



ANNOUNCEMENT
on mobility rules for students, doctoral students and graduates of Lodz University of Technology
SHORT-TERM MOBILITY (studies and internships)
under Erasmus+ KA131 - 2025

I. General rules

1. Short-term mobility under the Erasmus+ programme may apply to:
 - a. Lodz University of Technology students who meet all of the following conditions:
 - they are registered at the first or second cycle studies (during the entire stay in the host institution),
 - they have completed at least the first year of study (applies to first-cycle students)
 - their mobility will take place during studies, and the thesis defence exam will take place after its completion at the earliest.
 - b. PhD students of Lodz University of Technology who meet all of the following conditions:
 - they are registered at third-cycle studies at the Interdisciplinary Doctoral School of Lodz University of Technology hereinafter referred to as the IDS TUL (during the entire stay in the host institution),
 - the defence of the doctoral dissertation will take place after the end of mobility at the earliest.
 - c. graduates of Lodz University of Technology (**only internships**) who meet all of the following conditions:
 - those who take part in the recruitment procedure in their final year of study or training before submitting their theses and will be qualified for mobility holding the status of “GRADUATE”,
 - those who submit to the Student Mobility Section of the International Cooperation Centre of TUL, hereinafter referred to as the SMS TUL, a certificate of completion of studies or training in the IDS TUL before departure,
 - those who end mobility within 1 year of graduation, that is, from the day of submission of the diploma thesis or from the day of completion of education, that is, from the day of submission of the doctoral dissertation.

In specific cases not covered by this Announcement for students the decision is taken by the Dean of the Faculty, and in the case of PhD students of the IDS TUL- Member of the Scientific Council of the IDS TUL in the represented discipline.

Only two short-term mobilities per semester are permitted.

2. A student/doctoral student must not be on special or dean's leave during the mobility and must not have suspended education. The student/doctoral student is obliged to notify the SMS Office immediately of any events that may affect the implementation of mobility, in particular about abandoning studies, obtaining leave, deletion from the list of students of TUL or from the list of students of the receiving university.
3. Each candidate has a capital of 360 days of physical mobility, which can be dedicated to studies and/or Erasmus+ internships at each cycle of study. This means that within a single cycle of study (including training in the IDS TUL), the total length of stay of a student in studies and/or foreign internships cannot exceed the sum of 360 days. This sum includes potential previous mobility, i.e. the number of days of studying abroad (studies and/or internship) under the Erasmus+ programme at a given cycle of study and in the IDS TUL.
NOTE: This sum includes the total period of stay abroad under the Erasmus+ programme, as well as the part with zero funding. In the case of graduates, the length of stay is added to the total duration of mobility at the cycle of study (including the IDS TUL), on which the candidate was qualified for mobility.¹
4. **For the duration of financing the mobility in a foreign institution under the Erasmus+ programme, the student/doctoral candidate/graduate student may not receive other funding from European Union funds to cover similar costs.**
5. A qualified candidate for the Erasmus+ programme may hold citizenship of any country in the world. The eligibility to leave for mobility is determined by having the status of a student or doctoral student of Lodz University of Technology. Each candidate qualified for mobility is obliged to check the rules of entry and residence in the territory of the host country.
6. It is recommended that the mobility ensures the achievement of learning outcomes related to the field of study or study programme, and meets the student's personal development needs.



7. The candidate may apply **for short-term internship** in an organisation located and registered in any country (other than Poland) participating in the Erasmus+ programme, both in EU countries, third countries associated and not associated with the programme from region 1 – 3 and 5 - 14. **The list of countries to which a candidate may apply for internship/studies constitutes Appendix 1 of these Rules.**

In case of an internship to a company/university from a country outside the EU, the application is only possible to companies/universities with which TUL has a signed cooperation agreement.

The host organisation may be any public or private organisation active on the market or in the field of education, training and acting for the sake of the youth.

The internship may not take place in the institutions of the European Union, in the institutions managing the programmes of the European Union, or the diplomatic facilities of the Participant's home country.

8. The candidate can apply for short-term mobility for studies to universities with which Lodz University of Technology has a signed agreement, both in EU countries, third countries associated and not associated with the programme from region 1 – 3 and 5 - 14.

