

## **The rules for the realization of the Erasmus+ Programme at the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw regarding mobility through the KA-131 – mobilities among Eu Member States and third countries associated to the programme**

### **I. General rules**

1. Within the document the following names:
  - 1) the Academy – will be understood as the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw, including its Branch Campus in Białystok,
  - 2) National Agency – will mean the Foundation for the Development of the Education System (FRSE) - the National Agency of the Erasmus+ programme acting on behalf of the European Commission,
  - 3) Dean of the Field of Study - is understood as the Dean of appropriate field of study, including the Dean of the fields of study at the Branch Campus in Białystok,
  - 4) Erasmus+ Program Coordinator - means the Coordinator of the Erasmus Plus Program at the Theatre Academy in Warsaw, as well as the Coordinator's co-workers, including the Coordinator's co-worker at the Branch Campus in Białystok,
  - 5) Programme Country - EU Member States and third countries associated with the Programme: members of the European Free Trade Association (EFTA) which are members of the European Economic Area (EEA): Norway, Iceland and Liechtenstein, and additionally accession countries, candidate countries and potential candidate countries: Republic of North Macedonia, Republic of Turkey and Republic of Serbia,
  - 6) HEI – higher education institution,
  - 7) partner University/ partner institution/ partner HEI – will be understood as a HEI/ University which have signed a bilateral agreement with the Academy for student/ teachers/ staff mobility within Action 1: Educational Mobility,
  - 8) bilateral agreement - means an agreement concluded between Aleksander Zelwerowicz

Theatre Academy in Warsaw and a higher education institution from the program country holding an ECHE card. The agreement is concluded for the exchange of students and pedagogues/ staff under Action 1: Educational Mobility,

- 9) sending university/ sending HEI/ sending institution/ Home university – will be understood as a higher education institution from the program country holding an ECHE card which have signed a bilateral agreement with the Academy for student/ teachers/ staff mobility within Action 1: Educational Mobility,
- 10) receiving university/ receiving HEI/ receiving institution – will be understood as the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw, including its Branch Campus in Białystok,
- 11) host country – will be understood as a country of the receiving University/ HEI/ institution,
- 12) force majeure – will be understood as an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part,
- 13) blended mobility – will signify a combination of physical mobility with a virtual component facilitating a collaborative online learning exchange and teamwork. For example, the virtual component can bring learners together online from different countries and study fields to follow online courses or work collectively and simultaneously on assignments that are recognised as part of their studies. The physical mobility must last between 5 days and 30 days and be combined with a compulsory virtual component facilitating collaborative online learning exchange and teamwork. A blended mobility for studies must award a minimum of 3 ECTS credits.

## 2. Types of mobility:

- 1) 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,
- 2) 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,

- 3) 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,
  - 4) SMT mobility: practices, a traineeship (work placement) abroad in an enterprise or any other relevant workplace.
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3. Two types of study or internship (traineeships) incoming mobilities are possible: long-term and short-term mobility, subject to points. 3 and 4 of Part III of these regulations.
  4. Long-term incoming mobilities, in addition to physical mobility, may combine with a virtual part.
  5. Short-term mobilities, in addition to physical mobility, must include a virtual part.
  6. Individual beneficiaries (teacher, staff and students) apply for mobility and receive the financial support at their home universities, except the staff from enterprises. For details please see section X and XI of the rules.

## II. Field of studies at the Academy

1. The Academy offers the following field of studies:

- 1) Field of studies offered in Warsaw:

### **One-cycle studies (MA, VII EQF):**

- Acting (specialization: drama acting; acting and singing),
- Directing;

### **Second cycle studies (MA, VII EQF):**

- Theatre studies (specialization: Criticism - History - Performatics; Animation - Organization – Production);

### **First cycle studies (BA, VI EQF)**

- Theatre studies (specialization: Criticism - History - Theory; Animation - Organization – Production);

2) Field of studies offered in Białystok:

