



ADMINISTRATIVE AND FINANCIAL GUIDE

FOR PROJECT PROMOTERS

SCHOLARSHIP AND TRAINING FUND

MOBILITY PROJECTS IN HIGHER EDUCATION

PROJECTS IMPLEMENTED FROM 1ST JULY 2015 TO 30TH SEPTEMBER 2016

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1. GENERAL INFORMATION

1.1 GENERAL INFORMATION ABOUT FINANCIAL MECHANISMS

The Financial Mechanism of the European Economic Area and the Norwegian Financial Mechanism are the sources of non-refundable aid for Poland, offered by three EFTA (European Free Trade Association) countries, 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 implementing 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 implementing Norwegian Financial Mechanism 2009-2014 concluded by the Kingdom of Norway and Poland.

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

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 the Kingdom of Norway.

Operational Objective

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

- increase higher education staff and students mobility between Poland and Donor - States,
- increase and strengthening institutional cooperation and partnership between institutions operating in education sector (at the following levels of education: primary, higher, vocational and adult education) in 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 aspects include:

- sustainable growth 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 anti-corruption issues.

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 on Strengthening 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 June 2011, together with annexes;
3. Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2009-2014, together with annexes;
4. Regulation 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 2009-2014 and Norway Grants 2009-14, or the EEA Financial Mechanism Committee (FMC)/ Norwegian Ministry of Foreign Affairs (NMFA).

2. INSTITUTIONS ELIGIBLE FOR MOBILITY PROJECTS IN HIGHER EDUCATION

Student and academic staff exchanges implemented as part of *Mobility Projects in Higher Education* are in the same time Erasmus+ Mobility projects for Higher Education Students and Staff (Erasmus+ HE), financed from the EEA Financial Mechanism, Norwegian Financial Mechanism and Polish funds, which results in the fact that project clearing rules are different.

1. Mobility under *Mobility Projects in Higher Education* is carried out solely by higher education institutions holding a valid Erasmus Charter for Higher Education.
2. In the case of changes consisting in a merger of higher education institutions or transforming an existing higher education institution into a different one, the higher education institutions to which this applies are obliged to notify the Programme Operator and EACEA (eacea-euc@ec.europa.eu) of the changes in order to ensure the continuity of the implementation of their activities.
3. Student mobility for studies (SMS) and staff mobility for teaching assignments (STA) must be preceded by signing an agreement on inter-institutional partnership between their home institution and host institution. The minimum requirements for partner inter-institutional agreements are provided in the specimen, which constitutes an Annex to the Financial Agreement, published at www.fss.org.pl
4. A person eligible for an exchange period under *Mobility Projects in Higher Education* may possess the citizenship of any country of the world. His/her eligibility for a mobility period will be decided on the basis of his/her being a member of the academic community of the sending HEI (so he/she should be a student or an employee of the sending HEI). Such persons who possess a citizenship other than of a EU or EEA member state should check the rules relating to entering the host country territory in connection with planning to stay there as a participant of the *Mobility Projects in Higher Education* measure.

5. The Project Promoter undertakes to choose candidates for exchange under *Mobility Projects in Higher Education* on the basis of selection principles (students) and recruitment principles (staff) announced to its academic community, while respecting transparency, fairness and equal treatment of all candidates. The HEI shall organise a candidate selection process in a way that does not allow for situations termed as a “conflict of interest”.¹ The HEI is obliged to publish its selection and recruitment rules before the commencement of the selection/recruitment procedure.
6. The HEI undertakes to hold a register of all candidates who have submitted documents required in the process of recruitment (students) and qualification (staff). This register should contain a short note relating to the result of the recruitment or qualification procedure. The results of these processes should be described in a document signed by persons making decisions on qualifying a candidate for a mobility period (e.g. students – recruitment report, staff – qualification board decision). Mobility selection criteria may not give preferential treatment to Polish nationals.
7. The rules of fund allocation for particular mobility types under the *Mobility Projects in Higher Education* are described in subsequent parts of this Guide.

Basing on the information contained in this Guide the HEI (Project Promoter) is obliged to develop internal principles for co-financing of exchanges of individual participants (students and staff). The rules of transparency and equal treatment of all individual participants must be respected. The Project Promoter is obliged to publish the principles of mobility co-financing.

The Project Promoter’s financial principles should also regulate the issue of co-financing additional periods of mobility in the case of individual participants who extend their stay and of re-allocating funds released as a result of the withdrawal of an individual participant from a mobility and/or in case of obtaining additional funds.

8. Co-financing under *Mobility projects in Higher Education* is supplementary only – it is intended for covering additional costs incurred in the course of travelling to and staying in the host institution (travelling expenses, insurance costs, increased costs of subsistence abroad).
9. Individual participants with a registered degree of disability may be awarded additional funds.

3. CATEGORIES OF ACTIVITIES

Within *Mobility Projects in Higher Education* co-financing is provided to fund student and staff exchanges and the organisation of mobility. Different rates are envisaged for each category, depending on participant, duration of the stay abroad and mobility type.

3.1 STUDENT MOBILITY

Within student mobility, the following categories of activities are funded:

- Outgoing Polish student mobility and mobility of incoming students from Donor - States for study periods lasting from 3 to 12 months within one academic year;
- Outgoing Polish students mobility to Donor - States for placements at partner institutions for a period lasting from 3 to 12 months within one academic year;
- Incoming Donor - State students mobility for placements to Polish Higher Education Institutions,
- participation in an intensive language course which should take place in the host country at the beginning of the exchange period. If the course starts earlier than the study/ placement

¹ See Article II of General Conditions of the Financial Agreement

period, students are entitled to extend their stay and receive subsistence co-financing for such extended stay for the period no longer than 4 weeks. The cost of the language course tuition is not financed by the STF.

3.2 STAFF MOBILITY

Within staff mobility, staff of Project Promoter can benefit from mobility to partner institutions in Donor - States and staff from Donor - States can come to Poland in order to:

- undertake teaching assignments;
- participate in seminars, training sessions, workshops and conferences;
- participate in work shadowing.

3.3 ORGANISATION OF MOBILITY

Co-financing is provided for the host HEI for activities concerning organisation of students and workers stay in host HEI. Co-financing amount depends on the number of mobilities received by the host HEI.

