



## GUIDE FOR APPLICANTS

### SCHOLARSHIP AND TRAINING FUND MOBILITY PROJECTS IN HIGHER EDUCATION

***TIME LIMIT FOR SUBMITTING APPLICATIONS  
FROM 2<sup>ND</sup> FEBRUARY TO 2<sup>ND</sup> APRIL 2015***

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## 1. GENERAL INFORMATION

### 1.1. GENERAL INFORMATION ABOUT FINANCIAL MECHANISMS

The European Economic Area Financial Mechanism and the Norwegian Financial Mechanism are the sources of non-refundable aid for Poland, offered by three countries – members of the EFTA (European Free Trade Association), which are also members of EEA (European Economic Area) **i.e. Norway, Iceland and Liechtenstein.**

**The Scholarship and Training Fund** was created on the basis of the *Memorandum of Understanding on the implementation of the EEA Financial Mechanism 2009-2014* concluded by Iceland, Principality of Liechtenstein, Kingdom of Norway and Poland, as well as on the basis of *Memorandum of Understanding on the implementation of the Norwegian Financial Mechanism 2009-2014* concluded by the Kingdom of Norway and Poland.

Foundation for the Development of Education System acts as the Programme Operator of the Scholarship and Training Fund in Poland.

#### ***Strategic Objective***

The main purpose of the Fund is to reduce the social and economic disparities within the European Economic Area and to strengthen bilateral relations in the area of education between Poland, Norway, Liechtenstein and Iceland.

#### ***Operational Objective***

The aim of the Fund is to enhance human capital and knowledge base through:

- increased higher education staff and students mobility between Poland and Donor States,
- increased and strengthened institutional cooperation and partnership at all levels of the education sector (schools, higher education, vocational training/education and adult education) between Poland and Donor States.

Additionally, activities undertaken under the Scholarship and Training Fund should cover various cross-cutting issues, which improve the quality of implemented projects, while increasingly contributing to the achievement of social and economic cohesion.

The main cross-cutting issues include:

- sustainable development that integrates the environmental, economic and social dimensions,
- gender equality,
- good governance, which is characterised by participation of a wide group of partners in the decision-making process and taking decisions in compliance with the law and clear rules, as well as fighting the corruption.

More information on cross-cutting issues can be found in Financial Mechanisms official documents at <http://www.fss.org.pl/en>

Donor States place special emphasis on supporting cooperation between Poland and Norway, Iceland and Liechtenstein. This is why *Guidelines for Strengthened Bilateral Relations*, which include recommendations

and tips for planning, implementing and reporting on the results related with strengthening bilateral relations as part of Financial Mechanisms, have been developed.

## 1.2. PROGRAMME DOCUMENTS

During the implementation of *Mobility Projects in Higher Education*, Project Promoters are obliged to observe the rules stipulated in the following programme documents:

1. Memorandum of Understanding on the implementation of the EEA Financial Mechanism 2009-14 concluded by Iceland, the Principality of Liechtenstein and the Kingdom of Norway and the Republic of Poland, signed on 17 June 2011, together with annexes;
2. Memorandum of Understanding on the implementation of the Norwegian Financial Mechanism 2009-14 between the Kingdom of Norway and the Republic of Poland, signed on 10 May 2011, together with annexes;
3. Regulations on the implementation of the European Economic Area (EEA) Financial Mechanism 2009-2014, together with annexes;
4. Regulations on the implementation of the Norwegian Financial Mechanism 2009-2014, together with annexes;
5. Guidelines referring to the Programme implementation adopted by the Programme Operator, Ministry of Regional Development for the EEA Grants and Norwegian Grants 2009-14, or the EEA Financial Mechanism Committee/ Norwegian Ministry of Foreign Affairs;

## 2. WHO IS ELIGIBLE FOR SUPPORT

Polish HEIs holding valid Erasmus Charters for Higher Education (ECHE) and willing to carry out student and staff exchanges with Norway, Iceland and Liechtenstein are eligible to apply for cofinancing as part of *Mobility Projects in Higher Education*.

Mobilities of students and staff from Poland to Donor States and from Donor States to Poland can be funded from the project budget.

Students and staff from Polish HEIs interested in mobility to Norway, Iceland and Liechtenstein, and students and staff from partner institutions in Donor States should submit applications at their respective home institutions in accordance with the requirements binding for the Erasmus+ Mobility Projects for Higher Education Students and Staff.

Individuals (students and staff) should seek information on mobility opportunities and recruitment procedures on a given HEI's website. More detailed information can be obtained at the university's International Relations Office.

Polish HEIs can cooperate with any number of HEIs holding Erasmus Charters for Higher Education (ECHE) or other partner institutions from Donor States, with which partner interinstitutional agreements concerning *Mobility Projects in Higher Education* have been signed under the Scholarship and Training Fund. A specimen of a partner interinstitutional agreement providing for the guidelines included in the Regulations on the implementation of the European Economic Area (EEA) and Norwegian Financial Mechanisms 2009-2014 has been published on the Programme Operator's website at [www.fss.org.pl](http://www.fss.org.pl). Eligible partners in Donor States are HEIs holding valid Erasmus Charters for Higher Education (ECHE), research institutes and institutions operating in the industry sector, which can offer placements and training.

### 3. MOBILITY PROJECTS IN HIGHER EDUCATION – DESCRIPTION

#### 3.1. PROJECT DURATION

The period **from 1<sup>st</sup> July 2015 to 30<sup>th</sup> September 2016** is regarded as the duration of a mobility project in the academic year 2015/2016.

#### 3.2. GENERAL DESCRIPTION OF ACTIVITIES

*Mobility Projects in Higher Education* comprise the following categories of activities:

- Student Mobility
  - Outgoing Polish students mobility and mobility of incoming students from Donor States for study periods lasting from three to twelve months within one academic year;
  - Outgoing Polish students mobility and mobility of incoming students from Donor States for practical placements at partner institutions for a period lasting from three to twelve months within one academic year;
  - Students may take part in an intensive language course which should take place in the host country at the beginning of their exchange period. If the course starts earlier than the study/practical placement period, students are entitled to extend their stay in the country of exchange by no more than 4 weeks. During these 4 weeks a student is entitled to receive the co-financing of the subsistence cost. In the case when the course finishes before the beginning of the period of study, one should add those two separate periods of stay (period of the course and period of the study or practical placement) and decide on the number of weeks to be co-financed on the basis of the total duration of stay. Period of break between the end of the course and the beginning of study is not eligible for co-financing. When there is a need of rounding of the period of stay, one should round the total duration of stay. Separate rounding of period of the course and the period of the study is not eligible. The cost of the language course is not financed by the STF. An example of the correct method of determining of the amount of co-financing when an individual takes part in the language course is presented in chapter 7 of this *Guide for Applicants*.
- Staff Mobility
  - Polish academic teachers mobilities to partner HEIs in Donor States and mobilities of academic teachers from Donor States coming to Poland to undertake teaching assignments for a period lasting from one day to six weeks. During one week of stay, one should perform minimum 8 hours of teaching for the partner Higher Education Institution (HEI);
  - Mobilities of Polish academic teachers and administrative staff to partner HEIs in Donor States and mobilities of academic teachers and administrative staff coming to Poland from Donor States for a period lasting from one day to six weeks, for the purpose of participation in job shadowing, seminars, training sessions, workshops and conferences aimed at upgrading their skills and broadening their knowledge of a subject.
- Mobility Organisation
  - Activities of a host HEI aimed at the organisation of partner HEI students' and workers' stay, among other things: information, publicity, integration meetings, monitoring, administrative costs.