**One-cycle studies (MA, VII EQF):**

- Acting (specialization: puppet theatre acting),
- Directing (specialization: puppet theatre directing);

**First cycle studies (BA, VI EQF):**

- Puppet theatre technology.
2. The Academy uses the European Credit Transfer and Accumulation System.
  3. The language of instruction at the Academy is Polish. Consultations are possible in English except of Theatre Science which is only in Polish.
  4. Incoming student, teacher, staff shall be present physically at the Academy for the whole period of mobility subject to the virtual part of blended mobility and subject to point 5.
  5. In case of force majeure during the mobility, it is allowed to complete the mobility in remote form if European Commission and National Agency allow it and the mobility would be considered eligible.

**III. The Academy rules for incoming students: SMS – student mobility studies, SMT – student mobility practice**

1. The Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw, as part of the implementation of the Erasmus Programme, admits students for both student mobility studies (SMS) and mobility practice (SMT) subject to the point 4.
2. The Academy, as part of the implementation of the Erasmus Programme, admits students for long term mobilities (one semester or one academic year)
3. The blended mobility (short term physical mobility combined with virtual component) at the Academy can be accepted only upon a separate request of the candidate. Each case is considered individually on the basis of the documents - especially the mobility programme (learning agreement) presented by the candidate and depending on human resources (mentor), financial, technical, material and logistical capacities of the Academy.
4. The SMT mobility (mobility for practice) at the Academy can be realized only upon

a separate request of the candidate. Each case is considered individually on the basis of documents – especially the mobility programme, planned activities and estimated cost (if any) presented by the candidate and depending on human resources (mentor), financial, technical, material and logistical, capacities of the Academy.

5. Following courses at a higher education institution cannot be considered as a traineeship.
6. Incoming students must come from universities, HEIs which have signed a bilateral agreement with the Academy.
7. List of partner universities, HEIs with which the Academy has a bilateral agreement is available at the website of the Academy.
8. The Academy is constantly developing the set of universities, HEIs with which it cooperates under the Erasmus+ Programme. With the Rector's consent, it is possible to sign a bilateral agreement with a new university, HEI.
9. If the sending university hasn't signed a bilateral agreement with the Academy or for general enquiries regarding the registration procedure, please contact the International Office Staff.

#### **IV. The Academy admissions rules for incoming students:**

1. Students who wish to study (SMS) or practice (SMT) at the Academy are obliged to take part in the admission process and to submit the nomination and application along with a set of documents within the following deadlines:
  - 1) Deadline for students' nominations from home university:
    - May 15th for the following autumn semester or full academic year
    - October 15th for spring semester of the given academic year
  - 2) Deadline for students' application:
    - May 31st for autumn semester of the following academic year or full academic year
    - October 30th for spring semester of the given academic year
2. Recruitment takes place through the electronic system IRK2. In order to register, a student must first be nominated by the home university.

3. The nominations shall be sent through an official email of the sending university, HEI (International coordinator email or Departmental Coordinator or Responsible Person) or through the electronic system via EWP if the electronic systems of the sending and receiving institutions allow it. The nomination shall include the indication of the awarded grant.
4. Only the set of documents referred to in point 6 can be examined. Incomplete applications will not be taken into account.
5. Before submitting an application, the student is required to read the information on the processing of personal data by the Theatre Academy in connection with the application for mobility within the Erasmus+ program.
6. Each field of studies within the Academy and in its Branch Campus in Białystok has their own rules of admissions:
  - 1) Incoming students who wish to take up studies at the Acting Department of the Academy of Dramatic Art in Warsaw ought to:
    - Speak Polish at B2 level and/or English at C1 level
    - Submit application through the electronic system (SMS mobilities) or send application to the e-mail address of the Erasmus+ Programme Coordinator at the Academy consisting of: an official nomination from the sending university(HEI) with clear indication of the awarded grant, a portfolio consisting of artistic biography, artistic achievements and photos/ videos documenting participation in chosen plays, a short (10-min. maximum) video documenting the student's acting skills (drama/ music/ movement ones). The video should be recorded in the Polish or English language.
    - Chosen candidates will be interviewed via Skype/ WhatsApp/ Messenger in order to verify their language skills
  - 2) Incoming students who intend to take up studies at the Directing Department of the Academy of Dramatic Art in Warsaw ought to:
    - Speak Polish at B2 level and/or English at C1 level
    - Submit application through the electronic system (SMS mobilities) or Send application to the e-mail address of the Erasmus+ Programme Coordinator at the Academy of Dramatic

