**ANNOUNCEMENT**

**on mobility rules for students and doctoral candidates of Lodz University of Technology undertaking studies abroad - LONG-TERM MOBILITY in EU countries and third countries associated and non-associated with the programme from regions 1-14 under the Erasmus+ KA131-HED 2024 programme**

**I. General rules**

1. A student may apply for mobility under the Erasmus+ programme only at the same level of study in which they are currently enrolled. Mobility at a different level of study is not permitted.

Students of Lodz University of Technology who meet all of the following conditions may participate in the mobility recruitment for studies under the Erasmus+ programme:

- are registered for first, second or third cycle studies,

- have completed at least two semesters of studies (applies to first-cycle students).

In special cases, individual decisions are made by the University Erasmus+ Programme Coordinator and the Dean, and in the case of doctoral students of the Interdisciplinary Doctoral School TUL (hereinafter referred to as IDS TUL) - by the University Erasmus+ Programme Coordinator and a Member of the IDS TUL Scientific Council in the represented discipline.

2. Each student is allocated a total capital of 360 days (12 months)[[1]](#footnote-1), for each study cycle for physical mobility at an Erasmus+ partner university/institution abroad. This means that during one cycle of study, the total length of study and/or placement abroad undertaken by a student cannot exceed the sum of 360 days.

**Note**: the total number of days includes the entire period of stay abroad with the status of Erasmus+ Participant, both the funded period and the period with a zero grant.

3. The study stay abroad may not be shorter than **60** days in the case of long-term mobility and may not be longer than **360** days and must be completed by the end of the academic year in which the mobility takes place or by the conclusion of the project funding the mobility.

4. Long-term mobility may include, in addition to physical mobility, a virtual part, the duration of which is not specified. The duration of virtual mobility is not included in the mobility capital.

5. The Participant must maintain student status at Lodz University of Technology at the time of signing the mobility agreement and throughout the entire mobility period, including any virtual components.

6. For the period of financing the stay at a foreign university under the Erasmus+ programme, the student may not receive any other European Union funding to cover similar costs.

7. A candidate qualified for mobility within the Erasmus+ programme may hold citizenship of any country. The student should check the rules concerning entry to the territory of the host country in connection with the planned mobility as an Erasmus+ participant.

8. The student and doctoral candidate must not be on special leave, dean's leave, or have their education suspended during the mobility period.

9. The host university must be located in a country participating in the Erasmus+ programme (EU countries and third countries associated and non-associated with the programme from regions 1-14 and have an ‘Erasmus Charter for Higher Education’ or equivalent. The cooperation between the host university and Lodz University of Technology is regulated by an inter-institutional agreement within the Erasmus+ programme.

10. The student is eligible for an Erasmus+ grant covering two days of travel and the entire duration of their stay abroad, provided it does not exceed the mobility capital and the allocated travel lump sum. The grant is calculated with a precision of one day, based on the mobility dates confirmed by the host university in the acceptance letter.

11. The Erasmus+ scholarship shall not be granted for the duration of the virtual mobility period.

12. The rates of scholarships and travel grants for Erasmus+ study visits depend on the country of departure, the duration of mobility and the applicant's financial and health situation. The rates are provided in **Appendix No. 1.**

13. For trips to universities within 500 km of TUL, using eco-friendly transportation ('Green Travel') is recommended.

13.1 ‘Green Travel’ is a journey that for the most part involves the use of environmentally friendly means of transport, such as train, bus or car sharing on a carpooling basis, carpooling being understood as carpooling between people travelling individually on the same route. ‘Green Travel’ does not include travel by plane, ferry, boat or solo car travel.

13.2 In the case of travel defined as ‘Green Travel’, the Participant is entitled to an increased travel lump sum, depending on the distance between TUL and the host university, and the possibility of receiving additional individual support for travel days (up to 6 days). The number of subsidised travel days is decided by the SMD Office on the basis of the documents presented and the distance between Lodz University of Technology and the host university.

The ‘Green Travel’ grant will be awarded to the student when the following conditions are met:

- before the planned mobility, the student will submit to the SMD Office an application for the ‘Green Travel’ grant **(Appendix No. 2),** in which he/she will specify the stages of travel by the chosen means of transport and the dates of travel, and will present tickets or other documents confirming the travel for inspection, in the case of travel by train or bus.

