



## ANNOUNCEMENT

### **on mobility rules for students and doctoral students of Lodz University of Technology going to study abroad - LONG-TERM MOBILITY in EU countries and third countries associated and non-associated with the programme from region 13 and 14 under the Erasmus+ KA131-2022 programme**

#### **I. General rules**

1. A student may apply for mobility under the Erasmus+ programme at the same level of study in which he/she plans to implement the mobility. A student is not entitled to go for the mobility to be implemented at another level of studies. Students of Lodz University of Technology who fulfil all the following conditions may participate in the recruitment process under the Erasmus+ programme:

- they are registered at the first, second or third cycle studies,
- they have completed at least two semesters of study (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 of TUL (hereinafter referred to as the IDS TUL), by the University Erasmus+ Programme Coordinator and a Member of the Scientific Council of the IDS TUL in the represented discipline.

2. Each student has a capital of 360 days (12 months)<sup>1</sup> for each study cycle which can be spent on a physical stay in an Erasmus+ university/institution abroad. This means that, during a single degree programme, the total length of the student's stay at studies and/or internship abroad may not exceed a total of 360 days.

**Note:** the sum of days takes into account the entire period of stay abroad with Erasmus+ Participant status, both the funded period and with a zero grant.

3. The study stay abroad may not be shorter than **60 days** in the 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 entire mobility (including the virtual part) the Participant must have the status of a student of Lodz University of Technology.

6. For the duration of the Erasmus+ funding during the stay at an Erasmus+ university abroad, the student may not receive other European Union funding to cover similar costs.

7. An Erasmus+ eligible applicant may hold citizenship of any country. The student should check the rules relating to entry into the host country in relation to the planned mobility as an Erasmus+ Participant.

8. Students and doctoral students may not be on a special or dean's leave during the mobility period and may not have their education suspended.

9. The host university must be based in a country participating in the Erasmus+ programme (EU countries and third countries associated and non-associated with the programme from regions 13 and 14) and have an 'Erasmus Charter for Higher Education'. The cooperation between the host university and the Technical University of Łódź is regulated by the inter-institutional agreement within the Erasmus+ programme.

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<sup>1</sup> According to the Beneficiary Module tool (used to calculate the length of stay), a calendar month means 30 days.



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 the letter of acceptance. The grant is calculated with the accuracy of one day.

11. The student is not entitled to a grant from the Erasmus+ programme for the duration of the virtual mobility part.

12. The rates of grants and travel grants (if applicable) for Erasmus+ mobility for studies depend on the host country, the type and duration of mobility and the applicant's financial and health situation. The rates can be found in **Appendix No. 1**.

13. The Participant may receive an additional grant to support the costs of travel by low-carbon means of transport: "Green Travel".

13.1 "Green Travel" is the journey that for its most part involves the use of environmentally friendly means of transport, such as train, bus or carpooling, carpooling being understood as car sharing 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 what is referred to as the 'Green Travel', the Participant is entitled to an additional subsidy of €50 per travel 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 upon meeting the following conditions:

- prior to the planned mobility, the student will submit to the SMS Office an application for a "Green Travel" grant (Appendix 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 return from the trip, in order to settle the grant, the student will submit to the SMS Office a "Green Travel" statement (Appendix No. 3) confirming that the travel was made in accordance with the "Green Travel" rules, together with tickets or other documents confirming the journey 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 2 and the data included in the declaration - Appendix 3, the grant awarded may be reduced. In such a situation, the student will be required to return the difference.

14. Students taking part in mobility will additionally receive a one-off financial support of €250 gross from the University funds, subject to the approval of the Dean. In the case of obtaining consent 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 financial aid, a Statement for Tax Purposes for Students going abroad under the Erasmus+ Programme must be completed.

15. In the event of an earlier return from studies abroad than the funding period assumed in the agreement with the University, the amount of the grant the student will receive is reduced accordingly. This provision applies to shortening the mobility by more than 5 days. Travel days are not included in the period of stay abroad.

