

§1 General provisions

1. These Regulations shall determine the rules of:
 - 1.1. Recruitment of students for the Erasmus+ grants (hereinafter referred to as the Programme);
 - 1.2. Awarding and implementation of grants to study abroad;
 - 1.3. Awarding and implementation of grants for traineeships abroad;
 - 1.4. Eligibility of academic teachers for mobility projects under the Programme;
 - 1.5. Eligibility of employees for mobility projects under the Programme for training purposes.
2. Any grants awarded under the Programme are of complementary nature and are aimed at covering additional expenses related to mobility at a foreign institution (university), i.e. the function of the grant is, above all, to cover the difference in maintenance costs between Poland and the host country.
3. These Regulations shall be applicable to students, academic teachers and employees of Collegium Da Vinci in Poznan (hereinafter referred to as CDV).
4. Any reference in these Regulations to:
 - 4.1. the University Coordinator, shall mean a CDV employee - the Erasmus+ Programme Coordinator,
 - 4.2. Similar majors and courses shall mean the majors and courses in the course of which the student obtains similar education effects.
5. In matters not covered by these Regulations, the provisions and regulations listed below shall be applied in the following order:
 - 5.1. The provisions of the Agreement concluded between the University and the National Agency for the Erasmus + Programme;
 - 5.2. Erasmus University Charter;
 - 5.3. Communications of the National Agency for the Erasmus+ Programme;
 - 5.4. Provisions of the regulation of the European Parliament and of the Council (EU) No. 1288/2013 of 11 December 2013, establishing "Erasmus+";
 - 5.5. The Study Regulations of the University.

§2

Rules for recruitment of students

1. Studies and traineeships abroad under the Erasmus+ Programme shall be treated as part of the study programme at Collegium Da Vinci in Poznan. The outgoing persons shall retain the status of a student and all related rights thereto, including the rights to receive material aid granted by the University. Owing to the ECTS (European Credit Transfer System), the work input of the grant holder is settled after the return to CDV.
2. Before taking a decision:
 - 2.1. The student, who applies for the grant, should select a foreign university, which offers majors and courses similar to those taught at CDV with full awareness and in consultation with the University Coordinator of the Erasmus+ Programme.
 - 2.2. It is recommended to participate in the Erasmus+ mobility for studies during the winter semester. The participation in the Erasmus+ programme during the last semester of the final year of studies shall be prohibited. When making a choice, consideration should be given to the offer of the partner university as well as the study programme at CDV.
 - 2.3. Students participating in mobility projects may apply for exemption from the tuition fee. The decision regarding the exemption upon consideration of the application of the student shall be taken by the Dean of the Faculty.
3. The grants are available for students educated at the level of bachelor's degree, engineering and master's degree studies: both full-time and part-time. A candidate, who applies for participation in the Erasmus+ Programme must meet the following basic formal criteria:
 - 3.1. The student eligible for mobility may have the status of a foreigner or a stateless person.
 - 3.2. The student must officially be registered for the major that leads to the receipt of the bachelor's / engineer's / master's degree. At the moment of departure, he/she must be a student in the second year of the first-cycle studies (this does not refer to traineeship mobility projects);
 - 3.3. At the moment of departure under the Erasmus programme, the student shall not be on dean's leave and during the grant period, he/she will not be on dean's leave;
 - 3.4. He/she is not indebted to CDV.
 - 3.5. He/she completed and submitted the application form within the set deadline and was qualified for mobility during the conducted recruitment process;
 - 3.6. The grant may be awarded to the student for the maximum total period of 12 months within each cycle (I and II) of the study in order to complete part of their study and/or traineeship abroad;