4. PRINCIPLES RELATING TO STUDENT MOBILITY FOR STUDIES (SMS) AND FOR PLACEMENTS (SMP)

1. Students selected for a mobility period under *Mobility Projects in Higher Education* must fulfil the following formal criteria:
 - Throughout their stay at host institution, they must be registered as students of first or second cycle, or long-cycle Master's degree programme or as PhD candidates in the HEI participating in *Mobility Projects in Higher Education*;
 - They must be (at the time of commencing the mobility) students in at least the second year of a first-cycle programme; this requirement applies to exchanges for studies;
 - They may not be on any kind of leave during the exchange.
2. Students must commence and complete their stay in the host institution between 1st July 2015 and 30th September 2016. All payments relating to co-financing and to organisation of mobility must be incurred by the Project Promoter by 30th September 2016.
3. A single stay in a partner institution (in a HEI for mobility for studies or in a company for mobility for placements) cannot be shorter than 3 months or the full length of the shortest education cycle (e.g. a term) and cannot be longer than 1, the same, academic year. A month is to be understood as 4 weeks worked out in line with the tables that are enclosed to this *Guide*.

The minimum length of stay in a partner HEI refers only to the study/placement period and not to the time needed for possible language preparation. The total length of stay in the host country cannot exceed 12 months (including the above mentioned possible language preparation and an examination period).

No mobility to two different locations (HEIs, cities or countries) is permitted. The only exception to this rule is a situation where the other location is the host institution's branch. Staying in the other locality should be agreed upon in the Learning Agreement/ Training Agreement. The minimum length of stay in each location must fulfil the formal requirements (a minimum of 3 months, the maximum total length of stay is one and the same academic year).

4. Co-financing under the *Mobility Projects in Higher Education* measure is awarded to undergo a part of a specific study programme in a partner HEI: first cycle studies, Master's degree or PhD course leading to obtaining the home HEI's diploma or to serve a practical placement related to a student's area of study.

The practical placement can be compulsory or optional (as understood by the study programme), but it must always guarantee an opportunity to gain competences linked to the area of study at the home HEI.

Mobility for period of study under *Mobility Projects in Higher Education* measure requires the participant to take up full-time studies at the Host HEI, and mobility for practical placement – to take up full time work as agreed with the host institution.

The number of ECTS points to be collected in the course of a mobility period in the Host HEI/institution is set by the sending HEI in agreement with the Host institution.

5. Apart from bearing in mind the HEI's recruitment principles when selecting students for mobilities, the HEI shall consider their learning achievements and level of competence in the foreign language in which classes will be held at the Host HEI.
6. Full credit for the study period/placement in the Host HEI and its recognition as equivalent to the study period/placement in the home HEI should be guaranteed to each student selected for a mobility period. The way of completing a study period taking place outside of the Home HEI should be set out in the study regulations or other HEI's regulations.

Before signing agreements with students the Home HEI should verify that the study programme prepared for them in the host institution is feasible and guarantees observance of that basic rule.

For each student mobility period under the *Mobility Projects in Higher Education* programme in individual study/placement programme to be implemented in a partner HEI/host institution shall be agreed before the departure, in the form of a *Learning Agreement (LA)* or *Training Agreement (TA)*, signed by all the three Parties: home HEI, host institution and the student. All changes made to the LA/TA by any Party must be confirmed in writing. Making changes, if any, should finish within 1 month of the student's arrival at the Host HEI.

When drawing the Learning Agreement, the Home HEI shall use best efforts to avoid such a kind of differences in relation to learning outcomes achieved in the corresponding period in the Home HEI, which could preclude the recognition of the study period. If such differences cannot be avoided, subjects to be completed in the student's home HEI have to be identified before his/her mobility, the deadline and method of completing them should be agreed in writing by the Home HEI and the student in the form that is indicated in the HEI regulations relating to the study programme. If the LA proposes a number of ECTS points to be obtained by the student, which is higher than the number required for completion of a term/ semester/ year, the way of recognising these "extra" points shall be agreed upon before the student's mobility.

If serving a placement is not an integral part of the programme of studies in the Home HEI, the HEI should endeavour to record its completion in a Diploma Supplement. The use of Europass documents is also recommended.

7. For the purpose of recognising students' achievements accomplished in a foreign partner HEI/host institution, procedures laid down in the study regulations or other HEI regulations, which should include principles developed for the European Credit Transfer System (ECTS), are applicable.
8. The student shall be notified of the necessity to obtain a list of completed subjects and obtained grades in the form of a *Transcript of Records (TR)*, issued by the partner HEI/host institution, as well as confirmation of implementation of the practical placement programme and of the grade given by the placement supervisor in the host institution, and – if no length of stay has been entered in the TR – a written certificate of the length of stay in this HEI/institution.

9. If the student fulfils all the requirements agreed in writing in the LA/TA, his/her study/placement period (subjects/completions/examinations) shall be recognised and regarded as equivalent to the corresponding period of study/placement (subjects, completions/examinations) in the home HEI.

The Home HEI, after consultation with the Host HEI, makes a decision whether or not the student has fulfilled the requirements agreed before. Should any discrepancies be detected, the decision as to the scope of credit recognition shall be made by the Home HEI, which may also decide whether or not failure to fulfil the requirements agreed before, gives rise to partial or total reimbursement of the co-financing obtained.

10. Reimbursement of co-financing shall not be required from students in the case of circumstances described as “force majeure” (that is a situation beyond their control, connected with a serious illness or fortuitous event)². If a co-financed mobility period was shorter than 3 months, the Programme Operator’s written consent is needed to recognise such a case as one of “force majeure”. For this purpose the HEI should contact the Programme Operator without unnecessary delay.

A letter to the Programme Operator requesting consent to the recognition of a case as defined in the “force majeure” clause should be accompanied by documentation (medical/from the police) confirming a fortuitous event, letter from the Host institution confirming the length of exchange and (if applicable) information about estimated costs incurred by the individual participant in connection with his/her mobility to the host country. If this application is accepted, the resulting decision shall quote the maximum co-financing amount and the maximum length of stay to be cleared in the *Completion report*.

11. The Host HEI may not demand payment for instruction from students (tuition fee, admission fees, examination fees, bench fees, etc.).

Certain fees and charges (insurance, student organisation membership, photocopies, etc.) are allowed in the same amount and on the same principles that apply to local students.

Any violation of the no tuition fee rule committed by the Host HEI should be reported to the Programme Operator.

If a student pays an instruction fee in the Home HEI, he/she may be obliged to continue paying the fee when studying in the partner HEI. The Home HEI makes decisions whether or not students undertaking exchanges under *Mobility Projects in Higher Education* have to continue or stop paying the fee. They should be informed about the rules of payment in the Home HEI before signing a financial agreement linked to their mobility period under *Mobility Projects in Higher Education*.

12. Payment of domestic scholarships (for example for maintenance or outstanding learning achievements or other), for which a student had become eligible before the mobility, will be continued during their stay in the partner HEI. The right to apply for the above mentioned scholarships should also be ensured after their return to the Home HEI.

