

**Conditions for granting co-financing for the mobility of people with fewer  
(those in financial difficulties and with disabilities) qualified to travel in the Erasmus+ programme -  
Financial agreement KA131 (Higher education)  
(Higher education)**

In the call for proposals KA131-2022 both 'individual support' and additional measures granted in connection with a difficult financial situation and/or disability of **students/graduates<sup>1</sup>** who are going to study or on interns. Additionally, **employees** with disabilities, who are leaving for teaching or training purposes, will be granted from the funds of the program **Erasmus+**. Universities are obliged to observe the principle of equal opportunities and non-discrimination of students and staff-candidates for scholarship trips.

**Co-financing in the form of a supplement to the individual support rate (250 EUR/month)**

Co-financing in the form of a supplementary payment (250 EUR/month) can be granted:

A. Students / graduates<sup>1</sup> who are in a difficult material situation and who are going to study / practice:

Membership in this group results from the qualification of the student by the home university to the group of students receiving **social scholarship**. The term of validity of the authorization is determined by the University. It is recommended that the University set a single deadline for verifying the eligibility of outgoing students for social scholarships and that this be the deadline for the recruitment of Erasmus+ outgoing candidates. It is also recommended that the university make the determination of a possible second period of validity of the entitlement to the social supplement dependent on the availability of free funds, after securing them for trips accepted in the first period.

Universities are obliged to define and announce the rules governing the granting of the "social allowance" together with the university rules for the recruitment of Erasmus+ students.

B. Students / graduates<sup>1</sup> with disabilities going to study / practice:

This target group of the project includes **with an established medical disability**.

The supplementary payment is granted by the university within the amount of co-financing that it has at its disposal on the basis of a financial agreement signed with the National Agency (NA) for the implementation of KA131-2022 activities.

**Co-financing in the form of real costs**

Co-financing in the form of real costs (additional amount to flat rates calculated according to the period of scholarship stay) can be granted:

A. Students / graduates<sup>1</sup> with disabilities having a disability certificate going to study/practice;

B. Workers with disabilities who has a disability certificate and is leaving to teach at a partner university/for training purposes.

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<sup>1</sup> In the case of graduates, it is only possible to go on an internship.

These are additional funds to cover the costs directly related to disability, without which the implementation of the trip would not be possible and which are not provided by the University/host institution or are not financed from other sources.

The amount allocated for expenses directly related to disability will be accounted for as actual costs, that is, requiring documentation in the form of financial evidence. Costs should be realistically estimated and tailored to the real needs of the type of disability.

1. A person with a disability, hereinafter referred to as a "mobility participant", undertaking mobility in the Erasmus+ programme under the financial agreement KA131-2022 is entitled to receive an additional amount in the category "support for inclusion for participants" for costs directly related to disability, which exceed the amount of the supplementary payment to the individual support rate for participants with fewer opportunities. The additional amount will be determined **based on a special request**, prepared by the mobility participant and submitted on his / her behalf by the sending University to the National Agency. A template for the NA application is available on the Erasmus+ website: <https://erasmusplus.org.pl/>.

Ww. the application must be submitted to the NA immediately after the mobility participant is qualified to leave and no later than 5 weeks before the mobility participant leaves for the scholarship.

2. In a special application for funding for additional costs directly related to disability, the mobility participant must: **identify in detail the needs arising from disability**, other than standard travel and maintenance costs during your stay abroad. **Any additional cost will require detailed justification**, an indication of the amount of expenditure envisaged and an indication of the source on the basis of which the amount of expenditure envisaged has been calculated.
3. The granting of additional funds to cover costs directly related to disability includes the following situations:
  - a) The disability requires special transport for the mobility participant to the destination (special transport costs).
  - b) Disability requires the mobility participant to be supported by an accompanying person for part or all of the period of stay abroad (travel costs of the accompanying person and costs related to the stay of the accompanying person - accommodation, meals, local transport, etc.). The stay of the accompanying person excludes the possibility of covering the work costs of the local caregiver at the same time.
  - c) Disability requires the mobility participant to be supported by a professional local carer (salary costs). The work of a professional local caregiver excludes the possibility of covering the costs of the accompanying person at the same time.
  - d) Disability requires the use of special teaching materials by the mobility participant in education/while working at the host institution (costs of special teaching materials).
  - e) Disability requires special medical care for the mobility participant on the spot (costs of medical care, rehabilitation, without which stay abroad would not be possible). Granting co-financing in this category requires the submission of a medical certificate, which indicates the necessary scope of special medical care.
  - f) Disability requires other costs to be borne by the mobility participant, without which the mobility could not take place (this category requires documentation in the form of a recommendation from the disability assessment body or a doctor). In the case of a mobility participant who is granted the right to live in a separate room in a decision on the disability certificate, the NA can co-finance up to 50% of the cost of renting an apartment or room. Otherwise, additional funds for subsidizing the rental of an apartment or room will not be granted.

