses from the program available at www.atb.edu.pl;
 - students with very good Polish can select their courses from the program of their chosen field of study;
 - a Skype interview may be conducted with a given candidate prior to the final decision regarding acceptance.
3. In the event of fewer applications than the number of available places, the Academy reserves the right to accept a candidate after the expiration of the recruitment deadline.
 4. Decisions regarding the acceptance of a visiting student are made by the Dean of Faculties in agreement with the Vice-Rector of the Academy for Białystok Branch. Decisions are final and cannot be appealed.
 5. The decision regarding the acceptance of an incoming student is made within a period of 4 weeks and is based on submitted documents and an interview with the student (if one has been conducted).
 6. Candidates are notified of the results of recruitment by email.
 7. Incoming students will be treated the same as students of the Academy and for the duration of their stay will be considered a part of the academic community. They are subject to the same rights and obligations as students of the Academy.
 8. The Academy does not charge tuition fees from incoming students through the KA-107 Erasmus+ program. A student visiting from a partner university, however, is obligated to pay all mandatory fees, calculated on the same terms and in the same amounts as students of the Academy (e.g. for issuing a student ID and library card, for using various types of materials and equipment).
 9. The Academy registers incoming students to the USOS system.
 10. Students who come to the Academy from a partner university will be provided by the Academy with funding (individual support and a lump sum for travel) covered by a financial agreement that the Academy has signed with the National Agency.
 11. Students who come to the Academy from a partner institution are obliged to take out health insurance or travel medical insurance, as referred to in art. 25 section 1 item 2 point a of the Act of 12 December 2013 on foreigners (i.e. Journal of Laws 2020 item 35) for the entire duration of their stay at the Academy.
 - 11a. Students who come to the Academy from a partner university will be provided by the Academy with accident insurance for the entire duration of their stay at the Academy
 12. The insurance referred to in point 11a can be financed from the "organizational support" budget category of the financial agreement between the Academy and the National Agency.

13. Incoming students are responsible for their own accommodation. An incoming student has the right to obtain information regarding accommodation available within the city of the receiving university.
14. The Academy provides all necessary information regarding opportunities for accommodation and all necessary information regarding making the student's stay in the host country legal.
15. Incoming students are responsible for covering the costs of their stay from the co-financing received under the KA-107 Erasmus+ program.
16. Concerning student mobility for studies, after passing all courses specified within the Learning Agreement incoming students will be issued a document confirming the results of their studies (Transcript of Records).
17. 30 days before the end of their scholarship visit a student will receive an invitation to submit an individual report within the on-line EU Survey system. The student is required to complete and submit this report within 10 calendar days of receiving the invitation.
18. All incoming students receive from the Academy a 'Certificate of attendance' confirming the dates of their stay at the Academy.

VI. UNIVERSITY RULES FOR THE RECRUITMENT AND STAYS OF TEACHERS AND EMPLOYEES VISITING AS PART OF THE 2019 KA-107 AGREEMENT:

1. Teachers who would like to participate in an exchange as part of staff mobility to teach are required to send an application at least two months before the planned date of mobility.
2. Teachers/employees who would like to participate in an exchange as part of staff mobility for training are required to send their application at least two months before the planned date of mobility.
3. The application of a teacher/employee should contain:
 - an official nomination issued by their university
 - an application (motivational letter)
 - a CV,
 - a portfolio (description and documentation regarding the most important scientific/artistic achievement and description and documentation of his/her didactic achievements – documentation – such as recordings of plays when it comes to practical courses, awards received by students for work completed under his/her tutelage, etc.
 - proposed curriculum/training program,
 - declaration confirming having become familiar with the principles of the KA-107 Erasmus Plus Program. The declaration can be downloaded from the Białystok Branch of the Academy website (<https://atb.edu.pl/erasmus-incoming-ka-107/>) or obtained at the Erasmus Plus Office in Białystok
4. The application should be sent to the email address of the Białystok Branch Erasmus Plus Program Coordinator.
5. Teachers/employees who would like to come to the Academy as part of staff mobility for training and staff mobility for teaching should demonstrate knowledge of Polish or English at a level of at least B2+.
6. The decision to accept a teacher/employee from a partner university is made on the basis of submitted documents within 4 weeks.

