



Announcement

on the rules of long-term mobility under the Erasmus+ programme for Lodz University of Technology students pursuing studies abroad in the programme and partner countries of the regions 5 and 14 Action 1 – Mobility for Studies, project KA131

I. General rules

1. A student¹ applies for mobility under the Erasmus+ programme at the same cycle of study at which he/she plans to do the mobility. It is not allowed to qualify for mobility at another cycle of study. Students of Lodz University of Technology who fulfil all of the following conditions may participate in the recruitment process under the Erasmus+ programme:

- are registered on a first, second or third cycle of study (during the entire stay at the partner institution),
- 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 case of PhD students of the Interdisciplinary Doctoral School TUL (hereinafter referred to as the IDS TUL) - by the University Erasmus+ Programme Coordinator and the Study Program Coordinator or a Member of the Scientific Council of the IDS TUL in the represented discipline in his/her absence.

2. Each student has a capital of 360 days (12 months)², for each cycle of study, which can be spent on a physical stay at a university / foreign institution under the Erasmus + programme. This means that during one cycle of study, the total length of stay at the studies and / or internships abroad for a student may not exceed **360 days**.

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

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

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. Upon signing the mobility agreement and during the whole mobility (including the virtual part) the Participant must have the status of a student of Lodz University of Technology.

6. For the period of financing the stay at a foreign university as part of the Erasmus+ programme, a student may not receive any other grant from the European Union funds to cover similar costs.^[1]_[SEP]

7. A candidate eligible for the Erasmus+ programme may hold the citizenship of any country. The student should check the rules regarding entry to the territory of the host country in connection with the planned stay as an Erasmus+ Participant.

8. During the mobility, the student cannot be on special or dean's leave. During the mobility, a doctoral student at the IDS TUL may not be on special leave, dean's maternity leave, additional maternity leave, leave on the terms of maternity leave, paternity leave and parental leave, as defined in the Act of June 26, 1974 - Polish Labour Code.

9. The host university must be located in a country participating in the Erasmus+ Programme (EU Member States, Turkey, North Macedonia, Serbia, European Economic Area countries - Iceland, Liechtenstein, Norway) and hold an

¹A student is understood as a person studying at first, second or third cycle of studies, including PhD students and students of TUL Interdisciplinary Doctoral School.

² According to the Beneficiary Module tool (used to calculate the period of stay), a calendar month means 30 days.



"Erasmus Charter for Higher Education". The cooperation between the host university and Lodz University of Technology is governed by an interinstitutional agreement under the Erasmus+ programme.

10. The student receives a grant from the Erasmus+ programme for the full period of stay abroad, not exceeding the mobility capital, confirmed by the university abroad in an acceptance letter. The grant is calculated with an accuracy of one day.

11. The Erasmus + grant is not awarded for the duration of the virtual mobility part.

12. The grant and travel funding rates (if applicable) for Erasmus+ mobility in the academic year 2021/2022 depend on the country of departure, the type and duration of mobility and the applicant's financial and health situation. The rates can be found in **Appendix 1**.

13. The Participant may receive additional funding to support travel costs using low-emission means of transport: "Green Travel".

13.1 "Green Travel" is the journey that for the most part (at least 51%) is made by environmentally friendly means of transport, such as train, bus or carpooling; carpooling being understood as care sharing between people travelling for individual purposes on the same route. "Green Travel" does not include air, ferry, ship travel or a solo car journey.

13.2 In case of "Green Travel", the Participant is entitled to an additional funding of 50 Euro per trip and the possibility of receiving additional individual support for travel days (up to 4 days). The number of days with additional financial support is decided by the SMS Office individually for each mobility.

13.3 The "Green Travel" grant will be awarded to the student if the following conditions are met:

- before the planned mobility, the student will submit to the SMS Office an application for the "Green Travel" grant (Appendix No. 2), specifying the stages of travel by the chosen means of transport and the dates of travel;
- upon return, in order to settle the grant, the student will submit to the SMS Office the "Green Travel" statement (Appendix No. 3) confirming that at least 51% of the travel was made in accordance with the "Green Travel" rules, together with tickets or other documents as confirmation to be inspected in case of travel by train or bus.
- In case of 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 difference.