Any violation of the domestic scholarship continuation rule should be reported to the Programme Operator.

13. Regardless of the number of areas of study and home HEIs in the course of their studies students may undertake exchanges under both: Erasmus+ HE and Mobility Projects for Higher Education in accordance with the following principles. Students are entitled to 12 months of exchange

² See the General Conditions of the Financial Agreement

(altogether, under STF and Erasmus+ HE mobility projects) during every cycle of study (bachelor, master, doctoral) regardless of the type of mobility (study period or practical placement) and number of periods of mobility (for example two times for 6 months or three times four months etc). Project Promoters may however give priority to students who have never participated in the mobility period before. Previous participation in the exchange under Erasmus Lifelong Learning Programme (LLP) or under *Mobility Projects in Higher Education* measure will be taken into consideration for students applying for mobility during the same cycle of study.

For example if a student have received a six months co-financing under Lifelong Learning Programme or under STF in the past, during his masters degree cycle, he is entitled to receive co-financing for another 6 months during the same cycle of study. If the same student undertakes doctoral degree cycle, he may receive co-financing under Erasmus+ HE or STF for period of up to 12 months altogether, as in this case it will be another cycle of study.

Other types of mobility such as Leonardo da Vinci practical placements or voluntary work under Youth for Europe LLP programme will not be taken into consideration when determining the maximum possible length of stay during one cycle of study.

14. Co-financing of the same exchange under two programmes simultaneously, i.e. three first months within Scholarship and Training Fund and subsequent 3 months within Erasmus+ HE is not permitted.
15. The HEI may make a decision to extend the duration of a student exchange. This possibility should be laid down in the HEI mobility principles and announced to all individual participants. The Home HEI shall make a decision on an extension after receiving consent of the Host HEI/institution. Such decisions should be made before the original period of stay is over. The rules of co-financing extended stays should be made public and applied in the same way to all students. No extension may go beyond the period of applicability of the financial agreement with the Programme Operator (see the Special Conditions of the financial agreement).
16. The HEI may decide to combine study period with practical placement period. This is possible only when the placement will be served under the supervision of the same Host HEI and the placement period will begin immediately after the study period is over (or the other way round - the study period immediately after the placement period). In the case of such combined mobilities their minimum length is 3 months. That kind of mobility is regarded as a "mobility for studies" (SMS) and cleared as described in the HEI co-financing principles in the same way as a mobility for studies.
17. A written agreement prepared on the basis of the specimen published on www.fss.org.pl shall be signed with each student undertaking a mobility period under *Mobility Projects in Higher Education*.
18. Each student undertaking a mobility under the *Mobility Projects in Higher Education* measure shall receive an Erasmus+ Student Charter.
19. In the case of student's mobilities for practical placements the Home HEI, host institution and the student should acknowledge the Erasmus+ HE Training Agreement and Quality Commitment which is a document specifying the obligations and responsibilities of each Party in relation to the organisation of a student placement.
20. No placement can be served at:
 - a) European Union institutions and institutions managing EU programmes (http://europa.eu/about-eu/institutions-bodies/index_en.htm)
 - b) Diplomatic posts of the student's home country

If the HEI decides that a student should serve his/her placement in a Polish institution with a branch office abroad, the tasks that will be given to the student in the course of the implementation of the placement programme must guarantee work in an international environment and the development of competences linked to working therein.

21. Releasing co-financing to students may only take place on condition that they accept all the requirements of the agreement. Co-financing should be paid in the way that has been agreed between the Parties. A bank transfer is the preferred way of co-financing release. When agreeing upon the way of paying the co-financing, the HEI shall bear in mind the recommendations that part of the co-financing should be paid to the student before his departure and the remaining part – in instalments, depending on the length of his/her stay. The HEI may decide to pay a small part of the co-financing due only after the student returns from the partner HEI and submits all documents required by the Home HEI, including an ex post evaluation questionnaire.
22. Students should be informed by the Home HEI about the duty to obtain a document entitling them to health care in the territory of the country of exchange.
23. Students should be insured (medical expenses, consequences of accidents) for the duration of travelling to and staying in the host institution. The home HEI and the host institution should agree the best form of insurance for their students and inform them about the necessity to possess the recommended form of insurance. The HEI should agree upon the necessity to possess a third party insurance policy, which is particularly important in the case of student mobilities for placements.
24. Before the departure and after the return from the host institution students are obliged to fill in an evaluation questionnaire available at <https://ankieta.frse.org.pl/users/login> The completion of this questionnaire is indispensable for the purpose of mobility clearing.

The HEI is obliged to inform students about the necessity to complete a questionnaire when signing the agreement covering a mobility under *Mobility Projects in Higher Education* and about the fact that this questionnaire is a compulsory element of co-financing clearing.

25. The HEI should run a register of incoming exchange students from the Donor - States under the *Mobility Projects in Higher Education*.

4.1 STUDENT MOBILITY (SM) – USE AND SETTLEMENT OF CO-FINANCING

1. The following documents shall form the basis for confirming payment of co-financing and its correct spending:
 - a) Agreement between the Project Promoter and the student;
 - b) Learning Agreement (LA)/ Training Agreement (TA);
 - c) Transfer of Records (TR)/ confirmation of practical placement programme implementation;
 - d) Document confirming the stay in the Host institution, giving the dates of its beginning and end (unless the exact dates of the beginning and the end of the stay are indicated in the document mentioned in point c);
 - e) Documents confirming that the co-financing has been paid to the student – bank statements, copies of bank transfers or cash receipts;
 - f) Ex-ante and ex-post evaluation questionnaires filled in online by the student.

2. The total co-financing amount must be quoted in PLN.
3. The clearing of the total amount of funds awarded to the HEI for student co-financing takes place on the basis of a *Completion report* lodged by the HEI. The *Completion report* determines the amount paid to each student.

The final co-financing amount paid to each student must result from the length of his/her stay in the host institution. The length of time given in the document confirming the stay will form the basis for the final determination of the period of stay in the *Completion report*. Period financed within STF cannot exceed eligibility period given in the agreement between the individual participant and the Project Promoter.

4. The costs of bank transfers shall be borne by the Project Promoter. Individual participants should receive the full co-financing amount determined according to rules presented in chapter 21 of this Guide and resulting from the agreement signed with the Project Promoter.

Students who have carried out exchanges under the *Mobility Projects in Higher Education* measure can be reported in the Erasmus+ HE programme as zero-grant students. In such case, Project Promoter should settle all formalities required by the Erasmus+ HE programme.

