



ERASMUS+ Programme  
[www.erasmusplus.org.pl](http://www.erasmusplus.org.pl)

Erasmus+ Learning Mobility  
(KA131/2023)

**General Rules and Conditions for Blended Short-Term Individual or Group Traineeship (SMT-k) for Students and Doctoral Students in EU Member States and Countries Associated to the Programme  
August – September 2023/2024 and October – July 2024/2025**

**A. Definitions:**

**Blended Short-Term Individual Traineeship** is a type of traineeship combining physical mobility in a country of a receiving organization and a virtual component involving remote work by the student in a country other than of the receiving organisation.

Erasmus+ inter-institutional agreements are not required for the organisation of blended short-term traineeships.

**Blended Short-Term Group Traineeship** is a type of traineeship combining physical mobility with a virtual component facilitating collaborative online learning exchange and teamwork. For example, the virtual component can bring learners from different countries and study fields together online to work collectively and simultaneously on assignments that are recognised as part of their degree.

Erasmus+ inter-institutional agreements are not required for the organisation of blended short-term traineeships. However, in the case of group traineeships, the unit responsible for organising the traineeship should have written arrangements regarding the number of participants, a description of the traineeship, etc. (at least an e-mail exchange).

These rules apply to the blended short-term traineeship organised at universities with an ECHE (Erasmus Charter for Higher Education), mainly to universities from the 4EU+ Alliance (Charles University in Prague, Czech Republic; Heidelberg University, Germany; Sorbonne University in Paris, France, Paris-Panthéon-Assas University, France; the University of Copenhagen, Denmark; the University of Milan, Italy).

**EU Member States** – one of the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden;

**Countries associated to the Programme** – one of the following countries: Iceland, Liechtenstein, Northern Macedonia, Norway, Serbia, Türkiye;

**European Economic Area (EEA) countries** – one of the following countries: Iceland, Liechtenstein, Norway.

**Types of mobility:**

a) **physical mobility** – travel abroad to the country of the receiving organisation offering a traineeship in order to carry out the agreed traineeship programme. The country of the organisation offering a traineeship must be an EU Member State or a country associated to the Programme and must be different from the country of the sending higher education institution and the country where the student has their accommodation during their studies. The minimum stay is 5 days and a maximum stay is 30 days, not including travel days.

b) **virtual (remote) component** – the implementation of the virtual traineeship programme in a remote form solely outside the country of the receiving organisation offering a traineeship which provides

remote working options for blended individual traineeships or online practical classes for group traineeships. For students, a virtual component is a compulsory part of blended traineeships, while it is optional for doctoral students and students of Doctoral Schools. The minimum length of the virtual part of the blended individual traineeships is 10 days. The length of the virtual component for blended group traineeships depends on the arrangements between the higher education institutions (sending and receiving) organising this type of traineeships.

**Remote work** – work that is performed entirely at the place indicated by the student (including the student's home address) and agreed with the receiving organisation and outside the country of the receiving organisation.

**Receiving organisation** – an organisation or a higher education institution located and registered in one of the EU member states or a country associated to the Programme in which the student carries out a physical component of the agreed blended short-term traineeship programme.

**Mobility capital** – number of months of mobility at universities or receiving organisations carried out under Erasmus+ and/or Erasmus Mundus Programme (with or without the Erasmus grant).

**Sustainable (low-emission) means of transport** – travel by coach, train or car-pooling (provided that the car is shared between at least 2 persons).

**Car-pooling** – a system adapting a passenger car to public transport which involves increasing the number of passengers travelling by car on the same route;

**Students with fewer opportunities** – students with disabilities and students who are entitled to a UW social allowance on the day they are awarded the Erasmus grant.

**Student** – a student or a doctoral student of the University of Warsaw, enrolled in a degree programme at the bachelor's, master's or doctoral level (including Doctoral Schools) or in long-cycle studies.

## **B. GENERAL ELIGIBILITY CRITERIA for blended short-term traineeships**

1. The selection process is continuous and shall take place until the funds allocated to the UW on the basis of the inter-institutional agreement concluded with the Foundation for the Development of the Education System – the National Agency for Erasmus+ and the European Solidarity Corps (FRSE NA) - (KA131/2023) are exhausted, subject to point 16. The International Relations Office (IRO) will announce the exhaustion of funds on [www.bwz.uw.edu.pl](http://www.bwz.uw.edu.pl).
2. Any first-, second-, and third-cycle students (including students of Doctoral Schools) or long-cycle students with UW student status and citizenship of any country in the world are eligible to apply for an Erasmus grant for blended short-term traineeships. Mobility is possible for students in the first year of their bachelor's studies, provided they have completed their first year.
3. Post-diploma students are not eligible to apply for an Erasmus grant for blended short-term traineeships.
4. During the period of blended short-term traineeships (physical and virtual), the student cannot be removed from the list of UW students, i.e. the student must have the status of a UW student.
5. Students with more than one conditional course at the time of departure for blended short-term traineeships are not eligible for an Erasmus grant.
6. Blended short-term traineeships shall constitute an integral part of the programme of studies. It must be added to the student's study cycle and included in the diploma supplement.
7. The academic supervisor before, during and after the return from the traineeship of a participant in the Doctoral School shall be the mobility coordinator appointed by the Director or, if no coordinator has been appointed, the Director of the Doctoral School.



