



## ANNOUNCEMENT

### on the mobility rules for students, doctoral students and graduates of Lodz University of Technology going for internships abroad - LONG-TERM MOBILITY in EU countries, associated and non-associated third countries with the programme under the Erasmus+ KA131-2023 programme

#### I. General rules

1. Traineeships – long-term mobility under the Erasmus+ programme – are open to:
  - a. students of Lodz University of Technology who meet all of the following conditions:
    - they are registered in first or second cycle studies (throughout their stay at the host institution),
    - they have completed at least the second year of their studies (applies to first-cycle students) or they have completed the first semester of their second cycle (applies to second cycle students),
    - they have completed the semester prior to departure for mobility,
    - they will do their internship during their studies and the thesis defence will take place after the end of their internship at the earliest.
  - b. doctoral students of Lodz University of Technology who fulfil all of the following conditions:
    - they are enrolled in third-cycle studies or at the Interdisciplinary Doctoral School of Lodz University of Technology, hereafter referred to as the IDS TUL (throughout their stay at the host institution),
    - they have completed the first semester of study or training at the IDS TUL,
    - they have completed the semester prior to departure for mobility,
    - the defence of the dissertation will take place after the completion of the internship at the earliest.
  - c. graduates of Lodz University of Technology who meet all of the following conditions:
    - they enter their final year of study or training before submitting their diploma thesis and will be qualified for an Erasmus+ traineeship with the status of a '**GRADUATE**',
    - they submit to the Student Mobility Section of the International Cooperation Centre TUL hereafter referred to as the SMS TUL a certificate of completion of studies or training at the IDS TUL prior to departure for the traineeship,
    - they complete their internship within 1 year of graduation, i.e. from the date of the diploma examination or from the date of graduation, i.e. from the date of submitting the dissertation.

In special cases not covered by this Announcement for students and doctoral students in doctoral programmes, the decision is made by the Dean of the Faculty, and in the case of doctoral students of the IDS TUL - by a Member of the Scientific Council of the IDS TUL in the represented discipline.

2. Students and doctoral students may not be on special or dean's leaves during the mobility and may not have their studies suspended.
3. Each candidate has a capital of 360 days of physical mobility that can be dedicated to Erasmus+ mobility for studies/traineeship at each cycle of studies. This means that within a single cycle of study (including at the IDS TUL), the total length of a student's stay at studies and/or traineeship abroad cannot exceed a total of 360 days. This total includes any previous mobility, i.e. the number of days of study abroad (studies and/or internship) under the Erasmus+ programme at the given cycle of study and at the IDS TUL.  
**NOTE:** this total includes the total period of stay abroad under the Erasmus+ programme, as well as the part that took place with a zero grant. In the case of graduates, the length of stay is added to the total duration of mobility at that cycle of study (including the IDS TUL) at which the candidate has been qualified for mobility<sup>1</sup>.
4. **For the duration of the Erasmus+ funding of the stay at the foreign institution, the student/doctoral student/graduate may not receive other grants from European Union funds to cover similar costs.**
5. An Erasmus+ eligible candidate may hold citizenship of any country in the world. Eligibility for the mobility is determined by holding the status of student or doctoral student at Lodz University of Technology. Each candidate qualified for the mobility is required to check the entry and residence rules in the host country.

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<sup>1</sup> The education at the IDS TUL is treated as third-cycle studies; however, due to the conditions for the delivery of education, which differ from doctoral studies, and for the purpose of drawing up these Regulations, a distinction has been made between doctoral students in doctoral studies and doctoral students at the IDS TUL.



