

**Regulations of the Erasmus+ Programme 2021-2027 at the Institute of Fluid-Flow Machinery of
the Polish Academy of Sciences
Mobility of PhD students, research workers, and administrative staff**

§ 1 General rules

1. The regulations apply to PhD students, research workers, and administrative staff of the Institute of Fluid-Flow Machinery of the Polish Academy of Sciences (IMP PAN), hereinafter referred to as "staff of IMP PAN".

The term "PhD student" refers to a PhD student at IMP PAN who is enrolled in either the Tricity Doctoral School of the Polish Academy of Sciences (TSD PAN) or the Doctoral School at Gdańsk University of Technology. An "employee of IMP PAN" refers to a research or administrative staff member employed either under a contract of employment or a civil contract at IMP PAN.

2. The duration of the new edition of the Erasmus+ Programme at IMP PAN is from 2021 to 2027.

3. The aim of the Programme's implementation by IMP PAN is to enable PhD students and staff to learn about different perspectives, knowledge, and teaching methods, as well as to develop participants' teamwork skills, including communication, language skills, intercultural competence, digital skills, and the ability to adapt to new situations.

4. The host institution for PhD students and staff of IMP PAN must be located in a country participating in the Erasmus+ Programme.

5. Foreign academies must hold an ECHE (Erasmus Charter for Higher Education) to participate in the Programme. Scholarship visits for PhD students in the Erasmus+ Programme may only involve academies that hold a valid ECHE authorising participation in the Programme.

6. PhD students and staff of IMP PAN search on their own for a partner institution to which they wish to travel. These institutions must be located in countries that participate in the Erasmus+ Programme.

7. PhD students and staff of IMP PAN may undertake both long-term and short-term trips, as described in the Erasmus+ Programme documents.

8. All trips by PhD students and staff of IMP PAN must be preceded by the signing of an appropriate inter-institutional agreement between IMP PAN and the host institution. Agreements on behalf of IMP PAN are signed by the Director of IMP PAN.

9. Detailed information on the Erasmus+ Programme at IMP PAN is published on the IMP PAN website.

10. While receiving an Erasmus+ scholarship, PhD students and staff of IMP PAN are not permitted to receive any other scholarships from European Union funds.

11. The role of the Erasmus+ Coordinator at IMP PAN is to carry out activities related to the implementation of the Programme and to report and submit documentation for approval to the Director of TSD PAN.

12. The supervision of the proper implementation of the Erasmus+ Programme at IMP PAN is carried out by the Director of TSD PAN.

13. The Director of TSD PAN appoints the recruitment committees for the Erasmus+ Programme.

§ 2 Eligibility and recruitment rules for PhD students and staff at IMP PAN

1. The method of recruitment, as well as the organisation of the selection and assessment of candidates for Erasmus+ scholarship trips, is determined by IMP PAN, which implements its own European cooperation policy, as declared in the application for an ECHE, while respecting the competition rules for recruitment.

2. Recruitment takes place directly through the Erasmus+ Coordinator at IMP PAN. Recruitment deadlines are announced on the IMP PAN website.

3. The qualification of PhD students and staff of IMP PAN should be carried out taking into account the conditions of the inter-institutional agreements (the number of PhD students and staff of IMP PAN sent, the number of months of study abroad, and language skills).

4. After the recruitment process is completed, the collective lists of PhD students and staff of IMP PAN who are qualified for the Programme are forwarded to the Erasmus+ Coordinator at IMP PAN and the Director of TSD PAN for final approval.

5. During the recruitment process for the Erasmus+ Programme, PhD students and staff of IMP PAN are bound by the documents specified in these regulations, as well as those of the Erasmus+ Programme, the statute, and the relevant regulations in force at IMP PAN.