Art consisting of: an official nomination from the sending university/HEI with clear indication of the grant awarded, a portfolio consisting of artistic biography, artistic achievements and photos/videos documenting his/her artistic achievements

- Chosen candidates will be interviewed via Skype/ Whatsapp/ Messenger in order to verify their language skills
- Proposed degree programme at the Academy of Dramatic Art in Warsaw for incoming directors is a joint programme of the Acting and Directing Departments

3) Incoming students who intend to take up studies at the Theatre Studies Department of the Academy of Dramatic Art in Warsaw ought to:

- Speak Polish at least at B2 level
- Submit application through the electronic system (SMS mobilities) or Send application to the e-mail address of the Erasmus+ Programme Coordinator at the Academy consisting of: an official nomination from the sending university/HEI with clear indication of the grant awarded as well as a covering letter and a CV along with information about grades obtained at their home university during the preceding academic year
- Chosen candidates will be interviewed via Skype/WhatsApp/Messenger in order to verify their language skills

4) Incoming students who intend to take up studies at the Branch Campus in Białystok ought to:

- to represent a field of study related to the form theatre. The students who don't represent the field of study related to the form theatre, can be admitted only for the autumn semester or for the whole academic year subject to the point 9 of this section;
- submit application through the electronic system (SMS mobilities) or send a set of documents to the e-mail address of the Erasmus+ Programme Coordinator at the Branch Campus in Białystok consisting of:
  - an official nomination issued by the home university with clear indication of the awarded grant,
  - an application form with its attachments: CV, an artistic portfolio including at least one video or video link with the presentation of artistic realizations in line with the field of

- study, transcript of records issued by the home university;
- speak English at B2 level and/or Polish at B2 level – in case of studies
  - English-speaking students may complete courses from the course catalogue defined for a given field of study available at: <https://atb.edu.pl/erasmus-2021-2027-ka-131-incoming/>.
  - To make the mobility as satisfactory as possible, the programme of the mobility can be tailored to the needs of the candidate and may include courses not listed in the course catalogue. Selection of courses outside the catalogue shall be made in consultation with the receiving HEI and consent of the sending HEI.
  - Polish-speaking students (B2 level) may choose courses from the full degree programme (including theoretical courses).
  - An online interview may be conducted with a given candidate prior to the final decision regarding acceptance.
7. The language of instruction at the Academy is Polish. Consultations are possible in English except of Theatre Studies Department.
  8. The Academy does not ask for any language certificate, however the Academy expects their partners to select students according to the language requirements as specified in the point 6 of this section.
  9. The students intending to undertake the studies at the Branch Campus in Białystok and who don't represent the field of study related to the form theatre, can be admitted exceptionally for the summer semester if their knowledge, skills and experience will allow them to achieve the appropriate learning outcomes. Each case is considered individually on the basis of the documents – in particular the portfolio and mobility programme (learning agreement) presented by the candidate and of a compulsory online interview conducted with a given candidate. Decision regarding acceptance depends as well on human resources (supervisor) and logistical capacities of the Academy. The programme of the mobility will be adapted to the needs and abilities/possibilities of the candidate.
  10. In a given semester number of places at the Academy for incoming students is limited.
  11. The Academy may accept some late nominations in case of a late selection by the Partner University but would like to be informed in advance.