6. An Erasmus+ internship must guarantee obtaining learning outcomes related to the studied field of study or programme. The traineeship requires full-time work. The required number of working hours must be agreed with the host institution and confirmed in the *Learning Agreement for Traineeship*.
7. A student or doctoral student of any field of study or studying in any discipline at the IDS TUL can also apply for a "digital boosting skills" internship to improve their digital skills <sup>2</sup>.
8. A candidate may apply for a traineeship to an organisation located and registered in any country (other than Poland) participating in the Erasmus+ programme, both in EU countries and in third countries associated and non-associated with the programme. **The list of countries to which a candidate may apply for a traineeship is attached as Appendix 1 to these Regulations.**

In the case of an internship to a company/university from a non-EU country, application is only possible to companies/universities with which TUL has a cooperation agreement. The list of agreements can be found at [cwm.p.lodz.pl](http://cwm.p.lodz.pl) Additionally, it is possible to start new cooperation after receiving positive decision taken by the University Erasmus+ Programme Coordinator.

9. The host organisation may be any public or private organisation active in the market or in the field of education, training and acting for the benefit of the youth.

Examples of host organisations for internships are as follows:

- a public or private small, medium or large enterprise (including a social enterprise);
- a public authority at local, regional or national level;
- social partner or other representative of the profession concerned, including chambers of commerce; craft/professional associations and trade unions;
- research institute;
- foundation;
- school/institute/educational centre;
- non-commercial organisation, association, NGO;
- a body offering career guidance, counselling and information services;
- a higher education institution of a participating country holding an Erasmus Charter for Higher Education.

The internship may not take place in the institutions of the European Union, in institutions running European Union programmes or in diplomatic missions of the programme Participant's home country.

10. As part of long-term mobility, participants may complete a traineeship abroad of between 2 and 12 months.

The Participant's physical stay abroad can be combined with virtual mobility as an option.

An internship cannot be done simultaneously in two (or more) different host organisations and countries.

11. The internship in case of a long-term mobility within one academic year may not be shorter than 60 days and longer than 360 days. NOTE - one month corresponds to 30 days.

The internship must end not later than by 31 May 2025.

12. **Funding is granted for a maximum of 180 days** for long-term mobility.

The rates of grants and travel allowances (applicable only to students going to non-associated third countries from regions 1-12) for Erasmus+ internships in the academic year 2023/2024 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 2 of these Regulations.**

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

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<sup>2</sup> An internship will be considered a 'digital skills internship' if the trainee undergoes training towards one or more of the following activities:

- digital marketing (e.g. social media management, web analytics);
- computer graphic design, mechanical or architectural design;
- development of applications, software, scripts or websites; installation, maintenance and management of IT systems and networks;
- cyber security; data analysis, mining and visualisation; robot programming and artificial intelligence applications.

General user support, order processing, data entry or office work do not fall into this category.



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

In the case of the mobility referred to as the 'Green Travel', the Participant is entitled to an additional grant of €50 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.

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

- prior to the planned mobility, the student will submit to the SMS Office **an application** for "Green Travel" grant - **Appendix No. 3**, in which he/she will specify the stages of travel by chosen means of transport and the dates of travel, together with tickets or other documents confirming the travel for inspection, in the case of travel by train or bus;
- upon return, in order to settle the grant, the student will submit to the SMS Office the "Green Travel" **statement - Appendix No. 4**, confirming that the majority of the travel was made in accordance with the "Green Travel" rules, together with tickets or other documents confirming the trip for inspection, in the case of travel by train or bus;
- in the event of a discrepancy between the data contained in the application - Appendix 3 and the data contained in the statement- Appendix 4, the grant awarded may be reduced. In such a situation, the student will be required to reimburse the difference. It is not possible to increase the 'Green Travel' grant once the mobility has ended.

14. Erasmus+ mobility for studies and traineeships can take place in the same academic year but at different times.

15. For the academic year 2023/2024, students and doctoral students who do not receive the Erasmus+ travel lump sum, i.e. those going to EU countries and third countries associated with the programme from regions 13 and 14, will additionally receive a one-off financial support of €250 gross from the University funds, paid once per academic year, subject to the approval of the Dean. In order to receive the above-mentioned support, you will need to complete the Statement for tax purposes for students leaving for mobility under the Erasmus+ programme. One-off support is not granted to students leaving with a graduate status.

16. The University will use the University's e-mail address to contact the student or doctoral student. Students and doctoral students are required to regularly check their email account on the University's server (not applicable to graduates). Students qualified for the graduate mobility are required to provide an additional contact email address due to the lack of use of university email after the defence examination.