- upon his/her return from mobility, in order to settle the grant, the student will submit to the SMD Office the ‘Green Travel’ statement **(Appendix No. 3)** confirming that the trip was made in accordance with the ‘Green Travel’ rules, together with tickets or other documents confirming the trip for inspection, in the case of travel by train or bus.

- if there is a discrepancy between the data included in the application form - Appendix No. 2 and the data included in the statement - Appendix No. 3, the grant awarded may be reduced. In such a situation, the student will be obliged to return the grant difference.

14. In the case of an earlier return from studies abroad than the financing period assumed in the agreement with the University, the amount of the grant awarded to the student is reduced accordingly. This provision applies to shortening the stay by more than 5 days[[2]](#footnote-2). Travel days are not included in the period of stay abroad.

15. The University will use the student's university e-mail address (erasmus@info.p.lodz.pl) to contact the student. The student is obliged to check his/her university email account regularly.

**II. Recruitment procedure**

1. Recruitment takes place through the electronic mobility system at TUL using the University's e-mail address (student reg. number@edu.p.lodz.pl).

2. Recruitment takes place in several calls. Students who did not take part in the previous calls, were not qualified or want to qualify for the second mobility to another foreign institution in a different semester of the same academic year may participate in subsequent calls.

3. Students have the possibility to choose a university from among all foreign universities with which Lodz University of Technology has a signed agreement for fields of study that enable the student to achieve the required learning outcomes (relevant to the programme of study). After the first call and in every subsequent one, the list of foreign universities will be limited only to those in which there were vacancies after the previous call.

4. In each call, a student may select up to three foreign universities, ranking them by priority. For each university, the preferred exchange period (winter semester, summer semester, or full year) must be specified.

5. In case of doubts about the learning outcomes, the student should consult the International Exchange Coordinator within the respective Field of Study Council (RKS) or a Member of the Scientific Council at IDS TUL, who will determine the study program abroad.

6. Students are required to submit to the Secretariat of the Language Centre of Lodz University of Technology (hereafter referred to as TUL LC), a certificate confirming their knowledge of the foreign language **(at least B1 level),** which will be the language of instruction at a foreign university (according to the list of certificates provided by TUL LC).

Students who have passed the foreign language exam at Lodz University of Technology as part of their coursework are not required to provide TUL LC with the relevant certificate.

Students who do not hold such a certificate take language examinations organised at the TUL LC. Registration for the exams and information is available at www.cj.p.lodz.pl.

7. The TUL LC enters foreign language grades into the TUL electronic mobility system (see section 13.2.).

8. Authorised staff of the Deans' Offices or the IDS office enter the grade averages of IDS students or doctoral candidates (see section 13.1.).

9.  The SMD Office enters subjective assessments (see section 13.3.).

10. Students can access the recruitment results through the electronic mobility system at TUL.

11. The result of the recruitment is binding. Qualifying a student for mobility obliges them to complete the application procedure and go to a foreign university.

12. The current recruitment timetable is presented in **Appendix No. 4**.

13. Qualification for departure to a foreign university is based on the
**a**x**2+b+c**, algorithm, the maximum sum of which is 26 points.

13.1. **Component a** (max. 5 points.) is calculated on the basis of:

* for students in at least the 2nd year of the first and second cycle studies, the weighted average of all grades in the courses of the last two semesters. (The average is calculated as the arithmetic mean of the weighted averages from the last two semesters). The weights are the number of ECTS credits allocated to the courses;
* for students in the 1st semester of second-cycle studies, the average from the first-cycle studies;
* for students in the 2nd semester of second-cycle studies - the average grade from the average of the first semester of first-cycle studies and the average grade from the first semester of second-cycle studies;
* for doctoral students in the first semester of third-cycle studies or IDS TUL - the average grade from the second-cycle studies;
* for doctoral candidates in their 2nd semester of 3rd cycle studies or at IDS TUL - the last settled semester in which the average grade is available is taken into account.

13.2. **Component b** (max. 11 points) – foreign language grade.

The foreign language grade is given on the basis of:

- language certification conducted within the study program, including Academic English for Engineers 3 or its French equivalent for IFE students

- Erasmus+ language exam organised by the TUL LC (min. level B1 or higher depending on the requirements of the foreign university)

- external language certificate presented by the student at the TUL LC.

The conversion rate in accordance with **Appendix No. 5** shall be applied.