12. In exceptional situations and in the case of a lower interest than the number of places available, the Academy has the right to admit a candidate after the application deadline.
13. Admission decision regarding incoming students is taken within 4 weeks after application's deadline, on the basis of submitted documents and an interview with a candidate (if one has been conducted).
14. Admission decision regarding incoming students is taken by a Committee appointed by the Dean and consisting of: the Dean of a given field of study (or a person appointed by the Dean), the artistic supervisor of a field of study (if appointed) and at least one teacher conducting the courses in a field of study to which the candidate applies. The Dean may appoint additional persons who will participate in recruitment process.
15. The candidates have right to appeal the Committee's decision respectively to the Rector – in case of Warsaw or Vice-Rector of the Academy for Branch Campus in Białystok – in case of Białystok within 7 days of receiving the result. Decision of the Rector (or Vice-Rector of the Academy for Branch Campus in Białystok) is final and cannot be appealed. The candidates are notified of the results of recruitment by email or through the electronic system.
16. In case of force majeure or a very important reason, it is allowed to postpone the accepted mobility, but no later than the next academic year. In the case of postponement of mobility due to force majeure, the candidate is not obliged to reapply to the Academy for the course of study. The candidate is obliged to make a declaration of willingness to postpone mobility to the next semester or academic year, with the consent of the sending university.
17. If the mobility is not completed by the new deadline referred to in paragraph 16, the candidate must reapply.
18. Resignation of the candidate from the realization of mobility for other reasons than those specified in point 16, makes it necessary to take part in recruitment again.
19. In matters concerning the rules of student mobilities not covered by these rules, decisions are made by the Dean of a given field of studies. The Dean may consult with other pedagogues/ staff.

#### V. **The Academy residence rules for incoming students:**

1. Incoming students are treated on an equal basis to students of the Academy, and for the period of their stay they become part of the academic community. They are subject to the same rights and obligations as students of the Academy.
2. The Academy registers incoming students to the USOS system.
3. The Academy does not charge tuition fees from incoming students as part of the Erasmus+ Programme. However, the incoming student has to pay a mandatory fee for issuing a student card, a library card and some materials, in the same amounts as all Academy students.
4. Information on fees will be sent to the indicated e-mail address.
5. The students who have been accepted by the Academy for SMT exchange mobility shall submit a separate form for Academy's student book.
6. The students who have been accepted by the Academy for an exchange mobility, shall provide the Academy with an electronical photo (for student card) and 1 paper photo (for Academy's student book). The requirements for photo:
  - in colour
  - Minimum acceptable dimensions are 600 x 800 pixels (for electronical photo)
  - Taken within the last 6 months to reflect your current appearance
  - Taken in front of a plain white or off-white background
  - Taken in full-face view directly facing the camera
  - Both eyes open
  - Face constitutes about 70%-80% of the total photo
  - Size: 35mm x 45mm
7. The Academy provides incoming students with a business email address (in the domain e- at.edu.pl) that shall be used for communication with the Academy during the whole stay at Academy
8. Incoming student for long-term mobilities under Erasmus Plus has a right to receive student's card valid for the whole stay at the Academy. It is valid only for the period of mobility and using it outside this period is a violation of law.

9. The student card is issued at the request of the student.
10. Incoming students are required to own an adequate insurance coverage:
  - a valid EHIC card (if applicable) or another document confirming basic health insurance - in the case of students who are not EU citizens,
  - an additional health insurance (including the repatriation or medical transport of the insured due to the sickness or accident; repatriation or transport of deceased (including interment expenses, funeral and coffin costs)),
  - personal accident insurance,
  - liability insurance.
11. Prior to arrival the incoming students shall send the declaration of the insurance held and the scope of insurance.
12. The first draft of the Online Learning Agreement (SMS mobility) / Learning agreement for traineeship (SMT mobility), submitted at the time of the application, is often subject to changes.
13. The final version of online learning agreement (SMS) to be prepared in an electronic system and signed via EWP after the candidate is accepted by the Academy.
14. The final version of learning agreement for traineeship to be prepared and signed after the candidate is accepted by the Academy.
15. Prior to the arrival, the online learning agreement shall be signed via EWP by the student, responsible person at the sending institution and the responsible person at the Academy.
16. Prior to the arrival, the learning agreement for traineeship shall be signed by the student, responsible person at the sending institution and the responsible person at the Academy.
17. The changes to the signed learning agreement or learning agreement for traineeship can be made exceptionally after student's arrival at the Academy with the consent of three parties (sending institution, receiving institution, student).
18. The incoming students are obliged to follow the courses as specified in the signed Learning Agreement.
19. In case the incoming student fails to complete the courses specified in the Learning Agreement (for SMS), the provisions of the Academy's Study Regulations shall apply.
20. In cases not covered by these rules, the decisions are made by the Dean of a given field of