5. PRINCIPLES RELATING TO STAFF MOBILITY (ST)

The rules of outgoing and incoming staff mobility (academic teachers of Project Promoter and representatives of foreign institutions undertaking teaching assignments for students of the Project Promoter (STA) as well as staff training mobility (STT)):

1. Employees accepted for a mobility period under *Mobility Projects in Higher Education* must be the sending institution's employees. An employment contract or other civil-law agreement should be the basis of their employment. The HEI may decide to use preferential treatment towards its employees with an employment contract.
2. Staff mobility under *Mobility Projects in Higher Education* may be undertaken for the following purpose:
 - a) Teaching assignments (STA)
 - b) Participation in seminars, trainings, workshops, conferences (STT)
 - c) Work shadowing (STT)
3. STA also comprise mobility of incoming employees of foreign institutions who come over invited by the HEI to take up teaching assignments with the participation of the Project Promoter's students. The institution that employs an employee coming to the Project Promoter for teaching assignments must be registered in one of the Donor - States.
4. The basis for an employee's eligibility for a mobility period under *Mobility Projects in Higher Education* is an evaluation of his/her *Individual Teaching Programme* for STA mobilities, and of his/her *Individual Work Programme* for STT mobilities, agreed with the host institution.

The *Individual Teaching Programme* determines: intended teaching goals, contents of the teaching programme and expected outcomes.

The *Individual Work Programme* determines: intended goals and expected outcomes of the work programme as well as a work schedule and employee tasks.

The recommended specimens of documents (*Individual Teaching Programme and Individual Work Programme*) are available on the webpage www.fss.org.pl

Participating in language training, seminars, workshops or conferences combined with training should not constitute the majority of the training undertaken. Accepting such a training form should result from the strategy of improving the qualifications of the sending HEI's employees.

In order to make participating in *Mobility Projects in Higher Education* exchanges available to the largest possible number of HEI staff members, **in cases when members of staff fulfil quality requirements in the same degree, priority should be given to a staff member undertaking a mobility for the first time.** Prioritising staff mobilities should result from the HEI's eligibility rules for mobility under the Erasmus+ HE/ *Mobility Projects in Higher Education*. It is recommended that the exchanges are in line with the HEI staff competence development plan.

In the course of the selection procedure for staff mobility it is recommended that preferential treatment is given to the HEI's full-time staff (using mobility under the *Mobility Projects in Higher Education* measure for improving the qualifications of full-time staff).

5. A staff mobility to the partner HEI/host institution must commence and end within the period from 1st July 2015 to 30th September 2016. All payments relating to co-financing and organisation of mobility must be incurred by the Project Promoter by 30th September 2015.
6. In the course of one STA mobility academic teachers are obliged to provide at least 8 hours of teaching to the Host HEI's students.
7. Academic teacher STA mobility should last from 1 day to 6 weeks. STT mobility should last from 1 day to 6 weeks.
8. A written agreement shall be concluded with each employee accepted for a mobility period under *Mobility Projects in Higher Education*.
9. The release of co-financing to employees may take place solely on condition that they accept all the requirements of the Agreement. The co-financing should be paid in the way agreed between the Parties.
10. All the regulations must be obeyed in each staff mobility.
11. Employees shall be notified of the necessity to obtain written confirmation of the length of stay in the host HEI/institution and of achieving the objective of their mobility.

For STA mobilities this confirmation should contain information about the number of teaching hours conducted.

For STT mobilities this confirmation should also contain information about the nature of the training undergone.
12. If the training provider is a HEI, it is treated as an institution implementing the training (broadly defined as a "company")
13. Before the departure and after the return from the partner HEI/host institution employees are obliged to fill in an evaluation questionnaire. The completion of this questionnaire is indispensable for the purpose of clearing their mobilities.

14. Employees should be informed by the Home HEI about the duty to obtain a document entitling them to health care in the territory of the country of exchange.
15. Employees should be insured (medical expenses, consequences of accidents) for the duration of travelling to and staying in the partner/host institution.

5.1 STAFF MOBILITY (ST) – USE AND SETTLEMENT OF CO-FINANCING

1. Funds allocated for *outgoing Polish staff* budget category may be spent solely on payment of co-financing for academic teachers or administrative staff recruited for teaching assignments or participation in seminars, trainings, conferences, workshops or job shadowing.
2. Funds allocated for *incoming staff* budget category may be spent solely on payment of co-financing for the staff from partner institution coming to Project Promoter for teaching assignments, seminars, trainings, workshops, conferences or job shadowing.
3. The amount of rates of co-financing for staff depending on the length of stay and direction of mobility is published in the Appendix number 2 and Appendix number 3 to this Guide.
4. The following documents shall be regarded as confirmation of co-financing payment to employees and of its correct spending:
 - a) Agreement between the Project Promoter and the employee;
 - b) Individual Teaching Programme for teaching assignment mobility and/or Individual Work Programme for training mobility;
 - c) Document confirming the stay at the host HEI, specifying the length of time and number of teaching hours (for teaching assignment mobility) or a document confirming the length of stay in the Host institution and the training programme undertaken (for training mobility);
 - d) Documents confirming that the co-financing has been paid to the employee – bank statements, copies of bank transfers or cash receipts;
 - e) Ex-ante and ex-post evaluation questionnaires filled in by the employee.

Employees who have undertaken exchanges under *Mobility Projects in Higher Education* can be reported in the Erasmus+ HE projects as zero-grant participants. In such case, the Project Promoter should settle all formalities required under the Erasmus+ HE.

6. PRINCIPLES RELATING TO ORGANISATION OF MOBILITY (OM)

Rules of the implementation of activities relating to the organisation of mobility of students and staff (OM):

The host HEI may spend funds allocated for the organisation of mobility (OM) on co-financing the costs of implementation of all activities linked to hosting students and/or employees. The HEI makes decisions as to the way in which these funds will be spent.

Examples of activities on which OM funds may be spent:

- Activities linked to the preparation, monitoring and evaluation of student and staff exchanges;
- Activities linked to the selection/recruitment and preparation of students and employees for the exchange;
- Linguistic preparation of HEI students participating in an exchange;

- Production and dissemination of information material relating to HEI student and staff exchanges under *Mobility Projects in Higher Education*;
- Visits to HEIs with a valid ECHE in order to prepare and/or monitor and/or evaluate student and staff exchanges;
- Activities linked to the application of the ECTS system, tools and documents confirming participation in transnational mobility (e.g.: Diploma Supplement, Europass, other documents);
- Activities aimed at the integration of incoming students with local community;
- Activities aimed at ensuring safety to students and staff participating in an exchange;
- Other administrative activities.

