

## Procedure in the case of ‘force majeure’ impacting mobility under Erasmus+ program

### 1. What is the case of ‘force majeure’?

If, during your mobility period abroad, there has occurred any unexpected event that has been beyond your control and has not been caused by your deliberate action or neglect such as an accident, death of your family member or relative, cancellation of your mobility by the host university/institution etc. And you have decided to terminate your Erasmus mobility, such case can be assessed as the event of ‘force majeure’.

### 2. How do I need to report the case of ‘force majeure’?

**PLEASE IMMEDIATELY INFORM YOUR HOME UNIVERSITY ERASMUS COORDINATOR ON THE EMERGENCY SITUATION THAT HAPPENED**

Any student or staff who has decided to terminate or to cancel their Erasmus mobility due to the event of ‘force majeure’, should immediately contact their home university (sending institution) to report the termination/cancellation of their mobility by sending an email to WSB University Erasmus Coordinator at [dczerniak@wsb.edu.pl](mailto:dczerniak@wsb.edu.pl) as well as to inform their host university/institution about such action. This has to be done using a special ‘Force majeure’ Form.

**PLEASE PREPARE YOUR DOCUMENTS FOR SUBMISSION ALONG WITH ‘FORCE MEJEUR’ FORM - „Confirmation of stay”** which is the official document issued by your host university/institution with the actual start date and end date of your mobility period in the host institution, duly signed and stamped by your host university/institution.

- **Description of the event that happened**
- **Document which confirms the occurrence of ‘force majeure’** (eg. doctor’s statement, cancelling of your classes/event in host university/institution, emergency state etc.)

If, for some justified reasons, your mobility will not take place or has been cancelled and you have already incurred some of the costs (e.g. plane tickets were purchased, accommodation was booked, etc.), then you may apply for recognition of the costs incurred which could not be recovered in another way. To claim such costs, you must also submit:

- **any bills, invoices, plane/bus tickets, bank transfers**
- **any evidence which would prove that you have made efforts to claim your expenses back** (eg. some emails you exchanged with the hotel, airline company etc.)

**WAIT FOR THE DECISION**

Your documents will be sent to Erasmus National Agency – Foundation for Development of Education System in Warsaw. Each case will be analysed individually.

**In case of any questions, please contact:**

WSB University Erasmus Coordinator:

Dominika Czerniak – [dczerniak@wsb.edu.pl](mailto:dczerniak@wsb.edu.pl) , tel: + 48 32 295 93 16