14. Students taking part in long-term mobility will receive a one-time financial support of 250 EUR gross from the University funds. In case of obtaining permission to go abroad twice under the Erasmus+ programme during one academic year, the grant is paid once - only for the first mobility. In order to obtain the above-mentioned support, the student should complete the Declaration for tax purposes for people leaving under the Erasmus+ programme.

15. If the student returns from studies abroad earlier than the financing period assumed in the agreement with the University, the amount of the grant the student will receive is reduced accordingly. This provision refers to shortening the stay by more than 5 days. Travel days are not included in the period of stay abroad.

16. For contacts with the student, the University will use the university e-mail address (erasmus@info.p.lodz.pl). The student is obliged to regularly check the university e-mail account.

II. Recruitment procedure^{SEP}

1. Recruitment takes place via the application www.mobility.p.lodz.pl using the University email address (register number @edu.p.lodz.pl).

2. Recruitment takes place in several 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 a different semester of the same academic year can take part in subsequent selection procedures.



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

4. During each recruitment, the student may choose a maximum of 3 foreign universities (giving priority to each of them) and each time the student specifies the period of exchange (winter semester/summer/year).

5. In case of any doubts related to the learning outcomes, the student should report to the Study Program Coordinator who makes a decision on the study program abroad.

6. Students are required to submit to the Secretariat of the Lodz University of Technology Language Centre (hereinafter referred to as the Language Centre TUL) a certificate confirming their knowledge of the foreign language (**at least B1 level**) in which they will be studying at a partner university (according to the list of certificates made available by the Language Centre TUL).

Students who have passed the certificate examination in a foreign language at Lodz University of Technology as part of their course of study are not required to submit the certificate to the Language Centre TUL.

Students who do not have such a certificate take language examinations organised at the Language Centre TUL. Registration for exams and information are available at www.cj.p.lodz.pl.

7. The Language Centre TUL enters foreign language grades into the www.mobility.p.lodz.pl application (see 14.2.).

8. Authorised the Dean's Offices staff enter students' grade averages or the Head of Doctoral Studies grade respectively (see 14.1.).

9. The SMS Office as Supervisor of Agreements enter subjective grades (see 14.3.).

10. Recruitment results will be available to students on www.mobility.p.lodz.pl.

11. Recruitment result is binding. Qualifying a student for mobility obliges them to complete the application procedure and go to the university abroad.

12. The current recruitment schedule is contained in **Appendix No. 4**.

13. ^{SEP}Qualification for mobility to the partner university is based on the **ax2+b+c**, algorithm, the maximum sum of which is 26 points.

13.1. **Component a** (max. 5 points) is calculated as follows:

- for students in at least the 2nd year of first and second cycle of studies - a weighted average of all grades from all courses from 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 which are assigned to the given courses;
- for students in the first semester of the second cycle of studies - the average grade from the first cycle of studies;
- for students in the 2nd semester of the second cycle of studies - the average grade from the first cycle of studies and the average grade from the first semester of the second cycle of studies.
- for 1st year participants of the 3rd cycle of studies - the average grade from the 2nd cycle of studies;
- for participants of at least 3rd semester of third cycle of studies or IDS TUL - evaluation of the scientific or artistic achievements. Academic or artistic achievements are understood as those which are listed in Appendix No. 2 to the Rules of Benefits for Students of Lodz University of Technology, i.e. the points and the catalogue of achievements used when considering applications for the Rector's scholarship (without points g and i).

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

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



The conversion rate contained in **Appendix No. 5** is applied.

Note: students are requested to check on the websites of foreign universities the level of language proficiency required by the partner university and whether the partner university requires confirmation of passing an international language exam.

13.3. **Component c** (0-5 points) - evaluation by the Supervisor of the Agreement.