16. The University will use the University email address (erasmus@info.p.lodz.pl) to contact the student. Students are required to check their University email account regularly.

## **II. Recruitment procedure**<sup>SEP</sup>

1. Recruitment takes place via the application [www.mobility.p.lodz.pl](http://www.mobility.p.lodz.pl) using the University's email address (registernumber@edu.p.lodz.pl).

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



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

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

5. In case of any doubts relating to the learning outcomes, the student should contact the Study Programme Coordinator/Member of the Scientific Council – doctoral students of the IDS TUL, who makes a decision on the study programme abroad.

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

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

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

7. The LC TUL enters foreign language grades into the application [www.mobility.p.lodz.pl](http://www.mobility.p.lodz.pl) (see section 13.2.).

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

9. The SMS office as Supervisor of Agreements enter subjective grades (see section 13.3.).

10. Recruitment results will be available to students at [www.mobility.p.lodz.pl](http://www.mobility.p.lodz.pl).

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

12. The current recruitment schedule can be found in **Appendix No. 4**.

13. Qualification for mobility to a 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 on the basis of:

- in case of 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;
- in case of students in the 1st semester of second-cycle studies, the grade average from the first-cycle studies;
- in case of students in the 2nd semester of second-cycle studies, the grade average from the average of the first semester of first-cycle studies and the grade average from the first semester of second-cycle studies.
- in case of doctoral students in the first semester of third-cycle studies or of the IDS TUL, the grade average from the second-cycle studies;
- in case of doctoral students in at least the second semester of third-cycle studies or at the IDS TUL - the last settled semester in which the grade average is available is taken into account.

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

The foreign language grade is awarded on the basis of:

- the language certification conducted as part of the Academic English for Engineers 3 study programme or its equivalent in French for IFE students
- the Erasmus+ language exam organised by the LC TUL (min. level B1 or higher depending on the requirements of the partner university)
- the external language certificate submitted by the student to the LC TUL.



The conversion rate in accordance with **Appendix 5** is applied.

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

13.3. **Component c** (0-5 points) – Agreement Supervisor grade.

The subjective grade within component c is determined by the Agreement Supervisor (SMS office). The base grade for all candidates taking part in the recruitment process and having the status of a student is 3. The grade may 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 that may impact the subjective grade should be delivered to the SMS office (room 120, 1st floor, building A16) or by e-mail to [erasmus@info.p.lodz.pl](mailto:erasmus@info.p.lodz.pl) during the recruitment process at [www.mobility.p.lodz.pl](http://www.mobility.p.lodz.pl).

14. In the recruitment process, priority in the qualifying ranking for the 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 partner universities and the course offer can be obtained via:

- [www.cwm.p.lodz.pl/pl/erasmus-partners](http://www.cwm.p.lodz.pl/pl/erasmus-partners)
- websites of foreign universities,
- representatives of ESN organisations.

16. In the case of mobility financed by the Erasmus+ programme as part of a double degree agreement, the student must fulfil additional criteria and is subject to assessment as agreed 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 appointment for mobility submitted by Lodz University of Technology and the student's application documents.

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 against the qualification results 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.

Also:

- the student or doctoral student in a doctoral programme may appeal against the decision of the Faculty Erasmus+ Internship Coordinator within 5 working days of its receipt. The appeal must be submitted in writing and the appeal body is the Dean/Director of the College.
- the doctoral student from the IDS TUL may appeal against the decision of the Scientific Council Member of the IDS TUL in the represented discipline within 5 working days of its receipt. The appeal must be submitted in writing and the appeal body is the Vice-Rector for Science.

### **III. Application procedure**

1. Necessary documents before the mobility:

- Student's application for permission to study abroad;
- Online Learning Agreement for Studies (OLAS). 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 SMS office);
- Other (if required by the foreign university).