9. **As part of short-term mobility, the internship/study mobility abroad might be implemented lasting from 5 to 30 days. The Participant's physical stay abroad must be combined with compulsory virtual mobility for teamwork and exchange of experiences. Virtual mobility is optional for PhD students. In case of mobility for studies, the Participant must receive min. 3 ECTS credits after the end of mobility.**

10. Mobility must end on 30 July 2027 at the latest or until funds are available.

11. The rates of grants and travel allowances under the short-term mobility of the Erasmus+ programme depends on the length of stay and the student's individual situation (see Section VII).

The rates of the funding and travel subsidies are set out in Appendix 2 to these Rules.

The student receives a scholarship from the Erasmus+ program for the period of mobility (from 5 to 30 days) and for days of travel (max. up to 6) and an additional lump sum for travel.

12. The Participant may receive higher grant towards the cost of travel by low-carbon means of transport: "Green Travel".

"Green Travel" is a journey which takes place by entirely using ecological means of transport, such as: train, bus or car sharing on carpooling rules, with carpooling being understood as a shared car journey of people travelling for individual purposes on the same route. "Green Travel" does not include travel by plane, ferry, boat, or solo car travel.

In the case of a journey referred to as "Green Travel", the Participant is entitled to receive additional individual support for travel days (max. 6 days). The decision on the number of days with additional financial support is made by the SMS Office individually for each mobility.

The "Green Travel" grant will be awarded to the student upon meeting the following conditions:

- before the planned mobility, the student submits an application to the SMS Office to be granted "Green Travel" funding (**Appendix No. 3**), in which he/she will specify the stages of travel by selected means of transport and the dates of travel together with tickets or other documents confirming the journey for inspection, in case of travel by train or bus.
- After returning from the mobility, in order to settle the funding, the student submits to the SMS Office a statement "Green Travel" (**Appendix No. 4**) confirming the travel in line with the principles of "Green Travel" accompanied by tickets or other documents confirming the journey for inspection, in case of travel by train or bus.
- in the event of discrepancy of the data contained in the application - Appendix No 3, with the data contained in the statement - Appendix No 4, there may be a reduction in the funding granted. In such a situation, the student will be required to return the difference.

In case of a mobility to an institution located within 500 km from TUL, it is recommended to travel using ecological means of transport "Green Travel".

13. Mobility for studies and internship under Erasmus+ can take place in the same academic year, but at different times.

II. Recruitment procedure

1. A student or doctoral student applies for Erasmus+ mobility while being on the same cycle of study within which he or she plans to pursue mobility. It is not possible to qualify for mobility pursued at a subsequent cycle program. In the case of graduates' mobility, students and doctoral students participate in recruitment in the last semester of their degree program or the last semester at the IDS TUL.
2. Students and PhD students wishing to do the short-term mobility under the Erasmus+ programme look for an individual host institution.
3. The candidate files an application for short-term mobility for studies or internship by submitting a set of application documents to:

A. in case of short-term mobility for internship:

- Faculty Coordinator of the Erasmus+ Programme for Internships — for students and postgraduates
- Member of the Scientific Council of the IDS TUL in the represented discipline – for doctoral students.

B. in case of short-term mobility for studies:

- International Exchange Coordinator - for students
- Member of the Scientific Council of the IDS TUL in the represented discipline – for doctoral students..

Document templates are available at - <https://cwm.p.lodz.pl>

4. Required application documents:

- a. **application of a student or doctoral student for permission to go to short-term mobility for internship/studies abroad.** The application is addressed to:
 - Dean — for students (also students of the International Faculty of Engineering of Lodz University of Technology, hereinafter referred to as IFE TUL);
 - Member of the Scientific Council of the IDS TUL in the represented discipline – for doctoral students. The application must be approved by the doctoral student's Supervisor. In the absence of the Supervisor's positive opinion, the PhD student is not entitled to submit application documents.
 - b. **Internship/Study Program Agreement (Learning Agreement) approved by all Parties**
 - c. **certificate from the Language Centre TUL or external - confirming knowledge of the language** which will be the language of instruction during mobility. The document certifies a language exam grade or an assessment equivalent to a language certificate. The minimum level of language for eligibility is B1. For PhD students, a B2+ level is accepted for a grade of 5 = 8 points or higher, according to the certificate provided.
 - d. **a recommendation letter issued by an employee of TUL** (only for candidates for mobility to countries outside the EU).
5. Initial qualification of candidates for the Erasmus+ programme takes place:
- in the student's parent unit (Faculty/College) - for students (also for students of IFE TUL);
 - or is executed by the Member of the Scientific Council of the IDS TUL in the represented discipline (for PhD students of the IDS TUL).