The subjective assessment within component c is determined by the Agreement Supervisor (SMS Office). The base grade for all those who take part in the recruitment process and have the status of a student is 3. The grade can be increased on the basis of certificates of additional achievements for the benefit of TUL according to the conversion rate in **Appendix No. 6**. Certificates of additional achievements which may affect the subjective assessment should be delivered to the SMS office (room 120, first floor, building A16) or by e-mail to erasmus@info.p.lodz.pl during the enrolment on www.mobility.p.lodz.pl. The final subjective grade is approved by the University Erasmus + Coordinator.

14. In the recruitment process for mobility, priority is given to students with full registration for the current semester of study. In case the student has conditional registration, the number of missing credits affects the ranking position. Recruitment is not allowed if a student has more than 12 ECTS missing.

15. Additional information on partner universities and the offer of courses can be obtained via:

- the website www.cwm.p.lodz.pl/pl/erasmus-partners
- websites of foreign universities,
- representatives of ESN organisations.

16. In case of mobility financed from the Erasmus+ programme as part of a double diploma agreement, the student must fulfil additional criteria and is subject to assessment according to arrangements with the partner university.

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

18. Cases that are not included in the recruitment procedure are considered individually, at the student's request, by the University Erasmus+ Coordinator.

19. The student has the right to appeal against the results of the qualification to the University Erasmus+ Coordinator.

III. Application procedure

1. Documents required before mobility:

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

2. The SMS sends nominations of students qualified for the mobility to the partner universities.

3. The student agrees with the host university, in consultation with the Study Program Coordinator, a study program abroad (the Before the Mobility section of the LAS). The student should choose modules worth min. 30 ECTS per semester. The study program abroad is approved by the Study Program Coordinator (Supervisor in case of the IDS TUL) and then by the Dean. If the study program pursued by the student abroad does not include the learning outcomes required for a given semester/year, the Dean requires that they be supplemented according to the rules agreed individually before the student goes abroad. Detailed instructions on how to complete the LAS can be found in the guide to this document. The valid form of the LAS is available at www.cwm.p.lodz.pl.

4. The student submits the signed documents specified in 1 to the SMS Office, and in case of students from outside IFE also to the appropriate Dean's Office, and in case of ISD participants to their organisational unit.



5. If the partner university requires the application documents to be sent in an electronic version, the student sends these documents electronically by the deadline set by the foreign university for the application for a given semester of study.

Relative to the requirements of each university, the documents may be sent by e-mail or through the on-line system of the partner university. It is the student's responsibility to meet the deadline for submitting documents to the partner university. When sending scans of documents to the partner university, the student is obliged to provide a set of documents to the SMS Office and the Dean's Office, and in case of IDS participants to their organisational unit.

6. The mobility agreement between Lodz University of Technology and the student is drawn up by the SMS Office on the basis of the signed application documents submitted by the student, the letter of acceptance received from the foreign university and the LAS approved by the university. The agreement covers the period confirmed by the letter of acceptance. In case the exact start or end date of mobility is missing in the acceptance letter, the student is obliged to find out the mobility dates and send to the SMS office the link to the website/attachment with the academic year schedule of the foreign university/information received in an e-mail from the chosen university.

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

7. The mobility agreement will be available on mobility.p.lodz.pl or sent to the student via the university e-mail system

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

IV. Mobility

1. After submitting all necessary documents listed in III and signing the agreement for mobility in the SMS Office, completing the OLS test (if applicable) and providing the bank account number on www.mobility.p.lodz.pl, the Participant:

- leaving for one semester will receive the first instalment of the grant amounting to 80% of the total sum.
- leaving for the whole academic year will receive the first instalment of 40% of the total grant amount.

The second instalment in the amount of 40% will be paid after the student has submitted to the SMS confirmation of participation in the first semester, issued by a foreign university (Certificate of Attendance or Transcript of Records). If applicable, the Participant will receive a grant for travel by low-emission means of transport with the first instalment (see I.13).