Examples of types/kinds of expenditure:

- Costs of purchasing services and materials;
- Costs of event organisation;
- Costs of domestic and international travel to mobility meetings, especially to meetings within *Mobility Projects in Higher Education*;
- Costs of banking operations and running *Mobility Projects in Higher Education* dedicated bank account;
- Costs of remuneration;
- Costs of purchasing office/IT equipment.

The costs of insurance of individual participants constitute costs linked to travel and subsistence, and not to the organisation of mobility.

6.1 PRINCIPLES OF USE AND CLEARING FUNDS – ORGANISATION OF MOBILITY (OM)

National regulations and principles specific to the HEI that has been allocated funds are applicable to the process of spending the funds allocated for organization of mobility.

The HEI may decide to spend its OM funds on increasing the pool of funds for student and/or employee co-financing. **Before making such a decision** the HEI is obliged to send written information to the Programme Operator. In reply to the HEI's enquiry the Programme Operator shall send guidance relating to a further course of action.

Funds allocated to particular budget categories will be cleared in accordance with the provisions of the signed financial agreement.

All changes to the amount of co-financing can be made until 30th June 2015.

7. RULES OF STUDENTS' PARTICIPATION IN LANGUAGE COURSES

Eligible for participation are only students (from Poland and the Donor - States) selected for the 2015/2016 exchange to the country (both to Poland and to Donor - States) in which a course is organised.

A letter confirming a student's participation in the course, issued by its organiser, and a confirmation of the length of that course are indispensable for clearing the co-financing for the student's participation.

Awarding a co-financing for the duration of the language course should be recorded in the co-financing agreement concluded between the HEI and the student. Period of additional co-financing due to participation in a language course cannot exceed 4 weeks.

8. ELIGIBILITY PERIOD IN THE PROJECT

The eligibility period for expenditures and for activities is defined in the financial agreement prepared on the basis of a project implementation schedule included in the application form. All activities under *Mobility Projects in Higher Education*, including payments linked to co-financing release and organisation of mobility must be incurred between 1st July 2015 and 30th September 2016. All expenses and activities outside this period are ineligible.

9. FINANCIAL PRINCIPLES – BUDGET, GENERAL INFORMATION

The budget appearing in financial agreement covering the implementation of *Mobility Projects in Higher Education* is very detailed.

In the financial agreement signed between Project Promoter and the Programme Operator the budget is presented in the form of tables containing information about the intended number of exchanges in particular categories and the amount of funds that the Project Promoter may spend on a particular budget category. One should remember in the course of the execution of the agreement that the amount awarded for the purpose of the organisation of mobility (OM) is not a separate budget category. The OM amount allocated to individual exchanges is shown in the budget tables in the application form and in the Project Promoter's questionnaire. The Project Promoter is obliged to pass proper amount of OM to his/her partner HEIs.

In agreements relating to the implementation of projects in 2015/2016, the co-financing amount awarded will differ from the amount originally applied for by the Project Promoter. As the budget demand in the applications is in excess of the amount of available funds in this Call, therefore the Programme Operator has proposed reduced amounts to Project Promoters, in accordance with the adopted allocation principles published at www.fss.org.pl

10. FINANCIAL PRINCIPLES – ALLOCATION IN THE ACADEMIC YEAR 2015/2016

Amount available for allocation in 2015/2016 Call for proposals was € 1 600 000,00 (**6 771 840,00 PLN**).

The above amount was increased by amounts not used in academic year 2013/2014 as a result of settlement of Completion reports and by amounts released during redistribution of funds and annexing of financial agreements as a result of evaluation of *Interim reports of Mobility Projects* implemented in 2014/2015 academic year.

The table below presents the way of calculation of allocation amount for 2015/2016 academic year.

Origin of funds	EUR	PLN	Conversion rate
Amount unused and transferred from 2013/2014	494 921,05	2 061 247,17	4,1648
Amount unused and transferred from 2014/2015 Call	31 275,00	132 330,78	4,2312
Amount of 2015/2016 Call	1 600 000,00	6 771 840,00	4,2324
Total amount available for 2015/2016 Call	2 126 196,05	8 965 417,95	

35 Application forms were lodged, the applying HEIs expressed demand for € **5 032 469,00** (21 299 421,80 PLN). As a result of the formal assessment 31 Application forms were accepted. Formally accepted Applications expressed demand for € 4 800 519,00 (20 317 716,62 PLN) – amount exceeding

the available funds Total amount available consisted about 43% of demand. Therefore amount allocated for individual projects was proportionally decrease. The rules listed below were applied:

- Funding was granted in the amount of 43% of the amount originally requested for.
- The minimum and the maximum funding in the amount of € 20 000,00 and € 200 000,00 were adopted,

11. FINANCIAL PRINCIPLES – TRANSFER OF FUNDS BETWEEN BUDGET CATEGORIES

Project Promoters have no right to make independent transfers between the financial categories of the budget presented in the special conditions of the financial agreement. Financial categories of the budget are: outgoing Polish students, incoming students, outgoing Polish staff, incoming staff. All changes relating to the transfer of amounts between the financial categories of the budget require the Programme Operator's written consent.

The only element of the budget presented in the financial agreement that may be amended without written consent of the Programme Operator, is the number of exchanges in individual budget categories unless it leads to exceeding the awarded amounts or to upsetting the obligatory budget structure, which imposes the condition that a minimum of 38,84% of funds must be used for exchanges carried out with Norway.

Changes to the amount of co-financing and/or funds transfer between budget categories can be accepted by way of signing an annex to the agreement, following a declaration of receipt of additional funds/return of unused funds, submitted together with an *Interim report*, or in a *Cart of changes*. The *Cart of changes* can be lodged on 30th June 2016 at the latest. Each request thus expressed will necessitate an individual decision of the Programme Operator.

12. FINANCIAL PRINCIPLES – CONVERSION RATE

The total cost of a project is the sum of individual eligible costs. The budget presented in the application form is quoted in Euros and the amount of co-financing stipulated in the agreement is quoted in PLN. Payments made by the Programme Operator into the Project Promoter's account will be made in PLN. The conversion rate applicable to *Mobility Projects in Higher Education* implemented in the academic year 2015/2016 is an average monthly InforEuro conversion rate of February 2015, which was the month of publication of the Call for proposals. This conversion rate will apply for the whole duration of the projects and is: **€ 1 = PLN 4.2324**

13. 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.

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 Project Promoter 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.

14. INTEREST GENERATED ON THE PROJECT ACCOUNT

Project Promoter is obliged to reimburse the amount of interest generated in the project account from the date of receiving of the first payment until the date of the final reimbursement of the

interests at the end of the project. The reimbursement of the interest shall take place during the project on the deadline of 9th January. The way of reimbursement was explained in Annex number IX to the Financial agreement between Programme Operator and the Project Promoter published at www.fss.org.pl

15. ADVANCE PAYMENTS FOR THE PROJECT PROMOTER

When planning the amount and schedule for payments to individual mobility participants, one should take into consideration the rules for effecting payments, which will be effected in PLN in the form of advance payments.

