Q-HELIX ALLIANCE

NAWA Programme “Support for European Universities”

Project No. BPI/WUE/2025/1/00016

“Support for the European University Alliance Q-Helix – Inclusive European University Based on the Quintuple Helix Model”

ANNEX NO. 4

TRAVEL GRANT CALCULATION RULES Q-HELIX INTERNATIONAL THEMATIC SCHOOLS

Dąbrowa Górnicza, Poland

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TRAVEL GRANT CALCULATION RULES

1. **General Principles**
2. Travel grants for participation in Q-Helix International Thematic Schools shall be financed in the form of lump sums in accordance with the Project budget and applicable NAWA Programme rules.
3. Financial support for travel shall be granted in Polish currency (PLN).
4. Travel grants shall be awarded exclusively to Participants from Q-Helix member universities other than the Host Institution.
5. Participants from the Host Institution may participate in the School free of charge but shall not be eligible for travel grants.
6. Different travel grant calculation methods shall apply depending on whether participation is implemented:

a) from Poland or to Poland;

b) between countries other than Poland.

7. Travel grants shall cover round-trip international travel.
8. The Organiser reserves the right to verify the correctness of distance calculations and the information provided by the Participant.

2. Travel Grants for Participation From Poland or To Poland

1. In the case of participation implemented from Poland or to Poland, the following lump sum amounts shall apply in accordance with the country of destination/origin.
2. Within the framework of the Project, the following countries of Q-Helix Alliance partner institutions shall be eligible:

Country	**Travel Grant**
Lithuania	1000 PLN
Germany	1500 PLN
Romania	1500 PLN
Slovakia	1500 PLN

Belgium	2000 PLN
Kosovo	2000 PLN
France	2000 PLN
Portugal	3000 PLN

3. The applicable lump sum amount shall apply both to:

a) Participants travelling from Poland to a School organised by a Q-Helix partner institution;

b) Participants travelling to a School organised in Poland.

3. Travel Grants for Participation Between Countries Other Than Poland

1. In the case of participation implemented between countries other than Poland, travel grants shall be calculated according to the distance between the Participant's city of residence and the School location.
2. The distance shall be calculated as a straight-line distance in one direction.
3. The following travel grant rates shall apply:

Distance Band (km)	Travel Grant
up to 9 km	0 PLN
10–99 km	200 PLN
100–499 km	1000 PLN
500–999 km	1500 PLN
1000–1999 km	2000 PLN
2000–2999 km	2500 PLN
3000–3999 km	3000 PLN
4000–5999 km	4000 PLN
6000–7999 km	5000 PLN
8000 km and more	7000 PLN

4. The applicable travel grant rates refer to round-trip international travel.

4. Distance Calculation Method

1. Distance calculations shall be performed using the official distance calculator prepared by the European Commission for the Erasmus+ Programme (https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator?utm_source=chatgpt.com)
2. The distance shall be calculated based on:

a) the Participant's city of residence indicated in the Application Form;

b) the city where the International Thematic School is organised.

3. The Participant shall provide accurate information concerning their city of residence in the Application Form.

5. Grant Payment

1. Travel grants shall be awarded exclusively to Participants from Q-Helix member universities other than the Host Institution.
2. Travel grants shall be paid in the form of **100% pre-financing**.
3. Payment may be made after:

a) approval of participation in the School;

b) completion of the required NAWA registration;

c) signing of the grant agreement.

4. The grant shall be transferred to the bank account indicated by the Participant in the grant agreement.

6. Participant Obligations

1. Participants receiving a travel grant shall be required to:

a) participate in the School programme;

b) complete the pre-test and post-test assessments;

c) comply with the provisions of the Open Call Regulations;

d) obtain the Certificate of Competences issued after successful completion of the School.

2. Participants shall independently organise their travel arrangements.

7. Settlement of the Grant

1. The travel grant shall be considered settled upon:

a) completion of participation in the School;

b) completion of the pre-test and post-test assessments;

c) receipt of the Certificate of Competences.

2. No invoices, tickets, boarding passes or other proof of expenditure shall be required for settlement of the travel grant.

8. Recovery of Funds

1. The Organiser may require the Participant to return all or part of the received grant if the Participant:

a) withdraws from participation before the School begins;

b) fails to participate in the School without justified reason;

c) fails to complete the School programme;

d) provides false information during the recruitment process;

e) fails to fulfil obligations arising from the grant agreement.

2. The amount to be returned shall be determined individually by the Organiser in accordance with the grant agreement and applicable Project rules.

9. Final Provisions

1. The final amount of the travel grant shall be determined by the Organiser in accordance with the applicable Project rules and NAWA Programme regulations.
2. The rules specified in this Annex shall apply subject to the applicable NAWA Programme regulations and the approved Project budget.
3. In matters not regulated herein, the provisions of the Open Call Regulations and the applicable Project documentation shall apply.