**Announcement
on the rules of long-term mobility under the Erasmus+ programme for Lodz University of Technology students pursuing studies abroad in partner countries Action 1 – Mobility for Learning, project KA131**

**I. General rules**

1. The student[[1]](#footnote-1) applies for mobility under the Erasmus+ programme at the same level of study at which he/she plans to take part in mobility. It is not allowed to qualify for mobility at the next cycle of studies.

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

* are registered on first, second or third cycle studies (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+ Coordinator and the Dean, and in the case of doctoral students of the Interdisciplinary Doctoral School TUL (hereinafter referred to as the IDS TUL) - the University Erasmus+ Coordinator and the Study Program Coordinator or a Member of the Scientific Council at the IDS TUL in the represented discipline in case of his/her absence.

2. Mobility to partner countries takes place only to institutions identified as strategic for the development of TUL international cooperation.

3. Each student has a capital of **360** days (**12** months)[[2]](#footnote-2), for each study cycle which can be spent physically 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 the total of **360** days.

**Note**: the sum of days includes the entire period of stay abroad with the status of Erasmus+ Participant, both the funded period and the period with zero grant. The mobility for studies abroad cannot 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 is realised .

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

5. Upon signing the mobility agreement and during the entire mobility (also the virtual part), the Participant must hold the status of a student of Lodz University of Technology.

6. For the period of financing the stay at a foreign university under the Erasmus+ programme, a student cannot receive any other co-financing from the European Union funds to cover similar costs.

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 mobility 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 cannot 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 (i.e. Journal of Laws of 2020, item 1320, as amended).

9. The host university must be located in a partner country (**Erasmus\_Zał.nr\_1\_kraje partnerskie\_KA131**). Cooperation between the host university and Lodz University of Technology is regulated by the interinstitutional agreement within the Erasmus+ programme.

10. A student receives a grant from the Erasmus+ programme for the full period of stay abroad, not exceeding the mobility capital, confirmed by the foreign university in the letter of acceptance.

The grant is calculated with an accuracy of one day.

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

12. The rates of grants and travel funding (if applicable) for Erasmus+ mobility for studies in the academic year 2021/2022 depend on the country of departure, the type and duration of mobility and the candidate's financial and health situation.

The rates can be found in **Erasmus\_Zał.nr\_2\_stawki\_kraje\_partnerskie\_2021-22**

13. The Participant may receive additional funding towards the cost of travel by using low-emission means of transport: "Green Travel".

13.1 "Green Travel" is a journey that for the most part (at least 51%) takes place using ecological means of transport, such as: train, bus or carpooling; carpooling is understood as car sharing by people traveling in individual destinations on the same route. "Green Travel" does not cover travel by plane, ferry, boat, or a solo car travel.

13.2 In case of "Green Travel", the Participant is entitled to receive additional individual support for travel days (up to 4 days). The number of days with additional financial support is decided by the International Educational Projects Section Office individually for each mobility.

13.3 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 International Educational Projects Section Office an application for the "Green Travel" grant (Appendix No. 3), specifying the stages of travel by the chosen means of transport and the dates of travel;
* upon return from travel, in order to settle the grant, the student will submit to the International Educational Projects Section Office a "Green Travel" statement (Appendix No. 4) confirming that at least 51% of the travel was made in accordance with the "Green Travel" rules, together with tickets or other documents confirming the travel for inspection, in the case of travelling by train or bus.

In case of discrepancies between the data included in the application form (**Erasmus\_Zał.nr\_3\_Wniosek Green Travel\_umowa 2021\_22**) and the data included in the statement (**Erasmus\_Zał.nr\_4\_Oświadczenie po powrocie\_Green Travel\_umowa 2021\_22**) the grant awarded may be reduced. In such a situation, the student will be obliged to return the difference.

14. If a student returns from studies abroad earlier than the financing period assumed in the agreement with the University, the amount of the grant which 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.

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

**II. Recruitment and selection procedure**

1. Recruitment takes place by submitting documents to the International Educational Projects Section.

2. Recruitment takes place on a continuous basis until the funds for cooperation with partner countries with the Programme are exhausted. In case of a large number of candidates, the full grade average will be decisive.