### 3.3. STUDENT SELECTION/STAFF RECRUITMENT PROCEDURE

The selection of exchange participants takes place at the home institution of candidates who should lodge an application in accordance with the eligibility procedures under the Erasmus+ Mobility Projects for Higher Education Students and Staff operating at their respective HEIs. The Erasmus+ Mobility Projects for Higher Education Students and Staff criteria and procedures are to be applied in the course of selecting/qualifying participants and full, standard documentation is to be held on a participant's file.

Some student selection criteria are listed below:

- learning outcomes,
- competence in the foreign language, in which the host institution holds classes.

Some academic teacher eligibility criteria are listed below:

- teaching programme,
- teaching achievements,
- competence in the foreign language in which s/he will teach,
- competence in teaching international groups of students.

Some administrative staff eligibility criteria are listed below:

- expected influence of training/mobility on professional development,
- competence in the foreign language in which their training will be held.

### 3.4. ORGANISATION OF EXCHANGES

To participate in an exchange after a successful selection process, it is imperative to conclude an agreement with each accepted exchange participant and to agree an exchange programme which should constitute an annex to the agreement with a given participant and which differs depending on the type of exchange:

- "Learning agreement" (students, period of study)
- "Placement agreement" (students, practical placement)
- "Individual work/training plan" (academic and administrative staff, staff training)
- "Individual teaching programme" (academic staff, teaching assignments)

Specimen documents are published at: [www.fss.org.pl](http://www.fss.org.pl)

### 3.5. FSS MOBILITY VERSUS MOBILITY OF ERASMUS+ MOBILITY PROJECTS FOR HIGHER EDUCATION STUDENTS AND STAFF

Exchanges under *Mobility Projects in Higher Education* as part of the Scholarship and Training Fund are possible, if the Project Promoter holds a valid Erasmus Charter FOR Higher Education (ECHE). The observance of the Erasmus Charter for Higher Education (ECHE) rules guarantees a high European standard to each organised exchange. Individual participants – students and staff – enjoy the same rights and responsibilities as Erasmus+ Mobility Projects for Higher Education Students and Staff exchange participants and they are subject to the same principles in the course of the selection process.

On the basis of arrangements with the European Commission, we wish to inform that owing to the identical rules of exchanges under *STF Mobility Projects in Higher Education* and Erasmus+ Mobility Projects for Higher Education Students and Staff, STF exchange participants should be treated by the host institutions in the same way as Erasmus exchange participants. Polish Higher Education Institutions can report participants of *Mobility Projects in Higher Education* as zero-grant students in the Erasmus+ Mobility Projects for Higher Education Students and Staff programme.

Note: each student is entitled to receive co-financing more than once as part of the two programmes: Scholarship and Training Fund and Erasmus+ Mobility Projects for Higher Education Students and Staff. Students will be entitled to realize a period of study or practical placement during a period not exceeding twelve months (together, within STF and Erasmus+ Mobility Projects for Higher Education Students and Staff) in every cycle of study (bachelor, masters, doctoral), regardless of the type of mobility (study period or practical placement) and regardless of the number of periods of mobility (for instance: two times six months or three times four months). Higher Education Institutions may however give priority to individuals who have never benefited from the programme of exchange abroad. Earlier participation in exchange under Erasmus or *Mobility Projects in Higher Education* will be taken into account in the case of students willing to receive cofinancing within the same cycle of study.

For instance if within Lifelong Learning Programme or Scholarship and Training Fund a particular student benefited from cofinancing of six months study period during his masters cycle, he can still benefit from cofinancing during his master cycle, but during the period not longer than six months. If the same student undertake doctoral studies, he can receive cofinancing of the exchange within Erasmus+ Mobility Projects for Higher Education Students and Staff and within Scholarship and Training Fund for the total period of twelve months, as for this student it will be a higher cycle of study.

Other types of mobility, for instance Leonardo da Vinci practical placements within “Lifelong Learning Programme” or European voluntary service within “Youth in Action” programme will not be considered when estimating of the maximum period of 12 months eligible during one cycle of study or practical placement.

The co-financing of the same period of exchange under both programmes is not possible, for example you cannot have the first three months of one exchange funded under the Scholarship and Training Fund and another three months of the same exchange under the Erasmus+ Mobility Projects for Higher Education Students and Staff programme.

Although observance of the Erasmus Charter for Higher Education and the same rules for exchanges are applicable, you should remember that the Scholarship and Training Fund is completely different from the Erasmus+ Mobility Projects for Higher Education Students and Staff programme as regards the financing. The funds come from different sources and reporting rules and deadlines differ between the two. The specimen documents that have been published on the Programme Operator’s website and which have to be used by all Project Promoters, contain additional elements due to the different requirements of Donor States and of the National Focal Point (in this case the Ministry of Infrastructure and Development).

The Programme Operator pursuant to Article 6.8 of the *Regulations on the implementation of the European Economic Area (EEA) Financial Mechanism and Regulations on the implementation of the Norwegian Financial Mechanism*, will require that Project Promoters sign separate partner interinstitutional agreements as part of the *Mobility Projects in Higher Education*. Partner interinstitutional agreements will be concluded for a period not exceeding one academic year, to which an application will refer. Prior to each call for proposals, the Programme Operator will require a new partner interinstitutional agreement to be signed, which will constitute an annex to the application. If in the course of a project implementation, a Project Promoter recruits a new partner institution, it should first inform the Programme Operator sending it a chart of changes and the original copy of the partner interinstitutional agreement with this partner, and only then, after acceptance of the Programme Operator and signing an annex, it will be able to start organising exchanges.

### 3.6. DOUBLE FUNDING

Double funding of the same individual exchange from two sources simultaneously, for example from the Erasmus+ Mobility Projects for Higher Education Students and Staff and the Scholarship and Training Fund,



is illegal and forbidden by law. Should such cases come to light, the Programme Operator will take steps to recover improperly used funds or even to terminate the agreement.

#### 4. FINANCIAL PRINCIPLES – DESCRIPTION

The total cost of a project is the sum of individual eligible costs described below.

Expenses should be in line with the principles of the Scholarship and Training Fund, provisions of the financial agreement between the Programme Operator and the Project Promoter, and they should be properly documented in Reports submitted by a Project Promoter.

The budget demand presented in the application is quoted in Euros. The amount of co-financing stipulated in the financial agreement will be quoted in PLN and in Euros. Subsequent payments will be made only in PLN into a PLN bank account. The funds will be converted using an average monthly InforEuro conversion rate of the month of publishing Call for Proposals. For Mobility Projects in Higher Education performed in 2014/2015 academic year, exchange rate is 1 Euro = 4,2324 PLN

Information on conversion rates is regularly published by the European Commission at: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm) Information on the rules of clearing of the costs has been published in the *Financial and Administrative Guide for Beneficiaries*.

##### 4.1. BUDGET AND ITS STRUCTURE

38,84% of *Mobility Projects in Higher Education* funding comes from the Norwegian Financial Mechanism and 61.16% - from the EEA Financial Mechanism. Means coming from the Norwegian Financial Mechanism should be used for exchanges with Norway. The remaining 61,16% of the EEA Financial Mechanism means should be allocated in any proportion to exchanges with all the Donor States: Norway, Iceland and Liechtenstein. The above rules are to be reflected in the *Mobility Projects in Higher Institution* application and during implementation of the project.

Another rule to be observed when planning the budget, is that about 80% of the amount applied for should cover student exchanges and about 20% should cover staff exchanges. However, allocation of more than 80% of amount applied for student exchanges is acceptable.

To help HEIs with budget planning in accordance with the above rules, a budget calculator has been made available in the application online. It signals each depart from the correct proportions of dividing costs allocated to exchanges.

An estimation of the budget in the application should be based on the actual data, please do not overestimate the demand for funds. One should remember that during redistribution procedure after the interim reports, there will be a possibility of receiving some extra funding.

Exchange participants obtain co-financing as lump sums, the amount of which depends on the duration of their exchange. The Scholarship and Training Fund does not require their clearing on the basis of bills, invoices or tickets.