## **II. Recruitment procedure**

1. A student or doctoral student applies for the mobility under the Erasmus+ programme while being on the same cycle of studies as the one in which they plan to do the mobility. Qualification for the mobility to be carried out in a subsequent cycle of study is not allowed.

**In the case of graduate mobility, students and doctoral students are recruited in the last semester of their degree programme or the last semester of training at the IDS TUL.**

2. Students and doctoral students wishing to go on an Erasmus+ mobility for traineeships look for an internship individually or can use the internship offers on the website:

- <http://facebook.com/Erasmus Lodz University of Technology>
- <https://erasmusintern.org>
- <https://www.esn.pl/pl/erasmus-baza-praktyk>

3. The candidate applies for an internship by submitting a set of application documents to:

- Faculty Erasmus+ Coordinator for Internships - in case of students and doctoral students pursuing doctoral programmes, or
- Member of the Scientific Council of the IDS TUL in the represented discipline, in case of doctoral students of the IDS TUL.



4. Documents should be submitted 2 months prior to the start of the internship according to the schedule – sec. 9. Templates of documents can be found at - <https://cwm.p.lodz.pl/pl/mobilnosc-studentow-pl/wyjazdy-na-praktyki/erasmus/przed-wyjazdem>

**5. Required application documents:**

- a. **student's or doctoral student's application for permission to go on a traineeship abroad.** The application is addressed to:
  - Dean – for students and doctoral students of doctoral programmes (also for students of the International Faculty of Engineering of Lodz University of Technology, hereinafter referred to as IFE TUL)
  - Member of the Scientific Council of the IDS TUL in the represented discipline - for doctoral students at the IDS TUL. The doctoral student's Supervisor must provide a favourable opinion on the application. In the absence of a positive opinion from the Supervisor, the doctoral student is not entitled to submit application documents.
- b. **an application form** for the mobility accompanied by **a statement about previous mobilities completed abroad** under the Erasmus+ programme.
- c. **cover letter.** Cover letter to max. 400 words in Polish or English (PhD students of the IDS TUL - only in English) should include: description of the company, dates of the internship, place of the internship, language of the internship along with reasons for the choice of the company and the host country, and the assumed impact of the internship on the competences and possibility of obtaining employment after graduation or education. The addressee of the cover letter is:
  - Faculty Erasmus+ Programme Coordinator for Internships - for students and doctoral students of doctoral programmes (also applies to students of IFE TUL);
  - Member of the Scientific Council of the IDS TUL in the represented discipline - in the case of doctoral students at the IDS TUL.
- d. **Learning Agreement for Traineeship**  
*The Learning Agreement for Traineeships (LAT)* must include the signed approval of the student or doctoral student, the home university and a representative of the host institution. LAT in original or as a scanned document must be delivered by the student or doctoral student to:
  - Faculty Erasmus+ Programme Coordinator for Internships - for students and doctoral students of doctoral programmes (also applies to students of IFE TUL);
  - Member of the Scientific Council of the IDS TUL in the represented discipline - in the case of doctoral students at the IDS TUL. In the case of doctoral students in the IDS TUL, the LAT must be accepted and signed by the PhD student's Supervisor. In the *Learning Agreement for Training*, the host institution confirms:
    - willingness to host a student or doctoral student on an internship;
    - period of planned traineeship (daily dates from ... to ...);
    - title of the project carried out during the internship;
    - the knowledge, skills, social competences that the trainee will acquire;
    - detailed internship programme;
    - tasks to be carried out during the internship;
    - number of working hours per week - full-time work;
    - the language in which the internship will take place and the level of language competence required;
    - the way in which the trainee's progress is monitored;
    - the way the trainee is assessed;
    - the name of the trainee's supervisor at the host institution.

