



GUIDE FOR APPLICANTS

SCHOLARSHIP AND TRAINING FUND MOBILITY PROJECTS IN HIGHER EDUCATION

*1ST CALL FOR PROPOSALS
TIME LIMIT FOR SUBMITTING APPLICATIONS
FROM 1ST MARCH TO 30TH APRIL 2013*

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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 University Charters and willing to carry out student and staff exchanges with Norway, Iceland and Liechtenstein are eligible to apply for co financing 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 Programme.

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 University Charters or other partner institutions from Donor States, with which inter-institutional agreements concerning *Mobility Projects in Higher Education* have been signed under the Scholarship and Training Fund. A specimen of an international co-operation 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. Eligible partners in Donor States are HEIs holding valid Erasmus University Charters, 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 1st July 2013 to 30th September 2014** is regarded as the duration of a mobility project in the academic year 2013/2014.

The duration of an individual student mobility can range from 3 to 12 months.

The duration of an individual staff mobility can range from one day to six weeks. During one mobility for teaching assignment, a staff member has to stage a minimum of 5 hours of classes intended for students of the host HEI.

3.2. GENERAL DESCRIPTION OF ACTIVITIES

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

- Student Mobility
 - Outgoing Polish students mobilities and mobilities of incoming students from Donor States for study periods lasting from 3 to 12 months within one academic year;
 - Outgoing Polish students mobilities and mobilities of incoming students from Donor States for practical placements at partner institutions for a period lasting from 3 to 12 months within one academic year;
 - Students may take part in an intensive language course (EILC) 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. The cost of the language course is not financed by the STF.

- Staff Mobility
 - Polish academic staff mobilities to partner HEIs in Donor States and mobilities of academic staff from Donor States coming to Poland to undertake teaching assignments;
 - Mobilities of Polish academic teachers and administrative staff to partner HEIs in Donor States and mobilities of academic and administrative staff coming to Poland from Donor States 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 Programme operating at their respective HEIs. The Erasmus Programme 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 worker 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 a bilateral financial 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

3.5. FSS MOBILITY VERSUS ERASMUS MOBILITY

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 University Charter. The observance of the EUC rules guarantees a high European standard to each organised exchange. Individual participants – students and staff – enjoy the same rights and responsibilities as Erasmus 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 *Mobility Projects in Higher Education* and Erasmus, *Mobility Projects in Higher Education* exchange participants should be treated by the host institutions in the same way as Erasmus exchange participants. The European Commission recommends reporting participants of *Mobility Projects in Higher Education* as zero-grant students in the Erasmus programme.

Note: each student is entitled to one co-financing of his/her study period and one co-financing of his/her practical placement as part of the two programmes. The co-financing of the same exchange under both programmes is not possible, for example you cannot have the first three months of a stay funded under the Scholarship and Training Fund and another three months under the Erasmus Programme.

Although the Erasmus University Charter and the same rules for exchanges are applicable, you should remember that the Scholarship and Training Fund is completely different from the Erasmus 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 Regional Development). The Programme Operator will require that Project Promoters sign separate partnership inter-institutional agreements as part of the *Mobility Projects in Higher Education*. Inter-institutional 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 inter-institutional 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 agreement with this partner, and only then, after 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, for example from the Erasmus Programme 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

4.1. GENERAL INFORMATION

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, and they should be properly documented in Reports submitted by a Project Promoter.

The budget presented in the application is quoted in Euros and the amount of co-financing stipulated in the agreement will also be quoted in Euros. However, the Project Promoter will receive subsequent payments in PLN into a PLN bank account. The funds will be converted using an average monthly InforEuro conversion rate of the month when payment is made into a Project Promoter's account. The same conversion rate should also be used to clear such payment. More detailed information on these rules has been published in the Financial Guide. Information on conversion rates is regularly published by the European Commission at:

<http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=home&SearchField=&Period=2009-2&Delim=,&Language=en>

4.2. BUDGET AND ITS STRUCTURE

40% of *Mobility Projects in Higher Education* funding comes from the Norwegian Financial Mechanism and 60% - from the EEA Financial Mechanism. Means coming from the Norwegian Financial Mechanism should be used for exchanges with Norway – co-financing Polish HEIs mobilities and Norwegian partner HEIs mobilities. The remaining 60% of the EEA Financial Mechanism means should be used for exchanges with all the Donor States: Norway, Iceland and Liechtenstein. The

above rules are reflected in both the *Mobility Projects in Higher Institution* application and agreement.