- the first payment – an advance payment of up to 50% of the awarded co-financing. The payment order will be made by the Programme Operator at Bank Gospodarstwa Krajowego within 45 days from signing the financial agreement;
- Advance payment no. 1 – up to 30% of the awarded co-financing 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,
- Advance payment no. 2 – up to 20 % of the awarded co-financing will be affected after submitting an *Interim report* no. 2 accompanied by a Payment claim, provided that 100% of the first payment and 70% of the second payment has been used up. This 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 (if applicable) is the final payment within a given project. It can be a payment for the Project Promoter, but if it has not used all the funds paid, the Programme Operator will request that such funds are repaid.

If the Amendment changing the amount of co-financing is signed – the amount of advance payment no. 2 will be calculated so as the second payment together with the first payment will equal to 80% of the co-financing changed by the amendment. If the Project Promoter requests the third payment before submitting of the *Completion report*, this payment will be aligned to the 100% of the co-financing granted in the financial agreement. In such case, the balance payment will be the fourth payment in the project and will be aligned to the final amount of co-financing accepted as a result of clearing of the *Completion report*. If the Project Promoter will not demand the third payment before the end of the period of eligibility of funds, it will be included into the balance payment. In case of incorrect use of funds the Programme Operator will request for reimbursement.

The Project Promoter may request effecting a subsequent payment regardless of the deadline for submitting *Interim reports* with the use of a Payment claim available in the on-line system throughout the duration of the project implementation.

Programme Operator will effect payments from an account at Bank Gospodarstwa Krajowego, which operates in sessions staged on average four times a month. This means that the time span from the moment of submitting of Payment claim to the time of receiving the funds by Project Promoter may be two-three weeks. Timetable of the payment of the European funds by Bank Gospodarstwa Krajowego is published at www.fss.org.pl

Due to the origin of funds, with which *Mobility Projects in Higher Education* are funded (EEA Financial Mechanism, Norwegian Financial Mechanism, and Polish funds), Project Promoter will obtain each payment in four instalments, which in total form one payment in the amount stipulated in the financial agreement.

16. AGREEMENTS WITH SECURITY INTEREST

Prior to signing a financial agreement, each non-public HEI, which as a result of the allocation of funds is granted with co-financing in excess of EUR 25 000.00, is subject to examination of financial capacity. Authenticated copies of financial results for the last two full and completed financial years sent in the form of an annex to the application form will be examined. Depending on the outcome of financial examination, 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 in the form of 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 in the form of reimbursement (that is payment made by the Programme Operator as reimbursement of documented project implementation costs incurred by the Project Promoter).

17. ELIGIBLE COSTS

Eligible costs are costs which:

- have been accepted by the Programme Operator on the basis of an application form and a signed agreement and which are directly linked to the implemented project,
- have been incurred by the Project Promoter in the period of costs eligibility in line with the financial agreement,
- have been covered by the Project Promoter from the bank 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 individual exchange participants,
- Individual exchange participants' subsistence costs pertaining to the mobility abroad,
- Organisation of mobility costs for the host HEI, in the case of institutions from Donor - States only institutions holding a valid ECHE are eligible.

Project Promoter shall cover all other costs related with or resulting from the project implementation.

18. 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 covered by the funds obtained from other sources,
- Non-evidenced expenses,
- Expenses covered from other accounts than the project account,
- Expenses covered outside of the period of the eligibility of costs specified in the financial agreement between the Project Promoter and the Programme Operator.

18.1 PROHIBITION OF DOUBLE FUNDING

Double funding means an unauthorised total or partial double refunding of the same expenditure from public funds – European or national.

Double funding is among others:

- Refunding the same expenditure within two different projects co-financed under the Scholarship and Training Fund or the Erasmus+ HE.
- Refunding VAT costs from STF funds and then reclaiming this tax from the state budget funds on the strength of the Act passed on 11th March 2004 on Goods and Services Tax (Official Journal No. 54, item 535 as amended).

19. BUDGET 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 European Economic Area Financial Mechanism means should be used for exchanges with all the Donor - States: Norway, Iceland and Liechtenstein. The budget presented in the application form and the agreement for the implementation of *Mobility Projects in Higher Education* reflects the above mentioned rules. If a Project Promoter will not use the awarded funds appropriately and will use for exchanges with Norway less than 38,84% of the co-financing approved on the basis of Completion report, funds spent for exchanges with Iceland and Lichtenstein in excess of 61,16% of the total amount spent and approved as a result of the final clearing will be considered ineligible, and Project Promoter will be obliged to reimburse them upon Programme Operator's request.

20. PAYMENTS TO INDIVIDUAL PARTICIPANTS

Individual exchange participants obtain funding in the form of lump sums, which depend on the length of stay. Programme Operator does not require documenting such expenditure with bills, invoices or tickets - Project Promoter is not obliged to collect and archive those documents. The basis for the clearing of the period spent abroad are the confirmation of stay and documents supporting the completion of the mobility programme.. Individual participants should obtain full co-financing amount resulting from the agreement signed with a HEI. Project Promoter shall bear the costs of any bank fees, and such costs cannot reduce the amount of the co-financing paid to individual participants.

21. INDIVIDUAL PARTICIPANTS - STUDENTS

The table below shows lump-sum amounts due to students. In order to properly determine the co-financing amount, which is dependent on the length of stay, you should become acquainted with examples shown in this *Guide*.

Type of cost	Lump sum
Subsistence costs of Polish students' mobility to Donor - States for period of study or practical placements	€800 per month/ per person
Subsistence costs of Donor - States students' mobility to Poland for period of study or practical placements	€600 per month/ per person

Additionally €500 per person to cover travel and insurance costs. No invoices or bills documenting travel costs are required.

21.1 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*. 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.

Subsistence costs of mobility of students holding disability certificates

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

A certificate of disability from the Social Insurance Institution covering the period for which higher funding is awarded constitutes the basis for awarding a higher amount of lump sum for Polish students.

Documents translated into English, varying depending on the nationality of a participant, form the basis for awarding a higher amount of lump sum for Donor - State students.

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

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, which conformity with the original document has been certified by the HEI's Disability Issues Officer and by the *Mobility Projects in Higher Education* Coordinator.

21.2 DETERMINING STUDENTS' LENGTH 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 one should adopt the rule that one month equals 4 weeks.

