



## **Erasmus+ Student Mobility Funding Rules for Studies or Traineeships in the academic year 2024/25**

1. The grant is awarded to students admitted for studies, work placements, and short-term mobility under the Erasmus+ program. It does not cover the full cost of living abroad but is a form of contributing for a student to stay abroad.
2. The fixed grant rate is determined by the National Agency to pay for the actual time spent at the partner institution.
3. In the case of **studying**, the amount of monthly grant rate depends on the destination country and in the academic year 2024/25 the rate for the respective countries is as follows:

Group	Group Countries	Monthly rate EUR	Rate increase – Persons with fewer opportunities
		Project 2024	
1	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, the Netherlands, Norway, Sweden, as well as countries not associated to the programme from Regions 13 and 14	670	250
2	Cyprus, Czechia, Estonia, Greece, Spain, Latvia, Malta, Portugal, Slovakia, Slovenia		
3	Bulgaria, Croatia, Lithuania, Northern Macedonia, Romania, Serbia, Turkey, Hungary	600	

4. In the case of **traineeships**, the amount of monthly grant rate depends on the destination country and Erasmus+ project, and in the academic year 2024/25 the rate for the respective countries is as follows:

Group	Group Countries	Monthly rate EUR	Rate increase – Persons with fewer opportunities
		Project 2023 and 2024	
1	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, the Netherlands, Norway, Sweden	820	250
2	Cyprus, Czechia, Estonia, Greece, Spain, Latvia, Malta, Portugal, Slovakia, Slovenia		
3	Bulgaria, Croatia, Lithuania, Northern Macedonia, Romania, Serbia, Turkey, Hungary	750	

5. For **traineeships carried out outside the EU** and associated countries, the rates are as follows:

	<b>Monthly rate EUR Project 2024</b>	<b>Rate increase – Persons with fewer opportunities EUR</b>
Regions 13 and 14: Andorra, Monaco, San Marino, Vatican City State, Faroe Islands, Switzerland, United Kingdom	820	250
Regions 1-12	700	250

The School aims to use the funds reasonably, therefore, in the first place, traineeships are financed from the Erasmus+ 2023 project.

6. The study grant is awarded for the entire period of stay outlined in the original agreement signed by the participant before the trip. The guaranteed period of funding is one term of exchange study at the partner university following the academic calendar. Due to the nature of the studies, veterinary students may sign an agreement for the entire academic year and such period will be fully funded.
7. The guaranteed funding period for the traineeships is 3 months.
8. Upon the approval of SGGW and the host institution, the stay may be extended within one academic year and the agreement can be annexed. For the additional period of study or internship, the grant will be awarded if the university has spare funds. Priority will be given to students in a difficult financial situation and those with disabilities and they will be awarded the grant for an extended period of study first.
9. The minimum period for studying (within the teaching cycle) and traineeships is 2 months.
10. The grant amount is determined by multiplying the number of days/months by the daily/monthly rate for the respective host country. In the case of incomplete months, the grant amount will be calculated by multiplying the number of days in the incomplete month by 1/30 of the eligible amount.
11. Study grants for students are paid based on the following scheme:
  - 80% of the first term amount, no later than on the first day of the start of classes;
  - For full-year stays, 80% of the applicable grant for the second term is paid upon submission of grades for the first term;
  - Upon return and settlement of the trip within 45 days, the student receives the remaining sum.
12. Traineeship grants are paid based on the following scheme:
  - 80% of the amount for the first term for students and 70% for graduates - no later than the first day of the start of the internship;
  - Upon return and settlement of the trip within 45 days, the student receives the remaining sum.
13. Persons with fewer opportunities (persons from low-income backgrounds and persons with disabilities) may apply for additional support. Therefore, within one month after the end of the enrolment period, they are required to submit a certificate from the dean's office stating that they

received a social scholarship in the year preceding their trip/ a certificate of disability to the International Relations Office.

University enrolments are held twice a year:

- November – January; deadline for submission of certificates: 28 February
- April – May; deadline for submission of certificates: 30 June

In the case of internships (ongoing recruitment is applicable), the certificate must be submitted with the application documents.

