



**THE FINANCIAL PROCEDURE FOR THE LONG TERM MOBILITY - INCOMING STUDENTS FROM THE THIRD COUNTRIES NOT ASSOCIATED TO THE ERASMUS+ PROGRAMME (ALGERIA, ARMENIA, GEORGIA, INDONESIA, CAMBODIA, KOSOVO, MOROCCO, TUNISIA, UKRAINE) WITHIN THE FRAME OF THE ERASMUS+ PROGRAMME
PROJECT NO. 2022-1-PL01-KA171-HED-000073013**

1. The basic amount for incoming long-term mobility of students for studies from the third countries not associated to the Erasmus+ programme from 1-12* regions, with which Lublin University of Technology (LUT) has signed the Erasmus+ inter-institutional agreement, is 800 EUR per month. LUT has received financial support for mobilities from the following countries: Algeria, Armenia, Georgia, Indonesia, Cambodia, Kosovo, Morocco, Tunisia, Ukraine (project no. 2022-1-PL01-KA171-HED-000073013).
2. The student coming for studies to LUT from the third countries not associated to the Erasmus+ programme from 1-12* regions receives travel support. The support is counted on the basis of distance calculator: <https://erasmusplus.ec.europa.eu/resources-and-tools/distance-calculator>

Distance	Standard travel amount	Green Travel support amount
from 10 to 99 km:	23 EUR per participant	
from 100 to 499 km:	180 EUR per participant	210 EUR per participant
from 500 to 1999 km:	275 EUR per participant	320 EUR per participant
from 2000 to 2999 km:	360 EUR per participant	410 EUR per participant
from 3000 to 3999 km	530 EUR per participant	610 EUR per participant
from 4000 to 7999 km:	820 EUR per participant	
8000 and more:	1500 EUR per participant	

3. The participant can obtain additional funding to cover travel costs by low-emission means of transport (hereinafter referred to as: Green Travel).
4. Green Travel — a travel which is taken (at least 51% each trip) by low-emission means of transport: train, bus or carpooling (shared travel by car of individuals travelling to the same destination). Green Travel doesn't cover the costs of travel by plane, ferry and a single travel by car.
5. The participant receiving Green Travel support can also obtain additional maximum 2 days of travel before the mobility and 2 days after completing the mobility:
 - For travel up to 700 km — 0 additional days;
 - For travel between 701 — 1500 km — 1 additional day (round trip to/from Erasmus destination)
 - For travel over 1501 km — 2 additional days (round trip to/from Erasmus destination)