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- 3.7. The students who were beneficiaries of the LLP - Erasmus, Erasmus+ (also the students with the zero grant) may apply for another mobility project provided that they meet the formal requirements.
 4. Candidates for studies/traineeships abroad, hereinafter referred to as the "Candidates" shall be recruited in accordance with the rules stipulated in the Erasmus University Charter and the rules stipulated on an annual basis in the agreement concluded between CDV and the National Agency for the Erasmus Programme in Warsaw.
 5. The recruitment of the Candidates shall be conducted based on bilateral agreements concluded between CDV and partner universities abroad as part of the Erasmus programme (the list of up-to-date bilateral agreements is available on the university's website: www.cdv.pl).
 6. The body which is responsible for the recruitment of students to study abroad is the University Coordinator of the Erasmus+ Programme, who also manages the activities of the Qualification Committee.
 7. The documents related to mobility during the semester chosen by the student should reach the University Coordinator of the Erasmus Programme by 30 April 2019 (winter semester) at the latest as the first deadline, and by 31 October 2019 (summer semester) as the second deadline (the second recruitment takes place only in the case of failure to fill up all vacancies for mobilities as a result of the first recruitment) The documents from students regarding traineeships can be submitted throughout the academic year. The recruitment date shall take into account the deadlines for submission of applications by students at partner universities.
 8. The additional recruitment of the Candidates within the deadlines other than those specified in § 2, par. 7 is possible under the condition that not all the vacancies are filled under a given agreement or that the previously qualified person resigns.
 9. The Candidate should complete the application form applicable at CDV, including all appendices. The application form is available on the university website. Thereafter, the documents should be delivered to the University Coordinator of the Erasmus Programme in the printed or electronic format, using the following e-mail address: erasmus@cdv.pl.
 10. The University Coordinator of the Erasmus Programme shall set the date of the meeting of the Qualification Committee. The Committee is composed of: the University Programme Coordinator and foreign language teachers. All interested students shall be informed about that date by e-mail or telephone. The results of the

recruitment shall be announced within 5 days of the date of the meeting of the Recruitment Committee.

11. Students shall be recruited for studies and traineeships abroad according to the following criteria:
 - 11.1. Learning achievements (based on the obligatory appendix – declaration of the grade point average confirmed by the dean of the relevant faculty);
 - 11.2. Command of the foreign language in which the classes at the student's host university will be held;
 - 11.3. External language certificates;
 - 11.4. External certificates regarding the student's activity;
 - 11.5. Participation of the student in activities of student organisations;
 - 11.6. Cover letter and other (according to the documents presented by the student).

12. The Committee shall check the language competence of the Candidate, in particular, whether his/her competence level will allow for the participation of this person in classes held in the given foreign language. During the recruitment process, the Committee shall award points to the Candidates for the aforementioned language skills and for the fulfilment of the criteria. The points shall be awarded in the following manner:
 - 12.1. Learning achievements – from 0 to 10 points – 10 points are given to the Candidate with the highest grade point average, the other grades are determined in reference to the aforementioned result by the following equation: $(X/\text{the highest grade point average}) \times 10$;
 - 12.2. Command of the foreign language in which classes at the host university will be held - from 0 to 10 points - based on evaluation of the foreign language teachers;
 - 12.3. External language certificates – 5 points for their possession;
 - 12.4. External certificates regarding the student's activity - 5 points for their possession;
 - 12.5. Participation of the student in the activities of student organisations - 10 points for the active participation in the life of student organisations;
 - 12.6. Other (according to the documents presented by the student) - 5 points for other activity related to the student's activities associated with the Erasmus+ Programme;
 - 12.7. The maximum number of points to be received during the recruitment process: 45 points.

13. The University Coordinator is obliged to publish the list of Candidates qualified for studies/traineeships abroad as well as the reserve list on the school's website. Persons who obtained the highest number of points during the recruitment process are eligible for mobility (the number of persons qualified for mobility depends on the availability of funds under the agreement concluded with the National Agency for the Erasmus Programme).

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14. The Candidate has the right to appeal against the decision of the Qualification Committee within 7 days of the date of publication of the lists on the website. The appeal must be submitted in writing to the dean responsible for the given major.
 15. The appeal shall be decided upon within 14 days and the relevant decision shall be sent in writing to the Candidate.
 16. Minutes from the meetings of the qualification committees shall be available in the school documentation regarding the Programme.
 17. A candidate who withdraws from the Erasmus+ mobility should inform the University Coordinator about this fact in writing no later than 30 days before the deadline for submission of an application to a foreign partner university.
 18. Failure to meet the deadline stipulated in § 2 in par. 17 or the lack of relevant information on the part of the Candidate shall result in the fact that such a person is not allowed to take part in the Erasmus+ programme implemented by CDV again and that the relevant information is provided to the Dean.
 19. The consequences of a Candidate's breach of obligations stipulated in § 2 par. 17 and 18 shall not apply in the event of circumstances beyond the Candidate's control (fortuitous events).
 20. In case of resignation of a student (who has been awarded a grant), another person from the reserve list shall be taken into account. This person is entitled to a grant according to the financial terms accepted in a given academic year.

