



## Information

**for students of Lodz University of Technology on the rules to study abroad as part of the Erasmus + Program "Educational mobility between program countries",**

### **Action 1, project KA103**

#### **I. General principles**

1. A student<sup>1</sup> applies for an Erasmus+ mobility at the same study level as the one at which he or she is planning to travel. It is not allowed to qualify for the exchange at the next level of study. Students of Lodz University of Technology may participate in recruitment for studies under the Erasmus+ programme, provided they meet all of the following conditions:

- they are registered at first, second or third cycle studies (during the whole stay at a partner institution),
- they have completed at least two semesters of study (applies to first-cycle students).

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

2. During each educational cycle each student has a capital of 360 days (12 months)<sup>2</sup>, at his or her disposal, which can be spent on an exchange at a foreign university/institution within the Erasmus+ programme. This means that during one cycle of study, the total length of stay at the foreign studies and/or internships completed by the student may not exceed 360 days. This sum also includes the number of days of education abroad (studies and/or placements) under the LLP Erasmus programme.

**Note:** the sum of days includes the entire period of stay abroad with the status of Erasmus + / LLP Erasmus + Participant, both the financed period and the zero scholarship period.

3. The study period cannot be shorter than **90 days** and longer than **360 days** per exchange and must be completed by the end of the academic year in which the exchange takes place.

4. At the time of signing the mobility contract and during the entire stay abroad, the beneficiary must have the status of a student of Lodz University of Technology.

5. For the period of financing the mobility at a foreign university under the Erasmus+/PO WER Programme, a student cannot receive any other funding from European Union funds to cover similar costs.

6. An eligible candidate for Erasmus+ mobility may be a national of any country. The student should check the rules concerning entry into the territory of the host country in connection with the planned mobility as an Erasmus+ Programme Participant.

7. The student may not stay during the mobility on special or dean's leave.

The doctoral student at ISD TUL during mobility cannot be on special leave, maternity leave, additional maternity leave, leave on conditions of maternity leave, paternity leave and parental leave as defined in the Act of 26 June 197 – Polish Labour Code.

8. The host university must be located in a country participating in the Erasmus+ Programme (European Union

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<sup>1</sup>A student is understood as a person studying at the first, second and third cycle studies, including doctoral students and PhD students of the Interdisciplinary Doctoral School TUL).

<sup>2</sup> According to the Mobility Tool (used to calculate the period of stay), a calendar month means 30 days.



member states, Turkey, Former Yugoslav Republic of Macedonia, Serbia, United Kingdom, European Economic Area countries - Iceland, Liechtenstein, Norway) and have an "Erasmus Charter for Higher Education". The cooperation between the host university and Lodz University of Technology is governed by an inter-institutional agreement within the Erasmus+ Programme.

9. The student receives a scholarship from the Erasmus + Program for the full period of stay, not exceeding the mobility capital, confirmed by the foreign university in the acceptance letter.

The scholarship is calculated with an accuracy of one day.

10. In the event of an earlier return from studies abroad than the funding period assumed in the contract with the University, the amount of the scholarship which the student will receive is reduced accordingly. This provision applies only to shortening the stay by more than 5 days.

11. Destination countries to which students travel have been divided into 3 groups depending on the cost of living. Monthly scholarship rates are specified in **Appendix No. 1**.

12. Students will receive one-off financial support of EUR 250 from the University funds. In case of obtaining permission to travel abroad twice within the Erasmus+ Programme during one academic year, the scholarship is paid once – only for the first mobility.

13. The University will use the University e-mail address for contacts with the student. The student is obliged to regularly check the e-mail account on the University server.

## **II. Recruitment procedure**

1. The recruitment process is carried out through mobility.p.lodz.pl from the TUL e-mail address (student reg. number@edu.p.lodz.pl).

2. Recruitment takes place in several recruitment procedures. Students who did not take part in previous procedures, were not qualified or want to qualify for a second mobility to another foreign university in another semester of the same academic year may take part in the next recruitment.

3. In the first recruitment procedure, students have the opportunity to choose a university from the contracts made available by the Contract Supervisor for a given field of study in the mobility.p.lodz.pl system.

4. In subsequent recruitments, students have the opportunity to choose a university from among all partner universities with which Lodz University of Technology has signed agreements, provided that the studies at this university enable them to achieve the required learning outcomes (relevant for the study program). The list of partner universities will be limited only to those in which there are vacancies after the previous recruitment.