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 Programme Coordinator/Supervisor, a programme of studies abroad (OLAS). The student should select modules worth min. 30 ECTS per semester. The foreign study programme is approved by the Study Programme Coordinator (Supervisor in the case of the IDS TUL) and then by the Dean or a Member of the Scientific Council for the IDS doctoral students. If the study programme pursued by the student abroad does not include the learning outcomes required in a given semester/year, the Dean/Scientific Council Member requires their supplementation on an individually agreed basis before or after the student's mobility abroad. Detailed instructions for completing the OLAS can be found in the guide to this document.

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

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

6. The mobility contract between Lodz University of Technology and the student is prepared by the SMS office on the basis of the signed application documents provided by the student, the letter of acceptance received from the foreign university and the OLAS approved by the university. The contract covers the period confirmed by the letter of acceptance. If the exact start or end date of the mobility is not included in the letter of acceptance, the student is obliged to find the dates of the mobility himself/herself and send to the SMS 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 to which he/she is going.

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

7. The mobility contract will be available at [mobility.p.lodz.pl](http://mobility.p.lodz.pl) or sent to the student by e-mail.

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

#### **IV. Mobility**

1. After submitting all the necessary documents listed in III, signing the mobility contract at the SMS office, completing the OLS test (if applicable) and sending the test result to the SMS office, as well as providing the insurance policy numbers and EUR account number in the [www.mobility.p.lodz.pl](http://www.mobility.p.lodz.pl) system, the Participant:

- leaving for one semester will receive the first instalment of the grant amounting to 80% of the total grant amount
- leaving for the whole academic year will receive the first instalment of 40% of the total grant amount, while the second instalment of 40% will be paid after the student provides the SMS with confirmation of attendance at classes in the first semester issued by the foreign 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 SMS no later than 30 days before the end of mobility if he/she intends to extend the Erasmus+ study period in relation to the study period stipulated in the Erasmus+ agreement. The student must provide a new period of mobility, together with confirmation of such information obtained from the partner university's office or website. In such a case, an annex to the mobility contract will be issued taking into account the extension of the study period and the increase in the grant (in the case of a prolonged stay abroad).

3. The remaining amount of the grant due for mobility for one semester or the whole academic year will be verified on the basis of the student's actual stay abroad. The payment of the remaining grant will be paid to the Participant once the conditions listed in VII have been fulfilled and the SMS has received from the relevant Dean's Office the "Document on Recognition of the Study Period".

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

4. All changes made to the study programme require the approval and signatures of the student, the foreign university and the Study Programme Coordinator at TUL/Supervisor for the IDS TUL doctoral students and the Dean of TUL/Member of the Scientific Council of TUL for the IDS TUL doctoral students. Any changes can be made via the change document to OLAS and should be done immediately after the student has actually made changes during the mobility. Changes should be made through the platform [-https://learning-agreement.eu/](https://learning-agreement.eu/). This document should be sent directly to the Study Programme Coordinator at TUL/Supervisor for signature and then to the Dean's Office/ IDS



TUL office and the SMS office, or in the case of IFE students, to the Study Programme Coordinator at TUL and then to the SMS office.

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

6. An Erasmus+ Participant is exempt from tuition fees for studying at a foreign university and otherwise stays at the university under the rules applicable to its students. Any costs incurred by local students also apply to him/her, as he/she is treated equally to its local students.

7. 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 any additional medical interventions or transport to the country.

8. The Participant undertakes to take out personal accident and liability insurance for the duration of the travel and stay at the partner university. The Participant individually covers the insurance costs.

9. It is recommended that the Participant registers with the Odysseus online service 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 SMS office immediately after taking the above decision. At the same time, the student is obliged to inform the relevant Dean's Office of his/her resignation

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

3. In the event of a return from a foreign university resulting in the Participant not fulfilling the conditions agreed in the contract with the University and in OLAS, the Participant is obliged to report this to the Study Programme Coordinator/Supervisor, the Dean/Scientific Council Member of the IDS TUL and the SMS office as early as practicable.

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

1. Participants who have signed a contract to study at a foreign university for the winter semester may apply for an extension of their mobility for the summer semester, i.e. up to the end of a given academic year.

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

2.1. A certificate from the partner university expressing consent to extend mobility, including confirmation of attendance at classes in the first semester of mobility in line 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.