The student/doctoral candidate/graduate submits the application documents approved at the Faculty/IDS TUL to the SMS TUL office.

6. The following criteria are taken into account when qualifying candidates:

Component a: assessing the knowledge of the language which is the language of instruction during mobility

The scale of 3÷11 applies. PhD students of the IDS TUL - the number of points = 8 or higher is accepted in case of submitting the certificate. The following converter is used:

Grade \ Level	B1	B2 (+2)	B2+ (+3)	C1 (+4)	C2 (+6)
3.0	3	5	6	7	9
3.5	3.5	5.5	6.5	7.5	9.5
4.0	4	6	7	8	10
4.5	4.5	6.5	7.5	8.5	10.5
5.0	5	7	8	9	11

**Component b: academic performance**

For students of at least the 2nd year of first and second cycle studies	the average of grades from the two most recently completed semesters
For students of 1 year of second-cycle studies	The average grade from first-cycle studies, or the average grade from first-cycle studies combined with the average from the first semester of second-cycle studies.
For participants of third-cycle studies at IDS TUL	average multiplied by 2. The last settled semester in which the grade average is available is taken into account. In case of mobility on the 1st semester — the average of the second cycle studies is taken into account.

7. The recruitment of candidates for short-term mobility under the Erasmus+ programme, carried out until 30.07.2027, will take place on a continuous basis, until the funds allocated to short-term mobility under the Erasmus+ programme are used up by the decision of the University Authorities.

The candidate should submit the required documents at least 30 days before the planned mobility.

University Erasmus+ Coordinator makes the final decision on the qualifications of students and doctoral students. Students and doctoral students receive a decision on qualification results electronically to university addresses on the Lodz University of Technology server.

8. Students and PhD students have the right to appeal against the decision of the University Erasmus+ Coordinator within 5 working days of receipt. The appeal must be submitted in writing, and the appeal authority is the Vice-Rector for Education/Vice-Rector for Science - for PhD students of the IDS TUL.

III. Procedure for signing a mobility agreement

1. Students or PhD students qualified for mobility should submit the following documents at least 7 days prior to departure:

- statement with the account number in the EURO currency to which the funding is to be transferred. A template of the statement is available at <https://cwm.p.lodz.pl/pl/mobilnosc-studentow-pl/wyjazdy-na-praktyki/erasmus/przed-wyjazdem>
- confirmation of insurance - original and copy of the European Health Insurance Card or equivalent and original and copy of third party liability and accident insurance.

In the case of student/doctoral student/graduate insurance by the host institution, the candidate submits the appropriate certificate to the host institution.

2. Based on the documents submitted by the student/doctoral student/graduate, the SMS TUL prepares an agreement for short-term mobility.

3. The candidate for mobility becomes a Participant of the Erasmus+ Programme upon signing the mobility agreement.

IV. Mobility

1. The student/PhD student/graduate will be paid the funding in the amount of 100% of the total envisaged grant,

- after signing the mobility agreement between Lodz University of Technology and the Participant,
- if applicable - after receiving recognition for previous Erasmus+ mobility

2. The payment of the funding will be made in the form of a transfer to the Participant's personal bank account. The currency of the transfer is EURO. It is recommended that the Participant have a EURO account, as otherwise costs arising from exchange rate differences will be incurred when converting.

3. The funding under the Erasmus+ programme is intended to cover additional costs related to departure and stay at the host institution. As a rule, the funding is lower than the cost of living in the destination countries. The participant applying for mobility must take into account the need to cover part of the costs from sources other than the Erasmus+ grant.