The decision on who will be finally supported is made by the Erasmus+ University Coordinator within 7 days of the deadline for submission of certificates.

14. Renewal of the mobility period beyond the period assumed in the original agreement, by participants with fewer opportunities, is possible only if the university has the funds to pay the grant for the additional time of stay. Departure/renewal with a "zero grant" for this type of participant is not possible.
15. Persons with disabilities may apply for additional funding. The funding is granted in case the lack of such funding would prevent the student's participation in the mobility, and its amount is determined based on actual costs. After submission of the application to the National Agency, in which the student specifies the estimated costs, the Agency calculates the amount of the additional grant and transfers it as an advance payment to be settled upon return from mobility.
16. If the period of stay is shorter than assumed in the agreement/annex between the student and SGGW, the amount of funding will be reduced respectively. If the stay is shorter up to 5 days, the amount of funding will not change, while maintaining the minimum periods required by the project indicated in Section 9.
17. If the period of stay is longer than assumed in the agreement/annex between the student and SGGW, the period exceeding the agreed one will be considered a period with zero funding.
18. If, upon completion of the exchange, the student achieves less than the required minimum of 15 ECTS credits in the *Transcript of Records* document, a grant will be deducted in the amount equivalent to two days' grant rate for each missing ECTS credit.  
(It is allowed to complete a smaller number of ECTS in justified cases with the approval of the Rector for International Cooperation).
19. **Short-term trips (short mobility) funding** carried out within intensive and blended intensive programmes (BIP), or short-term internships for doctoral students lasting from 5 to 30 days of physical mobility (with a mandatory virtual component in the case of students) is:

The projects' 2023 and 2024 daily rate	Students receiving a social scholarship and with disabilities
79 EUR for the first 14 days	100 EUR for stays of up to 14 days
56 EUR for days: from the 15th to the 30th	150 EUR for stays of over 15 days

The School aims to use the funds reasonably, therefore, in the first place, short mobility is financed from the Erasmus+ 2023 project.

20. Students travelling for studies, traineeships and short-term mobility under the project are eligible for standard or 'green travel' **funding** when the following conditions are met:

- The return journey is made by environmentally friendly, low-emission means of transport, i.e. by bus, train, bicycle, as well as by carpooling (joint travel by people on the same route and for the same purpose (studying, completing a traineeship), using the car of one of the co-passengers. Travel by other means of transport does not meet these conditions.
- The trip should end no later than before the date the mobility participant is obliged to report to the partner institution and at least one day after the end of the mobility.

2024 Erasmus+ grant calculator based on the location		
Distance	Basic lump sum in EUR	Green travel in EUR
from 100 to 499	211	285
from 500 to 1,999 km	309	417
from 2,000 to 2,999 km	395	535
from 3,000 to 3,999 km	580	785
from 4,000 to 7,999 km	1188	1188
8,000 km or more	1735	1735

Students and doctoral students funded by the **2023 project** receive travel funding from SGGW's own funds, following the rates applicable for the academic year 2023/24.

**In the 2023 project**, they receive an extra EUR 50 if they meet the "green travel" requirements.

If the „green travel” conditions are met, participants (in the 2023 and 2024 projects) are entitled to a grant for living expenses during the trip:

<b>a 4-day grant based on the applicable rate for the given countries</b>	Distances from 1,400 kilometres
<b>a 2-day grant based on the applicable rate for the given countries</b>	Distances from 1,399 kilometres

Distances are calculated using the distance calculator for organisations participating in the Erasmus+ programme, available on the European Commission website: <https://erasmus-plus.ec.europa.eu/pl/resources-and-tools/distance-calculator> **They are calculated as a straight line distance.**

The declared method or travel duration is confirmed on return by submitting a 'green travel' declaration to BWM [IRO]. In the case of carpooling, a declaration, and tickets for other modes of transport. If the travel does not take place according to the rules mentioned above and/or is not confirmed in the same manner as mentioned above, the student/doctoral student will be requested to reimburse the amount resulting from the "green travel" option.

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