§3

Rules for awarding and implementation of grants to study abroad;

1. General rules:
 - 1.1. CDV students applying for a grant to study abroad under the Erasmus+ programme shall be subject to the recruitment procedure under §2.
 - 1.2. In the academic year 2019/2020 the grant shall be awarded for a maximum period of 12 months.
2. The grant may be applied for by a person who meets all of the following conditions:
 - 2.1. He/she is a CDV student of a major leading to a bachelor's or master's degree and will be a CDV student during the mobility;

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- 2.2. At the moment of departure under the Erasmus programme, the student shall not be on dean's leave and during the scholarship period, he/she will not be on dean's leave;
 - 2.3. He/she is not indebted to CDV.
 - 2.4. He/she completed and submitted the application form within the set deadline including the required appendices.
3. Before the mobility, the student shall, in particular:
 - 3.1. Submit the application form containing the cover letter and other required appendices within the set deadline;
 - 3.2. Complete the language proficiency level test on the OLS platform.
 - 3.3. Submit the completed and signed agreement regarding the study programme - Learning Agreement (section: Before the mobility);
 - 3.4. Submit the Confirmation/Acceptance letter from the host university;
 - 3.5. Hold an insurance policy for the time of mobility and a visa (if applicable);
 - 3.6. Find, on his/her own an accommodation abroad for the time of mobility;
 - 3.7. Submit a form with bank details, which confirms the possession of a bank account in EURO and shall sign the financial agreement.
4. The rules of implementation of the mobility projects for students:
 - 4.1. The studies may take place in one of the following countries: Austria, Belgium, Bulgaria, former Yugoslavian republic of Macedonia, Croatia, Cyprus, Denmark, Estonia, Finland, France, Greece, Spain, Ireland, Iceland, Sweden, Liechtenstein, Lithuania, Luxembourg, Latvia, Malta, the Netherlands, Germany, Norway, Poland, Portugal, Czech Republic, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary, Italy, United Kingdom. The studies may not take place at institutions of the European Union, institutions which manage the EU programmes and the Polish diplomatic posts.
 - 4.2. The student mobility period at the host institution must end by 30 September 2020.
 - 4.3. The grant under the Erasmus programme is awarded for the purpose of completion of studies which allow for the obtaining of 30 ECTS required for the given period of education (or more, depending on the study programme) and associated with the study major at the parent university.
 - 4.4. The institution at which the student studies must have the ECHE, which confirms the participation in the Erasmus+ programme. The student mobility for studies is organised directly by the Erasmus+ Programme Coordinator at CDV. The students themselves find the place to study abroad and the University Coordinator helps them in the organisation of the trip and completion of all formalities.
5. Organisation of the student mobility projects for study purposes:
 - 5.1. Each student eligible for the student mobility under the Erasmus+ programme (in the qualification procedure) shall sign the financial agreement.
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- 5.2. The grant received by the student is intended to cover additional costs related to the mobility (e.g. travel costs, insurance, increased costs of living abroad). The grant shall not be used for the purpose of covering the full costs of travel and living abroad).
 - 5.3. The grant may be provided to the student only under the condition that the student accepts all the terms of the agreement.
 - 5.4. Before the mobility, an individual study programme in the form of the Learning Agreement shall be agreed for each outgoing student under the Erasmus+ Programme. The Learning Agreement shall be signed by three parties: CDV, host institution and the student.
 - 5.5. The minimum number of points which the student must obtain during a given semester of studies shall be determined by the programme of the studies for the given year and mode of studies. The Student shall determine and the Dean shall approve the number of ECTS credits in the Learning Agreement, obtained at the foreign university, accepting the Learning Agreement. The Student should indicate the number of credits that is not lower than that established for the study programme.
 - 5.6. If the number of ECTS credits at the parent university is higher than 30, and the foreign university does not allow the same number of credits to be obtained, the Dean shall determine the programme differences which the student will have to make up after returning from the foreign university. The mode and manner of making up for these differences should be determined, if possible, before the student mobility. The student shall be exempted from a fee for programme differences.
 - 5.7. If the study programme during a semester spent at a foreign university:
 - includes traineeships, the student shall obtain the consent for them during the next semester after filing an application. The number of credits assigned to the traineeships reduces the minimum number of credits which must be indicated in the Learning Agreement.
 - includes the diploma seminar, the student may implement mobility upon obtaining the written consent of the thesis supervisor for the remote participation in the seminar. The number of credits assigned to the seminar reduces the minimum number of credits which must be indicated in the Learning Agreement.
 - includes the last language module which is ended with the foreign language qualification exam, the student shall obtain consent to the free-of-charge conditional completion of the module during the following semester, while maintaining the rules concerning the ECTS debt. The number of credits assigned to the language module does not reduce the minimum number of credits which must be indicated in the Learning Agreement.
 - 5.8. If the student fails to achieve the required number of ECTS credits at the foreign university, the Dean shall determine the modules that ensure the achievement of the desired education effects and ECTS credits, indicating the mode and manner of implementation of the missing education effects after the return of the student,
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upon his/her request including the attached Transcript of Records. The indicated modules are completed based on the conditional receipt of credits for the given course - as part of the fees and the ECTS debt.