The student or doctoral student is obliged to consult the internship programme and the tasks contained *in the Learning Agreement for Traineeship* with the Faculty Erasmus+ Programme Coordinator for Internships or, in case of doctoral students at the IDS TUL, with the Supervisor before submitting the application. The Faculty Erasmus+ Internship Coordinator or Supervisor (IDS TUL), on the basis of the internship programme, enters the assumed learning outcomes to be achieved by the student or doctoral student at the end of the internship.



The *Learning Agreement for Traineeship* is approved by

- the relevant Faculty Erasmus+ Programme Coordinator for internships or the doctoral student's Supervisor (IDS TUL);
  - relevant Vice-Dean or Member of the Scientific Council of the IDS TUL in the represented discipline for the IDS TUL.
- e. **CV** completed in Polish or English (doctoral students at the IDS TUL - English only) in EUROPASS format, available at: [europass.frse.org.pl/europass-cv](http://europass.frse.org.pl/europass-cv)
- f. **a certificate from the Language Centre TUL confirming the knowledge of the language<sup>3</sup>** in which the internship will take place. The document certifies the grade of the language examination or the grade equivalent to the language certificate. The minimum language level for qualification is B1.
- g. **a letter of recommendation from a member of TUL staff** (only for candidates applying for mobility to countries outside the EU).

6. Pre-qualification of candidates for the Erasmus+ programme is carried out:

- at the student's home unit (Faculty) - for students and doctoral students (also for students of IFE TUL);
- or is carried out by a Member of the Scientific Council of the IDS TUL in the represented discipline (IDS TUL).

The Faculty Erasmus+ Programme Coordinator for Internships or a Member of the IDS TUL Scientific Council carries out the verification of the candidates according to the criteria included in Part II(7) and creates a preliminary qualification protocol. The protocol is submitted to the SMS TUL with its attachments in accordance with the schedule under Part II(9).

7. The following criteria will be taken into account when qualifying candidates:

- a. Component a: cover letter assessment (1÷5),
- b. Component b: compatibility of the internship programme with the study or training programme on the basis of the *Learning Agreement for Traineeship* sent by the host institution abroad (1÷10)
- c. Component c: assessment of the foreign language knowledge<sup>3</sup> in which the internship will take place. Scale 3÷11 applies. The following conversion rate applies:

Level \ Grade	B1	B2 (+2)	B2+ (+3)	C1 (+4)	C2 (+6)
3.0	3	5	6	7	9
3.5	3.5	5.5	6.5	7.5	9.5
4.0	4	6	7	8	10
4.5	4.5	6.5	7.5	8.5	10.5
5.0	5	7	8	9	11

d. component d: academic performance

For students in at least the 2nd year of first and second cycle studies	the weighted average of all grades in nominal courses from the last two settled semesters. The average is calculated as the arithmetic mean of the weighted averages of the last two settled semesters. The weights are the number of ECTS credits that are assigned to the courses.
For students of 1st year at the 2nd cycle studies	grade average of the first cycle of studies
For doctoral students in the first semester of their third cycle studies or of the IDS TUL	grade average of the second-cycle studies

<sup>3</sup> It is assumed that doctoral students in the IDS TUL - B2+ (grade – 5 = 8 points), or in the case of holding a language certificate - higher, according to the grade on the certificate.



For doctoral students in at least the 2nd semester third cycle studies or of the IDS TUL	The last settled semester in which a grade average is available is taken into account. <b>The grade average is multiplied by 2.</b>
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- e. applicable only for candidates going to partner countries - an individual decision taken by the University Erasmus+ Programme Coordinator and the Vice-Rector for Education on the basis of a letter of recommendation submitted by the candidate and the availability of funds dedicated to mobility to countries outside the EU.

Academic performance (component d) are taken into account for the award of the mobility grant when the number of persons qualified for mobility exceeds the amount of Erasmus+ traineeship funds available to the University. In this case, a ranking list of candidates will be prepared based on their academic performance. Students who do not receive grants can go on internships with a 'zero' grant. If the University obtains additional funding, the University, on the basis of the ranking list, decides whether to award funding to programme participants who left with 'zero' grants.

