

## THE FINANCIAL PROCEDURE FOR INCOMING STUDENTS

PROJECT NUMBER 2016-1-PL01-KA107-025959

### PARTNER COUNTRIES MOBILITY

(The Balkans, Eastern Partnership, Africa, Russia, Asia Latin America)

1. Scholarship rates applicable for the incoming students from partner countries:

<b>Name of University</b>	<b>Monthly individual support</b>	<b>Travel distance lump sum</b>
<i>University of Pristina in Kosovska Mitrovica (Kosovo)</i>	750 EUR per participant	275 EUR per participant
<i>Modern University for Business and Science, Beirut Arab Univeristy (Lebanon)</i>	750 EUR per participant	360 EUR per participant
<i>Ibn Tofail University, University Moulay Ismail, Abdelmalek Essaâdi University (Morocco)</i>	750 EUR per participant	360 EUR per participant
<i>University of Sfax, University of Gabès (Tunisia)</i>	750 EUR per participant	360 EUR per participant
<i>Peoples' Friendship University of Russia, Kuban State University, Penza State University, Voronezh State University (Russia)</i>	750 EUR per participant	275 EUR per participant
<i>University of Tlemcen (Algeria)</i>	750 EUR per participant	360 EUR per participant
<i>Royal University of Phnom Penh (Cambodia)</i>	750 EUR per participant	1100 EUR per participant
<i>University of Muhammadiyah Malang (Indonesia)</i>	750 EUR per participant	1100 EUR per participant
<i>Francisco Morazan National Pedagogical University (Honduras)</i>	750 EUR per participant	1100 EUR per participant
<i>D. Serikbayev East Kazakhstan State Technical University (Kazakhstan)</i>	750 EUR per participant	820 EUR per participant

2. The standard student's mobility at LUT under Erasmus + Programme is 5 months during one academic year. The maximum duration of the financial support during one academic year is 10 months.
3. It is possible to prolong the mobility at LUT. In that case, the rates of monthly scholarship, specified in point 1, are used. The student can prolong the mobility from winter to summer semester. The decision concerning the prolonged mobility at LUT should be made in a period

that allows student to complete necessary formalities which are obligatory to legalize the prolonged stay in Poland.

4. 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. *Mobility Tool* will be applied for the scholarship settlement.
5. The beginning of the mobility set down in the agreement shall be the student's first day at LUT. It will be a welcome meeting day.
6. The termination date 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 *Mobility Tool* system.
7. The student shall receive a monthly scholarship of 750 euros and lump sum on the travel expenses on the basis of the Travel Distance Calculator of European Commission. The amount of the scholarship is expressed in euro, in total numbers. Funding is transferred to the bank account specified by the student in the Grant Agreement.
8. On the first day of the mobility, the student is obliged to submit the original Grant Agreement and the declaration of individual account in the International Exchange Office of LUT (hereinafter referred to as IEO), on the basis of which the scholarship will be issued in two installments 70% and 30% of the full amount of the scholarship, respectively. Detailed terms of payments shall be included in the Grant Agreement.
9. 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 agreement between the student and LUT. The real stay 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. In the case of the discrepancy between the dates, specified in previously mentioned documents, the longer stay is applied.
10. In order to settle the mobility students must submit a confirmation of study period and transcript of records to the IEO 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 requested by LUT for partial or full reimbursement of the EU scholarship.
11. Submission of the on-line EU survey shall be treated as a request for the last installment, which Lublin University of Technology will pay within 20 calendar days.

12. 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 Scientific Affairs.
13. The other rules concerning financial conditions of students mobilities from partner countries (Balkans, The Eastern Partnership, Africa, Russia, Asia, Latin America) 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 programs and bilateral agreements.
14. LUT reserves the right to change regulations concerning the process of incoming students from partner countries (Balkans, The Eastern Partnership, Africa, Russia, Asia, Latin America) under Erasmus + Programme in case of receiving additional guidelines from the Foundation for the Development of the Education System.