When planning the budget in an application, a minimum of 40% of means is to be allocated to exchanges with Norway, whereas the remaining 60% may be allocated in any proportion to exchanges with any Donor State: Norway, Iceland and Liechtenstein.

To help HEIs with correct budget planning, there is a calculator in our application, which signals each depart from the correct proportions of dividing costs allocated to exchanges. The online application submission system precludes lodging an application with an incorrect budget structure.

Allocating about 80% of the amount applied for to cover student exchanges and about 20% to cover staff exchanges is another precondition for the correct budget structure. Irregularities relating to it will be verified by the Programme Operator for each application in the process of awarding and redistribution of funds.

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 embedded in the application form calculates due funding on the basis of the number of days or weeks of stay with applying the rates published in this Guide.

4.3. STUDENTS

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

4.3.1. 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.

Type of cost	Certified degree of disability	Lump sum
Subsistence costs of mobility of Polish students holding disability certificates going to Donor States	mild	€900 per person per month
	moderate	€1000 per person per month

	major	€1200 per person per month
Subsistence costs of Donor State students holding disability certificates coming to Poland	Disability certificate	€800 per person per month
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 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.

4.3.2. 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 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

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

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 our table showing graphically the rules presented above. This is Appendix No. 1 to this Guide.

4.4. 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 – 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 *Lump sums for Polish staff mobility to Donor States depending on the length of stay (Euro)* and Appendix No. 3 *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.

4.4.1. 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. 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 person		
		Per day	Per week	Per month
Subsistence costs of 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 of 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'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.

4.5. ORGANISATION OF MOBILITY

Type of cost	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 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 Organisation of mobility amount as well as the method of the transfer to the partner HEI are to be stipulated in the agreement.

No organisation of mobility lump sum may be paid to a HEI, which does not hold an Erasmus University Charter (EUC).

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 included in 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 an entry in a Business Register or other relevant register). In the case of Higher Education Institutions, pursuant to the act of 27 July 2005 - Higher Education Law, the Rector is a legal representative of a HEI. If the application has been signed by a HEI's legal representative other than the Rector, an excerpt from the University's Statute providing information on legal representation (copy authenticated by a legal representative, a legal councillor, lawyer or notary), which confirms the powers of such a person to incur financial obligations on behalf of the HEI or an original copy of a power of attorney awarded to such a person signed by the rector and authorising him/her to sign the application lodged with the Scholarship and Training Fund should be enclosed.

5.3. APPLICATION FORM

A specimen application form has been published on the Programme Operator's website at www.fss.org.pl

The application form should be filled in online at 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 FORM

Having filled in the application form online, the applicant should submit it by pressing “*submit the document*” key. A properly submitted application form does not feature “draft” watermark. You 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 an answer to a question is missing, the application form does not meet formal criteria.

Two original copies of the application form and all annexes thereto should be sent in one envelope within the deadline stipulated in the Call for proposals. The package may be delivered in person to the registered office of the Programme’s Operator on work days from 09.00 a.m. to 04.00 p.m. or sent by registered mail. You should keep a proof of sending the package.

Meeting the deadline for submitting the application form is one of formal assessment criteria. A post stamp date, proof of dispatching the package by courier service or confirmation of the reception of the documents from the Programme Operator’s office will serve as a proof of meeting the criterion. Applications submitted after the deadline will not be approved.

Documents submitted for the competition will not be returned to the Applicant.

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 (“DRAFT”).
- The right form has been used for the requested measure,
- The application is submitted in two original copies,
- The application has been signed by a legal representative of the Applicant,
- The application has been stamped with official stamps.

An exhaustive list of formal requirements has been provided in *the Formal and Eligibility Checklist*.