2. The student is obliged to inform the SMS not later than 30 days before the end of mobility if he/she intends to extend the study period under the Erasmus+ Programme in relation to the study period stipulated in the Erasmus+ Agreement. It is required to provide the new mobility period along with the confirmation of such information obtained from the partner university's office or website. In such a case, an annex to the agreement will be drawn up, taking into account the extension of the study period and the increased grant (in case of an extended stay abroad).

3. The remaining amount of the grant for mobility for one semester or the whole academic year will be verified on the basis of the actual period of the student's stay abroad. The remaining grant will be paid to the Participant after fulfilling the conditions listed in VII and after the SMS receives from the appropriate Dean's Office the "Recognition of the Study Period" document.

Note: Upon completion of mobility, extending the period of financing will not be possible.

4. All changes made to the study program require the approval and signature of the student, the foreign university and the Study Program Coordinator at TUL and the Dean of TUL. Introduction of possible changes is possible within 1 month from the start of mobility and should be done on the LAS form, section During the Mobility. This document should be sent directly to the Study Program Coordinator in 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 SMS.

5. The Erasmus+ grant received by a Participant is intended to cover a part of costs connected with mobility and stay in the host country during mobility. Therefore, a student applying for mobility must consider incurring part of the costs from own funds.

6. An Erasmus+ Participant is released from paying tuition fees for studies at a foreign university and, in addition, stays there under the rules applicable to students of that university. The student is also obliged to pay any costs incurred by local students, as he/she is on an equal footing with local students.



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

8. The Participant is obliged to take out an accident and personal liability insurance for the duration of the trip and the stay at the partner university. The participant covers own insurance costs.

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

V. Resignation from the mobility and early return

1. A student who resigns from mobility under the Erasmus+ programme is obliged to submit a resignation to the SMS Office addressed to the University Erasmus+ Coordinator without delay after the above decision has been made. Simultaneously, the student is obliged to inform the appropriate Dean's Office of the resignation.

2. In case of resignation from mobility after signing the mobility and receiving a grant, the programme Participant is obliged to immediately return the entire amount of support received.

3. In the event of a return from a foreign university resulting in the Participant not fulfilling the conditions agreed in the agreement with the University and in the LAS, the Participant is obliged to report this fact to the Study Program Coordinator, the Dean and the SMS office without delay.

VI. Extension of mobility for summer semester

1. Participants who signed the mobility agreement at a foreign university for the winter semester may apply for mobility extension for the summer semester, i.e. until the end of a given academic year at the latest.

2. The Participant acknowledges that the consent to mobility extension is not tantamount to receiving a grant for the period of the stay abroad resulting from the extension.

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

3.1. A certificate from the partner university, agreeing to extend mobility, confirming attendance in the first semester of mobility in accordance with the signed study program, 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.

3.2. Student's application for extension of mobility and award of Erasmus+ grant (in case of extended stay abroad) with the consent of the Dean.

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

4. The documents should be submitted to the SMS no later than 30 days before the end of mobility in winter semester. The decision to extend student's mobility in the second semester should be made during the winter semester, however, no later than in March of a given academic year.

5. In case of extending the mobility for the summer semester, an annex to the agreement will be issued taking into account the extension of the study period and the increase of the grant (in case of extending the stay abroad) provided that funds are available.

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

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

1.1 Submit to the SMS a Transcript of Records and a Confirmation of Stay from the partner university confirming the actual period of mobility.



Note: the document cannot be issued earlier than on the last day of mobility.

1.2. Settle the mobility at the Dean's Office by submitting the Transcript of Records received from the foreign university, the Confirmation of Stay and by filling out other documents (if required by the Dean's Office). The Transcript of Records is the basis for the settlement of the study period.

1.3. Complete the Individual Participant Report (the student will receive a link to the survey in the system generated email). The student should report any doubts to the SMS concerning the completion of the report.

1.4. Complete the language test in the Online Linguistic Support tool (see also X - Online Linguistic Support) after receiving the electronic request within the deadline set by the OLS system.