- 5.9. All the amendments introduced into the Learning Agreement by any of the parties shall be confirmed in writing. It is recommended that the possible amendments be introduced within 1 month of the student's arrival to the host institution.
- 5.10. The payment of national scholarships/grants (maintenance grants, scholarships for learning achievements, other) to which the student was entitled before mobility, shall be continued at the time of student's stay at the host institution. After his/her return from abroad, the student shall be guaranteed the right to apply for a national scholarships.
- 5.11. After his/her return, the student is obliged to complete the After the mobility section in the Learning Agreement, present the transcript of records, present the confirmation letter regarding mobility, complete the on-line OLS language competence test and complete the questionnaire for the assessment of the mobility under the Erasmus + Programme, which is made available in the Mobility Tool (the link to the questionnaire is sent automatically by the MT+ system to the student's e-mail address immediately after completion of the mobility).
- 5.12. All the rules except those which refer to the awarded grant shall be apply also in the case of students who participate in the mobility and meet all the formal and quality criteria, but do not receive the grant (the zero grant).
- 5.13. If the student who implements mobility during the winter semester is willing to extend the mobility period to the summer semester, he/she is obliged to submit a request for consent to the extension to the Dean of the Faculty no later than 30 days before the end of mobility, to deliver the Learning Agreement and the Acceptance Letter from the host university to the Erasmus+ Programme Coordinator and to sign the annex to the financial agreement. The receipt of funds for the second semester shall depend on the amount of used funds awarded to CDV by the National Agency. The University shall exclude the possibility of giving consent to the extension of mobility, if this was to be the last semester of the final year of studies of the applying student.
- 5.9. Recognition of studies abroad - the period of studies in a foreign country is settled on the basis of the Learning Agreement agreed upon with the Dean of the Faculty and signed before mobility, and also on the basis of the subsequent amendments (section: "During the mobility").

6. The following method of recognition of the student achievements shall be applied at Collegium Da Vinci:

ECTS Grade	Polish Grade	Definition
A	5.5	EXCELLENT — outstanding achievements with only minor mistakes allowed
	5.0	
B	4.5	VERY GOOD — above the average standard, with some mistakes

C	4.0	GOOD — generally solid work, with a number of noticeable mistakes
D	3.5	SATISFACTORY — satisfactory, but with major deficiencies
E	3.0	FAIR — the work/results meet the minimum criteria
FX	2.0	UNSATISFACTORY — credits could be awarded when the student makes up for the basic deficiencies in the covered material.
F	2.0	UNSATISFACTORY — credits could be awarded, when the student thoroughly prepares the entire material

6.1. In the case of a transfer of the FX grade to the Polish scale, the 2.0 grade is applied. In the case of a transfer of the 2.0 grade to the ECTS scale, the F grade is applied.

6.2. In the case of a transfer of the A grade to the Polish scale, the 5.0 grade is applied. In the case of a transfer of the 5.5 and 5.0 grades to the ECTS scale, the A grade is applied.

6.3. The student may get a 5.5 only in the event of delivery of a declaration signed by the host university, which confirms his/her outstanding achievements, .

6.4. If the host university does not apply the ECTS grade scale, the transfer shall be made on the basis of the direct transfer from the foreign scale to the Polish scale in accordance with the Rector's regulation on recognition of achievements of students participating in the Erasmus+ Programme.

7. Grant of the Erasmus Programme:

7.1. Students receive the grant funded by the Erasmus+ programme for the mobility period. The grant shall not ensure the coverage of full costs related to mobility, but shall only cover the difference in the costs of living between Poland and the host country.