7. Decisions regarding the acceptance of an incoming teacher/employee are made by the Dean of Faculties in agreement with the Vice-Rector of the Academy for Białystok Branch. Decisions are final and cannot be appealed.
8. Priority for staff mobility for teaching is given to teachers with pedagogical experience in the fields of voice emission and group singing (with particular emphasis on white voice), classical dance or werstep.
- 8a. Priority to STT mobility is given to teachers/ employees who would like to expand their knowledge and improve their skills in the field of classical and contemporary puppet techniques, acting in a mask, theatre of animated form or art therapy.
9. During a given semester the Academy possesses a limited number of positions for incoming teachers/employees.
10. Candidates are notified of the results of recruitment by email.
11. Teachers/employees coming from the partner university to the Academy are required to have health insurance or travel medical insurance for the entire period of stay at the Academy, referred to in Art. 25 (1) (2) (a) of the Act of 12 December 2013 on foreigners (i.e. Journal of Laws 2021, item 2354, as amended) and accident insurance.
- 11a. The Academy provides the visiting teachers / employees with the insurance referred to in point 11.
12. The insurance referred to in point 11a can be financed from the "organizational support" budget category of the financial agreement between the Academy and the National Agency.
13. It is recommended that teachers/employees have civil liability insurance covering the period of his/her travel and stay at the partner university.
14. The Academy does not have its own dormitories and, therefore cannot provide incoming teachers/employees with accommodations.
15. Incoming teachers/employees are responsible for covering the costs of their stay from the co-financing received under the KA-107 Erasmus+ program and their own funds.
16. After the completion of their mobility incoming teachers/employees receive from the Academy a 'Certificate of attendance' confirming the dates of their stay at the Academy and the number of completed didactic hours – if applicable.
17. After the completion of their mobility and within 30 days of being asked to do so, incoming teacher/employee is obligated to fill out an individual report within the online EU Survey system.

VII. FINANCIAL RULES CONCERNING INCOMING STUDENTS:

1. A partner university student who has qualified to be accepted by the Academy will receive an official "Certificate of acceptance".
2. On the basis of the documents submitted by the student, the Academy issues an invitation and prepares a contract covering the conditions of their stay.
3. A partner university student who has qualified to come to the Academy receives from the Academy funding (individual support and a lump sum for travel) as part of the financial agreement that the Academy has entered into with the National Agency.
4. The distribution of funds concerning the KA-107 agreement takes place in accordance with the principles stipulated in the "Erasmus+ Program Guide" and in the financial agreement entered into by the Academy and the National Agency of the Erasmus + Program in Warsaw.

5. The rate of co-financing for individual support is paid in Euros on the basis of a specific monthly value, in accordance with the rates set by the National Agency and included in the Mobility Tool system.
6. A foreign student receives co-financing for travel costs in the form of a flat-rate, using flat-rate unit rates based on the distance calculator that is available on the websites of the European Commission concerning the Erasmus + Program.
7. The period for which the incoming student will stay at the Academy that is the basis for the scholarship settlement will be calculated with an accuracy of 1 day. For billing purposes, it is assumed, according to the guidelines of the European Commission, that a month has 30 days. For every day in which the stay exceeds a full month, a daily rate of 1/30 of the monthly rate will be payable.
8. The total scholarship amount paid to each student will be determined on the basis of a certificate ("Certificate of completed studies") specifying the date of the beginning and the end of their stay as part of the scholarship.
9. The beginning date of the mobility period is the first day on which the student should be present at the Academy. The end date of the mobility period is the last day on which the student must be present at the Academy.
10. An Erasmus scholarship will be paid to the foreign student in cash and in Euros at the Academy finance office after their arrival at the Academy in two installments:
 - the first installment, 80% of the awarded grant, will be paid to the student after their arrival at the Academy, within 10 days of the start of their mobility.
 - the last installment (20% of the awarded grant) will be paid to the student after completing the online EU Survey referred to in point 17 of Part V of the Regulations.
- 10a. In the event of a change in the amount of the awarded grant (e.g. as a result of extending the duration of the stay), the detailed conditions for the payment of the awarded grant will be specified in the contract concluded between the student and the Academy.
11. Any free funds not spent as a result of student resignations or additional funds obtained from the National Agency will be used for subsequent visitors or extensions of stays.
12. The entire amount or part of co-financing will need to be returned in the event when the student does not realize the mobility in accordance with the terms of the Agreement entered into with the Academy. If the student ends his stay earlier than agreed to in the contract (with a minimum mobility period of 3 months) while other conditions of the contract are met, he or she will have to refund the part of the grant concerning the shortened stay.
13. Submission of the individual mobility report in the online EU survey system will be treated as the student's application for payment of the remaining amount of the scholarship. Within 20 calendar days of the student submitting that report, The Academy should pay the remaining amount or issue a request for repayment, if such is due.
14. A student who fails to complete and submit the individual report within the online EU Survey system may be asked to return part or all of the scholarship.
15. An additional online report will be sent to the student after the mobility has been completed in order to obtain full information on eligibility.