Note: IFE students - additional information on settling the mobility can be found on <https://cwm.p.lodz.pl/pl/mobilnosc-studentow/mobilnosc-w-ramach-studiow/erasmus-w-krajach-programu/po-powrocie>

2. The period of study abroad is recognised if the student obtains positive grades in the courses specified in the LAS. If the above condition is not fulfilled, depending on the number of ECTS credits obtained, the respective Dean decides whether or not to recognise the study period abroad.

3. If the conditions specified in the agreement and in the LAS are not met, the following financial settlement rules will apply:

3.1. Mobility for one semester:

- Accumulating 0 – 6 ECTS: return of the entire grant
- Accumulating 7 – 14 ECTS: withholding the second instalment
- Accumulating min. 15 ECTS: retaining the entire grant

3.2. Mobility for one year:

- Accumulating 0 – 12 ECTS: return of the entire grant
- Accumulating 13 – 29 ECTS: withholding the last instalment
- Accumulating min. 30 ECTS: retaining the entire grant

In exceptional situations, a decision on return of the grant or its part by the student is taken by the Vice-Rector for Education in consultation with the Dean of the relevant Faculty and the University Erasmus+ Programme Coordinator, and in case of the so-called "force majeure" by the Erasmus+ National Agency.

VIII. Conditions for granting support for mobility to students with fewer opportunities

1. Students with fewer opportunities are those with disabilities or those from deprived backgrounds.

2. The criteria on the basis of which the university will qualify students to receive grants for people with fewer opportunities are:

- certificate of the degree of disability
- decision of the university to award a given person a social scholarship.

3. Students who have a certificate/decision during the qualification process are obliged to submit the document to the SMS within 30 days of receiving the qualification results. Students who acquire such a right after the qualification results are obliged to inform the SMS about it without delay, but not later than before signing the mobility agreement.

4. Grant rates for people with fewer opportunities are included in Appendix 1 to these Rules.

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

6. Students with disabilities who have acquired the right to additional funding are also entitled to apply for funds directly related to mobility that cannot be covered by the amount of additional funding for participants with fewer opportunities (the so-called "Support for Participants with Special Needs"). In this case, at least six weeks before the start of the mobility, the student selected for the mobility will submit to the SMS Office an application for an additional



grant from the "Support for Participants with Special Needs" category. In the application, the student specifies in detail the needs resulting directly from the disability. The application form is available at <https://cwm.p.lodz.pl/pl/mobilnosc-studentow/mobilnosc-w-ramach-studiow/erasmus-w-krajach-programu/przed-wyjazdem>).

7. The application "Support for Participants with Special Needs" must be accompanied by a medical certificate confirming the necessity of incurring certain costs.

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

9. Immediately after the end of the mobility period, a Participant who has a disability certificate and applies for additional funds from the category "Support for Participants with Special Needs" submits to the SMS Office invoices drawn up in the name of the student confirming costs incurred due to the disability. On the basis of the settlement of the actual costs, a decision is made whether the costs will be accepted or whether a part of the additional funding received by the student will have to be returned.

IX. On-line linguistic support

1. Online linguistic support refers to mobility for which the language of instruction/use at the place of mobility is a language provided by the Online Linguistic Support (OLS) platform.

2. Before and at the end of mobility the Participant is obliged to fill out a language proficiency test in the OLS tool for the language of instruction at the partner university. Completing the test is necessary to start mobility and to settle it. Students for whom the language of mobility is their mother tongue are released from this obligation

3. After taking the first on-line language exam, the Participant has the opportunity to participate in the on-line course in the language from which he or she took the exam or / and, if the student so chooses, in the local language appropriate for the partner university. Participation in a local language course is recommended by TUL.

X. Representations of the University

1. The University undertakes to apply the principle of equal access, non-discrimination and social inclusion at every stage of the mobility process.

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

3. The University undertakes to observe the principles of impartiality, transparency, fairness and equal treatment of all candidates at every stage of the selection process.