5. The decision on the study program abroad is made by the Study Program Coordinator at TUL.

6. During the recruitment, the student should report to the Contract Supervisor and in case of doubts regarding learning outcomes to the Study Program Coordinator.

7. In each recruitment, a student can choose a maximum of 3 foreign universities (taking into account own preferences) and each time the student marks the period of mobility (winter/summer semester/year).

8. Current recruitment schedule – **Appendix No. 2**

8.1. Students are obliged to submit to the Secretariat of the Language Centre of Lodz University of Technology (hereinafter referred to TUL Language Centre) a certificate confirming their knowledge of a foreign language (**at min. B1 level**) in which they will study at a partner university (according to the list of certificates provided by TUL Language Centre).

Students who pass the foreign language certification exam at Lodz University of Technology as part of their language course are not obliged to submit a certificate to the TUL Language Centre).



Students who do not have such a certificate take language exams organized by the TUL Language Centre. Registration for exams and information is available at [cj.p.lodz.pl](http://cj.p.lodz.pl).

8.2. The TUL Language Centre enters foreign language grades to [mobility.p.lodz.pl](http://mobility.p.lodz.pl) application (see point 9.2.).

8.3. Eligible employees of the Dean's Office enter the average grades of students or the grade of the Doctoral Studies Director respectively (see section 9.1.).

8.4. Contract Supervisors enter subjective grades into the [mobility.p.lodz.pl](http://mobility.p.lodz.pl) application (see section 9.3.).

8.5. The results of the recruitment process will be available to students in the [mobility.p.lodz.pl](http://mobility.p.lodz.pl) system.

8.6. The recruitment result is binding. Qualifying the student for the mobility obliges him/her to complete the application procedure and travel to a foreign university.

9. The qualification for the mobility to the partner university is based on the algorithm  **$ax2+b+c$**  with a maximum of 26 points.

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

- in the case of students in at least the second year of first- and second-cycle studies- the weighted average of all grades in the last two semesters. (The average is calculated as an arithmetic mean of the weighted average of the last two semesters). The weights are the numbers of ECTS credits allocated to the courses;
- in the case of students in the first semester of second-cycle programmes- the average of first-cycle programmes;
- in the case of students in the second semester of second-cycle programmes- the average grade in first-cycle programmes and the average grade in the first semester of second-cycle programmes.
- for participants of the first year of third cycle studies - average of second cycle studies;
- for participants of at least the third semester of third cycle studies or ISD TUL- the average grade from academic or artistic achievements. Academic or artistic achievements are understood as those listed in Appendix 2 to the Regulations for Student Benefits of Lodz University of Technology, i.e. the points and the catalogue of achievements applied in considering applications for the Rector's scholarship (without points g and i).

9.2. **Component b** (max. 11 points.) – foreign language assessment.

The grade from a foreign language is based on the language certification carried out within the framework of the study program/Erasmus+ examination organised by the TUL Language Centre (level B1/B2)/an external language certificate submitted by a student to the TUL Language Centre/the grade from Business English or its equivalent in French for IFE students.

The conversion rate shall be applied in accordance with **Appendix 3.**

**Note:** students are asked to check on the websites of foreign universities the level of language skills required by the partner university and whether the partner university requires confirmation of passing the international language examination.

9.3. **Component c** (scale 0-5 points) - assessment of the Contract Supervisor.

During the recruitment procedure, the student is obliged to report to the Contract Supervisor responsible for the university to which he/she applies and, in case of any doubts concerning the learning outcomes, to the Study Program Coordinator. In the absence of an interview, the Contract Supervisor will have no grounds to give the student a grade. If the Contract Supervisor is the Student Mobility Section of the International Cooperation Centre (SMS), certificates of additional achievements for TUL that may affect the subjective assessment should be submitted to the SMS (room 120, 1st floor, building A16 during the registration in the [mobility.p.lodz.pl](http://mobility.p.lodz.pl) system. In case of SMS contracts, the final subjective evaluation is approved by the Erasmus+ Programme Coordinator.



10. In the recruitment process, students who have full registration for the current semester of studies have priority in the ranking of qualifications for the mobility. If a student has conditional registration, the number of missing points has an impact on the position in the ranking.