7.2. The amount of the grant depends on the country to which the student travels.

7.3. The financial rates of monthly grants for the student mobility shall be made available on the CDV website in accordance with the guidelines of the National Agency.

8. Payment rules for the grant period - The payment of the grant to a student shall be effected in accordance with the provisions of the agreement concluded with CDV, i.e. upon completion of all formalities, not later than on the date of departure, the participant shall receive an advance payment which constitutes 70% of the amount of the grant, while the other 30% of the funds shall be paid to the student upon his/her return and completion of all formalities related to the mobility.

§4

Rules of awarding and implementation of grants for traineeships abroad;

1. General rules:

1.1. CDV students applying for a grant related to the traineeship abroad under the Erasmus+ programme shall be subject to the recruitment procedure in accordance with §2.

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- 1.2. In the academic year 2019/2020 the grant shall be awarded for a minimum period of 2 months and maximum period of 3 months
 2. The grant may be applied for by a person who meets all of the following conditions:
 - 2.1. He/she is a CDV student of a major leading to the bachelor's, master's or PhD's degree, or a CDV graduate who was a student of the final year of bachelor's, master's or doctoral studies at the moment of recruitment.
 - 2.2. At the moment of departure under the Erasmus programme, the student shall not be on dean's leave and during the scholarship period, he/she will not be on dean's leave;
 - 2.3. He/she is not indebted to CDV.
 - 2.4. The student eligible for mobility may have the status of a foreigner or a stateless person;
 - 2.5. He/she completed and submitted the application form within the set deadline.
 3. Before the mobility, the student shall, in particular:
 - 3.1. Submit the application form containing the cover letter and other required appendices within the set deadline;
 - 3.2. Complete the language competence test - OLS.
 - 3.3. Submit the completed and signed the Training Agreement;
 - 3.4. Submit the Confirmation/Acceptance letter from the host company;
 - 3.5. Hold an insurance policy for the time of mobility and a visa (if applicable);
 - 3.6. Find, on his/her own an accommodation abroad for the time of mobility;
 - 3.7. Submit a form with bank details, which confirms the possession of a bank account in EURO and sign the financial agreement.
 4. The rules for implementation of the mobility projects for traineeships:
 - 4.1. The traineeships may be organised in one of the following countries: Austria, Belgium, Bulgaria, former Yugoslavian republic of Macedonia, Croatia, Cyprus, Denmark, Estonia, Finland, France, Greece, Spain, Ireland, Iceland, Sweden, Liechtenstein, Lithuania, Luxembourg, Latvia, Malta, the Netherlands, Germany, Norway, Poland, Portugal, Czech Republic, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary, Italy, United Kingdom. The traineeships may not take place at institutions of the European Union, institutions which manage the EU programmes and the Polish diplomatic posts.
 - 4.2. The traineeship period at an institution must end until 30 September 2020.
 - 4.3. The grant under the Erasmus programme is awarded for the purpose of participation in an obligatory or non-obligatory traineeship related to the student's major.
 - 4.4. Each student eligible for the mobility for traineeship purposes, in a situation when he/she participates in the obligatory traineeship in connection with the programme of the major which he/she studies under the Erasmus Programme,

should be guaranteed the completion of the traineeship at the host institution and its recognition as equivalent to the traineeship in Poland.

4.5. Student - a grant holder under the Erasmus Programme must not at the same time participate in the traineeship and in partial studies abroad.

5. Organisation of the student mobility for traineeships abroad:

5.1. Each student eligible for the traineeship under the Erasmus+ programme (in the qualification procedure) shall sign the agreement.

5.2. The grant received by the student is intended to cover additional costs related to the mobility during the traineeship period (e.g. travel costs, insurance, increased costs of living abroad). The grant shall not be used for the purpose of covering the full costs of travel and living abroad).

5.3. The grant may be provided to the student only under the condition that the student accepts all the terms of the agreement.

5.4. Before the mobility, an individual traineeship programme in the form of the Training Agreement shall be agreed for each outgoing student under the Erasmus+ Programme. The Training Agreement shall be signed by three parties: CDV, host institution and the student.

5.5. All the amendments introduced into the Training Agreement by any of the parties shall be confirmed in writing. It is recommended that the possible amendments be introduced within 1 month of the student's arrival to the host institution. If the traineeship is not obligatory, the fact of its completion shall be recorded in the diploma supplement.