- study in consultation with the sending university and the student.
21. The Academy does not have a dormitory and therefore cannot provide the incoming students with accommodations.
  22. An incoming student has the right to obtain information regarding accommodation available within the city of the receiving University.
  23. 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.
  24. The student should settle accounts with the Academy before leaving.
  25. In the case of SMS, on passing all courses in accordance with LA, incoming students obtain a document confirming their academic performance (Transcript of Records). In the case of practices (SMT), students receive an opinion about their practice.
  26. ECTS grading scale conversion used at the Academy is defined by Rector's Order.
  27. The form of assessment:
    - exam: upon successful completion of the subject (course), students receive a grade and ECTS credits,
    - grade (mark): upon successful completion of the subject (course), students receive a grade and ECTS credits,
    - pass (non-graded pass, credit without a mark): upon successful completion of the subject, students receive ECTS credits (students do not receive any grades, only ECTS credits).
  28. All incoming students receive a Certificate of Attendance confirming dates of the stay at the Academy.

#### **VI. The Academy rules for incoming teachers and staff (staff mobility for teaching - STA, staff mobility for training - STT)**

1. The Academy is open to cooperation with teachers and staff as part of the Staff Mobility for Teaching (STA) and Staff Mobility for Training (STT).
2. Incoming teachers and staff must come from universities/HEIs which have signed a bilateral agreement (BA) with the Academy or with those the Academy cooperates with

(STT).

3. The Academy is constantly developing the set of universities, which it cooperates with under the Erasmus+ Programme. With the Rector's consent, it is possible to sign a bilateral agreement with a new partner.

## **VII. The admission rules for incoming teachers and staff**

1. Teachers and staff willing to come to the Academy under the STA and STT mobility are obliged to send an application form before the date of their planned mobility (STA within at least three months before mobility, STT within at least three months before mobility)
2. Teachers and staff willing to come to the Academy under the STA and STT mobility are required to demonstrate the following language skills:
  - In case of Warsaw: Polish at B2 level or English at C1 level
  - In case of the Branch Campus in Białystok: English and / or Polish at B2 level
3. The application ought to include an application form, a covering letter, a CV, a proposal of staff mobility agreement – teaching or training, a portfolio (description and documentation of the most important scientific and / or artistic achievements, as well as a description and documentation of teaching achievements, e.g. recordings of plays in the case of practical courses, awards received by students of a given teacher for joint work and other documents proving their achievements. The application should be sent to:
  - In case of Warsaw: to the email address of the Erasmus+ Programme Coordinator
  - In case of Białystok: to the email address of the Erasmus+ Programme Coordinator of the Branch Campus in Białystok
4. Admission decision regarding teachers, staff is taken within 3 weeks on the basis of the submitted documents and logistic capacities of the Academy.
5. Admission decision regarding teachers, staff is taken by the Dean of a given field of studies and in agreement with the Academy's authorities (respectively with Rector in case of Warsaw, with the Vice-Rector for Branch Campus in Białystok – in case of

Białystok).

6. The Academy has a limited number of places for teachers/staff arriving in a given semester.
7. Candidates are informed about the admission results by email.