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

11. Additional information on the partner universities and the courses they offer can be obtained through:

- the website <https://cwm.p.lodz.pl/pl/erasmus-partners>
- foreign universities' websites,
- Contract Supervisors,
- representatives of the ESN organisation

12. For Erasmus+ mobility funded under a double diploma agreement, the student must fulfil additional criteria and be assessed as agreed with the partner university.

13. The final decision on accepting the student is made by the foreign university on the basis of the student's nomination from Lodz University of Technology and student's application documents.

14. Cases not included in Part II are considered individually at the student's request by the University Coordinator of the Erasmus + Program.

15. The student has the right to appeal regarding the results of qualifications to the Erasmus + University Coordinator.

### **III. Application Procedure**

1. Documents required before traveling abroad:

- Student's application for permission to study abroad;
- Application Form – if required by a foreign university;
- Learning Agreement for Studies (LAS) – Before the mobility;
- Transcript of Records (list of grades in a foreign language confirmed by the Dean's Office; in the case of IFE students by the SMS office);
- Other (if required by the foreign university).

2. The Student Mobility Section sends to partner universities nominations of students qualified for the mobility.

3. The student agrees with the host university, in consultation with the Study Programme Coordinator and the Contract Supervisor, the study program abroad (the part "Before the Mobility" of the LAS document). The student should choose modules with a value of 30 ECTS credits per semester. The programme is approved by the Study Program Coordinator (PhD Supervisor in the case of ISD TUL), and then by the Dean. If a student's study program abroad does not include the learning outcomes required for a given semester/year of study, the Dean requires that these be supplemented on the basis of the rules agreed upon individually before the student travels abroad. Detailed instructions for completing the LAS are specified in the instruction attached to this document. The valid LAS document form is available at [www.cwm.p.lodz.pl](http://www.cwm.p.lodz.pl).

4. The student delivers the signed documents listed in pt.1 to the Student Mobility Section and, in the case of students from outside the IFE, also to the relevant Dean's Office and, in the case of ISD participants, to their organisational unit.

4.1. If the partner university requires the delivery of application documents in electronic form, the student sends the aforementioned documents by electronic means within the time limit specified by the foreign university to apply for a given semester of studies.

Depending on the requirements of individual universities, the documents may be sent by e-mail or via the partner university's on-line system. The student is responsible for meeting the deadline for submitting documents at the partner university. When sending scans of documents to the partner university, the student is obliged to deliver the complete set of documents to the Student Mobility Section and the Dean's Office.



4.2. If the partner university requires the documents to be sent in the original, these documents are sent via the Student Mobility Section. In this case, the original documents and their copies should be delivered to the SMS, and an additional copy should be submitted to the Dean's Office.

5. The travel contract between Lodz University of Technology and the student is drawn up by the Student Mobility Section on the basis of signed application documents provided by the student, an acceptance letter received from a foreign university and the LAS approved by the university. The contract covers a period which confirms the acceptance letter. In the absence of an exact date of beginning or ending the mobility in the acceptance letter, the student is required to find and send to the Student Mobility Section a link to the website / attachment with the schedule of the academic year of the foreign university / information received in the email from the university to which he/she travels.

Note: On the dates provided we suggest including also informational meetings (e.g. "welcome days" or "orientation sessions") if such events are planned at the foreign university and the student will participate in them.

6. The mobility contract will be available in the mobility.p.lodz.pl system or sent to the university by e-mail.

7. Upon signing the mobility contract, the student becomes the Erasmus + Program Participant.

#### **IV. Mobility**

1. After submitting all the necessary documents listed in point III and signing the mobility contract at the Student Mobility Section, completing the OLS test and entering the account number into the mobility.p.lodz.pl system, the Participant:

- leaving for one semester will receive the first instalment of the scholarship in the amount of 80% of the total amount.
- leaving for the whole academic year will receive a first instalment of 40% of the total scholarship amount.

The second instalment of 40% will be paid after the student provides a confirmation of participation in classes in the first semester issued by a foreign university (the Certificate of Attendance or Transcript of Records).

2. The student is obliged to notify the Student Mobility Section while still staying at a foreign university if he/she intends to extend the period of study under the Erasmus+ Programme in relation to the period of stay included in the Erasmus+ contract. It is required to provide a new period of stay together with a confirmation of such information from the website or the office of the foreign university. In such a case an annex to the agreement will be issued, taking into account the increase in the scholarship.

3. The remaining amount of the scholarship will be verified on the basis of the actual period of the student's stay abroad. The remaining amount of the scholarship will be paid to the Participant upon the fulfilment of the conditions listed in point VII and after the Student Mobility Section receives a "Document confirming the period of study" from the relevant Dean's Office.