VIII. FINANCIAL RULES CONCERNING TEACHERS/EMPLOYEES INCOMING FROM PARTNER UNIVERSITIES

1. A partner university teacher/employee who has qualified to visit the Academy will receive an official "Certificate of acceptance".
2. On the basis of the documents submitted by the teacher/employee, the Academy issues an invitation and prepares a contract covering the conditions of their stay.

3. A partner university teacher/employee who has qualified to come to the Academy receives from the Academy funding (individual support and a lump sum for travel) as part of the financial agreement that the Academy has entered into with the National Agency.
4. The distribution of funds concerning the KA-107 agreement takes place in accordance with the principles stipulated in the "Erasmus+ Program Guide" and in the financial agreement entered into by the Academy and the National Agency of the Erasmus + Program in Warsaw.
5. The rate of co-financing for individual support is paid in Euros on the basis of a specific monthly value, in accordance with the rates set by the National Agency and included in the Mobility Tool system.
6. A foreign teacher/employee receives co-financing for travel costs in the form of a flat-rate, using flat-rate unit rates based on the distance calculator that is available on the websites of the European Commission concerning the Erasmus + Program.
7. The period for which the incoming teacher/employee will stay at the Academy that is the basis for the scholarship settlement will be calculated with an accuracy of 1 day.
8. The total scholarship amount paid to each teacher/employee will be determined on the basis of a certificate specifying the date of the beginning and the end of their stay as part of the scholarship.
9. The beginning date of the mobility period is the first day on which the teacher/employee should be present at the Academy. The end date of the mobility period is the last day on which the teacher/employee must be present at the Academy.
10. Maximum one day before the mobility period or a maximum one day after the mobility period mentioned in pt. 9 will be added for the travel to the mobility period. The funding (individual support) will be paid to the teacher/employee for this one day.
11. An Erasmus scholarship will be paid to the foreign teacher/employee in cash and in Euros at the Academy finance office or will be transferred into a Euro bank account in two installments:
 - the first installment, 80% of the awarded grant, will be paid to the teacher/employee after his/her arrival at the Academy, within 5 days of the start of their mobility.
 - the last installment (20% of the awarded grant) will be paid to the teacher/employee after he/she completes a report within the online EU Survey system referred to in point 17 of Part VI of the Regulations.
- 11a. In the event of a change in the amount of the scholarship (e.g. as a result of extending / shortening the duration of stay), the detailed conditions for paying the scholarship will be specified in the contract concluded between the employee / teacher and the Academy.
12. The entire amount or part of co-financing will need to be returned in the event when the teacher/employee does not realize the mobility in accordance with the terms of the Agreement entered into with the Academy.
13. Submission of the individual mobility report in the online EU survey system will be treated as the teacher/employee's application for payment of the remaining amount of the scholarship. Within 45 calendar days of the student submitting that report, the Academy should pay the remaining amount or issue a request for repayment, if such is due.
14. A teacher/employee who fails to complete and submit the individual report within the online EU Survey system may be asked to return part or all of the scholarship.