The tables below show co-financing amounts. The calculator available in the application calculates the due funding on the basis of the number of days or weeks of stay with applying the rates published in this *Guide*.

## 4.2. STUDENTS

Type of cost	Lump sum of cofinancing per person
Subsistence costs of Polish students' mobility to Donor States for period of study or practical placement	€800 per month
Subsistence costs of Donor States students' mobility to Poland for period of study or practical placements	€600 per month
Additionally: €500 per person to cover travel and insurance costs. No invoices and bills documenting travel costs are required.	

### 4.2.1. STUDENTS HOLDING DISABILITY CERTIFICATES

Wishing to ensure equal opportunities of carrying out a mobility to students holding disability certificates, the Programme Operator offers them higher amounts to cover additional special costs related to their special needs. A HEI can apply for additional funding at application stage or later, during the implementation of a project, when submitting an Interim Report.

Type of cost	Certified degree of disability	Lump sum of cofinancing per person
Subsistence costs of mobility of Polish students holding disability certificates going to Donor States	mild	€900 per month
	moderate	€1000 per month
	major	€1200 per month
Subsistence costs of Donor State students holding disability certificates coming to Poland	Disability certificate	€800 per month
Additionally: €500 per person to cover travel and insurance costs. No invoices and bills documenting travel costs are required.		

Additional requirements relating to clearing costs linked to awarding a higher amount than a standard one to participants with special needs have to be borne in mind.

A certificate of disability from the Social Insurance Institution covering the period for which higher funding is awarded constitutes the basis for awarding an amount for Polish students' subsistence costs.

Documents translated into English, varying depending on the nationality of a participant, form the basis for awarding a higher amount for Donor State students' subsistence costs.

#### Norway

Any person applying for awarding of special costs should submit the two documents listed below:

- Special needs declaration signed by the individual participant, where s/he explains his/her situation and justifies the need for higher funding ("Egenerklæring" in Norwegian),
- Document from a doctor or a psychologist confirming the existence of special needs („Generell studiekompetanse og evt spesielle opptakskrav" in Norwegian).

#### Iceland

- Document confirming special needs, so-called Disability Card („Örorkuskírteini" in Icelandic).

## Liechtenstein

- Certificate confirming special needs, so called IV-Verfügung issued by the Social Services Office – Amt für Soziale Dienste.

The Project Promoter has to keep the above mentioned original copies of documents confirming the entitlement to higher funding due to special needs or their copies, whose conformity with the original document has been certified by the HEI's Disability Issues Officer and by the Mobility Project Coordinator.

### 4.2.2. DETERMINATION OF STUDENTS' LENGTH OF STAY FOR INCOMPLETE PERIODS OF STAY

The correct determination of the length of a stay allows for the calculation of a subsistence lump sum in line with the requirements of the Scholarship and Training Fund.

**When determining the amount of funding the rule is that one month equals 4 weeks.**

It means that three full months of an exchange, for example from 1<sup>st</sup> August to 31<sup>st</sup> October, equal 12 weeks, although this period equals 13 calendar weeks.

In the case of incomplete periods of lump sum entitlement the following explanations and examples are to be applied.

#### Example 1

*How to calculate a lump sum for a period between 12<sup>th</sup> January and 25<sup>th</sup> May: first isolate 4 full periods of lump sum entitlement being equal to 4 months, which is 16 weeks:*

- 1st lump sum entitlement period: from 12<sup>th</sup> January to 11<sup>th</sup> February – 4 weeks
- 2nd lump sum entitlement period: from 12<sup>th</sup> February to 11<sup>th</sup> March – 4 weeks
- 3rd lump sum entitlement period: from 12<sup>th</sup> March to 11<sup>th</sup> April – 4 weeks
- 4th lump sum entitlement period: from 12<sup>th</sup> April to 11<sup>th</sup> May – 4 weeks

*Having done that, funding for the period between 12<sup>th</sup> and 25<sup>th</sup> May needs to be determined, which is an incomplete period of lump sum entitlement. There are 14 days there. One week equals 7 days, therefore this incomplete period of lump sum entitlement equals two full weeks. So 18 weeks is the basis for our lump sum calculation.*

#### Example 2

*Exchange from 5<sup>th</sup> January to 14<sup>th</sup> April: isolate 3 full periods of lump sum entitlement equalling 3 months, that is 12 weeks:*

- 1st lump sum entitlement period: from 5<sup>th</sup> January to 4<sup>th</sup> February – 4 weeks
- 2nd lump sum entitlement period: from 5<sup>th</sup> February to 4<sup>th</sup> March – 4 weeks
- 3rd lump sum entitlement period: from 5<sup>th</sup> March to 4<sup>th</sup> April – 4 weeks

*Then, funding for the incomplete period of lump sum entitlement between 5<sup>th</sup> and 14<sup>th</sup> April needs to be determined. There are 10 days there, which means a full week and 3 days. The three days from the week that has commenced are to be rounded down in accordance with the rule saying that **1 to 3 days from an incomplete week have to be rounded down, but 4 to 7 days from an incomplete week have to be rounded up**. So in this example 13 weeks is the basis for our lump sum calculation.*

Please see the table presented in Appendix No. 1 to this Guide, showing the rules presented above.

### Example 3

An exchange includes participation in an intensive language course, which lasts from 16<sup>th</sup> July to 2<sup>nd</sup> September 2013. Afterwards the student takes part in a period of study from 3<sup>rd</sup> September to 31<sup>st</sup> December 2013. In such case when determining the period of stay for lump sum calculation one should take the period from the first day of the course i.e. 16<sup>th</sup> July until the last day of the period of study i.e. 31<sup>st</sup> December, which gives 22 weeks:

- 1st lump sum entitlement period: from 16<sup>th</sup> July to 15<sup>th</sup> August – 4 weeks
- 2nd lump sum entitlement period: from 16<sup>th</sup> August to 15<sup>th</sup> September – 4 weeks
- 3rd lump sum entitlement period: from 16<sup>th</sup> September to 15<sup>th</sup> October – 4 weeks
- 4th lump sum entitlement period: from 16<sup>th</sup> October to 15<sup>th</sup> November – 4 weeks
- 5th lump sum entitlement period: from 16<sup>th</sup> November to 15<sup>th</sup> December – 4 weeks

Period from 16<sup>th</sup> to 31<sup>st</sup> December equals 2 weeks and 2 days. The 2 days from the week that has commenced are to be rounded down. Hence in this example 22 weeks is the basis for the lump sum calculation.

### Example 4

An exchange includes participation in an intensive language course, which lasts from 5<sup>th</sup> to 2<sup>nd</sup> August 2013. Afterwards the student takes part in a period of study from 28<sup>th</sup> August to 20<sup>th</sup> December 2013. Between the end of the course and the beginning of the period of study there is a break of three days. In such case when determining the period of stay for lump sum calculation one should determine the period from the first day of the course until the last day of the period of study, then one should diminish the total period of stay by three days' break:

- 1st lump sum entitlement period: from 5<sup>th</sup> August to 4<sup>th</sup> September – 4 weeks
- 2nd lump sum entitlement period: from 5<sup>th</sup> September to 4<sup>th</sup> October – 4 weeks
- 3rd lump sum entitlement period: from 5<sup>th</sup> October to 4<sup>th</sup> November – 4 weeks
- 4th lump sum entitlement period: from 5<sup>th</sup> November to 4<sup>th</sup> December – 4 weeks

Period from 5<sup>th</sup> to 20<sup>th</sup> December equals 16 days which should be diminished by 3 days' break. As a result we obtain 13 days i.e. 1 week and 6 days. Period of 6 days should be rounded up. Hence in this example 18 weeks is the basis for the lump sum calculation.