6. The following documents are required for the recruitment of PhD students:

- a document describing the planned trip (topic, partner institution, purpose) with reference to the PhD student's Individual Research Plan;
- a positive opinion from the PhD student's supervisor(s), including a reference to the PhD student's Individual Research Plan (applicable to PhD students at doctoral schools);
- an opinion/approval from the director of the doctoral school or the head of the doctoral programme in which the PhD student is enrolled regarding the legitimacy of the proposed trip;
- a document confirming proficiency in the foreign language in which the classes will be conducted at the host institution. The PhD student must either hold a language certificate (at least B2 level) or undergo an interview with a committee, which confirms their language proficiency at the required level through an appropriate document;
- a list of scientific achievements.

7. When going abroad (for studies or a traineeship) under the Erasmus+ Programme, a PhD student must not have their studies suspended and must have passed all courses up to and including the semester prior to the trip. This must be confirmed by the director of the doctoral school or doctoral programme in which the student is studying.

8. At the time of departure to the partner institution, the student must be enrolled as a PhD student at IMP PAN.

9. Before departure, the PhD student is required to have a Learning Agreement for Traineeships approved by both IMP PAN and the host institution.

10 The purpose of the IMP PAN staff trip is as follows:

- STA: conducting educational classes for students from foreign universities with which IMP PAN has signed inter-institutional agreements;
- STT: training trips to improve professional qualifications.

11. The aim of a training trip to improve professional qualifications (STT) for an employee of IMP PAN is to participate in training that enhances qualifications related to the nature of the work carried out at IMP PAN. This may include participation in a seminar or workshop with training elements, a work shadowing visit, or participation in specialised courses in teaching methodology, among others. The training must have a defined programme that specifies which particular employee competencies will be improved. The purpose of the trip must not be to attend a conference. The main purpose of the trip cannot be to participate in discussions on the rules of cooperation with a partner university, nor can it be to monitor the progress of students staying at a foreign university.

12. The following selection criteria are considered when recruiting staff at IMP PAN:

- a document describing the planned trip (topic, partner institution, purpose);
- the level of proficiency in the foreign language in which the courses will be taught at the host institution;
- for teaching: an invitation from a partner institution and a draft of the individual teaching programme (Staff Mobility for Teaching Mobility Agreement);
- for teaching: submit confirmation (which may be in the form of an email) from the host university that the teaching programme will be available, specifying the format in which it will be delivered: face-to-face, blended/hybrid, or remote/virtual/online classes (an email from the host university is sufficient);
- for upskilling: a draft of the individual training schedule (Staff Mobility for Training Mobility Agreement);
- the research worker must provide confirmation from the Director of TSD PAN of having delivered a minimum of 2 hours of lectures at TSD PAN (in special cases, the Director of TSD PAN may agree that he or she will deliver a lecture at TSD PAN upon their return).

13. Before leaving to teach, an employee of IMP PAN is required to have an individual teaching programme (Staff Mobility for Teaching Mobility Agreement) approved by both IMP PAN and the host university. The shortest stay of an IMP PAN employee is four days (including two days for travel),

during which at least eight hours of teaching must be carried out. The maximum duration of stay at a partner university is seven days (including two days for travel).

14. Before departure for upskilling purposes, an IMP PAN employee is required to have an individual training plan (Staff Mobility for Training Mobility Agreement) approved by IMP PAN and the host institution and signed by all three parties (both institutions and the employee). The minimum length of stay is 4 days, including 2 days for travel, while the maximum is 60 days, also including 2 days for travel.

15. Before departure, an IMP PAN employee must provide the Coordinator with a scan of one of the following documents: 'Staff Mobility for Teaching Mobility Agreement' or 'Staff Mobility for Training Mobility Agreement', depending on the type of mobility chosen.

16. In the event of failure to comply with the steps required prior to the start of the mobility, the mobility will not be eligible for funding from the Erasmus+ Programme, despite the submission of documents related to the trip.