**Note:** Students are asked to check on the websites of the foreign universities the level of language proficiency required by the foreign university and whether the foreign university requires proof of passing an international language exam.

13.3. **Component c** (scale of 0-5 points) – subjective assessment

The subjective assessment under component c is determined by the SMD Office. The base grade for all applicants and students is 3. The grade may be increased on the basis of certificates of additional achievements for TUL according to the conversion rate in **Appendix No. 6**. Certificates of additional achievements that may impact the subjective assessment should be delivered to the SMD Office (room 120, 1st floor, building A16) or by email to erasmus@info.p.lodz.pl during the enrolment in the TUL mobility electronic system.

14. In the recruitment process, priority in the qualifying ranking for mobility is given to students with full registration for the current semester of study. If a student has conditional registration, the number of missing credits will influence the ranking.

Recruitment is ineligible if a student has more than 12 ECTS of missing credits.

15. Additional information on foreign universities and course offers can be obtained via:

- websites of foreign universities,

- representatives of ESN-EYE organisations.

16. In the case of mobility financed by the Erasmus+ programme within the framework of a double diploma agreement, the student must fulfil additional criteria and is subject to assessment as agreed with the foreign university.

17. The final decision on accepting a student is made by the foreign university on the basis of the student's nomination for mobility and the student's application documents sent by Lodz University of Technology.

18. Cases not included in the Recruitment Procedure are considered individually at the student's request by the University Erasmus+ Programme Coordinator.

19. The student has the right to appeal as regards the results of the qualification to the University Erasmus+ Programme Coordinator. Students and doctoral students have the right to appeal against the decision of the University Erasmus+ Programme Coordinator within 5 working days from the date of its receipt. The appeal must be submitted in writing and the appeal body is the Vice Rector for Education.

Additionally:

- a student or doctoral candidate in a doctoral programme has the right to appeal against the decision of the International Exchange Coordinator within 5 working days of receiving it. The appeal must be made in writing and the appeal authority is the Dean/Director of the College.

- an IDS TUL doctoral candidate may appeal against the decision of the IDS TUL Supervisor in the discipline represented within 5 working days of its receipt. The appeal must be made in writing and the appeal body is the Vice Rector for Education.

**III. Application procedure**

1. Documents required prior to mobility:

- student's application for permission to study abroad;

- Learning Agreement document (specimen available on the ICC website) or Online Learning Agreement for Studies (OLA). The student is required to complete the document via the platform <https://learning-agreement.eu/>

- Transcript of Records (list of grades in a foreign language confirmed by the Dean's Office; in the case of IFE students by the SMD Office);

- insurance policies (medical - EHIC card or equivalent valid in non-EU countries, as well as third party liability, personal accident insurance)

- letter of acceptance

- mobility agreement

- other (if required by the foreign university).

2. The SMD Office sends nominations of students qualified for mobility to the universities abroad.

3. In consultation with the International Exchange Coordinator or IDS Supervisor, the student agrees on a study abroad program (LA) with the host university. The selected modules must amount to at least 30 ECTS credits per semester. If the host institution follows a different credit system, the student’s workload must be equivalent to 30 ECTS. The study abroad program must first be approved by the International Exchange Coordinator (or the Supervisor for IDS TUL students) and then by the Dean or a Member of the Scientific Council for IDS doctoral students. If the study program abroad does not meet the required learning outcomes for the semester or year, the Dean or Scientific Council Member may require the student to complete additional coursework before or after the mobility period.

4. The student delivers the signed documents listed in 1 to the SMD office and, in the case of students from outside the IFE, also to the appropriate dean's office, and in the case of IDS doctoral candidates to their organisational unit.

5. It is the student's responsibility to meet the deadline and submit the application documents to the foreign university.

6. The mobility agreement between Lodz University of Technology and the student is prepared by the SMD Office on the basis of the signed application documents submitted by the student, the letter of acceptance received from the foreign university and the Learning Agreement document approved by TUL and the foreign university. The agreement covers the period confirmed by the letter of acceptance. If the exact start or end date of the mobility is not included in the acceptance letter, the student is obliged to find the mobility dates on their own and send to the SMD Office a link to the website/attachment with the academic year schedule of the foreign university/information received in an e-mail from the university they are going to.

7. The mobility agreement will be available in the electronic mobility system at TUL or sent to the student via the university electronic mail.

