



Announcement
on the mobility rules for studies abroad of students of Lodz University of Technology
under the Mobility in Higher Education action of the Education Programme
in the academic year 2020/2021

I. General rules

1. Mobility of students¹ of Lodz University of Technology to Iceland, Norway, Liechtenstein may be implemented under the Education Programme, Component II – Mobility in Higher Education. The Education Programme was established under the international agreement on the implementation of the EEA Financial Mechanism for years 2014-2021, concluded between Iceland, Liechtenstein, Norway and Poland.

2. The student applies for mobility under the Education Programme at the same cycle of studies at which he/she plans to participate in the mobility. It is not allowed to qualify for mobility at the next cycle of studies.

The following students of Lodz University of Technology who meet all the conditions presented below can participate in the recruitment procedure under the Education Programme:

- they are registered at a first, second or third cycle of studies (during the entire period of mobility at the partner institution),
- they have completed at least two semesters of studies (applicable to first-cycle students).

In special cases, individual decisions are made by the TUL Erasmus+ Institutional Coordinator and the Dean, and in the case of doctoral students of the Interdisciplinary Doctoral School TUL (hereinafter referred to as the IDS TUL) - by the TUL Erasmus+ Institutional Coordinator and the Curriculum Coordinator or a Member of the Science Council of the IDS TUL in the represented discipline in his/her absence.

3. The studying period cannot be shorter than **90 days** and longer than **360 days (12 months)**² within one mobility and must be completed by the end of academic year in which the mobility takes place.

4. Upon signing the agreement and during the entire mobility, the beneficiary must have the status of a student of Lodz University of Technology.

5. For the period of financing the studies at a foreign university under the Education Programme, a student may not receive any other European Union funding to cover similar costs.

6. A candidate eligible for mobility under the Education Programme may hold the nationality of any country. The student should check the rules concerning the entry to the territory of the host country in relation to the planned mobility.

7. During the mobility, the student may not be on a special or dean's leave. A doctoral student at the IDS TUL may not be on special leave, dean's leave, 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 – the Polish Labour Code.

8. The host university must be located in a country participating in the Education Programme (Norway, Iceland, Liechtenstein) and have an Erasmus Charter for Higher Education.

A total of 8 one-semester mobility exchanges have been granted under the Education Programme to the following universities:

- University of Bergen;
- University of Stavanger;
- University of Agder;
- Western Norway University of Applied Sciences;
- Norwegian University of Science and Technology;
- Oslo Metropolitan University;
- Reykjavik University;

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

² A month is understood as a unit of time consisting of 30 days.



- University of Iceland.

Funding under the Education Programme will be awarded to 8 students who obtain the highest number of points during the recruitment procedure to the above universities. The funding will be awarded starting from the first recruitment, therefore if the vacancies in the previous recruitment procedure are taken up, it will not be possible to apply for them in the next recruitment procedures.

9. The student receives the scholarship from the Education Programme for the full period of mobility, confirmed by the foreign university in the acceptance letter.

The scholarship is calculated with an accuracy of one day.

10. In the event of an earlier return from studies abroad than the financing period provided for in the agreement with the University, the amount of the scholarship the student will receive shall be reduced accordingly.

11. The destination countries to which students travel are divided into 3 groups depending on the level of living costs. The monthly scholarship rates are specified in **Appendix no. 1**.

12. Students will receive a one-time financial support of 250 euros from the University funds. In case of obtaining permission to go abroad twice during one academic year, the scholarship is paid once – only for the first mobility.

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

14. During the qualification of participants and during the mobility, the criteria and procedures applicable in the Erasmus+ Student Mobility Programme are applied.

II. Recruitment procedure

1. Recruitment takes place via the application mobility.p.lodz.pl from the TUL e-mail address (student reg. number@edu.p.lodz.pl).

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

3. In the first recruitment, students have the option of choosing a university from the agreements made available by the Supervisor of the Agreement for a given field of study in the mobility.p.lodz.pl system.

4. In the next recruitment procedures, students have the option to choose universities from among all partner universities with which Lodz University of Technology has a signed agreement, provided that studies at this university enable the achievement of the required learning outcomes (appropriate for the study program). The list of partner universities will be limited only to those with vacancies after the previous recruitment.

5. The decision on the study program abroad is made by the Study Program Coordinator at Lodz University of Technology.

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

7. In each recruitment process, the student may choose up to 3 foreign universities (taking into account own preferences) and each time the student selects the period of the exchange (winter semester/summer semester/year).

8. Current recruitment schedule - **Appendix no. 2**

8.1. Students are required to submit to the Secretariat of the Language Centre of Lodz University of Technology (hereafter referred to as the LC TUL) a certificate confirming their knowledge of the foreign language (**at not lower than B1 level**) which will be their language of instruction at the partner university (compliant with the list of certificates made available by the Language Centre TUL).