It means that three full months of an exchange, for example from 1st August to 31st 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 12th January and 25th 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 12th January to 11th February*
- *2nd lump sum entitlement period: from 12th February to 11th March*
- *3rd lump sum entitlement period: from 12th March to 11th April*
- *4th lump sum entitlement period: from 12th April to 11th May*

Having done that, funding for the period between 12th and 25th 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 5th January to 14th April: isolate 3 full periods of lump sum entitlement equalling 3 months, that is 12 weeks:

- *1st lump sum entitlement period: from 5th January to 4th February*
- *2nd lump sum entitlement period: from 5th February to 4th March*
- *3rd lump sum entitlement period: from 5th March to 4th April*

Then, funding for the incomplete period of lump sum entitlement between 5th and 14th 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 showing graphically the rules presented above. This is Appendix No. 1 to this Guide.

22. INDIVIDUAL PARTICIPANTS - STAFF

Staff mobility in a partner institution 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
Co-financing for Polish HEI staff members going to Donor - States	€250 per day €1250 per week €2100 per month
Co-financing for Donor - State HEI staff members coming to Poland	€150 per day €750 per week €1250 per month
Additionally €500 per person to cover travel and insurance costs. No invoices and bills documenting travel costs are required.	

22.1 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. Project Promoter can apply for additional funding at application stage or later, during the implementation of a project. Additional requirements relating to clearing costs linked to awarding higher than standard funding to participants with special needs have to be borne in mind.

Type of cost	Certified degree of disability	Lump sum		
		Per day/ per person	Per week/ per person	Per month/ per person
Subsistence costs for Polish HEI staff members 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 for Donor - States staff members 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.				

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 members' 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 members' 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 *Lump sums for Polish staff going to Donor - States depending on the length of stay (Euro)* and Annex *Lump sums for Donor - State staff 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.

23. ORGANISATION OF MOBILITY – FINANCIAL RULES

Type of cost	Amount of co-financing
Cost of organisation of mobility - OM	€500 for a Polish or Donor - State HEI for hosting one individual participant

Organisation of Mobility is a lump sum due to a Polish or Donor - State HEI which has received participants within *Mobility Projects in Higher Education* and which holds a valid Erasmus Charter for Higher Education (ECHE). No bill-based expense clearing is required.

Note: Amount for organisation of mobility 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 is obliged to transfer to each partner HEI from a Donor - State hosting Polish participants a lump sum of organisation of mobility - in amount depending on the number of received students and staff members. No organisation of mobility lump sum may be paid to an institution, which does not hold an Erasmus Charter for Higher Education (ECHE).

24. REPORTS – THEIR ROLE IN PROJECT IMPLEMENTATION

The reporting requirement has been laid down in order to enable the Programme Operator to monitor the implementation of projects. Thanks to an analysis of submitted reports it is possible to clear a project, supervise its current implementation and react promptly, as well as take remedial action should any irregularities be detected. The process and rules of project monitoring have been described in details in this guide.

24.1 INTERIM REPORTS

On the strength of the agreement Project Promoters implementing *Mobility Projects in Higher Education* in the academic year 2015/2016 are obliged to submit two *Interim reports*:

- *Interim report* No. 1 submitted by 13th November 2015
- *Interim report* No. 2 submitted by 15th April 2016

Interim reports are submitted online on forms prepared by the Programme Operator for *Mobility Projects in Higher Education*. A specimen of such form is published at www.fss.org.pl Any *report* submitted online should be printed out and its original copy, after it has been signed by a legal representative of the Project Promoter and a financial director or a chief accountant or a quaestor, should be sent to the Programme Operator.

Interim reports contain a financial declaration enabling the redistribution of funds. The budget demand contained in an *Interim report* should be as realistic as possible. If Project Promoters apply for funds that they will be unable to spend, other HEIs will be prevented from using those funds. The redistribution of funds procedure performed by the Programme Operator after accepting *Interim reports* consists in adding up the declarations from the *Reports* regarding increasing or reducing funding awarded in an agreement and then in shifting the funds between the HEIs in the process of annexing. 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 be left out in the redistribution process.

24.2 COMPLETION REPORT

The total amount of funds allocated to the Project Promoter for the implementation of exchanges within *Mobility Projects in Higher Education* is cleared on the basis of a *Completion report* submitted by the Project Promoter. This *Report* is submitted online one month after the project has finished, on a form prepared by the Programme Operator and published at www.fss.org.pl.

The *Completion report* contains information indispensable in summing up the project implementation which is later used in the process of reporting to the Donor - States. The *Report* is composed of a content-related part containing detailed information about each exchange, a financial part and an ex-post evaluation questionnaire. *Reports* submitted online should be printed out and their original copy, after having been signed by a legal representative of the HEI and a financial director or a chief accountant or a quaestor, should be sent to the Programme Operator.

The co-financing amount paid to each individual participant must result from his/her length of stay in the Host institution. The length of stay should be verified on the basis of a document issued by the Host institution and confirming the stay. The *Completion report* will be analysed and verified during which the Programme Operator may request explanations, additional documents and re-filling in another *Completion report*, should any errors or irregularities be detected. The type of the additional documents that the Programme Operator may request and the type of checks to be run on the *Report* have been described in Chapter 27 of this Guide. As a result of the verification and acceptance of the *Completion report* the total eligible cost of the project implementation will be calculated, after which the last payment in the project, that is the balance payment, will be specified.

25. CONSEQUENCES OF FAILING TO LODGE A REPORT ON TIME

The duty of timely implementation of all the project tasks, starting from the submission of applications, through *Interim reports* and *Completion report*, and finishing on the submission of all required supplements which will be requested of Project Promoters, is imposed on the Beneficiaries of co-financing from the EEA Financial Mechanism and the Norwegian Financial Mechanism by the Programme Operator and the National Focal Point.

The post stamp date is regarded as the date of submission of any document, which is required as the original copy. Failing to submit a *report* on time may lead to serious consequences and constitutes a breach of the provision of the financial agreement between the Programme Operator and the Project Promoter. Failure to submit an *Interim report* on time may result in excluding the relevant HEI from the redistribution of funds. Failure to submit a *Completion report* on time may result in the termination of the agreement and in demanding reimbursement of the advance payments already made.

26. PROJECTS NOT COMPLETED, AGREEMENT TERMINATION AND WITHDRAWALS

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.

The co-financing does not cover the resignation costs. If a Project Promoter gives up the implementation of a project after signing the Agreement for reasons other than ‘force majeure’, it will cover any and all costs related to resignation with its own funds.