4. Each application will be considered individually. The application must be reviewed by the Erasmus+ University coordinator and a representative of the University's Disability Unit. If the university does not have such a cell, the application must be reviewed by a person who has in his / her area of responsibility issues related to the affairs of persons with disabilities.

If, in assessing the application, the NA has doubts as to the appropriateness of the expenditure concerned, it may require the mobility participant applying for funding to provide additional justification, e.g. an appropriate medical certificate.

5. After considering the application submitted on behalf of the mobility participant to the NA by the University, the NA will determine the types of costs for which additional funding will be granted along with determining the amount of funding. In the notification sent by the NA to the university, no later than 14 days from the date of impact of the application (the deadline will be suspended if it becomes necessary to supplement the information contained in the application), the amount of co-financing granted in the form of real costs will be determined, which will be settled only if they are documented with financial evidence. This notification shall constitute the decision to grant the grant to the mobility participant identified by name. The decision made by the NA will constitute an obligation of the NA in relation to the University. The university should inform the mobility participant applying for a disability grant about the amount of additional support (additional to the lump sum resulting from the planned duration of stay abroad).

If the university is not able to cover additional costs related to the mobility of a disabled participant from the budget allocated by the NA within the framework of the signed agreement for the implementation of KA131-2022 activities, an annex will be issued increasing the co-financing with an indication of the amount of co-financing for a specific person.

The amount of additional co-financing in the form of actual costs is separately accounted for under the category "support to inclusion for participants" and is reported at the final report stage. If:

- a) the university will receive from on additional funds to cover the actual costs and they will not be used in full, the difference is refundable to the account on;
  - b) the university will transfer funds from the budget category dedicated to individual support to the category of " support for inclusion for participants "and they will not be fully used, the difference" returns " to the budget category from which it was transferred.
6. The University is obliged to account for participants with an established medical disability immediately after they have completed their stay abroad. The NA recommends that the mobility participant be accounted for using the persons with disabilities settlement card suggested by the NA, available on the Erasmus+ website: <https://erasmusplus.org.pl/>. The university is responsible for the settlement of a person with a disability.
  7. The university is required to report to the system *Beneficiary Module* information on whether additional funding in the category 'support to inclusion for participants' has been granted for participants with fewer opportunities and/or accompanying persons. In addition, the university is required to report in the above. the system of the type of additional expenditure, as well as the actual amounts incurred for disability.

At the stage of drawing up the final report, the university is not obliged to send documents confirming the costs incurred. Verification of supporting documents will take place during possible additional checks, in accordance with Annex III to the agreement financial and contractual provisions (documentary check, on-the-spot check, system check).

8. Settlement **additional costs** it will be a settlement of actual costs, which means that they must be documented with financial evidence, which specifies at least the name and address of the issuing

authority, the amount and currency and the date of issue of the document. The table below lists the types of documents (financial evidence) that will be required to qualify the cost.

<p>The mobility participant's journey; and travel of an accompanying person</p>	<p>A name ticket with price and date of travel. If there is no price on the ticket - ticket and invoice. If the ticket is not named (e.g. in the case of travel by train, bus) - a ticket and a statement that the trip was related to the given mobility.  In the case of travelling by car-the rate resulting from the distance calculator is based on the statement.</p>
<p>Stay of an accompanying person</p>	<p>Accommodation and other living expenses related to the stay are based on the actual costs.  The stay of an accompanying person excludes the possibility of employing a professional local caregiver at once.</p>
<p>Professional local caregiver</p>	<p>Invoice or Bill*.  An employment of a local carer excludes the possibility of covering the costs of the accompanying person at the same time.</p>
<p>Special teaching materials-if not provided by the University / host institution</p>	<p>Invoice or Bill*.</p>
<p>Special medical care for the mobility participant, including rehabilitation</p>	<p>Invoice or Bill*.</p>
<p>Other costs requested by the mobility participant - if recommended in the disability statement or by the doctor</p>	<p>Invoice or Bill*.</p>
<p>*The sending University, in accordance with accounting rules, should determine whether the invoice or Bill should be issued to the university or to the mobility participant.</p>	

All documents confirming additional costs, in the case of disability ,must attach a proof of payment.