



The rules of the ERASMUS+ programme at the Institute of Physics of the Polish Academy of Sciences in the years 2021-2027

DOCTORAL CANDIDATE (STUDENT) MOBILITY FOR TRAINEESHIP (SMT)

§ 1. General arrangements

1. Information on doctoral candidate (student) mobility for traineeship (SMT) can be found in:
 - a. The Erasmus+ Programme Guide, available on the websites of the National Agency of the Erasmus+ Programme and the European Solidarity Corps (hereafter NA),
 - b. [Erasmus Charter for Higher Education](#) (ECHE), awarded to the Institute of Physics, Polish Academy of Sciences (hereinafter - IPPAS) by the European Commission,
 - c. [The grant agreement for the implementation of each subsequent project concluded between NA and IPPAS](#),
 - d. Erasmus+ participant grant agreement between the doctoral candidate and [IPPAS and Learning Agreement – SMT](#).
2. The legal representative of the Institute of Physics PAS before the European Commission in matters concerning the Erasmus+ programme is exclusively the Director of the Institute of Physics PAS – prof. dr hab. Roman Puźniak.
The coordinator of the Erasmus+ programme at the Institute of Physics PAS is dr. hab. eng. Daniel Jakubczyk (bl. VIII, room 013, phone 2991, e-mail: jakub@ifpan.edu.pl), hereafter referred to as the Coordinator.
3. Information on the availability of doctoral candidate mobility for traineeship in subsequent years, mobility rules and official forms are available on the [Erasmus+ website at IPPAS](#) and from the Coordinator.
4. The receiving organisation may be a higher education institution holding a valid ECHE or any public or private organisation **other than a higher education institution** active in the labour market or in the field of education, training or youth.
5. A doctoral candidate qualified for SMT within the Erasmus+ programme must be, for the duration of the mobility, a student of Warsaw PhD School in Natural and BioMedical Sciences, Physics Specialisation, or International PhD Studies at IPPAS.
6. The aim of a doctoral candidate's mobility within the SMT action of the Erasmus+ programme is to participate in placements that complement (or extend) the doctoral programme.
7. The SMT allows a doctoral candidate to choose (within one project) a short-term placement – 5 to 30 days (including travel days - see § 3.2), or a long-term placement – 2 to 3 months. The maximum grant period results from the pursuit of equal distribution of funds received.
8. Support from Erasmus+ funds is in the nature of a scholarship and in the form of a lump sum. According to the rules adopted at IPPAS, only "Individual Support" is granted from these funds. However, "Travel support" is not granted (see § 3.3).
9. The travelling person is insured under the "[Group Travel Protect](#)" provided by IPPAS for its employees, doctoral candidates and scholarship holders.
It is the responsibility of the travelling person to follow the IPPAS procedure for insuring professional travel abroad, announced on the IPPAS website available locally:



www.ifpan.edu.pl/local/Procedura_dotyczaca_ubezpieczenia_sluzbowych_podrozy_zagranicznych.doc

10. Individual support for the duration of stay and travel provided under the Erasmus+ programme cannot be co-financed by other European Union funds.

§ 2. Rules for recruitment and circulation of documents related to mobility

1. Upon receiving information from the NA about the allocation of funds for the next project, usually in the spring, the Coordinator sends an e-mail to all IPPAS staff and doctoral candidates with the relevant information, specifying the first deadline for applications to ensure equal access to the resources available. This information is also published on the [Erasmus+ website at IPPAS](#).
2. In the case of vacancies after this date, recruitment is carried out on an ongoing basis and continuously until the available resources are exhausted.
3. There is no restriction on the year of study or any other when applying, with the proviso that the total period of practice (and potentially study) supported by the Erasmus+ programme, shall not exceed 12 months within a single level of study - in this case: PhD studies.
4. Applications are sent to the Coordinator and must tentatively include the proposed date and length of the training and the name (and country) of the receiving institution.
5. The coordinator shall check and inform the applicant whether the proposed receiving institution is eligible to receive Erasmus+ participants.
6. In case of positive verification of the receiving institution, the Coordinator helps the applicant to prepare an individual training programme: Learning Agreement – SMT. Otherwise, the application is automatically rejected.
[Learning Agreement – SMT forms](#) are available on the Erasmus+ programme website of IPPAS.
7. The Learning Agreement – SMT shall specify the objectives and expected results of the traineeship provided as well as the traineeship programme and tasks of the doctoral candidate. It is the responsibility of the applicant to arrange the Learning Agreement – SMT with the receiving institution.
8. Applications are assessed in a committee by the Director of IPPAS and the Coordinator on the basis of submitted individual traineeship programmes. The final decision on awarding the individual support grant is made by the Director of IPPAS, who concludes an Erasmus+ participant grant agreement with the doctoral candidate. The agreement is prepared by the Coordinator.
9. Once the Agreement has been concluded, the doctoral candidate fills in the [Posting Instruction](#) and follows the IPPAS rules for the professional trips.
10. Upon return from the mobility, within the statutory 14-day deadline, the participant shall settle the professional trip in accordance with the procedures adopted by IPPAS. The participant shall also provide at that time (also to the Coordinator) the Learning Agreement – SMT with the 'After the Mobility' section completed (and confirmed by the host organisation).
11. Within one month of the completion of the training, the participant is also required to complete an online Survey, available at the link provided in the email sent by the Beneficiary Module system.
12. Participants are also encouraged to provide the Coordinator with a short (max. 1 page A4) report containing information on the training, its outcomes, skills gained and added values. [These reports are published on the Erasmus+ website at IPPAS](#).

§ 3. Funding rules

1. The amounts of individual support are calculated according to the "Rules for the allocation of financial support for mobility projects in the higher education sector in the Erasmus+ programme" ([„Zasady alokacji dofinansowania dla projektów mobilności w sektorze szkolnictwa wyższego w](#)



[programie Erasmus+](#)”) published annually by the NA and also available on the Erasmus+ website at IPPAS.

2. In the case of short-term SMT (see § 1.7), the grant period (individual support) may include a maximum of 2 travel days (one each immediately before and after the trainisheep), subject to section 3. In the case of long-term mobility, travel days may not be included in the grant period, again subject to section 3.
3. For participants who confirm making the majority of their travel (more than half of the round trip) by low-carbon means of transport (train, bus, carpool) by submitting a copy of their tickets or a statement of the distance travelled (in the case of sharing a means of transport with a person going to the same place and for the same purpose), individual support may include up to 4 days of travel in total.
3. As indicated in § 1.8, it has been adopted at IPPAS that travel expenses pertaining to the mobility – tickets – are generally covered from funds other than those paid from the Erasmus+ programme.
4. Information on the exemption (or not) of a grant received from the Erasmus+ programme from taxation is published, together with the legal basis, on the [Erasmus+ website at IPPAS](#).