5.6. The payment of national scholarships/grants (maintenance grants, scholarships for learning achievements, other) to which the student was entitled before the mobility, shall be continued at the time of student's stay at the host institution. After his/her return from abroad, the student shall be guaranteed the right to apply for national scholarships.

5.7. After the mobility, the Student is obliged to complete the After the mobility section in the Training Agreement, present the confirmation letter regarding the completed traineeship, complete the on-line OLS language competence test and complete the questionnaire for the assessment of the mobility under the Erasmus + Programme, which is made available in the Mobility Tool (the link to the questionnaire is sent automatically by the MT+ system to the student's e-mail address immediately after completion of the mobility).

5.8. The students themselves find the place to complete the traineeship and the University Coordinator helps them in the organisation of the trip and completion of all formalities.

5.9. All the rules except those which refer to the awarded grant shall also apply in the case of students who participate in the mobility and meet all the formal and quality criteria, but do not receive the grant (an Erasmus student the zero grant).

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6. Recognition of the traineeship completed abroad – the period of traineeship in a foreign country is settled on the basis of the Training Agreement agreed upon with the Dean of the Faculty or the Traineeship Supervisor and signed before mobility. The obligatory traineeships shall be completed. The non-obligatory traineeships shall be taken into account in the diploma supplement.
 7. Grant for traineeships abroad
 - 7.1. Students receive the grant funded by the Erasmus+ programme for the mobility period. The grant shall not ensure the coverage of full costs related to the mobility, but shall only cover the difference in the costs of living between Poland and the host country.
 - 7.2. The amount of the grant depends on the country to which the student travels.
 - 7.3. The financial rates of grants for the student traineeships abroad shall be made available on the CDV website in accordance with the guidelines of the National Agency.
 8. Payment rules for the grant period:
 - 8.1. The payment of the grant to a student is effected in accordance with the provisions of the agreement concluded with CDV, i.e. upon completion of all formalities; not later than on the date of departure, the participant shall receive an advance payment which constitutes 70% of the amount of the grant, while the other 30% of the funds shall be paid to the student upon his/her return and completion of all formalities related to the mobility.
 - 8.2. It is recommended to complete traineeships during the holiday period. If the traineeships are completed in a different period, the payment terms of the tuition fee shall be agreed upon individually with each outgoing student.
 9. In the event of withdrawal of a student (to who the grant has been awarded), another person from the reserve list shall be taken into account. This person is entitled to a grant according to the financial conditions accepted in a given academic year. The student who withdrew from mobility shall submit a written resignation including the justification, addressed to the Programme Coordinator. Except the situation where any fortuitous events may occur, it is recommended to submit the resignation no later than two weeks before the planned mobility.

§5

Rules of eligibility of academic teachers for mobility projects under the Erasmus+ Programme.

1. Only the following academic teachers are eligible for mobility under the Erasmus+ Programme:
 - 1.1. The teachers who are employees of the sending institution; the basis of employment is the employment contract or the civil-legal contract.

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- 1.2. They teachers who hold didactic classes at CDV.
 2. Mobility under the Erasmus+ Programme is aimed at holding didactic classes at the partner university for students of that university. During one visit, the academic teacher is obliged to hold at least 8 hours of didactic classes for students of the host university. It is recommended that the mobility lasts 5 working days. Shorter mobility is acceptable in justified cases. The decision on the existence of a justified case shall be taken by the university. The maximum duration of the mobility is 6 weeks. The mobility period spent by the academic teacher at the partner university must start and end by 30 September 2020.
 3. The candidate for the mobility project must submit the application form to the Coordinator as well as the Mobility Agreement Staff Mobility For Teaching. The basis for qualification of the academic teacher for mobility is the assessment of the application form submitted by him/her, including the indication of the selected Partner University (or other university which agreed to start the cooperation) as well as the Mobility Agreement Staff Mobility For Teaching, accepted by the CDV Rector, which is agreed with the host institution. The assessment shall be performed by the committee appointed by the Rector. The committee shall award the assessment points to the Candidates in the total number from 0 to 10. The assessment shall be performed in terms of the usefulness of the results of mobility of the given CDV employee in the home university.
 4. Persons, who participate in the Erasmus+ programme for the first time, and also full-time employees of CDV shall have the priority in the qualification for the mobility projects in the case of academic teachers who meet the quality criteria to an equal extent.
 5. The qualification process takes place twice a year. The deadline for the submission of the application form as well as the Mobility Agreement Staff Mobility For Teaching to the Erasmus+ Programme Coordinator is set for 30 September 2019 at the latest. The second deadline, i.e. by 28 February 2020, shall be set only if CDV does not use up the funds allocated for the mobilities of teachers for the purpose of holding didactic classes during the first period. The assessment committee appointed by the Rector shall hold a meeting within 2 week after the process of submission of application forms comes to an end. The results of work of the Assessment Committee shall be presented to the interested parties on the day during which the Committee will hold the meeting. The interested parties may appeal against the decision of the Committee within 7 days of the date of announcement of the recruitment results.
 6. The number of available vacancies and the value of the awarded grants shall depend on the provisions included in the bilateral agreements between CDV and the