Students who have passed the foreign language certification exam at Lodz University of Technology as part of the language course are not required to submit a certificate to the LC TUL.

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

8.2. The Language Centre TUL enters the foreign language grades in the mobility.p.lodz.pl application (see point 9.2.).

8.3. Authorised employees of Dean's Offices enter students' grade averages or the grade of the Head of doctoral studies, respectively (see point 9.1.).

8.4. Agreement Supervisors enter subjective grades into the mobility.p.lodz.pl application (see point 9.3.).

8.5. Recruitment results will be available to students in the mobility.p.lodz.pl system.

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

9. Qualification for mobility to the partner university is based on the algorithm $ax+2b+c$, the maximum sum of which is 26 points.

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

- for students of at least second year of 1st and 2nd cycle studies - the weighted average of all grades in the courses from the last two semesters. (The average is calculated as the arithmetic mean of the weighted averages from the last two semesters). Weights are the number of ECTS credits that are assigned to the courses;
- for students of the first semester of second-cycle studies - the average of the first-cycle studies;
- in the case of students of the second semester of second-cycle studies - average grade in the average for the first-cycle studies and the average grade in the first semester of the second-cycle studies;
- for participants of the first year of third-cycle studies - the average of second-cycle studies;
- in the event of participants of at least the third semester of third-cycle studies or the IDS TUL - assessment of scientific or artistic achievements. Scientific or artistic achievements are understood as those listed in Appendix 2 to the Regulations on Benefits for Students of Lodz University of Technology, i.e. grading scale and the catalogue of achievements applied when considering applications for the Rector scholarship (without g and i points).

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

The foreign language grade is given on the basis of the language certification conducted as part of the study program/ Erasmus+ language exam organised by the Language Centre TUL (B1/B2 level)/ external language certificate presented by the student at the Language Centre TUL / grade in Business English or its equivalent in French for the IFE students.

The conversion rate according to **Appendix no. 3** is applied.

Note: students are requested to check the level of language proficiency required by the partner university on the university's website and whether the partner university requires confirmation of passing an international language exam

9.3. **Component c** (scale of 0-5 points) - evaluation of the Supervisor of the Agreement.

During the recruitment procedure, the student is obliged to report to the Supervisor of the Agreement with the university to which he/she applies for mobility and in case of doubts related to the learning outcomes, to the Study Program Coordinator.

The assessment takes into account the student's financial situation – additional points are awarded to students in a difficult financial situation and students with disabilities. It is necessary to submit a decision on granting a social scholarship at TUL or a certificate on the degree of disability during the recruitment in the mobility.p.lodz.pl system.

If the supervisor of the agreement is the Student Mobility Section of the International Cooperation Centre (SMS), the certificates of additional achievements performed for the benefit of TUL, which may impact the subjective assessment, should be submitted to the SMS (room 120, first floor, building A16, during the registration in the mobility.p.lodz.pl system. In the case of SMS agreements, the final subjective assessment is approved by the TUL Erasmus+ Coordinator.



10. In the recruitment procedure, priority in the qualifying ranking for 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 impacts the ranking position.

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

11. Additional information about the partner universities and the courses these universities offer can be found via:

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

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

13. Cases not included in part II are examined individually at the student's request by the TUL Erasmus+ Institutional Coordinator.

14. The student has the right to appeal against the results of the qualification procedure to the TUL Erasmus+ Institutional Coordinator.

III. Application procedure

1. Documents required before foreign mobility:

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

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

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

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

4.1. 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. Depending on 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 file a set of documents to the SMS and the Dean's Office.

4.2. If the partner university requires documents to be sent in original, these documents shall be sent by the SMS. In this case, the original documents and a copy should be submitted to the SMS, an additional copy should be delivered to the Dean's Office.

5. The mobility agreement between Lodz University of Technology and the student is drawn up by the SMS 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 date of commencement or completion of the mobility is not included in the acceptance



letter, the student is obliged to find and send to the SMS the link to the website/attachment with the academic year schedule of the foreign university / information received in an e-mail from the university he/she is going to.

Note: In the dates given, 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.

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

7. Upon signing the agreement, the student becomes a Participant of the Education Programme.

IV. During the Mobility

1. After submitting all the necessary documents listed in point III and signing the mobility agreement in the SMS office and providing the account number in the mobility.p.lodz.pl system, the Participant:

- leaving for one semester will receive the first instalment of 80% of the total amount of the scholarship.

- leaving for the entire academic year will receive the first instalment of 40% of the total scholarship amount.