3. Students can choose a university from among all partner countries, which enable the student to achieve the required learning outcomes (relevant to the study program).  At the same time, it should be remembered that mobility to partner countries may only take place to institutions defined as strategic for the development of international cooperation of TUL (the list of universities with which Lodz University of Technology currently cooperates is available on the ICC website).

4. A student interested in going to partner countries should apply to the International Educational Projects Section with the chosen university they wish to go to. The International Educational Projects Section staff contacts the partner university to check if it is possible to admit the student.

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

6. It is recommended that the student reports to the Expert Area Coordinator, if such Coordinator has been assigned to the agreement.

7. The student submits the following documents to the International Educational Projects Section office:

* Student's application for permission to study abroad;
* Learning Agreement for Studies (LAS) – section Before the Mobility (The student agrees with the host university, in consultation with the Study Program Coordinator, the study program abroad (section Before the Mobility 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 document is available at [www.cwm.p.lodz.pl](http://www.cwm.p.lodz.pl).)
* An application to the Erasmus+ University Coordinator, stating the reasons for the choice of the university.
* Confirmation of knowledge of the language of instruction at the partner university (in case of choosing courses in English, it will be the English language)
* 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 foreign university).

8.  The final decision on the student's mobility is made by the Rector for Education on the basis of the submitted documents and (if necessary) an interview.

10.  Decisions on awarding the mobility will be sent to students via e-mail within 7 working days from the end of the selection procedure.

11. The result of the recruitment process is binding. If a student is qualified for the mobility, he/she is obliged to complete the application procedure and travel to the university abroad.

**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.

12. In the recruitment process, priority in the qualification for the mobility 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.

13. Additional information on partner universities, can be found via:

**-** the website <https://cwm.p.lodz.pl/pl/mobilnosc-studentow-pl/wyjazdy-na-studia/erasmus-w-krajach-partnerskich-poza-ue>

- websites of foreign universities,

- Expert Area Supervisors.

14. In case of mobility financed by the Erasmus+ programme under a double diploma agreement, the student must meet additional criteria and is subject to assessment in accordance with arrangements with the partner university.

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

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

17. The student has the right to appeal against the results of the selection procedure to the University Erasmus+ Programme Coordinator.

**III. Application procedure**

1.The International Educational Projects Section sends nominations of qualified students to the partner universities.

2. The student submits the signed documents listed in section II.7 to the International Educational Projects Section office and, in case of students from outside IFE, also to the appropriate dean's office, and in case of IDS participants to their organisational unit.

3. 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 to apply 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 deliver a set of documents to the International Educational Projects Section office and the Dean's Office, and in case of IDS participants to their organisational unit.

4. The mobility agreement between Lodz University of Technology and the student is drawn up by the International Educational Projects Section 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. If the exact start or end date of mobility is missing in the acceptance letter, the student must find out the mobility dates on their own and send to the International Educational Projects Section office a link to the website/attachment with the academic year schedule of the university abroad/information received in an e-mail from the university he/she is going to.

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.

5. The mobility agreement will be available in the International Educational Projects Section office or sent to the student via the university e-mail system.

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

**IV. Mobility**

1. After submitting all the necessary documents listed in section II and signing the mobility agreement at the International Educational Projects Section office, completing the OLS test (if applicable) and providing the bank account number by email to eduprojects@info.p.lodz.pl,

the Participant:

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

The second instalment of 40% will be paid after the student provides the International Educational Projects Section with the confirmation of attendance at classes per semester issued by the host university (Certificate of Attendance or Transcript of Records). If applicable, the Participant will receive, together with the first instalment, a grant for travel by low-emission means of transport (see section I.13).

2. The student is obliged to notify the International Educational Projects Section not later than 30 days before the end of mobility if he/she intends to extend the period of study under the Erasmus+ Programme in relation to the period of study defined in the Erasmus+ Agreement. It is required to provide the new period of mobility accompanied by 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 increase in the grant (in the case of extending the stay abroad).