V. Settlement of mobility

1. After the completion of the mobility, the Participant is obliged, without undue delay, to:

- submit to the Dean's Office/IDS TUL/SMS TUL: *INTERNSHIP - Traineeship certificate - Learning Agreement for Traineeship* or *STUDIES - Confirmation of Stay and Transcript of Records* with the number of ECTS credits accumulated, certifying the period of stay of the Participant on mobility in the host institution and the implementation of the mobility program assumptions. The certificate should be issued on the date of completing mobility at the earliest.



- b. fill out the Erasmus Participant Survey online in the Beneficiary Module system.

VI. Recognition of short-term mobility

1. The condition for recognition of mobility is that all requirements set out in *the Learning Agreement for Traineeship/Studies* are met.
2. The Faculty Erasmus+ Internship Coordinator/Dean's Office or a Member of the IDS TUL Scientific Council in the represented discipline applies to the Dean or the Director of IDS TUL for recognition of mobility abroad based on the documents submitted by the student/doctoral student. He also requests that the Participant be awarded ECTS credits for the mobility by filling out the appropriate section of the *Erasmus+ Internship/Study Recognition Document*. In the case of IDS TUL - the internship is recognized by entering it in the doctoral student's transcript of records, but it does not count towards the academic grade average. This document should then be forwarded to the Dean's Office of the relevant Faculty or the Administrative Coordinator at the IFE TUL or the IDS TUL Office, and next to the SMS TUL office. IFE students submit the document directly to the SMS office.
3. If the Participant does not meet the requirements agreed in *The Learning Agreement for Traineeship/Studies*, the Vice-Rector for Education may decide, after consulting the University Erasmus+ Coordinator and:
 - the corresponding Vice Dean and - in the case of students
 - Curriculum Coordinator and Director of the IDS TUL — in the case of PhD students of the IDS TUL, on the need to return part or total of the funding received.

VII. Conditions for granting travel funding to people with reduced opportunities

1. Students/PhD students/graduates with reduced opportunities are:

Group of people	eligibility criteria
individuals from disadvantaged backgrounds	Decyzja uczelni o przyznaniu stypendium socjalnego.
people with disabilities	A declaration of the degree of disability confirmed by an official disability certificate (the original certificate must be presented to the university for inspection).
Persons with children up to 8 years of age (in the year the mobility is carried out)	A declaration confirmed by the child's birth certificate (the original birth certificate must be presented to the university for inspection).
Persons benefiting from the right to asylum or holding refugee status	A declaration confirming the granted right to asylum/refugee status (original documents must be presented to the university for inspection).

In the case of graduate mobilities, decisions issued in the final year of studies will be taken into account. The student/doctoral candidate is required to submit the decision/declaration to the TUL Student Mobility Division during the mobility recruitment process or after the selection results are announced, but no later than before signing the financial agreement.

2. The mobility funding rates for persons with reduced opportunities constitute Appendix 2 to these Rules.
3. Students/doctoral candidates with disabilities who are entitled to additional funding are also eligible to apply for funds directly related to their mobility that cannot be covered by the additional support allocated to participants with fewer opportunities. In such cases, at least 8 weeks before the start of the mobility, the student/doctoral candidate qualified for the mobility submits an application to the TUL Student Mobility Division for additional funding for participants with disabilities. In the application, the student specifies in detail the needs arising directly from the disability. The application must be accompanied by a medical certificate confirming the necessity of incurring the specified costs.
4. The decision on the amount of additional funding is made by the National Agency for the Erasmus+ Programme.
6. Immediately after the end of the mobility period, the Participant holding a disability certificate and applying for additional funds submits to the SMS office invoices issued in the student's name confirming the costs incurred due to the disability. Based on the settlement of actual costs, a decision is made to recognise them, possibly the need to return part of the additional funding received by the student.



VIII. Representations of the University

The University is committed to applying the principle of equal access, non-discrimination and inclusion at every stage of the mobility process.

The University will also make every effort to avoid situations where the impartial and objective implementation of the project could be jeopardized for reasons relating to economic interest, political or national sympathies, family and emotional ties and other common interests creating a conflict of interest.

The University is committed to uphold the principles of impartiality, transparency, fairness and equal treatment of all applicants at every stage of the qualification process.

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