### 4.3. STAFF

Staff mobility in a partner HEI may last from 1 day to 6 weeks. The amount of funding depends on the length of stay and is paid as lump sums. The table below shows co-financing to which staff members are entitled.

Type of cost	Lump sum cofinancing per person
Co-financing for Polish HEI staff mobility to Donor States	€250 per day €1250 per week €2100 per month
Co-financing for Donor State HEI staff mobility to Poland	€150 per day €750 per week €1250 per month
Additionally: a lump sum of €500 per person to cover travel and insurance costs. No invoices and bills documenting travel costs are required.	

Please see Appendix No. 2 *Cofinancing lump sums for Polish staff mobility to Donor States depending on the length of stay (Euro)* and Appendix No. 3 *Cofinancing lump sums for Donor State staff mobility to Poland depending on the length of stay (Euro)* facilitating the correct calculation of lump sums for staff mobilities.

#### 4.3.1. STAFF MEMBERS HOLDING DISABILITY CERTIFICATES

Wishing to ensure equal opportunities of carrying out a mobility to staff members holding disability certificates, the Programme Operator offers them higher amounts to cover additional special costs related to their special needs. A HEI can apply for additional funding at application stage or later, during the implementation of a project.

Type of cost	Certified degree of disability	Cofinancing lump sum per person		
		Per day	Per week	Per month
Subsistence costs of Polish HEI staff holding disability certificates going to Donor States	mild	€281.25	€1406.25	€2362.50
	moderate	€312.50	€1562.50	€2625.00
	major	€375.00	€1875.00	€3150.00
Subsistence costs of Donor States staff holding disability certificates coming to Poland	Disability certificate	€225.00	€1125.00	€1875.00
Additionally: €500 per person to cover travel and insurance costs. No invoices and bills documenting travel costs are required.				

Additional requirements relating to clearing costs linked to awarding higher than standard funding to participants with special needs have to be borne in mind.

A certificate of disability from the Social Insurance Institution covering the period for which higher funding is awarded constitutes the basis of awarding a higher co-financing for Polish staff's subsistence costs.

Documents translated into English, varying depending on the nationality of a participant, are the basis of awarding a higher co financing for Donor State staff's subsistence costs.

#### **Norway**

Any person applying for awarding special costs should submit the two documents listed below:

- Special needs declaration signed by the individual participant, where s/he explains his/her situation and justifies the need for higher funding ("Egenerklæring" in Norwegian),
- Document from a doctor or a psychologist confirming the existence of special needs („Generell studiekompetanse og evt spesielle opptakskrav" in Norwegian).

#### **Iceland**

- Document confirming special needs, so-called Disability Card („Örorkuskírteini" in Icelandic)

#### **Liechtenstein**

- Certificate confirming special needs, so called IV-Verfügung issued by the Social Services, Office – Amt für Soziale Dienste.

The Project Promoter has to keep the above mentioned documents confirming the entitlement to higher funding due to special needs. These documents will be required for the final project clearing. Please see Annex No. 2 *Lump sums for Polish staff mobility to Donor States depending on the length of stay (Euro)* and

Annex No. 3 *Lump sums for Donor State staff mobility to Poland depending on the length of stay (Euro)* facilitating the correct calculation of co-financing for the mobility of staff members with a registered degree of disability.

#### 4.4. ORGANISATION OF MOBILITY

Type of cost	Cofinancing lump sum
Organisation of mobility - OM	€500 for a Polish or Donor State HEI for accepting one student/staff member from a partner institution

Organisation of Mobility is a lump sum due to a Polish or Donor State HEI which has accepted participants as part of *Mobility Projects in Higher Education* and which holds a valid Erasmus University Charter. No bill-based expense clearing is required.

Note: organisation of mobility lump sum can be used by a Polish Project Promoter only when it hosts Donor State students or staff as part of *Mobility Projects in Higher Education*.

A Polish Project Promoter has to transfer a lump sum of organisation of mobility - depending on the number of received students and staff members - to each partner HEI from a Donor State, holding Erasmus Charter for Higher Education (ECHE) hosting Polish participants. A specimen partner agreement with a provision relating to the transfer of organisation of mobility amount to a partner HEI has been published on the Programme Operator's website at [www.fss.org.pl](http://www.fss.org.pl)

No organisation of mobility lump sum may be paid to a HEI, which does not hold an Erasmus Charter for Higher Education (ECHE).

### 5. PROCEDURE FOR SUBMITTING APPLICATIONS

#### 5.1. CALL FOR PROPOSALS

Call for proposals provides information on the deadline for submitting applications, deadline for implementing projects within the Call, the amounts of funds earmarked for the purpose, and eligible activities and applicants.

#### 5.2. LEGAL REPRESENTATIVE OF THE APPLICANT

Application form should be signed by the legal representative of the applying institution, i.e. a person(-s) authorised to make declarations on behalf of the institution, as stipulated in a relevant register. In order to confirm that the application has been signed by a person(-s) authorised to make declarations on behalf of the institution, Programme Operator demands to enclose to the application documents listed in chapter 5.5 of this Guide.

#### 5.3. APPLICATION

A specimen application has been published on the Programme Operator's website at [www.fss.org.pl](http://www.fss.org.pl)

The application form should be filled in online at [online.frse.org.pl](http://online.frse.org.pl)

One should carefully read this Guide prior to filing in the application form.

Applicants are not allowed to modify the application form – any way of modification of the printed version of the application form will give grounds for the rejection of the application form as ineligible. It is not possible to submit the application form in the paper version only.

The application form should be filled in in Polish and the indicated parts thereof should be filled in in English.

Applicants should verify themselves the scope, quality, and completeness of information contained therein.

#### 5.4. PROPER SUBMITTING OF THE APPLICATION

**The Call for proposals lasts from 2<sup>nd</sup> February 2015 until 2<sup>nd</sup> April 2015, until 16:00. The deadline refers both to the hard copy (paper) and the electronic version of the application submitted via application form generator.**

The application form must be submitted via application form generator at [online.frse.org.pl](http://online.frse.org.pl) One should remember that following the submission of an online application, no changes in the document are possible.

Note: all fields of the application form should be filled in, if any part of the application is not filled in, the application form does not meet formal criteria. Two original copies of the application together with all required attachments must be delivered in one envelope or parcel, by post (in this case, the deadline refers to a post stamp), dispatch courier service (in this case, the deadline refers to register date) or in person, to the Programme Operator under the address:

**Foundation for the Development of the Education System (FRSE)  
The Scholarship and Training Fund  
43 Mokotowska str.  
00-551 Warsaw  
Poland**

Meeting the deadline for submitting the application form is one of formal assessment criteria. One should keep a proof of sending the package. Applications submitted after the deadline will not be approved.

Documents submitted for the competition will not be returned to the applying institution.

Prior to sending the application form, make sure that the following conditions have been met:

- The application has been completed and submitted online (it has received a reference number and does feature a watermark "SPECIMEN"),
- The right form has been used,
- The application is submitted in two original copies,
- The application has been signed by a legal representative of the applying institution or by the person for whom valid authorisation has been enclosed,
- The application has been stamped with official stamps,
- The obligatory appendices listed in this *Guide*, chapter 5.5 have been enclosed.

An exhaustive list of formal requirements has been provided in *the Formal Assessment Form, published at [www.fss.org.pl](http://www.fss.org.pl).*

#### 5.5. ANNEXES TO THE APPLICATION

When sending the application, make sure that all the required annexes have been submitted in the same package with the application form:



**Public HEIs should enclose to the application the following annexes:**

- Document confirming the appointment of the rector in original copy or a copy properly certified as true,
- If the application has been signed by a person other than the rector, applicant should enclose additionally a document certified as a true copy (letter of authority or other) providing information on the legal entitlement to sign the application by this person together with the appointment of this person on the position currently held,
- Originals of partner interinstitutional agreements within Scholarship and Training Fund for all partner institutions stipulated in the application form. Partner interinstitutional agreement are obligatory also for partner institutions in which practical placement is going to be held, and which are not HEIs,
- Correct and complete enclosures to the public aid declaration (if applicable) in original copy or a copy certified as true.