In the situation described above, students with incomplete registration may be qualified for funding next, after students with full registration. The exception is conditional registration, the only reason for which is the failure to obtain credits for physical education classes in the preceding semester, caused by a long-term (for at least 6 weeks) continuous inability of the student to participate in classes documented by a medical certificate.

In this case, the lack of a credit in physical education is not regarded as an 'incomplete registration'.

8. For fields of study with a general academic profile, the final score is the sum of the components **a+b+c**. For fields of study with a practical profile, the final score is the sum of the components **a+b+c** multiplied by **1.2**. For graduates, the final score is the sum of the components **a+b+c**.

## RECRUITMENT SCHEDULE

9. Recruitment of candidates for Erasmus+ internships for the academic year 2023/2024 and 2024/2025, carried out until May 2025, will take place on a first-come, first-served basis below until all funds are used up.

**The candidate should submit an application form with appendices (Part II, p. 3) two months before the start of the internship:**

- submission of applications by:
  - ✓ students and doctoral students until 08 September 2023
 submission of reports and appendices to the SMS TUL until 15 September 2023  
 publication of the qualification decision by 22 September 2023
- submission of applications by:
  - ✓ doctoral students until 03 November 2023
  - ✓ students until 10 November 2023
 submission of reports and appendices to the SMS TUL until 17 November 2023  
 publication of the qualification decision by 30 November 2023
- submission of applications by:
  - ✓ doctoral students until 05 January 2024
  - ✓ students until 12 January 2024
 submission of reports and appendices to the SMS TUL until 20 January 2024  
 publication of the qualification decision by 31 January 2024
- submission of applications by:
  - ✓ doctoral students until 08 March 2024
  - ✓ students until 15 March 2024
 submission of reports and appendices to the SMS TUL until 22 March 2024  
 publication of the qualification decision by 29 March 2024
- submission of applications by:
  - ✓ doctoral students until 05 April 2024
  - ✓ students until 12 April 2024
 submission of reports and appendices to the SMS TUL until 19 April 2024  
 publication of the qualification decision by 26 April 2024
- submission of applications by:
  - ✓ doctoral students until 10 May 2024
  - ✓ students until 17 May 2024



- submission of reports and appendices to the SMS TUL until 24 May 2024  
publication of the qualification decision by 31 May 2024
- submission of applications by:
  - ✓ doctoral students until 07 June 2024
  - ✓ students until 14 June 2024submission of reports and appendices to the SMS TUL until 21 June 2024  
publication of the qualification decision by 28 June 2024
- submission of applications by:
  - ✓ students and doctoral students until 06 September 2024submission of reports and appendices to the SMS TUL until 13 September 2024  
publication of the qualification decision by 20 September 2024
- submission of applications by:
  - ✓ doctoral students until 08 November 2024
  - ✓ students until 15 November 2024submission of reports and appendices to the SMS TUL until 22 November 2024  
publication of the qualification decision by 29 November 2024
- submission of applications by:
  - ✓ doctoral students until 10 January 2025
  - ✓ students until 17 January 2025submission of reports and appendices to the SMS TUL until 24 January 2025  
publication of the qualification decision by 31 January 2025

10. On the basis of the protocols sent by the Faculty Erasmus+ Coordinators for Internships and Members of the Scientific Council of the IDS TUL - the University Erasmus+ Coordinator makes a decision on the qualification of students and doctoral students and draws up a protocol of the qualification process. The protocol contains a university-wide ranking list of candidates for Erasmus+ funding for internships abroad in the form of a list of all candidates applying for a traineeship with information on the outcome of the recruitment process:

- candidates accepted and placed on the main list,
- candidates accepted and placed on the reserve list,
- candidates conditionally qualified with reasons and candidates not accepted with reasons for their rejection.

11. Students and doctoral students receive the decision on their qualification results electronically by the date specified in the recruitment schedule (Part II, point 9) to their university addresses on the server of Lodz University of Technology.

12. Students and doctoral students have the right to appeal against the decision of the University Erasmus+ Programme Coordinator within 5 working days of its receipt. The appeal must be made in writing and the appeal authority is the Vice-Rector for Education.