8. The selection process of candidates takes place at the student's home unit (faculty/institute/department/doctoral school). The appointment of a selection committee is mandatory for group traineeships. In the case of blended individual traineeships, the unit may choose to evaluate candidates differently. If a selection committee is appointed, its composition shall include at least the mobility coordinator, a staff member of the UW unit concerned, and a representative of the student self-government body.
9. Eligibility criteria:
  - 9.1 compatibility of the traineeship programme with the programme of studies;
  - 9.2 academic achievements;
  - 9.3 a completed Learning Agreement for Traineeships – Before the Mobility;
  - 9.4 proven knowledge of the language in which the traineeship is to take place.
10. The Erasmus grant will be awarded regularly, subject to point 1, **according to the date of receipt of a set of duly completed documents in the incoming mail of the IRO (concerning originals) and/or according to the date of receipt as a scan at erasmusbwz@uw.edu.pl**
  - 10.1. *Application Form for Traineeships* Zgłoszenie kandydata na wyjazd;
  - 10.2. *Learning Agreement for Traineeships (Before the Mobility)*;
  - 10.3. *Statement about previous Erasmus+/Erasmus Mundus mobility* Oświadczenie dot. poprzednich wyjazdów;
  - 10.4. *Statement about the planned travel/Oświadczenie o planowanej podróży*;
  - 10.5. The selection outcome report/Protokół kwalifikacji.

A set of documents should be submitted **at least one month before** the start of the traineeship.
11. The student has the right to appeal in writing against the decision not to award the SMT-k grant. Appeals against decisions shall be lodged through the entity which issued the contested decision – within 14 days from the date of delivery of the decision. The appeal, together with the case file and its opinion, shall be forwarded by the entity issuing the decision at first instance to the Rector within 7 days of the date of the appeal unless the Rector accordingly issues a decision upholding the appeal in its entirety within this period. If the appeal has formal deficiencies, the entity issuing the decision at first instance shall call upon the appellant to make good such deficiencies within a specified period, which shall not be less than 7 days, otherwise the appeal shall be considered unreviewed. The internal decision is final.
12. Students may be granted mobility if they have sufficient mobility capital. The mobility capital at each level of studies (I, II or III) is 360 or 720 days for long-cycle studies. In each case, the maximum total mobility capital will be subtracted from the period during which the student has stayed in the past as an Erasmus+ and/or Erasmus Mundus grant holder at a given level of studies (with or without a grant, at UW, another higher education institution in Poland or abroad, or an organisation).
13. Traineeship may be held:
  - 13.1 on the territory of one of the countries as defined in point A
  - 13.2 at a higher education institution abroad in one of the EU or associated countries with the Erasmus Charter for Higher Education (ECHE) valid for the academic year 2023/2024 and/or 2024/2025 or in another organisation in the EU or associated countries).
14. Traineeship may **NOT** be held:
  - 14.1 in the European Union (EU) institutions and other EU bodies, including specialised agencies (a list of institutions can be found at: [http://europa.eu/european-union/about-eu/institutionsbodies\\_pl](http://europa.eu/european-union/about-eu/institutionsbodies_pl) );
  - 14.2 in organisations managing EU programmes, such as the Erasmus+ National Agencies (to avoid possible conflicts of interest or double funding).
15. No other European Union funds may be received by the student for participation in blended short-term traineeships, and any subsidy of mobility from the funds of the student's home unit must be notified in writing to the International Relations Office after the student has been qualified for the blended short-term traineeships.
16. Blended short-term traineeships under these rules must take place (physical mobility and a virtual component) **between 1 August 2024 and 31 July 2025**.
17. In accordance with the requirements of the Erasmus+ Programme, units are obliged to store the documents



of all participants who have entered the competition, either in paper form or as a scan, for a period of 8 years from the selection date.

18. Students with citizenship other than that of a Member State of the European Union or the European Economic Area are required to familiarise themselves with the entry regulations of the country of the receiving organisation in connection with their planned stay on blended short-term traineeships. The student is responsible for organising and holding the appropriate visa.
19. The student is required to have at least: health insurance (the European Health Insurance Card for mobility to an EU country and private insurance with equivalent coverage and options, particularly for mobility to a non-EU country: <https://www.nfz.gov.pl/dla-pacjenta/nasze-zdrowie-w-ue/leczenie-w-krajach-unii-europejskiej-i-efta/jak-wyrobic-karte-ekuz/>), civil liability insurance (related to damage caused by a student while carrying out a traineeship abroad during and outside working hours), accident insurance (related to damage resulting from an accident at the place of the student's traineeship). Lack of insurance will result in not concluding an individual Erasmus grant agreement.
20. The amount of the blended short-term traineeship grant for students, regardless of the country of departure, is EUR 79 per day for physical mobility lasting between 5 and 14 days and 56 EUR per day for physical mobility lasting between 15 and 30 days, in addition up to 2 travel days will be granted, regardless of the choice of means of transport. However, due to fund limits, funding will be granted for a maximum of **12 days** of physical mobility, including 2 travel days, subject to point 22.
21. Students with fewer opportunities, i.e. who, at the time of the selection process, are entitled to a social allowance at the UW or have a disability certificate, shall additionally receive a one-off top-up of **EUR 100** for physical mobility of 5 to 14 days or **EUR 150** for physical mobility of 15 to 30 days regardless of the country of departure, as well as a travel lump sum. The lump sum for travel depends on the distance between Warsaw (the place of departure) and the destination, as well as on the choice of means of transport. The distance of one-way travel must be considered to calculate the amount of the lump sum payable for a round trip. To calculate the distance, IRO will use the distance calculator developed by the European Commission, available on the Erasmus+ website: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).