5.5. ANNEXES TO THE APPLICATION FORM

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

- If the application form has been signed by a HEI's legal representative other than the Rector, an excerpt from the University's Statute providing information on legal representation of the Applying Institution and confirming the scope of powers, which indicates the authorisation to submit and sign the application form (copy authenticated by a legal representative, legal councillor, lawyer or notary);
- If the application form has been signed by a person other than the HEI's legal representative, valid authorisation provided to such person by HEI's Rector or other legal representative (if the legal representative is a person different than the rector and such person has signed the power of the attorney, one should enclose an excerpt from the Statute providing information on legal representative of the Applicant and confirming the scope of such authority (copy authenticated by a legal representative, legal councillor, lawyer or notary);
- Original copies of inter-institutional agreements on partner cooperation under Scholarship and Training Fund concerning all partner institutions stipulated in the application form. Agreements should also be signed with partner institutions which are not higher education institutions, where student placements are to be held;
- Correct and complete annexes to the public aid declaration (copy authenticated by a legal representative, legal councillor, lawyer or notary, if applicable);
- An Applicant operating in the non-public sector, which applies for co-financing exceeding EUR 25 000.00 should enclose a balance sheet and profit and loss account for the past two full financial years. Submitted copies should be authenticated by a legal representative, legal councillor, lawyer or notary.

Each application form is processed along with annexes thereto. Each application must be accompanied by annexes and sent in one package (envelope) to the address of the Programme Operator. Documents submitted separately will not be evaluated.

5.5.1. INTER-INSTITUTIONAL 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, as well as 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. It contains compulsory elements which cannot be deleted by Applicants. Applicants 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 Programme. A list of STF subject areas is published in Annex No. 4 to this Guide *List of STF academic subject areas*. Information on the number of exchanges to be carried out by the institutions which are signing an agreement is an integral part of each partner agreement. When planning the number of exchanges in an application form 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 can be supplemented in the course of a project implementation. If an Applicant recruits a new partner institution, it should sign a cooperation agreement and then update the list of partner institutions, using a chart of changes available in the project account online. The chart of changes should be emailed, printed out, signed by an authorised person and then sent to the

Programme Operator together with an original copy of the inter-institutional agreement. Then the Programme Operator prepares 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 the application form and in chapter 5.7 of this Guide.

If the Programme Operator requires that original documents are sent, as it is the case with inter-institutional agreements, it is not possible to send authenticated copies. If the Programme Operator allows for sending copies of documents, they should be authenticated by a legal representative of the Applicant or by a person authorised by the legal representative. If annexes are authenticated by the person authorised by the legal representative, you should enclose the original copy of the power of attorney issued for such a person to authenticate documents or to sign the application form/the agreement/reports and to represent the Applicant before the Scholarship and Training Fund over the further course of project implementation. Copies of documents can be authenticated by a legal councillor, lawyer or notary.

6. FORMAL ASSESSMENT OF THE APPLICATIONS

6.1. COORDINATOR OF MOBILITY PROJECT IN HIGHER EDUCATION

The Programme Operator is responsible for staging the process of selecting the submitted applications. 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

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

Each application will be registered, granted a reference number and subjected to formal assessment in accordance with the zero-one law. A specimen of *Formal and Eligibility Checklist* concerning applications filed as part of *Mobility Projects in Higher Education* has been published on the Programme Operator's website at www.fss.org.pl

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 approved 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 as described in chapter 6.3 of this Guide.

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 eligibility testing, based on which the type of agreement and possible security interests for its proper implementation will be recommended. The Programme Operator will draw a list of approved projects featuring information on the amount of co-financing and the type of agreement that should be signed with each Applying Institution. The list will be presented to the Management Board of the Foundation for the Development of the Education System for approval. FRSE will adopt a relevant resolution on the approval of the proposed amount and the type of agreement.

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 University Charter to a given HEI, which each Applying HEI is obliged to observe.

The list of approved projects will be published on the following website www.fss.org.pl

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 awarded funding, 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 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 check. Authenticates 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 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 Applying HEIs will start.

9.1 APPENDICES TO THE AGREEMENT

Prior to signing the agreement, all non-public HEIs will be obliged to provide the Programme Operator with:

- a valid (i.e. not older than three months) certificate from a relevant taxation office on not being in arrears with tax payments,

- a valid (i.e. not older than three months) certificate from the Social Insurance Institution on not being in arrears with premium payments.

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

In the case of public HEIs, it is the State Treasury who guarantees financial eligibility of the institution, therefore the above-mentioned certificates are not required.

9.2. 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 FRSE,
- the Applying Institution does not possess permanent and sufficient sources of funding.