Also:

- the student or doctoral student may appeal against the decision of the Faculty Erasmus+ Coordinator for Internships within 5 working days of receiving it. The appeal must be made in writing and the appeal authority is the Dean.
  - a doctoral student at the IDS TUL has the right to appeal against the decision of the Member of the Scientific Council of the IDS TUL in the represented discipline within 5 working days from the day of its receipt. The appeal must be made in writing and the appeal authority is the Vice-Rector for Education.
13. If a sufficient number of candidates are not qualified for co-financing the mobility after the last qualification deadline, an additional qualification time limit will be set when the University still has funds dedicated to financing internships.
14. In special cases, the University's Erasmus+ Programme Coordinator may qualify students or doctoral students outside the recruitment deadlines, provided funding is available.
15. In the event of a student or doctoral student resigning from the mobility, the grant shall be awarded to the candidate ranked highest on the ranking list, provided that the deadline for the completion of the internship has not yet passed (in the case of a student or doctoral student on the ranking list who left for an internship with zero grant) or the internship has not yet started (in the case of a student or doctoral student who makes their



mobility dependent on receiving a grant). If the first person on the ranking list does not meet the above conditions, funding is awarded to the next person on the reserve list who meets the criteria.

16. In the event that a candidate applying for mobility after completing his/her studies or training resigns, funding is awarded to the candidate in the same category highest on the ranking list. If there are no applicants, funding shall be granted to the student or doctoral student applying for the mobility during his/her studies or training who fulfils the conditions listed in 10.

### III. Procedure for signing a mobility contract

1. The SMS TUL will issue the student or doctoral student with a certificate to the National Health Fund on qualifying for the internship in order for the student or doctoral student to apply for a European Health Insurance Card (EHIC) or a certificate necessary to obtain a visa – if applicable.
2. Students or doctoral students qualified for internships should submit the following documents no later than one month before their departure:
  - a statement with the number of the foreign currency account in euros to which the grant is to be transferred. A model statement is available at <https://cwm.p.lodz.pl/pl/mobilnosc-studentow-pl/wyjazdy-na-praktyki/erasmus/przed-wyjazdem>
  - proof of insurance - original and copy of European Health Insurance Card or equivalent for travel outside the EU and original and copy of Third Party Liability and Personal Accident Insurance. In the event that the student/doctoral student/graduate is insured by the host institution, the candidate shall provide the appropriate certification from the host institution.
3. On the basis of the documents submitted by the student/doctoral student/graduate, the SMS TUL prepares a mobility contract.
4. A candidate for mobility becomes an Erasmus+ Programme Participant upon signing the mobility contract.

### IV. Mobility

1. The student or doctoral student will receive the payment of the 1st instalment of the grant in the amount of 80% of the total expected grant, the graduate will receive the payment of the 1st instalment of the grant in the amount of 70% of the total expected grant in the case of long-term mobility:
  - after the signing of the mobility contract between Lodz University of Technology and the Participant,
  - if applicable, after settling and recognising a previous Erasmus+ mobility for studies or traineeship (on the basis of the *Recognition of Studies* or *Recognition of Traineeship* Document).
2. In addition, prior to the payment of the 1st instalment, the Mobility Participant is obliged to provide a document authorising the stay in the country of the traineeship for its entire period (visa, residence card) - if applicable.
3. Payment of the 2nd instalment of the grant in the amount of 20% of the total anticipated grant - in the case of a student or a doctoral student, or 30% of the total grant - in the case of a graduate, is made after recognition of the internship by the relevant Vice-Dean or the Director of the IDS TUL (on the basis of the *Traineeship Recognition Document*).
4. Payment of the grant will be made by transfer to the Participant's personal account. The currency of the transfer is EURO. It is recommended that the Participant has an account in EURO, otherwise he/she will incur costs due to exchange rate differences when converting.
5. The period of internship stay at the host institution, which is the basis for the settlement of the co-financing, is determined with accuracy to one day. Funding is calculated using a system - the Beneficiary Module - run by the European Commission.
6. The Erasmus+ grant is intended to cover additional costs related to departure and stay at the host institution. Normally, the grant is lower than the cost of living in the host countries. The Participant applying for the mobility must take into account the need to cover part of the costs from sources other than the Erasmus+ grant.
7. During the internship, a student or doctoral student is entitled to receive material assistance benefits (social grants, special grants for disabled persons, rector's grants for best students).
8. Participation in the Erasmus+ program does not release the student and doctoral student paying tuition fees at the Lodz University of Technology from paying these fees during their stay abroad.
9. All changes made to the *Learning Agreement for Traineeship* (section to be completed during the mobility - *Changes*) require the approval of the Participant, the home university and the host institution. Any changes to the internship programme can be made electronically.