**HEIs operating in the non-public sector should enclose to the application the following, obligatory annexes:**

- A copy of the register of non-public universities run by the Ministry of Science and Higher Education in accordance with Art. 29, paragraph 3 of the Act of 27 July 2005. - Law on Higher Education,
- Properly certified as a true copy statute of the HEI,
- Properly certified as a true copy document confirming the appointment of the person legally entitled to sign the application if the entitlement derives from the statute,
- If the application has been signed by a person other than the legal representative quoted in the statute, a document (letter of authority or other) providing information on the legal entitlement of this person to sign the application together with the act of appointment of this person on the position currently held, and with the act of appointment of the person who signed the letter of authority. All the documents are to be certified as a true copy,
- Originals of partner interinstitutional agreements within Scholarship and Training Fund for all partner institutions stipulated in the application form. Partner interinstitutional agreement are obligatory also for partner institutions in which practical placement is going to be held, and which are not HEIs,
- Correct and complete enclosures to the public aid declaration (if applicable) in original copy or a copy certified as true.

**HEIs operating in the non-public sector, which lodge an application in excess of EUR 25 000.00 should enclose additional documents, necessary to financial capacity check:**

- A balance sheet and profit and loss account for the past two full financial years and other financial documents constituting the part of the report according to the Accounting Act. Submitted copies should be properly certified as true copies,
- A Certificate from a relevant taxation office on not being in arrears with tax payments and a certificate from the Social Insurance Institution on not being in arrears with premium payments.

Each annex send as a copy should be obligatory certified as true as described in Chapter 5.5.2 of this *Guide*.



### 5.5.1. PARTNER INTERINSTITUTIONAL AGREEMENTS

In accordance with the Regulations on the Implementation of the EEA Financial Mechanism and the Norwegian Financial Mechanism, original copies of agreements with all partner institutions listed in the application form (also with institutions which are not HEIs), are a compulsory annex to any application. Inter-institutional agreements are cooperation agreements between Applying Institution and partner institutions as part of *Mobility Projects in Higher Education* run by the Scholarship and Training Fund. A specimen agreement has been published at [www.fss.org.pl](http://www.fss.org.pl).

Partner interinstitutional agreement includes:

- *Special conditions*, which can be edited and contain basic data on the two partner institutions and planned project. If the partner interinstitutional agreements will be incorrect, they will be rejected at the stage of formal assessment of the application, consequently it will cause reduction of the basic budget amount taken into consideration in the process of allocation of funds prior to signing the financial Agreement with a given applicant.
- *General conditions*, which contain compulsory elements which cannot be deleted nor changed by applicants. Applicant may supplement the agreement with additional elements resulting from its internal regulations or arrangements with partner institutions, in particular by adding a list of subject areas in which exchanges will be organised. It is worth stressing that the subject areas used in accounting and reporting to Donor States differ from those under the Erasmus+ Mobility Projects for Higher Education Students and Staff. A list of STF subject areas is published in Annex No. 4 to this Guide: *List of STF academic subject areas*. When planning the number of exchanges in an application it is worth bearing in mind that the number of exchanges appearing in inter-institutional agreements signed with all the partner institutions cannot be exceeded.

A list of partner institutions presented in the application can be supplemented in the course of a project implementation. If an applicant recruits a new partner institution, it should sign a partner interinstitutional agreement and then update the list of partner institutions, using a chart of changes available in the online system. The chart of changes should be send online, printed out, signed by an authorised person and then submitted to the Programme Operator together with an original copy of the partner interinstitutional agreement. Then the Programme Operator will decide on accepting the Cart of changes and on preparing an Annex to the financial agreement.

Note: It is only after signing the Annex by the two parties that the Project Promoter is allowed to start exchanges with the new partner.

### 5.5.2 AUTHENTICATION OF DOCUMENTS

The required form of annexes has been stipulated in detail in chapter 5.5 of this *Guide*. If the Programme Operator requires that original documents are sent, as it is the case of partner interinstitutional agreements, it is not possible to send authenticated copies.

Programme Operator will not accept copies, faxes or scans of the documents that are not authenticated as true. If the Programme Operator allows for sending copies of documents, they should be authenticated by a legal councillor, lawyer, notary, legal representative of the applicant, person authorised by the legal representative (the original copy of the power of attorney issued for such a person should be enclosed) or by a member of staff who is in charge of authentication of the documents. If annexes are authenticated by a staff member or by a person authorised by the legal representative, signature of such person should be legible, or accompanied by a personal stamp.

## 6. FORMAL ASSESSMENT OF THE APPLICATIONS

### 6.1. COORDINATOR OF MOBILITY PROJECT IN HIGHER EDUCATION

Throughout the formal assessment and other stages of project implementation, Programme Operator will contact project coordinator, whose contact data is entered in the application. The project coordinator appointed by the Applying Institution should be a person with relevant knowledge and experience in the implementation of mobility projects. It is up to the Applying Institution whether to authorise the project coordinator to perform functions related with project implementation, such as authentication of documents, signing reports, annexes and agreements with individual mobility participants. If the legal representative decides to award special powers to the project coordinator, relevant letter of authorisation should be sent to Programme Operator.

### 6.2. THE ASSESSMENT PROCEDURE

Each application will be registered, granted a reference number and subjected to formal assessment in accordance with the zero-one law. The assessment is performed by filling a *Formal assessment form*. A specimen of this document has been published on the Programme Operator's website at [www.fss.org.pl](http://www.fss.org.pl) Formal assessment should be finished within 10 working days after the end date of sending project proposals specified in the Call for Proposals, or after receiving paper version of the application. As a result of formal assessment each submitted application will receive a decision on acceptance, rejection or being withhold and directed for supplementation.

The Programme Operator allows for a possibility to correct minor formal oversights, which may include:

- confirmation of submitting the application within the deadline stipulated in the Call for Proposals (if the date stamped on the envelope is illegible),
- part of an annex – one page of an annex, however not the front page and not the page featuring signatures.

It will not be possible to supplement a whole missing document.

The Programme Operator will inform the applying institution about the need to supplement the application by fax with a confirmation of sending and by e-mail with a confirmation of receipt. The applying institution should supplement the missing documents within a non-extendible deadline of three working days from receiving the request to supplement the document. If the Applying Institution does not comply with the request, the application will be rejected. The formal assessment procedure does not provide for a possibility to repeat the request to supplement the missing documents. Because of the method of communication between the applicant and the Programme Operator stipulated above and due to a short time limit for supplementing the documents, the applicant should make sure that the fax number and e-mail of the project coordinator are up-to-date and allow for prompt contact.

Within seven days from completing the formal assessment procedure, the Programme Operator will publish on its website the list of submitted projects featuring information on the assessment results. The Applicants whose applications will be rejected on formal grounds, will be sent additional information on the reasons for rejecting the application by fax with a confirmation of sending it and by post. Such notification will feature information on the appeal procedure.

The schedule for the application selection process will be implemented in accordance with the *Guidelines of the Minister of Infrastructure and Development on the Selection Procedure Concerning Projects Submitted for Competitions*.