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

**Note: Once the mobility has ended, an extension of the funding period will not be possible.**

4. All changes made to the study program require the approval and signature of the student, the university abroad 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. The document should be sent directly to the Study Program Coordinator at TUL, and then to the Dean's Office, and in case of IFE students - to the Study Program Coordinator at TUL, and then to the International Educational Projects Section .

5. The Erasmus+ grant received by a Participant is intended to cover a part of costs related to travel and stay in the host country during mobility. Therefore, a student applying for mobility must take into account that part of the costs must be covered from own funds.

6. An Erasmus+ Participant is released from paying tuition fees for studies at a foreign university and, in addition, studies there according to the rules applicable to students of that university. The Participant is also obliged to bear any costs incurred by local students, as he/she is treated equally 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 takes out additional private insurance covering the costs of possible additional medical interventions or transport to the country.

8. The Participant is obliged to insure against accidents and third party liability for the duration of the journey and stay at the partner university. The Participant covers the insurance costs.

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

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

1. A student who resigns from mobility under the Erasmus+ programme is obliged to submit a resignation to the International Educational Projects Section office addressed to the University Erasmus+ Programme Coordinator immediately after the above decision is taken. 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 agreement and receiving a grant, the programme Participant must 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 must report this fact to the Study Program Coordinator, the Dean and the International Educational Projects Section office without delay.

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

1. Participants who signed a mobility agreement for studies 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 agreement to extend mobility is not tantamount to receiving a grant for the period of stay abroad resulting from the extension.

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

3.1.A certificate from the partner university, agreeing to extend mobility, containing confirmation of attendance in classes 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 extending the 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 International Educational Projects Section no later than 30 days before the end of mobility in winter semester. The decision on extending student mobility in the second semester should be taken during the winter semester, however, no later than in March of a given academic year.

5. In case of extending 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 in 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 must:

1.1 Submit to the International Educational Projects Section a Transcript of Records and the 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 to it the Transcript of Records received from the foreign university, the Confirmation of Stay and by completing 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. Fill out the Individual Participant Report (the student will receive a link to the questionnaire in the email generated by the system). The student should report any doubts regarding the completion of the report to the International Educational Projects Section.

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

2. A period of study abroad is recognised if the student achieves 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 relevant Dean decides whether or not to recognise the period of study abroad.

3. If the conditions defined in the mobility agreement and the LAS are not fulfilled, the following rules for financial settlement 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 awarding mobility grants for people with fewer opportunities**

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

2. The criteria on the basis of which the university will qualify students for co-financing for people with fewer opportunities include:

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

3. Students who have a decision/certificate pending qualification are required to provide the document to the International Educational Projects Section within 30 days of receiving the qualification results. Students who acquire such a right after the qualification results are required to notify the SMS immediately, but no later than before signing the mobility agreement.

4. The rates of mobility grants 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 for additional mobility 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/wyjazdy-na-studia/erasmus-w-krajach-partnerskich-poza-ue/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 National Agency for the Erasmus+ Programme.

9. Immediately after the end of 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 concerns mobility for which the language of instruction/use at the place of mobility is the language available on the Online Linguistic Support (OLS) platform.

2. Before and at the end of the mobility period, 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.

List of applicable appendices:

Appendix No. 1: Erasmus\_Zał.nr\_1\_kraje partnerskie\_KA131

Appendix No. 2: Erasmus\_Zał.nr\_2\_stawki\_kraje\_partnerskie\_2021-22

Appendix No. 3: Erasmus\_Zał.nr\_3\_Wniosek Green Travel\_umowa\_2021\_22

Appendix No. 4: Erasmus\_Zał.nr\_4\_Oświadczenie po powrocie\_Green Travel\_umowa\_2021\_22

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Vice-Rector for Education University Erasmus+ Coordinator

dr hab. inż. Andrzej Romanowski, TUL Prof. dr inż. Dorota Piotrowska, TUL Prof.

Łódź, on …………………………………

1. A student is understood as a person pursuing studies at the first, second or third cycle, including PhD students and students of Interdisciplinary Doctoral School TUL. [↑](#footnote-ref-1)
2. According to the Beneficiary Module tool (used to calculate the period of stay), a calendar month means 30 days. [↑](#footnote-ref-2)