27. VERIFICATION AND 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 outcomes of the projects implemented.

The Programme Operator runs routine checks on all Project Promoters, which consists in analysing (*Interim and Completion*) Reports submitted by Project Promoters. In the course of a routine check Project Promoters may be asked to send over documents confirming the correct implementation of their projects for a “desk-check”. A “desk-check” means that at the stage of appraisal the *Completion report*, selected documents or materials are analysed in the office of the Programme Operator and compared with information contained in the *Completion report* at the routine check stage. The formal and mathematical correctness of expenses shown in the *Completion report* are checked on the basis of source documents. The Project Promoter should send the following set of financial documents, containing authenticated copies of: confirmations of the individual participant’s length of stay issued by the Host HEI, agreements between the HEI and the individual participants, certificates of disability from the Social Insurance Institution, covering the exchange period, for participants to whom higher funding is awarded due to their special needs, bank statements confirming the amount of generated interest and other payments made in connection with the project. Having run a “desk check” on the documents of confirmation, the Programme Operator shall calculate the final co-financing amount and the balance payment or issue a demand for reimbursement of the unused co-financing amount as well as execute the final clearing of the project.

In connection with “desk-checks” being run the Programme Operator has the right to demand additional information from Project Promoters or/and run further checks (e.g. in the Project Promoter’s seat).

A “desk-check” or a check in the Project Promoter’s seat may also be triggered by detecting project implementation irregularities. On each demand of the Programme Operator and for the purposes of financial and quality checks Project Promoters are under obligation to present documents relating to the project implemented and financed from STF means.

27.1 CHECKS RUN IN THE PROJECT PROMOTER’S SEAT

There are three types of on-the-spot checks:

- A check run during the implementation of a project that has been awarded funds
- A financial check run after the completion of a project.

On-the-spot checks can take place where the actual project is being implemented or where the Project Promoter keeps his/her books of accounts and administrative documents. These checks are to ensure that the activity itself is in line with the co-financing application, financial agreement and formal requirements described in this *Guide*, Call for Proposals and other competition documents. On-the-spot checks made in the course of a project are to raise the degree of certainty that *Mobility Projects in Higher Education* are implemented in the correct way.

Checks during the implementation of a project

Checks during the implementation of a project include among others:

- Identifying possible problems, risks, irregularities as well as determining a form of assistance in solving them;
- Providing Project Promoters with additional guidance as to organisational and financial management;
- Verifying the feasibility and correctness of activities supported by STF (compliance with application form, compliance with co-financing agreement, compliance with the Programme rules);
- Verifying the correctness and lawfulness of those activities.

Financial checks upon project completion

Financial checks upon project completion consist in verifying original supporting documents and materials and comparing them with individual accounting items recorded by the beneficiary (such as the main ledger and auxiliary books of accounts, administration of payments, system for registering working time, settlements of banking transactions, etc.).

The checks are performed based on *reports* on routine checks of Project Promoters. Eligible costs calculated as a result of staging the final financial check upon project completion cannot be higher than eligible costs approved as a result of routine checks. Staging of a check upon the completion of a project, for which co-financing has been awarded aims at verifying the correctness and reliability of substantive and financial elements of the implemented project and at determining the final co-financing amount.

A financial check planned as part of primary checks plan is staged after a beneficiary has submitted the *Completion report* and after a routine check of the report has been staged, but prior to effecting the balance payment. A financial check taking the form of a special check can be staged upon the completion of activities and after the payment of the whole amount of co-financing.

When no balance payment has been effected yet and when an on-the-spot check to be run immediately after receiving the *Completion report* detects no problems in relation to the balance payment amount applied for, the Programme Operator shall transfer the amount in favour of the Project Promoter immediately on approval of the draft financial check of the *Report*.

27.2 SPECIAL CHECKS

Special checks are additional checks run by the Programme Operator and triggered by detected or potential problems depending on the gravity of each case. Such checks shall be run ad hoc, on the basis of the existing grounds; they may take the form of each of the primary checks, with the exception of routine checks to which all reports are subjected by principle.

If:

- The Programme Operator detects a problem as a result of an on-the-spot check in the course of the project duration, it will result in a decision to run a “desk-check” of material and documents of confirmation after the *Completion report* has been received or to run an on-the-spot financial check after the completion of a project;
- The Programme Operator detects a problem in the course of analysing the Completion Report, it will result in a decision to run a “desk-check” on material and documents of confirmation or to run an on-the-spot check before making the balance payment;
- The Programme Operator detects problems linked to the “desk-check”, it will result in an on-the-spot check before making the balance payment.

28. RECORD KEEPING

Until the end of 2020 Project Promoters are obliged to keep all documentation relating to the implementation of their projects, in particular *Individual Participant's Certificates of Attendance* are to be kept on file as they are the basis on which the amount of co-financing is determined after the submitting of the *Completion report*.

29. CONTACT WITH STF OFFICE

Information on the rules of benefiting from the Scholarship and Training Fund can be 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
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STF Project Coordinator Calendar

Date	Description
2015	
2 February	<i>Call for Proposals</i> published
2 April	Deadline for submitting the applications
May	Formal assessment of the applications, announcement of the decision on allocation
June/July	Signing of the Agreements between FRSE and Project Promoters.
29 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</i> no. 1.
13 November	Deadline for submitting <i>Interim report</i> no. 1.
2016	
May/June	Information meeting for Project Promoters organised by the Programme Operator prior to submitting the <i>Completion report</i> .
15 April	Deadline for submitting <i>Interim report</i> no. 2.
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	Subsequent	day	of	Rounding off method
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week	incomplete lump sum period (does not equal with the subsequent day of the month)	
Week 1	1	Round down, an additional week is not financed
	2	
	3	
	4	Round up, additional week is financed.
	5	
	6	
	7	
Week 2	8	Round down, the individual participant receives still no more than financing of just one week of the incomplete lump sum period.
	9	
	10	
	11	Round up, additional week is financed. The individual participant is entitled to receiving financing for two weeks of an incomplete lump sum period.
	12	
	13	
	14	
Week 3	15	Round down, the individual participant is still entitled to no more than two weeks of an incomplete lump sum period.
	16	
	17	
	18	Round up, the individual participant is entitled to receive financing for three weeks of an incomplete lump sum period.
	19	
	20	
21		
Week 4	22	Round down, the individual participant is still entitled to no more than 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 and subsequent days	

Co-financing for Polish staff going to Donor - States depending on the length of stay [Euro]

day	week	Polish staff without disability certificates	Disability certificate of 1 degree, increase by 12.5%	Disability certificate of 2 degree, increase by 25%	Disability certificate of 3 degree, 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

Co-financing for Donor - State staff depending on the length of stay [Euro]

day	week	Donor – State staff without disability certificates	Donor – State staff holding 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, due to the need to streamline the terminology, as required by the Donor - States for the needs of reporting.