§ 3 Recruitment procedure

1. As a result of the recruitment process, a list of PhD students or staff members of IMP PAN qualified for the Erasmus+ Programme is created, consisting of a principal list and a reserve list. A ranked list of recruited PhD students is prepared by the Recruitment Committee. The lists are approved by the Erasmus+ Coordinator at IMP PAN. The order in the ranked list is determined by the recruitment results of the candidates as outlined in the regulations for PhD students and staff at IMP PAN, as well as the results of any possible interview with the committee.

2. The Erasmus+ Coordinator at IMP PAN collects the following documents:

- the cumulative list of PhD students and staff of IMP PAN qualified by the recruitment committees
- recruitment questionnaires for PhD students and staff of IMP PAN, clearly indicating the presence of a disability certificate (if applicable).

3. PhD students and staff of IMP PAN are notified of the recruitment results by the Erasmus+ Coordinator at IMP PAN.

4. The Erasmus+ Coordinator at IMP PAN supervises the submission of nominations for PhD students and staff of IMP PAN to partner universities (or partner institutions). For nomination deadlines earlier than the closing date for recruitment at IMP PAN, nominations for all candidates qualified by the recruitment committees must be submitted. Once the recruitment process at IMP PAN has been completed, please remember to submit resignations from PhD students or staff of IMP PAN whose applications have not been selected for funding, unless they choose to accept a trip with a zero grant (i.e. no funding). In the event of a negative outcome from the recruitment process, both PhD students and staff of IMP PAN should remember to submit their resignations.

5. In the event of the resignation of a PhD student or employee of IMP PAN who has been awarded a scholarship, the next person on the reserve list will be considered. A PhD student or employee of IMP PAN who resigns is obliged to submit a written resignation with justification and to deliver the completed resignation form to the Erasmus+ Coordinator at IMP PAN. The PhD student or employee of IMP PAN is obliged to inform the partner institution, provided that the nomination has already been submitted.

6. The PhD student has the right to appeal the decision of the Erasmus+ Coordinator at IMP PAN. All appeal cases are referred to the Director of TSD PAN. The appeal must be submitted in writing, along with the reasons, within 14 calendar days from the date of notification.

7. In the case of traineeships, the PhD student is required to submit a completed Learning Agreement for Traineeships, confirmed by the host institution, to the Erasmus+ Coordinator at IMP PAN within three months of the announcement of the recruitment results.

§ 4 Scholarship amount and payment conditions

1. Scholarships awarded under the Erasmus+ Programme are complementary in nature, providing additional funding. They are granted to subsidise costs related to travel and stay at the host institution. While receiving an Erasmus+ scholarship, a PhD student or employee of IMP PAN may not receive another scholarship from the European Union.

2. The Erasmus+ National Agency allocates funding to IMP PAN for PhD students and staff. The amount received is distributed by IMP PAN to the PhD students and staff qualified for the trips.
3. The scholarship amount is determined by the Erasmus+ National Agency. The scholarship amount is calculated based on the number of days of confirmed stay at the host institution.
4. The PhD student is required to purchase accident insurance and public liability insurance for the duration of their studies or traineeship. The PhD student is required to obtain an EHIC (European Health Insurance Card). In the case of travel to countries outside the EU where the EHIC is not applicable, the PhD student is obliged to purchase health insurance independently for the duration of their studies or traineeship at the host institution. A copy of the insurance must be attached to the PhD student's documentation and presented to the Erasmus+ Coordinator at IMP PAN.
5. An IMP PAN employee must be insured for the duration of their travel and stay at a partner university.
6. A PhD student or employee of IMP PAN who is a Polish citizen is required to register with the 'Odysseusz' service operated by the Ministry of Foreign Affairs.
7. Before departure, both the PhD student and the IMP PAN employee are required to sign a financial agreement with IMP PAN. The advance payment will be made within 30 days of the date the agreement is signed, amounting to 70% of the sum specified in the agreement, but no earlier than 45 days before the planned start of the exchange.
8. The start date of the mobility period will be the first day the PhD student or employee of IMP PAN is required to be present at the host organisation, and the end date will be the last day of their presence at the host organisation.