**Note: After the end of mobility, extension of the funding period will not be possible.**

4. All changes made to the study program require the acceptance and signature of the student, the foreign university and the Study Program Coordinator at TUL and the Dean of TUL. Any changes can be made within 1 month from the arrival of the Participant at the foreign university and should be made on the LAS form, the part "During the Mobility". This document should be sent directly to the Study Program Coordinator at TUL, and then to the Dean's Office, and in the case of IFE students – to the Study Program Coordinator at TUL, and then to the Student Mobility Section.

5. The Erasmus+ scholarship received by the Participant is intended to cover additional costs related to the trip and stay in the host country during the mobility. Therefore, the student applying for the mobility must take into account the fact that he/she has to bear part of the costs from his/her own funds.

6. An Erasmus+ participant is exempt from tuition fees for studies at a foreign university, and also studies there under the rules applicable to students of that university. He/she is also obliged to pay any costs incurred by local students, as he/she is treated on an equal footing with local students.



7. The Participant undertakes to have a European Health Insurance Card (EHIC) or equivalent insurance. It is recommended that the Participant takes out additional private insurance to cover the costs of any additional medical interventions or transport to the home country.

8. The Participant undertakes to insure against accidents and civil liability during the trip and stay at the partner university. The Participant covers the insurance costs on his/her own.

9. The Participant is obliged to register in the Odysseus service run by the Ministry of Foreign Affairs (applies to Polish citizens).

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

1. The student who resigns from the mobility under the Erasmus+ Programme immediately after taking the above mentioned decision is obliged to submit his/her resignation to the Student Mobility Section addressed to the University Erasmus+ Programme Coordinator, after obtaining the approval of the Contract Supervisor and confirmation from the Dean's Office that he/she has been informed about the student's resignation.

2. In case of resignation from mobility after signing the mobility contract and receiving the scholarship, the Program Participant is obliged to return the total amount of support received.

3. In case of return from a foreign university resulting in the Participant's failure to meet the conditions agreed in the contract with the University and in the LAS, the Participant is obliged to report this fact as soon as possible to the Contract Supervisor, the Study Program Coordinator, the Dean and the Student Mobility Section. A possible decision concerning the return of the scholarship or part thereof by the student is made by the Vice-Rector for Education in agreement with the Dean and the University Erasmus+ Programme Coordinator, and in case of "force majeure" by the Erasmus+ National Agency.

#### **VI. Extension of mobility for a summer semester**

1. Participants who have signed a contract to study at a foreign university during the winter semester may apply for an extension of their stay abroad for the duration of the summer semester, i.e. until the end of the academic year at the latest.

2. The Participant acknowledges that an agreement to extend stay at a university is not tantamount to receiving a scholarship for the period resulting from the extension.

3. In order to extend the mobility, the following documents must be submitted:

3.1. A certificate from a partner university with a consent to extend the stay, including a confirmation of participation in classes in the first semester of stay abroad, in accordance with a signed study program or, if possible, Transcript of Records for the first semester. The certificate should contain the date of completing the mobility in the second semester,

3.2. The student's application for an extension of his/her stay abroad and the granting of an Erasmus+ scholarship considered by the Dean and the Erasmus+ University Coordinator,

3.3. The LAS form for the second semester approved by the Study Program Coordinator and the Dean.

4. The documents should be submitted to the Student Mobility Section at least one month before the end of the student's stay at the partner university in the winter semester. The decision to agree to extend the student's stay abroad in the second semester should be made during the student's stay abroad in the winter semester, but not later than March of the given academic year.

5. In the event of extension of the mobility for the summer semester, an annex to the contract will be issued, taking into account the extension of stay and increase in co-financing, subject to the availability of funds.





## **VII. Settlement of the mobility and recognition of the study period**

1. Within 30 days of the end of the mobility at the partner university, the Participant is obliged to:

1.1 Submit to the Student Mobility Section a Transcript of Records and a copy of the Confirmation of Stay from the partner university confirming the actual period of mobility.

**Note:** the document must be issued on the last day of stay at the earliest.

1.2. Settle the mobility at the Dean's Office by submitting the Transcript of Records and Confirmation of Stay, as well as completing other documents (if required by the Dean's Office).

The Transcript of Records is the basis for settling the period of study.