6. The distance is counted from Lublin University of Technology to sending university headquarter. The distance is counted on the basis of „distance calculator”: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>
7. In order to receive Green Travel support the participant should hand in Green Travel application in the Office of International Education. The application must be submitted at least 14 days before signing the financial agreement. The form is available at <http://bkm.pollub.pl>
8. In cases justified by a very long distance between partner University and LUT, LUT may pay out the support to cover the travel costs (costs of plane ticket, economic class, travel between Warsaw and partner University). The conditions of the said support will be included in the financial agreement.
9. A disabled participant or from poor environment will receive an additional support of 250 EUR per each month of mobility – fewer opportunities grant (hereinafter referred to as: grant). The condition to receive the grant is a certificate issued by the partner University for each participant fulfilling the criteria of fewer opportunities grant. The certificate is issued on the basis of documents presented by candidates: certificate of receiving grants for lower income students in the semester of recruitment process for studies/traineeship or a disability certificate or/and certificate of receiving a grant for disabled students.
10. The standard financed period of student’s mobility for studies under Erasmus+ programme is 1 semester during 1 academic year. Minimum mobility period is 1 semester, not shorter than 3 months. Maximum financed period of mobility is 10 months.
11. It is possible to extend the student’s mobility at LUT. In case of mobility period extension, the monthly scholarship rates described in points 1-9 shall apply. The extension of mobility is possible only from winter to summer semester. The application for extension of student’s mobility must be filed no later than a month before the end of mobility. The decision on mobility extension should be made in the period enabling student to follow the formalities required during legalisation of stay in Poland procedure. The condition to extend the student’s mobility is receiving funds by LUT i.e. funds from Erasmus+ budget.
12. The scholarship amount will be counted to an accuracy of one day. Each month equals 30 days. Student’s stay at LUT can be reduced up to 5 days and this will not change the amount of the scholarship. *Beneficiary Module* will be applied for the scholarship settlement.
13. The start date of the mobility set down in the agreement shall be the student’s first day at LUT. It will be a welcome meeting day or the first day of a language course.
14. The end date of the mobility shall be the last day of the student’s stay at LUT. This date will be determined on the basis of the Letter of Acceptance, according to the *Beneficiary Module* system.
15. The student is obliged to submit the original Grant Agreement and the declaration of individual account to Office of International Education of LUT, on the basis of which the scholarship will be issued in two instalments 70% and 30% of the full amount of the scholarship, respectively. Detailed terms of payments shall be included in the Grant Agreement.
16. The total amount of paid scholarship must be justified by a real period of student’s stay at LUT but it cannot exceed the amount established in the Grant Agreement between the student and LUT. The actual mobility duration will be established on the basis of arrival and departure date which are specified in the transcript of records or the confirmation of study period issued by LUT.
17. In order to settle the mobility students must submit a confirmation of study period and transcript of records to OIE as well as to complete an on-line EU survey no later than 10 days from receiving the request to do it. A student who fails to submit an individual report may be required by LUT to partially or fully reimburse the EU grant received.
18. Submission of the on-line EU survey shall be treated as a request for the last instalment, which shall be paid by LUT within 20 calendar days from submission of the survey.
19. Reimbursement of additional cost bore due to a students’ disability, where appropriate, will be made on the basis of financial proofs submitted by the student, confirming the additional cost, to

the amount stated in the decision of allocation of additional support related to disability (real cost reimbursement).

20. After the mobility the participant files statement on travel completion according to Green Travel Support rules (at least 51%). The form is available on <http://bkm.pollub.pl>. In case of travel by public means of transport (i.e. bus, train), the participant files also copies of tickets/bills confirming the travel.
21. If the participant doesn't confirm travel completion according to Green Travel Support rules described in point 20, the participant is obliged to return the additional Green Travel support described in points 2-6.
22. In the case of having breached the conditions of the grant agreement between student and LUT and not carrying out the mobility activity for studies, received scholarship must be returned by student partially or totally according to terms specified in Grant Agreement. The decision about the return is made by Vice-Rector for Students' Affairs.
23. The other rules concerning financial conditions of students mobilities from the third countries not associated to the Erasmus+ programme (Algeria, Armenia, Georgia, Indonesia, Cambodia, Kosovo, Morocco, Tunisia, Ukraine) under Erasmus+ programme, are regulated by the Rector of LUT Regulation No. R 25/2015 of 13 April 2015 on the conditions and procedures of accepting foreign students under Erasmus+ programme, international programmes and bilateral agreements.
24. LUT reserves the right to change regulations concerning the financial procedure for incoming students from from the third countries not associated to the Erasmus+ programme (Algeria, Armenia, Georgia, Indonesia, Cambodia, Kosovo, Morocco, Tunisia, Ukraine) under Erasmus+ Programme in case of receiving additional guidelines from the Foundation for the Development of the Education System.

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Region 1 Western Balkans	Albania, Bosnia and Herzegovina, Kosovo ²¹ , Montenegro
Region 2 Neighbourhood East	Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law
Region 3 South-Mediterranean Countries	Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine ²³ , Syria, Tunisia
Region 4 Russian Federation	Territory of Russia as recognised by international law
Region 5 Asia	Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam High income countries: Brunei, Hong Kong, Japan, Korea, Macao, Singapore and Taiwan
Region 6 Central Asia	Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan
Region 7 Middle East	Iran, Iraq, Yemen High income countries: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates
Region 8 Pacific	Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New

	Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu High income countries: Australia, New Zealand
Region 9 Sub-Saharan Africa	Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe
Region 10 Latin America	Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela
Region 11 Caribbean	Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Suriname and Trinidad & Tobago
Region 12 US and Canada	United States of America, Canada

Vice Rector for Education
 Lublin University of Technology

 Prof. Paweł Drozdziel