Next, the Programme Operator will allocate the funds for each applicant (the allocation rules are described in chapter 9.3 of this *Guide*). Non-public HEIs applying for funds exceeding EUR 25 000.00 will be subject to financial capacity check, based on which the type of agreement and possible security interests for its proper implementation will be recommended. Types of possible security interests are presented in chapter 7<sup>th</sup> of

this *Guide*. The Programme Operator will draw a list of approved projects featuring information on the amount of co-financing and the type of agreement. The list will be presented to the Management Board of the Foundation for the Development of the Education System for approval. Management Board of the Foundation for the Development of the Education System will adopt a relevant resolution on the approval of the proposed amount and the type of agreement. Within 10 working days from decision of the Management Board, the Programme Operator will inform the applicants on the amount of funds allocated for their project by means of registered post and publish the list of accepted projects on its website [www.fss.org.pl](http://www.fss.org.pl)

*Mobility Projects in Higher Education* will not be subject to quality assessment. Such an assessment was staged by relevant units of the European Commission prior to awarding the Erasmus Charter for Higher Education to a given HEI, which each applying HEI is obliged to observe.

### 6.3. THE APPEAL PROCEDURE

Applicants may appeal against the results of assessment. The appeal procedure is two-instance. The appeal body of lower instance is the Programme Operator. The higher appeal instance is the National Focal Point. You cannot lodge an appeal against the decision of the National Focal Point. No appeal may be lodged against the final decision of the Foundation for the Development of the Education System regarding the cofinancing award, which takes form of a resolution.

By submitting their applications, Applicants accept the principles of the Scholarship and Training Fund and the rules of the *Call for Proposals*, and the rule of the competitiveness of projects in particular.

## 7. FINANCIAL CAPACITY CHECK

Each non-public HEI, which lodges an application to the Foundation for the Development of the Education System in excess of EUR 25 000.00, is subject to financial capacity check. Authenticated copies of financial results for the last two full and completed financial years sent in the form of an annex will be tested. Depending on the outcome of financial capacity check, the Programme Operator will make a decision on signing a standard agreement or an agreement with a security interest, such as:

- Agreement with security interest such as a promissory note and promissory note declaration;
- Agreement with security interest in the form of payment break down into a bigger number of advance payments;
- Agreement with security interest, such as reimbursement (that is payment made by the Programme Operator as reimbursement of documented project implementation costs incurred by the Project Promoter).

## 8. DECLARATION ON PUBLIC AID

A declaration from the Applying Institution on the public aid received forms an integral part of an application form. Providing support and implementing projects within the framework of the Financial Mechanism of the European Economic Area and the Norwegian Financial Mechanism requires that regulations on public aid are applied where the Applying Institution is an entity pursuing economic activity (however, one should bear in mind that economic activity is defined broadly in the community legislation and understood as any activity where goods and services are offered on a given market, regardless of the fact whether such activity is or is not intended to generate profit).

In accordance with Article 87 (1) of the Treaty establishing the European Community, support for entities exercising economic activity is subject to the regulations on public aid if the following conditions are fulfilled simultaneously:

1. it is provided by the State or from public funds;
2. the entity gains benefit under more favourable conditions than those offered on the market;
3. it is selective (favouring certain entities or the production of certain goods);
4. it threatens to distort or distorts competition and affects trade between EU Member States.

Funds for the Applicant pursuing economic activity fulfilling all of the above-mentioned conditions is considered public aid and can be awarded in the form of *de minimis* aid, provided that, in total with any other *de minimis* aid received over the past three tax years from various sources and in various forms, it will not exceed a gross amount of EUR 200 000.00, with the observance of Article 63 of the Act of 30 April 2004 on proceedings in public aid cases (O.J.no. 123, item 1291, as amended).

All Applicants, including those who have not received such aid and entities not engaged in economic activity (regardless of their legal form), are required to submit to FRSE a declaration on *de minimis* aid received within the past three taxations years prior to the date of submitting the application.

## **9. PROCEDURE FOR SIGNING THE AGREEMENT**

Following the adoption of the resolution by the Management Board of the Foundation for the Development of the Education System on the co-financing award, a procedure for signing agreements with applicants will start.

### **9.1 PROJECT PROMOTER'S QUESTIONNAIRE**

Applying institutions will be asked to fill in an online *Project Promoter's Questionnaire*, in which it will be asked to recalculate the budget up to the amount awarded. Original copy of the *Questionnaire* is to be submitted online, sent to the Programme Operator's registered office, after being printed out and signed by appropriate persons. A Project Promoter's Questionnaire contains formal and financial information indispensable for preparation of the agreement between the applying institution and the Programme Operator. The first name and surname of a HEI legal representative/ authorised person and a bank account number quoted in this document will be entered into a project implementation financial agreement.

### **9.2. APPENDICES TO THE AGREEMENT**

The Programme Operator may request from the applicant any additional documents and information as it deems indispensable for signing the financial agreement.

### **9.3. SIGNING OF THE FINANCIAL AGREEMENT**

The financial agreement will be prepared by the Programme Operator online. Applicants will be asked to print out their agreements, make sure that they are properly signed and send two original copies to the Programme Operator. After checking the completeness of the contractual documents and after having this agreement formally verified by the Legal Department of the Foundation for the Development of the Education System, the agreement will be signed by a representative of the Foundation for the Development of the Education System. One of the original copies will remain at the Programme Operator's office, and the other one will be sent to the Project Promoter.

#### 9.4. THE RIGHT NOT TO SIGN THE AGREEMENT

The Programme Operator reserves the right not to sign or withdraw from the agreement in the following cases:

- the applying institution is in arrears with payments to the state treasury,
- the applying institution has misinformed the Programme Operator by providing false documents or misleading information, declarations, etc.
- an application for bankruptcy has been filed against the applying institution or the applying institution is being wound up, in liquidation, has suspended business activity or is managed by a receiver,
- the applying institution has refused to supply the required documents,
- a valid sentence for an offence has been passed on the applying institution,
- the applying institution has not met the obligations under previous agreements concluded with Foundation for the Development of the Education System,
- the Applying Institution does not possess permanent and sufficient sources of funding.

#### 9.5. COFINANCING AMOUNT – ALLOCATION RULES

If the total requested amount of all applications in a given call is higher than the available funds, the Programme Operator will propose to each applying institution a smaller amount of cofinancing than the requested in the application. When making the decision on reducing the amount of cofinancing as compared to the applied amount, the Programme Operator will take into consideration availability of funds in given academic year and opportunities for staging the exchanges resulting from submitted interinstitutional agreements. The rules for allocation of funds will be adopted by the resolution of the Management Board of the Foundation for the Development of the Education System and published at [www.fss.org.pl](http://www.fss.org.pl)

### 10. GENERAL FINANCIAL RULES – PROJECT IMPLEMENTATION

#### 10.1. ELIGIBLE COSTS

Eligible costs are costs which:

- have been accepted by the Programme Operator on the basis of an application and a signed agreement and which are directly linked to the project implemented,
- have been incurred by the Project Promoter in the period of cost eligibility in line with the financial agreement,
- have been incurred by the Project Promoter and covered from an account set up for the implementation of the project,
- are supported by proper documentation and correctly entered in the books.

Eligible costs categories:

- costs of travel and insurance of exchange of individual participants,
- individual participants' subsistence costs pertaining to the period of mobility abroad,
- organisation of mobility for the host HEI, in the case of institutions from Donor States, only institutions holding a valid EUC are eligible.

## 10.2. INELIGIBLE COSTS

Ineligible costs are:

- tax on goods and services and other taxes and fees, which can be legally recovered,
- fines, tickets, financial penalties and court costs,
- repayment of loans, instalments, losses,
- charges resulting from financial transaction debit rate,
- commissions on currency exchange and losses resulting from interest rate changes,
- expenses financed from other sources,
- non-evidenced expenses (expenses may be evidenced for example by certificates of participation, disability certificates etc.),
- expenses covered from other accounts than the project account,
- expenses covered outside the cost eligibility period stated in the financial agreement between the Project Promoter and the Programme Operator.