1.3. Fill in the "Individual Participant Report" in the Mobility Tool+ system (the student will receive a link to the survey in the correspondence generated by the system). The student should report any doubts concerning filling in the report to the Student Mobility Section.

1.4. Complete the language test in the Online Linguistic Support tool (also see point X - online language support) after receiving an electronic call within the time limit set by the OLS system.

**Note: IFE students - additional information on the website (<https://www.ife.p.lodz.pl/pl/po-powrocie>).**

2. The period of study abroad is recognised if the student obtains positive grades in the courses contained in the LAS. If this condition is not met, depending on the number of ECTS credits obtained, the relevant Dean decides whether or not to recognize the period of study abroad.

3. If the conditions contained in the LAS are not met, the Vice-Rector for Education may decide, after consultation with the Dean of the relevant Faculty and the Erasmus+ University Coordinator, on the necessity to reimburse part or all of the scholarship received by the Participant.

## **VIII. Rules for granting the "social allowance"**

1. The social allowance is granted to those students going to study under the Erasmus+ Programme who have the right to receive a social grant at the time of qualifying for the mobility, or students who acquire this right before the date of their trip to a foreign university.

2. A student who has a decision in the course of the qualification procedure is obliged to submit the decision on granting a social allowance to the Student Mobility Section within 30 days of receiving the results of qualification. Students who acquire such a right after the results of their qualifications are obliged to notify the Student Mobility Section immediately, but no later than before the start of the mobility.

3. The allowance is the equivalent of €200 for each month of stay.

4. The entire scholarship of the Participant receiving the "social allowance" together with the allowance is paid in PLN from the European Social Fund, Operational Program Knowledge Education Development (PO WER).

5. The university concludes a contract with the student receiving the "social allowance" under the PO WER program, who, however, retains the status of Erasmus + Participant.

6. The allowance is paid for a period corresponding to the length of stay.

7. Starting from the academic year 2019/2020 the scholarship from the PO WER funds is paid to the student for one



mobility only. A student wishing to reapply for the "social allowance" must obtain individual approval from the Foundation for the Development of the Education System (FRSE) to grant it.

#### **IX. Conditions for granting additional disability-related funds to students leaving under the Erasmus+ Programme**

1. Under Erasmus+ mobility program, students with disabilities are entitled to receive an additional amount of "support for Participants with special needs".
2. At least six weeks before the start of mobility, a student qualified for the mobility submits an application for an additional grant from the category "support for Participants with special needs" to the Student Mobility Section. In the application, the student specifies in detail the needs resulting directly from the disability. The application form is available on the website (<http://erasmusplus.org.pl/dokumenty/szkolnictwo-wyzsze/#power>).
3. The application should be accompanied by a copy of the certificate on the degree of disability and a medical certificate confirming the necessity to incur certain costs.
4. The decision on the amount of additional funding is made by the FRSE.
5. After a positive decision of the FRSE, the whole grant together with additional funds related to disability is paid in PLN from the European Social Fund, Operational Programme Knowledge Education Development (OP WER).
6. The University concludes an agreement with the student under the OP WER programme, however, maintaining the status of an Erasmus+ Programme Participant.
7. Financial support for a student with special needs in the amount of a lump sum and additional scholarship to cover expenses related to the disability is paid taking into account the whole period of stay abroad.
8. Starting from the academic year 2019/2020, the grant from PO WER funds is paid to a student for one mobility only. A student wishing to reapply for the "special needs" scholarship for must obtain an individual consent of the FRSE to grant it.
9. Immediately after the end of the mobility period, the Participant shall submit to the Student Mobility Section bills issued in the student's name confirming costs incurred due to disability. On the basis of the settlement of actual costs, a decision is made to recognize them, or the necessity to reimburse a part of the additional grant received by the student.

#### **X. Online language support**

1. The online language support relates to the mobility, for which the language of instruction is Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish; 'native speakers' are released from this obligation.
2. Before the beginning and at the end of the mobility period the Participant, except for those for whom the language of instruction is a native one, is obliged to take a language proficiency test from the language of instruction at the partner university in the online Linguistic Support tool indicated by the Student Mobility Section. Fulfilment of this obligation is necessary to partake in the mobility and its settlement.
3. After taking the first online language test, the participant has the opportunity to participate in an online course in the language from which he or she took the exam or, if the student chooses, in the local language appropriate for the partner university. Participation in the local language course is recommended by TUL.