8. Upon signing the mobility agreement, the student becomes an Erasmus+ Programme Participant.

**IV. Mobility**

1. After submitting all the necessary documents listed in pt. III, signing of the mobility agreement at the SMD Office and entering the insurance policy numbers and account number in EUR into the electronic mobility system at TUL, the Participant:

- leaving for one semester will receive the first instalment of the scholarship in the amount of 80% of the total amount of the scholarship (including the lump sum for standard or Green Travel)

- leaving for the entire academic year will receive the first instalment of 40% of the total scholarship amount (including the lump sum for standard travel or Green Travel), while the second instalment of 40% will be paid after the student provides the SMD Office with confirmation of attendance at classes in the first semester issued by the foreign university (Confirmation of Stay or Transcript of Records).

2. The final scholarship amount for mobility, whether for one semester or the entire academic year, will be determined based on the student's actual duration of stay abroad. The remaining scholarship funds will be disbursed upon fulfilment of the conditions outlined in Section VII and after the SMD Office receives the 'Document on Recognition of the Study Period' from the relevant Dean's Office.

**Note:** **Once the mobility has been completed, it will not be possible to extend the funding period.**

3. The Erasmus+ scholarship awarded to the participant is meant to partially cover the costs of travel and living expenses during their mobility period. Therefore, students applying for mobility should be prepared to cover some expenses using their own funds.

4. The Erasmus+ participant is released from tuition fees for studying at a foreign university and stays at the university under the rules applicable to its students. However, they are responsible for any additional costs typically incurred by local students, as they are treated equally.

5. Any changes to the study program must be approved and signed by the student, the host university, and the International Exchange Coordinator at TUL (or the Supervisor for IDS TUL in case of doctoral candidates), as well as the Dean of TUL or a Member of the Scientific Council for IDS TUL for doctoral candidates. Changes should be formalized through an amendment to the Learning Agreement (LA) and must be made promptly after the student modifies their study plan during mobility. The amendment document requires approval from all the aforementioned parties.

6. The Participant is obliged to have the European Health Insurance Card (EHIC) or equivalent insurance. It is recommended that the Participant takes out additional private insurance to cover the costs of possible additional medical interventions or transport to the country.

7. The Participant is obliged to take out accident and personal liability insurance for the duration of mobility and stay at a university abroad. The Participant covers the insurance costs himself/herself.

8. It is recommended that the Participant registers with the Odysseus website operated by the Ministry of Foreign Affairs (applies to Polish citizens).

**V. Resignation from mobility and early return**

1. A student resigning from mobility within the Erasmus+ programme is obliged to submit a resignation to the SMD Office immediately after taking the above decision. Additionally, the student is obliged to inform the relevant Dean's Office of his/her resignation.

2. If a student resigns from mobility after signing the mobility agreement and receiving a grant, he/she is obliged to return immediately the whole amount of received Erasmus+ grant.

3. In the event of a return from a foreign university resulting in the Participant not fulfilling the conditions agreed in the mobility agreement and in the OLA document, they must promptly report this fact to the International Exchange Coordinator/IDS Supervisor, the Dean/Scientific Council Member of IDS TUL and the SMD Office.

**VI. Extension of mobility**

1. Within a given semester/year:

1.1 The student is required to notify the SMD Office no later than 30 days before the end of the mobility if he/she intends to extend the period of study under the Erasmus+ Programme in relation to the period of study entered in the Erasmus+ agreement. Confirmation of such information from the office of the foreign university is required, together with the new mobility period concerning the extension. In such a case, an annex to the mobility agreement will be issued taking into account the extension of the study period abroad and the increase in the scholarship.

2. Extension for the summer semester:

2.1 Participants who have signed the mobility agreement to study abroad for the winter semester may apply for an extension for the summer semester, i.e. up to the end of the academic year concerned or up to the end of the project financing the mobility.

2.2 In order to extend mobility for the summer semester, the following documents must be submitted:

- certificate from the foreign university with permission to extend the mobility, including confirmation of attendance in the first semester of mobility in accordance with the signed study programme or, if possible, the Transcript of Records for the first semester. The certificate should include the date of completion of mobility in the second semester;

- student's application for an extension of mobility approved by the Dean/Member of the IDS TUL Scientific Council;

- Learning Agreement for the second semester approved by the International Exchange Coordinator/Supervisor and the Dean/ Scientific Council Member of IDS TUL and the foreign university.