## 10.3. BANK ACCOUNT

Project Promoter is obliged to open a separate bank account in PLN for the needs of the project implementation and to keep separate books of accounts relating to the funds granted for project implementation, pursuant to the accounting act of 29 September 1994 (O.J. of 2002 no. 76, item 694 as amended) so that individual accounting operations can be identified.

## 10.4. PAYMENTS FOR THE PROJECT PROMOTER

When planning the amount and schedule for payments to individual mobility participants, the project coordinator, should take into consideration the rules for effecting payments by the Programme Operator as described in this Guide. The payments of funds for project implementation will be effected in PLN in the form of advance payments:

- the first payment – an advance payment of up to 50% of the awarded cofinancing. The payment will be paid within 45 days from signing the financial agreement,
- the second payment – up to 30% of the awarded cofinancing will be effected after submitting and approving by the Programme Operator of an Interim Report no. 1 accompanied by a Payment Claim. A precondition for effecting the second payment is using up in 70% of the first payment,
- the third payment – up to 20 % of the awarded cofinancing will be affected after submitting an Interim Report no. 2 accompanied by a Payment Claim, provided that 100% of the first payment and minimum 70% of the second payment has been used up. The third payment may also take form of a balance payment and may be effected after submitting and approving by the Programme Operator of the Completion Report. The balance payment is the final payment within a given project, which in the case of using up all the funds awarded under the agreement, will be paid to the Project Promoter. If the Project Promoter has not used all the funds paid, the Programme Operator will request that such funds are repaid.

If the agreement between the Project Promoter and the Programme Operator will be annexed and the cofinancing awarded will be increased or decreased, the amount of the another payment will be determined on the basis of the actual percentage of the previous payments in the total amount of cofinancing changed by annex. The second payment will be aligned to 80% of the cofinancing amount. The third payment will be a balance payment not exceeding the amount awarded.

The Project Promoter may request effecting another payment throughout implementation of the project by submitting Request for Payment and on precondition of use of funds described above. A *Request for Payment* is a part of an interim report, it is also available online as the separate document on the project account.

#### 10.5. PAYMENTS TO INDIVIDUAL PARTICIPANTS

Project Promoter should effect payments related with project implementation only from the bank account stipulated in the agreement. If the funds in the account are used up, and the Project Promoter awaits the payment of the next instalment, a HEI is obliged to credit the project account with its own funds, make the required payments, and following the next advance payment reimburse the borrowed sum to its own account.

### 11. GENERAL REPORTING RULES

#### 11.1. REPORTING SCHEDULE

Project Promoter – a Polish HEI should send to the Programme Operator:

- Interim Report no. 1 – until 13 November 2015,
- Interim Report no. 2 – until 15 April 2016,
- Completion Report – not later than one month after project completion.

#### 11.2. REPORTS – THEIR ROLE IN THE PROJECT IMPLEMENTATION

Interim Reports play an important role, as they facilitate the summing-up and supervision of the current implementation of a project. The correct preparation of these documents and their acceptance by the Programme Operator guarantees payment of advance payments stipulated in the agreement. The Completion Report forms the basis for clearing the funds spent and for the balance payment. Clearing will be effected on the basis of Length of Stay Certificates submitted to the Project Promoter by individual participants on their return from an exchange.

Reports are submitted electronically, then they are printed out, signed by authorised persons and posted by recorded delivery to the Programme Operator. A specimen of a *Report* is published at [www.fss.org.pl](http://www.fss.org.pl)

#### 11.3. REDISTRIBUTION OF FUNDS FOLLOWING INTERIM REPORTS

Interim Reports serve as tools used in applying for subsequent payments and allow application for financial changes in a project under implementation – by lodging a declaration declining or accepting additional funding. Having analysed all the Interim Reports that have met the deadline and on the basis of the financial declarations that have been submitted as a part of a report, the Programme Operator will redistribute funds by concluding annexes to agreements with Project Promoters.

The budget demand presented in Interim Reports should be as realistic as possible. If a Project Promoter applies for funds which it is unable to spend, other HEIs will be prevented from using the funds.

The funding redistribution procedure performed by the Programme Operator after accepting Interim Reports consists in adding up the declarations from the Reports regarding increased or reduced funding awarded in an agreement and then in shifting the funds in the process of annexing from the HEIs that give them up to the HEIs which declare their willingness to use bigger funding than the one previously awarded in the agreement. This process has to take place simultaneously for all the Project Promoters. A Project Promoter sending a report with a declaration after the deadline will not be taken into consideration in the redistribution process.



## 12. PROJECTS NOT COMPLETED AND AGREEMENT TERMINATION

If a Project Promoter gives up the implementation of a project before its implementation period is over, it is under obligation to notify the Programme Operator immediately with giving reasons for it. Depending on the project results and objectives achieved the Programme Operator will decide what amount of funds has to be returned.

## 13. MONITORING AND RECORD KEEPING

### 13.1. MONITORING

The monitoring of projects implemented by Project Promoters is one of the Programme Operator's tasks. It involves regular collecting, reporting and interpreting data describing the progress and outcome of the projects implemented. The Programme Operator uses routine monitoring in the case of all Project Promoters, consisting in analysing (Interim and Completion) Reports submitted by Project Promoters.

In the course of routine monitoring Project Promoters may be asked to send over documents confirming the correct implementation of their projects, such as: confirmation of length of stay from the host HEI for individual participants, agreement between the HEI and individual beneficiary, disability certificates from the Social Insurance Institution for participants being awarded additional funds for special needs, bank statements confirming the amount of interest generated and other payments relating to the implementation of the project. The above check, so called desk check will be performed in the randomly chosen group of Project Promoters.

On top of that the Programme Operator can order checks in the Project Promoter's registered office for a randomly chosen group of Project Promoters. Evidence of irregularities in the project implementation can cause advanced desk-check and checks in the Project Promoter's registered office.

For the purposes of financial and quality checks, the Project Promoter is under obligation to present documents relating to the project implemented and financed from STF means on every Programme Operator's demand. Programme Operator is obliged to forward the results of a check to the Programme Promoter.

### 13.2. RECORD KEEPING

Until the end of 2020 Project Promoters are obliged to keep all documentation relating to the implementation of their projects, in particular *Confirmation of stay of* individual participants are to be kept on file as they are the basis on which the amount of financing is determined after the submitting of the Completion Report.

## 14. INFORMATION AND PUBLICITY

Pursuant to the regulations on the implementation of EEA Financial Mechanism and Norwegian Financial Mechanism, entities implementing projects under the Mechanisms are obliged to conduct information and publicity activities. Annex no. 4 to the Regulations „Information and Publicity Requirements” stipulate in detail such requirements. Additional advice and practical tips on conducting information and publicity activities are included in Communication and Visual Identity Manual. The two documents are published on the Programme Operator's website at: [www.fss.org.pl](http://www.fss.org.pl)

The Project Promoter is obliged to inform in all the documents related with the project and in all promotional materials (training materials, brochures, leaflets, posters) about the source of funding. Information and publicity activities aim at making the end users of the projects realise that the Scholarship and Training Funds created with the use of EEA and Norwegian Financial Mechanism funds is the source of financing the activities in which they participate. Moreover, each Project Promoter is obliged to send to the



Programme Operator's office three copies of each publication developed and published as part of the project funded by the Scholarship and Training Fund.

Any materials pertaining to projects co-financed within the Scholarship and Training Fund must be provided with the following information:

*"Supported under the EEA Grants and Norway Grants from Iceland, Liechtenstein and Norway and co-financed by the Polish funds."*

## 15. CONTACT WITH STF OFFICE

All persons interested in the opportunities offered by the Fund are welcome to visit its website: [www.fss.org.pl](http://www.fss.org.pl) Information on the rules of benefiting from the Scholarship and Training Fund can be also obtained by telephone or in person at the Programme Operator's seat, provided that a date for such a meeting has been agreed. Magdalena Gessel is the person responsible for the implementation of the *Mobility Projects in Higher Education*:

**Fundacja Rozwoju Systemu Edukacji**  
**Fundusz Stypendialny i Szkoleniowy**  
 ul. Mokotowska 43  
 00-551 Warszawa  
 tel. 022 463 14 72  
 fax. 022 622 37 08  
 e-mail: [magdalena.gessel@frse.org.pl](mailto:magdalena.gessel@frse.org.pl)

Consultations offered by the Programme Operator do not consist in providing advise on the contents of individual application forms.