Distance	Lump sum (travel by plane or ferry boat)	Lump sum (travel by coach, train or carpooling)
from 10 to 99 km:	€23 per participant	x
from 100 to 499 km:	€180 per participant	€210 per participant
from 500 to 1999 km:	€275 per participant	€320 per participant
from 2000 to 2999 km:	€360 per participant	€410 per participant
from 3000 to 3999 km:	€530 per participant	€610 per participant
from 4000 to 7999 km:	€820 per participant	x
8000 km or more:	€1500 per participant	x

22. Students who are not eligible for a lump sum for travel may receive a single top-up to cover the cost of travel in both ways for using sustainable (low-emission) means of transport (definitions) in the amount of **EUR 50**. Travel by a low-emission means of transport must be made in both directions.
23. Students travelling by low-emission means of transport may receive a lump sum for an additional 2 days for travel, in addition to those mentioned in point 20, as long as they provide proof (tickets, statements) showing that the travel in both ways by low-emission transport will take place outside the days of the physical component of the mobility and will amount to 4 or more days.
24. The student referred to blended short-term traineeships is required to sign the grant agreement and the travel application at the UW International Relations Office or by correspondence at least



2 weeks before the start of traineeships. Failure to sign the agreement **prior to** the start date of the traineeship shall be deemed as a resignation from the awarded Erasmus grant and shall be the basis for removal from the list of Erasmus grant recipients for blended short-term traineeships in the academic year 2023/2024 or 2024/2025.

25. The student resigning from the Erasmus+ grant is obliged to immediately send information about resignation and/or a scan of the "Resignation" form to [erasmusbwz@uw.edu.pl](mailto:erasmusbwz@uw.edu.pl)
26. The aforementioned general rules have been formulated based on the information and guidelines provided by the Foundation for the Development of the Education System – the National Agency for the Erasmus+ as of the date of their publication by the University of Warsaw.
27. Any changes or additions to the general rules will be published on the IRO website in the form of announcements and in the form of subsequent points of general rules, indicating the date of publication and starting from point 29, after their approval by the UW Vice-Rector for Students and Quality of Teaching.
28. Information on the General Data Protection Regulation (GDPR):
  - 28.1 The controller of the candidates' and scholarship holders' personal data is the University of Warsaw, represented by the Rector, with the registered seat at ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw. The controller can be contacted by selecting one of the contact forms found on <https://www.uw.edu.pl/kontakt/>.
  - 28.2 The controller has appointed a Data Protection Inspector supervising the correctness of personal data processing, who can be contacted via the following address: [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl).
  - 28.3 Personal data of the candidates and scholarship holders shall be processed in connection with their participation in the Erasmus+ programme.
  - 28.4 The basis for the processing of the candidate's personal data is the consent to the processing of personal data. The data of selected scholarship holders will be processed on the basis of the agreement concluded by the University of Warsaw with the FRSE NA and the European Solidarity Corpus, and on the basis of Regulation (EU) No. 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing Erasmus+: the Union program for education, training, youth and sport and repealing Decisions No. 1719/2006/EC, 1720/2006/EC and 1298/2008/EC.
  - 28.5 Providing data by the candidate for the scholarship is voluntary, but necessary to participate in the selection process. The provision of data by selected scholarship holders is obligatory otherwise the scholarship cannot be paid.
  - 28.6 The recipients of the data will be entities authorized under the law, the Foundation for the Development of the Education System - the operator of the Erasmus+ Programme, a foreign university or a receiving organization to which the student has been qualified for the Blended Short-Term Traineeships.
  - 28.7 The data will be stored for a period of 5 years from the receipt by the University of Warsaw of a letter from FRSE NA closing the settlement of the project, i.e. until 31 December 2030 at the latest.
  - 28.8 The scholarship holder has the right to access their data and the right to rectify it and limit its processing. The candidate has the right to withdraw consent at any time. Information on the withdrawal of consent should be sent to [erasmusbwz@uw.edu.pl](mailto:erasmusbwz@uw.edu.pl).
  - 28.9 The candidate/scholarship holder has the right to lodge a complaint with the President of the Personal Data Protection Office if he/she considers that the processing of his/her personal data violates the provisions of the General Data Protection Regulation.

Approved on 12 June 2024

Vice-Rector for Students and Quality of Teaching  
dr hab. Sławomir Żółtek, prof. UW