#### **VIII. The stay rules for incoming teachers and staff:**

1. The duration of staff mobility for teaching and training: from 2 days to 2 months of physical mobility, excluding travel time.
2. 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.
3. Teaching mobility may include providing training for the development of the partner HEI.
4. Staff mobility can be a teaching period combined with a training period, while being considered as an overall teaching period.
5. If the teaching activity is combined with a training activity 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.
6. Incoming teachers, staff are required to own for the period of their stay at the Academy the insurance:
  - a valid EHIC card (if applicable) or another document confirming basic health insurance (for candidates who are not EU citizens),
  - an additional health insurance (including the repatriation or medical transport of the insured due to the sickness or accident; repatriation or transport of deceased (including interment expenses, funeral and coffin costs)),
  - personal accident insurance,
  - liability insurance.
7. The Academy does not have its own dormitory and cannot guarantee a place to stay for incoming teachers, staff. They are obliged to provide for their accommodation.

8. Following the completion of mobility, teachers, staff receive a document confirming dates of their stay.
9. An incoming teacher, staff has the right to obtain information regarding accommodation available within the receiving city.
10. The Academy provides all necessary information regarding opportunities for accommodation and all necessary information regarding making the teacher's, staff's stay in the host country legal.

#### **IX. Candidates, students with special needs**

1. The Academy provides appropriate organizational conditions for students with disabilities, with special needs.
2. The Academy is working on solutions that will gradually increase its accessibility in various aspects.
3. The information on accessibility is available at the websites of:
  - [Warsaw](#).
  - [Białystok](#).
4. The Academy encourages candidates with special needs, with disabilities to contact us and talk with us to work out individual solutions that we are mutually satisfying.
5. The rules and procedures of supporting accepted incoming students with special needs, disabilities are specified in "[Regulations for supporting people with special needs](#)".

#### **X. Incoming staff from enterprises**

1. The Academy enables the staff from enterprises to teach at the Academy as part of their professional development.
2. Staff mobility for teaching can be in any study field.
3. Staff from enterprises invited to teach at the Academy will be provided by the Academy with funding covered by a financial agreement that the Academy has signed with the National Agency.
4. In the case of staff from enterprises invited to teach at the Academy, the sending

organisation must be any public or private organisation (not awarded with an ECHE) in an EU Member State or third country associated to the Programme active in the labour market or in the fields of education, training, youth, research and innovation. For example, such organisation can be:

- a public or private, a small, medium or large enterprise (including social enterprises);
  - a public body at local, regional or national level;
  - a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;
  - a research institute;
  - a foundation;
  - a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education);
  - a non-profit organisation, association, NGO;
  - a body providing career guidance, professional counselling and information services.
5. Eligible participants: staff from any enterprise from, an EU Member State or third country associated to the Programme working in a public or private organisation (which is not a HEI holding an ECHE), active in the labour market or in the fields of education, training and youth, research and innovation and are invited to teach at the Academy
6. The list of countries is available [at the website of the Academy](#).
7. The incoming staff from enterprises invited to teach at the Academy are required to send an application at least two months before the planned date of mobility.
8. The application should contain:
- an application (cover letter)
  - a CV,
  - a portfolio (description and documentation regarding the most important scientific/artistic achievement and description and documentation of didactic achievements – documentation – such as recordings of plays when it comes to practical courses etc.)
  - proposed curriculum/teaching program,

- declaration confirming having become familiar with the principles of the Erasmus Plus Program and having become familiar with the information on the processing of personal data by the Academy in connection with the recruitment process and possible subsequent participation in the Erasmus + program. The declaration can be downloaded from the Białystok Branch of the Academy website or obtained at the Erasmus Plus Office
  - The application should be sent to the email address of the Erasmus Plus Program Coordinator / Białystok Branch Erasmus Plus Program Coordinator
9. The incoming staff from enterprises should demonstrate knowledge of Polish or English at a level of at least B2.
  10. The decision to accept a staff from enterprises is made on the basis of submitted documents within 2 weeks. Decisions regarding the acceptance of staff from enterprises are made by the Dean of field of studies in agreement with the Rector of the Academy or the Vice-Rector of the Academy for Białystok Branch – in case of Białystok. Decisions are final and cannot be appealed.
  11. During a given semester the Academy possesses a limited number of positions for incoming staff from enterprises.
  12. Candidates are notified of the results of recruitment by email.