respective partner universities and on the amount of the grant awarded to the university every year by the National Agency for the Erasmus+ Programme in Poland.

7. Before the mobility, the Participant shall conclude the mobility agreement under the Erasmus+ Programme with the Rector of Collegium Da Vinci. The University Coordinator for the Erasmus+ Programme shall be responsible for the process of drawing up and signing of the Agreement. It is recommended that the Agreement be signed no later than two weeks before the planned mobility. In order to sign the agreement, the University Erasmus+ Coordinator shall be provided with the bank account details in EUR, to which the grant shall be transferred.
8. The Participant shall be covered by an insurance policy and have the defined type of insurance for the duration of the training: health insurance (European Health Insurance Card or individual insurance), insurance against accidents (NNW) and civil liability insurance (OC). The insurance policies should be presented to the University Coordinator of the Erasmus+ Programme. The choice of the insurance company and the completion of all formalities related to this issue shall lie with the participant.
9. A qualified employee delegated by Collegium Da Vinci to participate in the mobility for the purpose of teaching abroad shall receive funds for mobility from the resources of the Erasmus+ Programme. The received financial support shall be intended to cover the additional and not full costs related to the mobility. The financial support for the costs of accommodation shall be provided based on the target country (according to the division into groups established by the European Commission), according to the daily rates set for Poland by the National Agency for the Erasmus+ Programme, published on the CDV website. The days of the real stay at the foreign university as well as the days of travel understood as the maximum one day before and maximum one day following the mobility period shall be subject to financing.
10. "Erasmus+ Programme grant (irrespective of whether its material scope refers to allowances only or whether it covers the costs related to accommodation), received by persons who are subject to an unlimited tax liability in Poland, stay temporarily abroad, shall be free of the income tax in the amount that constitutes the equivalent of the allowance for business trips outside the borders of Poland, specified by the regulation of the Minister of Labour and Social Policy of 29 January 2013 on the amounts due to a person employed at a state-owned, local government unit of the budgetary sphere, for a business trip (Journal of Laws, item 167), per each day on which the grant was received."(clarifications of the Ministry of Science and Higher Education on taxation of the grant from the Erasmus+ Programme for employees).
11. Within no more than 14 days after his/her return, the employee should settle the issues related to the completion of the visit, submitting a written certificate issued by the host institution regarding the mobility period and accomplishment of the mobility objective

(Confirmation Letter). He/she shall also complete an individual report on mobility including expression of his/her own opinions related to the facts of the action and its assessment in terms of the obtained benefits, preparation and popularisation of results obtained upon the completion of mobility. The participants, who will not fulfil the duty of submission of the aforementioned report, shall be called to return the received financial support in full.

§6

Rules of qualification of employees for mobility projects for training purposes.

1. Only the following CDV employees are eligible for mobility projects under the Erasmus+ Programme: The basic factor shall be the employment contract and the civil-legal agreement.
2. The aim of the employee's mobility is the participation in the training which raises his/her qualifications related to the nature of work performed at the home university.
3. The mobility period spent by the employee at the partner university must start and end by 30 September 2020. The employee's mobility period for training purposes should last from 1 to 6 weeks. One week shall be understood as 5 working days. It is recommended that the mobility lasts 5 working days. Shorter mobility is acceptable only in exceptional and justified cases. The decision on the existence of a justified case shall be taken by the university.
4. The candidate for mobility must submit the application form as well as the Mobility Agreement Staff Mobility For Training to the Coordinator. It shall determine the assumed objectives, type of training and expected results of the training as well as the work schedule and tasks performed during the training. The basis for qualification of the employee for mobility is assessment of the application form submitted by him/her, including the indication of the selected Partner University (or other university which agreed to start the cooperation), the Mobility Agreement Staff Mobility For Training, which is agreed with the host institution and accepted by the CDV Rector. The assessment shall be performed by the committee appointed by the Rector. The committee composed as above shall award the assessment points to the Candidates in the total number from 0 to 10.
5. Persons who participate in the Erasmus+ programme for the first time and also full-time employees of CDV shall have the priority in the qualification for the mobility projects in the case of employees who meet the quality criteria to an equal extent.
6. The qualification process takes place twice a year. The deadline for the submission of the application form as well as the Mobility Agreement Staff Mobility For Training to the Erasmus+ Programme Coordinator is set for 30 September 2019 at the latest.