10. The report at the end of the internship should be signed by the supervisor at the host institution. The Participant agrees the form and language of the report with the Faculty Coordinator or a member of the IDS TUL Scientific Council before leaving for the mobility

11. In the event of an earlier return from the internship than that stipulated in the contract with the University, the amount of funding the Participant will receive will be reduced accordingly. The provision only applies to shortening the stay by more than 5 days (in the case of travel using sustainable means of transport - travel days are not taken into account).

**Note: the rule stipulates that the total period of stay abroad cannot be less than 60 days in the case of a long-term mobility, not including travel days in the case of Green Travel.**

12. It is recommended that the Participant registers with the Odysseus service run by the Ministry of Foreign Affairs (applies to Polish citizens).

#### V. Changing the mobility period

1. In order to extend the internship, the student or doctoral student should submit the *Learning Agreement for Traineeship- During the Mobility Changes* signed by the host institution to the Faculty Erasmus+ Programme Coordinator for Internships or the Member of the Scientific Council of the IDS TUL in the represented discipline before the end date of the internship stipulated in the agreement.
2. The Participant shall provide the SMS with proof of insurance for the period resulting from the extension - the original and a copy of the European Health Insurance Card (or equivalent insurance for travel to countries outside the EU) and the original and a copy of the Third Party Liability and Personal Accident Insurance. Third Party Liability and Accident Insurance is provided by the host institution or taken out by the Participant.
3. The Participant who extends his/her traineeship is obliged to sign an annex to the mobility contract if the amount of the traineeship grant changes. When the mobility has been completed, an extension of the funding period will not be possible.

#### VI. Settlement of mobility

##### 1. Within 14 days of the end of the internship, the Participant is obliged to:

- a. submit to the SMS TUL the *Traineeship Certificate (Learning Agreement for Traineeship)*, specifying the period of the Participant's stay at the host institution and the fulfilment of the traineeship programme with the assessment provided by the traineeship supervisor. The certificate should be issued on the date of completion of the internship at the earliest.

In the certificate, the host institution confirms the actual start and end date of the internship, its programme, the learning outcomes, the number of working hours completed and awards an overall grade for the traineeship. The certificate signed and stamped by the host institution must be issued in English. The Participant sends a scan of the document to the SMS TUL. The student or doctoral student submits the original to:

- the Dean's Office of the relevant Faculty/Student Affairs Office of IFE TUL (students and doctoral students on doctoral studies) or to the Office of the IDS TUL (doctoral students of the IDS TUL).

- b. submit to the Faculty Erasmus+ Programme Coordinator for Internships or the Member of the IDS TUL Scientific Council in the represented discipline (IDS TUL):

- a copy of the *Traineeship Certificate*
- a detailed internship report approved by the internship supervisor at the host institution.

In the report, the Participant describes the tasks carried out and the competences acquired during the internship. The Participant prepares the report in English or, upon agreement with the Faculty Coordinator or Member of the IDS TUL Scientific Council - in the language of the internship.

The scope of the report, the form and the language in which the report will be drawn up are agreed by the Participant with the Faculty Erasmus+ Coordinator for Internships or the Member of the IDS TUL Scientific Council in the represented discipline (IDS TUL) prior to departure for the internship.

- c. fill in the Erasmus+ Grant Holder Survey - on-line in the Beneficiary Module system

2. The Faculty Authorities or the Scientific Council of the IDS TUL may decide that the Participant will report on the internship in the form of a presentation, e.g. a poster presentation.