9.3. CO-FINANCING AMOUNT – ALLOCATION RULES

If the total requested amount of all applications in a given call is higher than the allocated funds, the Programme Operator will propose to each Applying Institution a smaller amount, which will reflect the required budget structure, as described in chapter 4.2 of the Guide. When making the decision on reducing the amount as compared to the applied amount, the Programme Operator will take into consideration the data concerning the number of exchanges concluded by a given HEI with Donor States in the preceding academic year and opportunities for staging the exchanges resulting from submitted inter-institutional agreements. In accordance with the Memorandum of Understanding on the implementation of the EEA Financial Mechanism in the years 2009-14, Appendix B, 10% of the allocation as part of the Programme should be earmarked for exchanges in the field of culture. When determining the final grant amount, the Programme Operator will strive to observe this provision.

9.4. PROJECT PROMOTER'S QUESTIONNAIRE

Applying Institutions will be asked to fill in an online "Project Promoter's Questionnaire" whose original copy is to be submitted 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. 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, which will be prepared by the Programme Operator. 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.

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 participants,
- exchange participants' subsistence costs pertaining to the mobility abroad,
- organisation of mobility for the host HEI, in the case of institutions from Donor States 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, banking operations,
- 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 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 grant. The payment will be paid within 45 days from signing the financial agreement,
- the second payment – up to 30% of the awarded grant will be effected after submitting and approving by the Programme Operator of an Interim Report no. 1 accompanied by a Request for Payment. A precondition for effecting another payment is using up in 70% of the previously paid funds,
- the third payment – up to 20 % of the awarded grant will be affected after submitting an Interim Report no. 2 accompanied by a Request for Payment, provided that 70% of the previous payments 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.

The Project Promoter may request effecting another payment regardless of the deadline for submitting interim reports. A precondition for proper submitting of a Request for Payment is using up of 70% of funds previously paid. A Request for Payment form has been prepared by the Programme Operator and will be available online on the project account throughout its implementation.

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 15 November 2013,
- Interim Report no. 2 – until 15 April 2014,
- Completion Report – not later than one month after project completion.

11.2. REPORTS – THEIR ROLE IN THE PROJECT IMPLEMENTATION

Interim Reports No. 1 and No. 2 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 should be printed out, signed by authorised persons and posted by recorded delivery to the Programme Operator. Some specimen *Reports* have been published at www.fss.org.pl The *Calculator*, filled in for the first time when lodging an application and

always available in the electronic system of project service, signed by the Project Coordinator, will form an annex to each Report.

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 contained 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 desk-check monitoring in the case of all Project Promoters, consisting in analysing (Interim and Completion) Reports submitted by Project Promoters. In the course of desk-check 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. 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 the Programme Operator's demand.

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.

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:

Material (project, publication, training, conference etc.) supported by a grant from Iceland, Liechtenstein and Norway through the EEA Grants and Norway Grants 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

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
tel. 022 463 14 72
fax. 022 622 37 08
e-mail: 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
2013	
1 March	Call for Proposals published
30 April	Deadline for submitting the applications
May	Formal assessment of the applications
June	Decision on co-financing announced by the Programme Operator. Agreements between FRSE and Project Promoters signed.
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.
6 November	Information meeting for Project Promoters organised by the Programme Operator prior to submitting Interim Report no. 1.
15 November	Deadline for submitting Interim Report no. 1.
2014	
9 April	Information meeting for Project Promoters organised by the Programme Operator prior to submitting Interim Report no. 2.
15 April	Deadline for submitting Interim Report no. 2.
30 September	Project completion. End date for cost eligibility.
20 October	Deadline for submitting the Completion Report

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
Week 1	1	Round down, do not grant an additional week
	2	
	3	
	4	Round down, grant an additional week.
	5	
	6	
	7	
Week 2	8	Round down, the Project Promoter is granted just one week of the incomplete lump sum period.
	9	
	10	
	11	Round up, grant an additional week. The Project Promoter is entitled to two weeks of an incomplete lump sum period.
	12	
	13	
	14	
Week 3	15	Round down, the Project Promoter is still entitled to two weeks of an incomplete lump sum period.
	16	
	17	
	18	Round up, the Project Promoter is entitled to three weeks of an incomplete lump sum period.
	19	
	20	
	21	
Week 4	22	Round down, the Project Promoter is still entitled to three weeks of an incomplete lump sum period.
	23	
	24	
	25	Round up: the Project Promoter is entitled to four weeks of an incomplete lump sum period
	26	
	27	
	28 i next days	

Appendix no. 2

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

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.