The second deadline, i.e. by 28 February 2020, shall be set only if CDV does not use up the funds allocated for the mobilities of employees for training purposes during the first period. The assessment committee shall hold a meeting within 2 weeks after the process of submission of application forms comes to an end. The results of work of the Assessment Committee shall be presented to the interested parties on the day during which the Committee will hold the meeting. The interested parties may appeal against the decision of the Committee within 7 days of the date of announcement of the recruitment results.

7. The number of available vacancies and the amount of the awarded grants shall depend on the provisions included in the bilateral agreements between CDV and the respective partner universities and on the amount of the grant awarded to the university every year by the National Agency for the Erasmus+ Programme in Poland.
8. Before the mobility, the Participant shall conclude the mobility agreement under the Erasmus+ Programme with the Rector of Collegium Da Vinci. The University Coordinator for the Erasmus+ Programme shall be responsible for the process of drawing up and signing of the Agreement. It is recommended that the Agreement be signed no later than two weeks before the planned mobility. In order to sign the agreement, the University Erasmus+ Coordinator shall be provided with the bank account details in EUR, to which the grant shall be transferred.
9. The Participant shall be covered by an insurance policy and have the defined type of insurance for the duration of the training: health insurance (European Health Insurance Card or individual insurance), insurance against accidents (NNW) and civil liability insurance (OC). The insurance policies should be presented to the University Coordinator of the Erasmus+ Programme. The participant shall be responsible for the choice of the insurer/insurance company
10. A qualified employee delegated by Collegium Da Vinci to participate in the mobility for the purpose of training abroad shall receive funds for mobility from the resources of the Erasmus+ Programme. The received financial support shall be intended to cover the additional and not full costs related to the mobility. The financial support for the costs of accommodation shall be paid based on the target country (according to the division into groups established by the European Commission), according to the daily rates set for Poland by the National Agency for the Erasmus+ Programme. The days of the real stay at the foreign university as well as the days of travel understood as the maximum one day before and maximum one day following the mobility period shall be subject to financing.
11. "Erasmus+ Programme grant (irrespective of whether its material scope refers to allowances only or whether it covers the costs related to accommodation), received by persons who are subject to an unlimited tax liability in Poland, stay temporarily

abroad, shall be free of the income tax in the amount that constitutes the equivalent of the allowance for business trips outside the borders of Poland, specified by the regulation of the Minister of Labour and Social Policy of 29 January 2013 on the amounts due to a person employed at a state-owned, local government unit of the budgetary sphere, for a business trip (Journal of Laws, item 167), per each day on which the grant was received." (clarifications of the Ministry of Science and Higher Education on taxation of the grant from the Erasmus+ Programme for employees).

12. Within no more than 14 days after his/her return, the employee should settle the issues related to the completion of the visit, submitting a written certificate issued by the host institution regarding the mobility period and accomplishment of the mobility objective (Confirmation Letter). He/she shall also complete an individual report on mobility including expression of his/her own opinions related to the facts of the action and its assessment in terms of the obtained benefits, preparation and popularisation of results obtained upon the completion of mobility. The participants, who will not fulfil the duty of submission of the aforementioned report, shall be called to return the received financial support in full.

§7

Final provisions

1. In matters not covered by these Regulations, the Regulations for Studies at CDV shall be applied accordingly.
2. Collegium Da Vinci shall reserve the right to introduce changes in the aforementioned Regulations. For this reason, please follow the information which will be updated on the Erasmus programme website at CDV.

Appendices:

1. Application form for Collegium Da Vinci students,
2. ABC of the Student, who is a beneficiary of the Erasmus+ Programme at Collegium Da Vinci,
3. Declaration of familiarity with the Regulations,
4. Application form for conducting didactic classes of a didactic employee of Collegium Da Vinci,
5. Application form for a training visit of an employee of Collegium Da Vinci.