These dates must align with those stated in the following documents:

- Learning Agreement for a PhD student
- Staff Mobility For Teaching Mobility Agreement for an IMP PAN employee travelling to teach
- Staff Mobility for Training Mobility Agreement for an IMP PAN employee travelling to improve their qualifications.

For an IMP PAN employee, a maximum of one day immediately before and a maximum of one day immediately after the mobility period may be added to the total mobility duration. The employee will receive a scholarship for the additional day or two days.

9. In the case of a PhD student, the final amount of the scholarship will be calculated during the settlement of the stay after their return, proportionally based on the number of days corresponding to the participant's actual stay abroad at the host institution. In the case of incomplete months, the amount due will be calculated by multiplying the number of days in the incomplete month by 1/30 of the full month's amount due.

In the case of an IMP PAN employee, the final amount due for the entire period of mobility will be determined by multiplying the number of days corresponding to the employee's stay abroad by the daily rate applicable in the relevant country.

If the confirmed duration of stay is longer than that agreed upon with IMP PAN and specified in the Learning Agreement or Mobility Agreement, the amount of funding will not be increased (i.e. no funding will be granted for the period exceeding the agreed duration of stay).

If the payment specified in the agreement between IMP PAN and the PhD student, or the agreement between IMP PAN and the employee, is less than 100% of the amount calculated upon their return from the trip based on the document from the host institution, the remaining part of the scholarship will be paid within 45 calendar days of the completion of the settlement process.

If the payment amount specified in the agreement between IMP PAN and the PhD student, or in the agreement between IMP PAN and the employee, exceeds 100% of the amount calculated upon their return from the trip based on the document from the host institution, a reimbursement order will be issued within 45 calendar days of the completion of the settlement process. The reimbursement must be made within 30 calendar days of receiving the order.

10. To settle the mobility, the PhD student must submit the following documents to the IMP PAN Coordinator within 14 days of completing the mobility:

- Transcript of Records/grade list and Certificate of Stay/a certificate with the exact start and end dates of stay;
- confirmation of completion of the mandatory scholarship recipient report/questionnaire in the online EU survey system;

- confirmation that an OLS language test has been taken upon completion of the mobility (if required);
- a completed mobility settlement document;
- in the case of a traineeship, confirmation that the 'Transcript of Records' document (training) received from the host institution has resulted in enrolment in the next semester or academic year.

11. To settle the mobility, the IMP PAN employee must submit the following documents to the IMP PAN Coordinator within 14 days of completing the mobility:

- confirmation of completion of the mandatory online report/questionnaire;
- in the case of departure for the purpose of teaching: an original certificate from the host university stating the duration of stay at that university and the number of hours of teaching activities delivered (this certificate should be printed on the official letterhead of the host university and signed by the same person who signed the Mobility Agreement);
- confirmation of the receipt of a scholarship;
- in the case of departure for the purpose of improving qualifications: an original certificate confirming the duration of stay, along with information about the training received at the partner institution/university (this certificate should be printed on the official letterhead of the host institution).

An employee of IMP PAN is obliged to settle the trip within 14 days of the date of return.

12. In the case of a justified extension of the stay, any amendment to the financial agreement (in the form of an annexe) must be made at least 30 days before the end of the mobility specified in the financial agreement.

13. The funds cannot be used to cover similar costs that have already been financed by the European Community.

14. The scholarship will be paid to an IMP PAN employee based on a request for a business trip abroad as a lump sum, according to the rate set for the relevant country.

15. Any changes can only occur in exceptional cases and require the approval of the Erasmus+ Coordinator at IMP PAN each time.

16. If any of the steps required to settle the mobility are not followed, it will not be possible to cover its costs from the Erasmus+ Programme funds.