3. Documents should be submitted to the SMD Office no later than 30 days before the end of mobility in the winter semester.

4. In the case of extension of mobility for the summer semester, an annex to the mobility agreement will be drawn up taking into account the extension of the study period abroad and increase in the scholarship, provided funds are available.

5. Mobility extensions are only allowed within the same academic year. Extending mobility from the summer semester of one academic year to the winter semester of the next is not permitted.

**VII. Mobility settlement and academic recognition**

1. Required documents for the settlement of mobility:

 - Transcript of Records in original or sent directly by the foreign university to the SMD Office e-mail address or downloaded from the online platform of the foreign university at the SMD office;

- certificate from the foreign university confirming the actual period of mobility (Confirmation of Stay).

**Note:** Confirmation of Stay cannot be issued earlier than the last day of mobility.

2. The above documents should also be submitted to the Dean's Office of the home faculty/TUL IDS office together with other documents (if required). The transcript of records is the basis for the settlement of the study period.

3. The Participant is required to complete an Individual Participant Report (the participant will receive a link to the survey in the system-generated correspondence). The Participant should report any concerns regarding the completion of the report to the SMD Office.

Please note: additional information on the settlement of mobility for IFE students can be found at https://cwm.p.lodz.pl/pl/mobilnosc-studentow/mobilnosc-w-ramach-studiow/erasmus-w-krajach-programu/po-powrocie

4. The study period abroad will be recognised if the Participant obtains positive grades in the subjects agreed in the LA document. If the above condition is not fulfilled, the relevant Dean/Member of the Scientific Council of IDS TUL will take an individual decision.

5. **Failure to comply with the above formalities may necessitate the return of the Erasmus+ grant.**

In exceptional situations, the decision concerning the settlement of the mobility is taken by the Vice-Rector for Education in consultation with the Dean/Director of IDS TUL of the relevant Faculty and the University Erasmus+ Programme Coordinator, and in the case of so-called ‘force majeure’ by the Erasmus+ National Agency.

**VIII. Eligibility criteria for travel funding for students with fewer opportunities**

1. Students with fewer opportunities include individuals with disabilities or those from disadvantaged backgrounds

2. The university determines eligibility for travel funding based on the following criteria:

- the university's decision to award a student a social grant.

- declaration of intent on a disability supported by a valid certificate.

3. Students who receive a qualification decision or assessment must submit the relevant document to the SMD office within 30 days of receiving their qualification results. Those who gain eligibility after the qualification results must provide the required documents immediately, but no later than before signing the mobility agreement.

4. The rates of co-financing for the travel of people with fewer opportunities can be found in **Appendix No. 1** of these Regulations.

5. The funding is paid for the period corresponding to the length of stay.

6. Students with disabilities who qualify for additional funding may also apply for mobility-related expenses that exceed the standard support provided for participants with fewer opportunities (referred to as "Support for Participants with Special Needs"). In such cases, at least 8 weeks before the start of the mobility, the student qualified for mobility submits an application for an additional grant from the category ‘Support for Participants with Special Needs’ to the SMD office. The application should clearly outline the specific needs arising directly from the student's disability.

7. The application ‘Support for Participants with Special Needs’ must be accompanied by a medical certificate confirming the need to incur certain costs.

8. The decision on the amount of additional funding is taken by the Erasmus+ National Agency.

9. Immediately after the mobility period ends, a participant with a disability certificate applying for additional funds under the "Support for Participants with Special Needs" category must submit invoices, issued in their name, to the SMD office as proof of disability-related expenses. The final decision on whether the costs are approved or if the student must repay a portion of the additional funding will be based on a review of the actual expenses incurred.

**IX. Representations of the University**

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

2. The University will take all necessary measures to prevent any conflicts of interest that could compromise the impartial and objective implementation of the project. This includes avoiding influences related to economic interests, political or national affiliations, family or personal relationships, and other common interests.

3. The University upholds the principles of impartiality, transparency, fairness, and equal treatment for all candidates throughout the selection process.

 Dr hab. inż. Andrzej Romanowski, TUL Prof.

 Vice Rector for Education

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1. According to the Beneficiary Module tool (used to calculate the length of stay), a calendar month means 30 days. [↑](#footnote-ref-1)
2. According to the Beneficiary Module tool (used to calculate the length of stay), a calendar month means 30 days. [↑](#footnote-ref-2)