2.2. The student's application for extension of mobility and award of Erasmus+ grant with approval of the Dean/Member of Scientific Council at the IDS TUL.

2.3. OLAS for the second semester approved by the Study Programme Coordinator/Supervisor and the Dean/Member of the Scientific Council at the IDS TUL.

3. The documents should be submitted to the SMS no later than 30 days before the end of mobility in the winter semester. The decision to consent to the extension of the student's mobility in the second semester should be taken still during the winter semester, but no later than in March of the given academic year.

4. In the case of an extension of mobility for the summer semester, an annex to the mobility contract will be drawn up taking into account the extension of the study abroad period and an increase in funding, subject to the availability of funds.

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



1. Before the end of the semester in which mobility at the partner university took place, the Participant is obliged to:

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

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

1.2. Settle the mobility at the Dean's Office/IDS TUL office by providing it with the Transcript of Records received from the foreign university and Confirmation of Stay and by filling in other documents (if required).

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

1.3. Fill in the Individual Participant Report (the student will receive a link to the questionnaire in the mail generated by the system). The student should report any concerns regarding the completion of the report to the SMS office.

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

2. The period of study abroad will be recognised if the student obtains positive grades in the courses agreed in OLAS. In case of non-fulfilment of the above condition, depending on the number of ECTS credits received, the relevant Dean will decide whether or not to recognise the period of study abroad.

3. If the conditions agreed in the contract and in OLAS are not met, the following rules regarding financial settlement will apply:

3.1. Mobility for one semester:

Obtaining 0 – 6 ECTS: reimbursement of the entire grant

Obtaining 7 – 14 ECTS: withholding of the second instalment

Obtaining min. 15 ECTS: retaining the entire grant

3.2. Mobility for one year:

Obtaining 0 – 12 ECTS: reimbursement of the entire grant

Obtaining 13 – 29 ECTS: withholding of the last instalment

Obtaining min. 30 ECTS: retaining the entire grant

In exceptional situations, the decision to reimburse the grant or part of it by the student is taken by the Vice-Rector for Education in consultation with the Dean/Director of the IDS TUL of the relevant Faculty and the University Erasmus+ Programme Coordinator, and in the case of the so-called "force majeure" by the Erasmus+ National Agency.

### **VIII. Conditions for granting mobility allowances to people with fewer opportunities**

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

2. The criteria based on which the university will qualify students for funding granted to people with fewer opportunities are:

- a disability certificate
- the university's decision to award a person a social grant.

3. Students who have a decision during the qualification process are obliged to provide the document to the SMS office within 30 days of receiving the qualification results. Students who acquire such a right after the qualification results are obliged to notify the SMS immediately, but no later than before the signing of the mobility contract.

4. Mobility grant rates for people with fewer opportunities can be found in **Appendix 1** of these Regulations.

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 situation, at least six weeks prior to the start of the 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 SMS office. 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-studiuw/erasmus-w-krajach-programu/przed-wyjazdem>).

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 National Agency of the Erasmus+ Programme.

9. Immediately after the end of the mobility period, a Participant with a disability certificate and applying for additional funds from the "Support for Participants with Special Needs" category submits to the SMS office receipts/bills drawn up in the student's name confirming the costs incurred due to the disability. On the basis of a settlement of the actual costs, a decision is made whether to accept them or to refund part of the additional funding received by the student.

### **IX. Online linguistic support**

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

2. Before beginning a period of mobility, the Participant is obliged to complete a language proficiency test in the OLS tool in the language in which he/she will be studying at the partner university. Completion of the test is necessary for mobility and its settlement. Students for whom the language of mobility is their mother tongue are released from this obligation.

3. After completing the online language test, the Participant may attend an online course in the language [only applicable to those Participants who are required to attend an OLS language course to improve their language proficiency] from which he/she took the exam or in the local language of the partner university - if available. Participation in the 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 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 respect the principles of impartiality, transparency, fairness and equal treatment of all candidates at every stage of the selection process.

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Vice-Rector for Education

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