## 16. STF PROJECT COORDINATOR CALENDAR

Date	Description
<b>2015</b>	
2 February	Call for Proposals published
2 April	Deadline for submitting the applications
April	Formal assessment of the applications
May	Decision on co-financing announced by the Programme Operator. Agreements between FRSE and Project Promoters signed.
May/June	Information meeting for Project Promoters organised by the Programme Operator prior to the project implementation.
1 July	Commencement of the project. Start date for cost eligibility.
November	Information meeting for Project Promoters organised by the Programme Operator prior to submitting <i>Interim Report no. 1</i> .
13 November	Deadline for submitting <i>Interim Report no. 1</i> .
<b>2016</b>	
April	Information meeting for Project Promoters organised by the Programme Operator prior to submitting <i>Completion Report</i>
15 April	Deadline for submitting <i>Interim Report no. 2</i> .
30 September	Project completion. End date for cost eligibility.
31 October	Deadline for submitting the <i>Completion Report</i>

## Appendix no. 1

### DETERMINING THE LENGTH OF STAY IN THE CASE OF INCOMPLETE LUMP SUM PERIODS - STUDENTS.

Subsequent week	Subsequent day of incomplete lump sum period (is not equal with the subsequent day of the month)	Rounding off method
<b>Week 1</b>	1	Round down, do not grant an additional week
	2	
	3	
	4	Round down, grant an additional week.
	5	
	6	
	7	
<b>Week 2</b>	8	Round down, the individual participant is granted one week of the incomplete lump sum period.
	9	
	10	
	11	Round up, grant an additional week. The individual participant is entitled to two weeks of an incomplete lump sum period.
	12	
	13	
	14	
<b>Week 3</b>	15	Round down, the individual participant is entitled to two weeks of an incomplete lump sum period.
	16	
	17	
	18	Round up, the individual participant is entitled to three weeks of an incomplete lump sum period.
	19	
	20	
	21	
<b>Week 4</b>	22	Round down, the individual participant is still entitled to three weeks of an incomplete lump sum period.
	23	
	24	
	25	Round up: the individual participant is entitled to four weeks of an incomplete lump sum period
	26	
	27	
	28 i next days	

## Appendix no. 2

### COFINANCING LUMP SUMS FOR POLISH STAFF MOBILITY TO DONOR STATES DEPENDING ON THE LENGTH OF STAY [EURO]

day	week	Able-bodied person	Registered degree 1 disability, increase by 12.5%	Registered degree 2 disability, increase by 25%	Registered degree 3 disability, increase by 50%
1		250.00	281.25	312.50	375.00
2		500.00	562.50	625.00	750.00
3		750.00	843.75	937.50	1125.00
4		1000.00	1125.00	1250.00	1500.00
5		1250.00	1406.25	1562.50	1875.00
6		1250.00	1406.25	1562.50	1875.00
7		1250.00	1406.25	1562.50	1875.00
8		1250.00	1406.25	1562.50	1875.00
9		1250.00	1406.25	1562.50	1875.00
10		1250.00	1406.25	1562.50	1875.00
11		1533.00	1724.63	1916.25	2299.50
12		1533.00	1724.63	1916.25	2299.50
13		1533.00	1724.63	1916.25	2299.50
14		1533.00	1724.63	1916.25	2299.50
15		1533.00	1724.63	1916.25	2299.50
16		1533.00	1724.63	1916.25	2299.50
17		1533.00	1724.63	1916.25	2299.50
18		1817.00	2044.13	2271.25	2725.50
19		1817.00	2044.13	2271.25	2725.50
20		1817.00	2044.13	2271.25	2725.50
21		1817.00	2044.13	2271.25	2725.50
22		1817.00	2044.13	2271.25	2725.50
23		1817.00	2044.13	2271.25	2725.50
24		1817.00	2044.13	2271.25	2725.50
25		2100.00	2362.50	2625.00	3150.00
26		2100.00	2362.50	2625.00	3150.00
27		2100.00	2362.50	2625.00	3150.00
28		2100.00	2362.50	2625.00	3150.00
29		2100.00	2362.50	2625.00	3150.00
30		2100.00	2362.50	2625.00	3150.00
31		2100.00	2362.50	2625.00	3150.00
1		2382.00	2679.75	2977.50	3573.00
2		2382.00	2679.75	2977.50	3573.00
3		2382.00	2679.75	2977.50	3573.00
4		2382.00	2679.75	2977.50	3573.00
5		2382.00	2679.75	2977.50	3573.00
6		2382.00	2679.75	2977.50	3573.00
7		2382.00	2679.75	2977.50	3573.00
8		2666.00	2999.25	3332.50	3999.00
9		2666.00	2999.25	3332.50	3999.00
10		2666.00	2999.25	3332.50	3999.00
11		2666.00	2999.25	3332.50	3999.00

### Appendix no. 3

#### COFINANCING LUMP SUMS FOR DONOR STATE STAFF MOBILITY TO POLAND DEPENDING ON THE LENGTH OF STAY (EURO)

day	week	Able-bodied person	Staff with disability certificates
1		150.00	225.00
2		300.00	450.00
3		450.00	675.00
4		600.00	900.00
5		750.00	1125.00
6		750.00	1125.00
7		750.00	1125.00
8		750.00	1125.00
9		750.00	1125.00
10		750.00	1125.00
11		917.00	1375.50
12		917.00	1375.50
13		917.00	1375.50
14		917.00	1375.50
15		917.00	1375.50
16		917.00	1375.50
17		917.00	1375.50
18		1083.00	1624.50
19		1083.00	1624.50
20		1083.00	1624.50
21		1083.00	1624.50
22		1083.00	1624.50
23		1083.00	1624.50
24		1083.00	1624.50
25		1250.00	1875.00
26		1250.00	1875.00
27		1250.00	1875.00
28		1250.00	1875.00
29		1250.00	1875.00
30		1250.00	1875.00
31		1250.00	1875.00
1		1416.00	2124.00
2		1416.00	2124.00
3		1416.00	2124.00
4		1416.00	2124.00
5		1416.00	2124.00
6		1416.00	2124.00
7		1416.00	2124.00
8		1584.00	2376.00
9		1584.00	2376.00
10		1584.00	2376.00
11		1584.00	2376.00

## **Appendix no. 4**

### LIST OF THE SCHOLARSHIP AND TRAINING FUND SUBJECT AREAS\*

Agriculture  
Anthropology  
Archaeology  
Architecture, design and applied arts  
Area studies  
Business  
Chemistry  
Computer sciences  
Cultural studies and ethnic studies  
Earth sciences  
Economics  
Education (including teacher training/education)  
Engineering  
Environmental studies and Forestry  
Family and consumer science  
Gender and sexuality studies  
Geography  
Health sciences (medicine, nursing, dentistry, etc.)  
History  
Journalism, media and communication  
Languages and linguistics  
Law  
Library and museum studies  
Life sciences (including biology)  
Literature  
Mathematics  
Military sciences  
Performing arts  
Philosophy  
Physics  
Political science  
Psychology  
Public affairs  
Religion  
Social work  
Sociology  
Space sciences  
Systems science  
Theology  
Transportation  
Visual arts

\*The list of subject areas has been quoted in English also in the application form in Polish, due to the need to streamline the terminology, as required by the Donor States for the needs of reporting.