#### VII. Recognition of mobility

1. Recognition of the internship is conditional upon meeting all the requirements set out in the *Learning Agreement for Traineeship*.



2. The student or doctoral student in a doctoral programme receives ECTS credits for the compulsory traineeship resulting from the study programme. In the case of an optional traineeship, this is the number of ECTS credits resulting from the estimation by the Faculty Erasmus+ Coordinator for Internships of the student's or doctoral student workload required to achieve the assumed learning outcomes. The final decision in each case will be made by the relevant Vice Dean/Director of the IDS TUL. Compulsory and non-compulsory internship will be recognised by entry in: The Transcript of Records, the Diploma Supplement of the student or doctoral student.
3. In the case of doctoral students at the IDS TUL, the internship is recognised by including it in the doctoral student's transcript of records, but does not count towards the average grade.
4. Faculty Erasmus+ Programme Coordinator for Internships or Member of the IDS TUL Scientific Council in the represented discipline. (IDS TUL) applies to the Dean or Director of the IDS TUL for recognition of the internship abroad on the basis of the *Traineeship Certificate at the host institution*, the *Learning Agreement for Traineeship*, the traineeship report and, if applicable, the presentation. He/she also applies for the award of ECTS credits for the internship by completing the relevant part of the *Erasmus+ Traineeship Recognition Document*. This document should then be submitted to the Dean's Office of the relevant Faculty or to the Administrative Coordinator at IFE TUL or the IDS Office TUL.
5. If the Participant does not meet the requirements agreed in the *Learning Agreement for Traineeship*, the Vice-Rector for Education may decide, after consultation with the University Erasmus+ Programme Coordinator and:
  - the relevant Vice-Dean in the case of students and doctoral students in doctoral programmes, or
  - Member of the Scientific Council of the IDS TUL in the represented discipline and the Director of the IDS TUL - in the case of doctoral students at the IDS TUL,of the obligation to reimburse some or all of the funding received.
6. The remaining amount of the grant will be paid to the Participant after taking into account the actual period of the student's stay abroad. This will take place upon the Participant's return from abroad, the fulfilment of the conditions listed in VI and submitting to the SMS TUL the *Erasmus+ Traineeship Recognition Document* by the relevant Dean's Office/Student Affairs Office of the IFE TUL or IDS Office.

### **VIII. Conditions for granting travel funding for people with fewer opportunities**

1. Students/doctoral students/graduates with fewer opportunities are those with disabilities or those from disadvantaged backgrounds.
2. The criteria on the basis of which the university will qualify students/doctoral students/graduates for funding for those with fewer opportunities are as follows:
  - declaration of will regarding a disability certificate
  - the university's decision to award a person a maintenance allowance.In the case of graduate mobility, decisions made in the final year of study will be taken into account. The student/doctoral student/graduate is required to provide the decision at the time of recruitment to the traineeship or after the qualification results, but no later than before the signing the financial agreement.
3. The rates of travel funding for people with fewer opportunities can be found in Appendix 2 of these Regulations.
4. 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 (so-called "Support for Participants with Special Needs"). In this situation, at least six weeks before the start of the mobility, the student qualified for the mobility shall apply to the SMS office for an additional grant from the category "Support for Participants with Special Needs". In the application, the student details the needs arising 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>). The application "Support for Participants with Special Needs" must be accompanied by a medical certificate confirming the need to incur for certain costs.
5. The decision on the amount of additional funding is taken by the Erasmus+ National Agency.
6. After the end of the mobility period, the Participant with a disability certificate and applying for additional funds from the category "Support for Participants with Special Needs" shall submit to the SMS office receipts issued in the student's name confirming the costs incurred on account of disability. On the basis of the settlement of the actual costs, a decision is made whether the costs will be recognised or whether the student will have to reimburse part of the additional funding received.



### **IX. Representations of the University**

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

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.

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

Dr hab. inż. Andrzej Romanowski, TUL Prof.  
Vice-Rector for Education