#### **XI. The Academy admissions rules for incoming staff from enterprises**

1. Staff from enterprises who have qualified to visit the Academy will receive an official "Certificate of acceptance".
2. In the case of invited staff from enterprises, the minimum duration is 1 day of physical mobility.
3. The Academy accepts staff from enterprises for up to 5 days of physical mobility. In exceptional situations, the Rector can decide to extend the duration of the stay.
4. There is no minimum number of teaching hours for invited staff from enterprises. The minimum number of teaching hours for invited staff will be settled by 3 parties before the mobility.
5. Incoming staff are responsible for covering the costs of their stay from the co-financing received under the Erasmus+ program and their own funds if necessary.

6. All incoming staff from enterprises shall provide themselves an adequate insurance coverage for the entire duration of their stay at the Academy:
  - a valid EHIC card (if applicable); Or another document confirming basic health insurance,
  - an additional health insurance or travel medical insurance (including the repatriation or medical transport of the insured due to the sickness or accident; repatriation or transport of deceased (including interment expenses, funeral and coffin costs)),
  - personal accident insurance,
  - civil liability insurance.
7. The Academy does not have its own dormitories and, therefore cannot provide incoming staff from enterprises with accommodations.
8. The incoming staff from enterprises has the right to obtain information regarding accommodation available within the city of the receiving university.
9. The Academy provides all necessary information regarding opportunities for accommodation and all necessary information regarding making the staff's stay in the host country legal.
10. After the completion of their mobility incoming staff from enterprises 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.
11. After the completion of their mobility and within 30 days of being asked to do so, the incoming staff from enterprises are obligated to fill out an individual report within the online EU Survey system.

## **XII. Financial rules concerning incoming staff from enterprises**

1. On the basis of the documents submitted by the incoming staff from enterprises, the Academy issues an invitation and prepares a contract covering the conditions of the mobility stay.
2. Staff from enterprises who have qualified to teach at the Academy receive from the Academy funding (individual support and a lump sum for travel (when applicable) as part of the financial agreement that the Academy has entered into with the National Agency.

3. Staff from enterprises receives funding for the period of mobility specified in the contract with the Theatre Academy.
4. The rate of co-financing for individual support is paid in Euros in accordance with the rates set by the National Agency and included in the Beneficiary Module.
5. Staff from enterprises receive 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.
6. The period for which the incoming staff from enterprises will stay at the Academy that is the basis for the scholarship settlement will be calculated with an accuracy of 1 day.
7. The total scholarship amount paid to staff from enterprises 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.
8. The beginning date of the mobility period is the first day on which the incoming staff from enterprises should be present at the Academy. The end date of the mobility period is the last day on which the incoming staff from enterprises must be present at the Academy.
9. If necessary, a day before the mobility period or/a 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/these days.
10. An Erasmus grant will be paid to the incoming staff from enterprises in cash and in Euros at the Academy finance office or will be transferred into a Euro bank account in two instalments:
  - the first instalment, 80% of the awarded grant, will be paid to the incoming Staff from enterprises after the arrival at the Academy, within 5 days of the start of the mobility,
  - the last instalment (20% of the awarded grant) will be paid to the staff from enterprises after he/she completes a report within the online EU Survey system.
11. The entire amount or part of co-financing will need to be returned in the event when the staff from enterprises do not realize the mobility in accordance with the terms of the Agreement entered into with the Academy.
12. Submission of the individual mobility report in the online EU survey system will be

treated as the Staff from enterprises' application for payment of the remaining amount of the grant. Within 45 calendar days of the staff submitting that report, the Academy should pay the remaining amount or issue a request for repayment, if such is due.

13. A staff from enterprises 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.
14. Other rules of mobility are regulated on the basis of a financial agreement between the Theatre Academy and staff from enterprises.