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

2. The student is obliged to notify the SMS, still during the mobility at the foreign university, if he/she intends to extend the period of study under the Education Programme in relation to the period of study stipulated in the agreement. It is required to provide the new period of study together with the confirmation of such information from the website or office of the foreign university. 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 financing.

3. The remaining amount of the scholarship will be verified on the basis of the actual period of the student's study period abroad. The remaining part of the scholarship will be paid to the Participant after fulfilling the conditions listed in point VII and after the SMS receives from the appropriate Dean's Office the "Document on Recognition of the Study Period".

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

4. All changes made to the study program require the approval and signature of the student, the foreign university and the TUL Study Program Coordinator as well as the relevant Dean of TUL. Introducing possible changes is possible within 1 month of the Participant's arrival at the foreign university and should be executed on the LAS form, part "During the Mobility". This document should be sent directly to the TUL Study Program Coordinator and then to the Dean's Office, and in the case of the IFE students – to the TUL Study Program Coordinator and subsequently to the SMS.

5. The Education Scholarship received by a Participant is intended to cover additional costs connected with the student's departure and stay in the host country during mobility. Therefore, a student who applies for mobility must take into account that part of the costs must be covered from own funds.

6. The Participant of the Education Programme is released from the tuition fees for studying at a foreign university and, in addition, stays there under the rules applicable to students of that university. The Participant is also obliged to bear any costs incurred by local students, because 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 take out additional private insurance to cover the costs of any additional medical interventions or transport to the home 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 on his/her own.

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

V. Resignation from mobility and early return

1. A student who resigns from mobility under the Education Programme is obliged to submit a resignation to the Student Mobility Section, addressed to the TUL Coordinator of the Erasmus+ Programme, immediately after the



abovementioned decision has been made, after obtaining the consent of the Supervisor of the Agreement and the confirmation from the Dean's Office that it has been notified about the student's resignation.

2. In the event of resignation from mobility after signing the agreement and receiving the scholarship, the Participant is obliged to return the whole amount of support received.

3. In the event of return from a foreign university resulting in the Participant's failure to fulfil conditions agreed in the agreement with the University and in the LAS, the Participant is obliged to report that fact without delay to the Supervisor of the Agreement, the Study Program Coordinator, the Dean and the SMS. Any decision concerning the return of the scholarship or its part by the student is made by the Vice-Rector for Education in consultation with the Dean and the TUL Erasmus+ Institutional Coordinator.

VI. Extension of mobility for the summer semester

1. Participants who signed an agreement to study at a foreign university in the winter semester may apply to extend their study period abroad for the summer semester, i.e. until the end of a given academic year at the latest.

2. The Participant acknowledges that agreement to extend the study period is not equivalent to receiving a scholarship for the period resulting from the extension.

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

3.1. Certification from the partner university with permission to extend the study period, including confirmation of attendance at classes in the first semester of the mobility in line with the signed study program, or, if possible, the Transcript of Records for the first semester. The certification should include the date of completion of the mobility in the second semester,

3.2. Student's application for extension of the mobility abroad and award of the Erasmus+ scholarship by the Dean and the TUL Erasmus+ Institutional Coordinator,

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

4. The documents should be submitted to the SMS no later than one month before the end of the student's mobility at the partner university in the winter semester. The decision to extend the student's study period abroad in the second semester should be made while the student is still abroad in the winter semester, but no later than in March of a given academic year.

5. Should the mobility be extended for the summer semester, an annex to the agreement will be drawn up taking into account the extension of the study period and the increase in financing subject to availability of funds.

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

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

1.1 Submit to the SMS a Transcript of Records and a copy of the Confirmation of Stay from the partner university proving the actual duration of stay.

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

1.2. Make the settlement of mobility at the Dean's Office by submitting the Transcript of Records received from the foreign university, the Confirmation of Stay and by filling in other documents (if required by the Dean's Office)

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

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

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



3. Should the conditions agreed in the LAS be not met, the Vice-Rector for Education may decide, after consultation with the Dean of the relevant Faculty and the TUL Erasmus+ Institutional Coordinator, to demand the return of a part or the entire scholarship received by the Participant.

VIII. Conditions for granting additional funds related to disability to students leaving under the Education Programme

1. For students of Lodz University of Technology going to the Partner University for the period of studies, who are persons with special needs resulting from disability, there is a possibility of covering the costs related to enabling them to participate in the mobility.
2. Support to participants with special needs requires settlement of actually incurred expenses, confirmed by financial documents. With the exception of costs of participation of an accompanying person during the mobility, which are settled as a lump sum up to the cost of the student's participation.

Possible changes will be communicated as an appendix to this Announcement at a later date.