



ANNOUNCEMENT
on mobility rules for students, doctoral students and graduates of Lodz University of Technology
SHORT-TERM MOBILITY (studies and internships)
under Erasmus+ KA131 - 2023

I. General rules

1. Short-term mobility under the Erasmus+ programme may apply to:
 - a. Lodz University of Technology students who meet all of the following conditions:
 - they are registered at the first or second cycle studies (during the entire stay in the host institution),
 - they have completed at least the first year of study (applies to first-cycle students)
 - their mobility will take place during studies, and the thesis defence exam will take place after its completion at the earliest.
 - b. PhD students of Lodz University of Technology who meet all of the following conditions:
 - they are registered at third-cycle studies or at the Interdisciplinary Doctoral School of Lodz University of Technology hereinafter referred to as the IDS TUL (during the entire stay in the host institution),
 - the defence of the doctoral dissertation will take place after the end of mobility at the earliest.
 - c. graduates of Lodz University of Technology (**only internships**) who meet all of the following conditions:
 - those who take part in the recruitment procedure in their final year of study or training before submitting their theses and will be qualified for mobility holding the status of “GRADUATE”,
 - those who submit to the Student Mobility Section of the International Cooperation Centre of TUL, hereinafter referred to as the SMS TUL, a certificate of completion of studies or training in the IDS TUL before departure,
 - those who end mobility within 1 year of graduation, that is, from the day of submission of the diploma thesis or from the day of completion of education, that is, from the day of submission of the doctoral dissertation.

In specific cases not covered by this Announcement for students and doctoral students in doctoral studies, the decision is taken by the Dean of the Faculty, and in the case of PhD students of the IDS TUL- Member of the Scientific Council of the IDS TUL in the represented discipline.
2. A student and a doctoral student in doctoral studies must not be on special or dean’s leave during the mobility and must not have suspended education. The student is obliged to notify the SMS Office immediately of any events that may affect the implementation of mobility, in particular about abandoning studies, obtaining leave, deletion from the list of students of TUL or from the list of students of the receiving university.
3. Each candidate has a capital of 360 days of physical mobility, which can be dedicated to studies and/or Erasmus+ internships at each cycle of study. This means that within a single cycle of study (including training in the IDS TUL), the total length of stay of a student in studies and/or foreign internships cannot exceed the sum of 360 days. This sum includes potential previous mobility, i.e. the number of days of studying abroad (studies and/or internship) under the Erasmus+ programme at a given cycle of study and in the IDS TUL.
NOTE: This sum includes the total period of stay abroad under the Erasmus+ programme, as well as the part with zero funding. In the case of graduates, the length of stay is added to the total duration of mobility at the cycle of study (including the IDS TUL), on which the candidate was qualified for mobility.¹
4. **For the duration of financing the mobility in a foreign institution under the Erasmus+ programme, the student/doctor/graduate student may not receive other funding from European Union funds to cover similar costs.**
5. A qualified candidate for the Erasmus+ programme may hold citizenship of any country in the world. The eligibility to leave for mobility is determined by having the status of a student or doctoral student of Lodz University of Technology. Each candidate qualified for mobility is obliged to check the rules of entry and residence in the territory of the host country.
6. Erasmus+ mobility must guarantee the possibility of acquiring learning outcomes related to the course of study or the study program.

¹ The training at the IDS TUL is regarded as a third cycle programme, however, due to the conditions of providing education, which differ from doctoral studies, for the purpose of drawing up these Rules, a distinction has been made between doctoral students in doctoral studies and doctoral students at IDS TUL.



7. The candidate may apply for **short-term internship** in an organisation located and registered in any country (other than Poland) participating in the Erasmus+ programme, both in EU countries, third countries associated and not associated with the programme. **The list of countries to which a candidate may apply for internship/studies constitutes Appendix 1 of these Rules.**

In case of an internship to a company/university from a country outside the EU, the application is only possible to companies/universities with which TUL has a signed cooperation agreement. The list of agreements can be found at cwm.p.lodz.pl

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

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

8. The candidate can apply for short-term mobility for studies to universities with which Lodz University of Technology has a signed agreement - the list of universities is available at cwm.p.lodz.pl

9. **As part of short-term mobility, the internship/study mobility abroad may be implemented lasting from 5 to 30 days. The Participant's physical stay abroad must be combined with compulsory virtual mobility for teamwork and exchange of experiences. Virtual mobility is optional for PhD students. In case of mobility for studies, the Participant must receive min. 3 ECTS credits after the end of mobility.**

10. Mobility must end on 31 July 2025 at the latest or until funds are exhausted.

11. The amount of scholarship and travel co-financing rates (if applicable) under the short-term mobility of the Erasmus+ programme depends on the length of stay, material and health situation of the candidate. **The rates of the funding and travel subsidies are set out in Appendix 2 to these Rules.**

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

"Green Travel" is a journey which takes place by entirely using ecological means of transport, such as: train, bus or car sharing on carpooling rules, with carpooling being understood as a shared car journey of people travelling for individual purposes on the same route. "Green Travel" does not include travel by plane, ferry, boat, or solo car travel. In the case of travel to overseas territories outside the continent, to which it is impossible to travel by ecological means of transport, the "Green Travel" co-financing is granted in situations where most of the journey took place by ecological means of transport.

In the case of a journey referred to as "Green Travel", the Participant is entitled to additional funding of 50 euros per trip and the possibility of receiving additional individual support for travel days (max. 2 days). The decision on the number of days with additional financial support is made by the SMS Office individually for each mobility.

The "Green Travel" grant will be awarded to the student upon meeting the following conditions:

- before the planned mobility, the student submits an application to the SMS Office to be granted "Green Travel" funding (**Appendix No. 3**), in which he/she will specify the stages of travel by selected means of transport and the dates of travel together with tickets or other documents confirming the journey for inspection, in case of travel by train or bus.
- After returning from the mobility, in order to settle the funding, the student submits to the SMS Office a statement "Green Travel" (**Appendix No. 4**) confirming the travel in line with the principles of "Green Travel" accompanied by tickets or other documents confirming the journey for inspection, in case of travel by train or bus.
- in the event of discrepancy of the data contained in the application - Appendix No 3, with the data contained in the statement - Appendix No 4, there may be a reduction in the funding granted. In such a situation, the student will be required to return the difference.

13. Mobility for studies and internship under Erasmus+ can take place in the same academic year, but at different times.

II. Recruitment procedure

1. A student or doctoral student applies for Erasmus+ mobility while being on the same cycle of study within which he or she plans to pursue mobility. It is not possible to qualify for mobility pursued at a subsequent cycle



program. In the case of graduates' mobility, students and doctoral students participate in recruitment in the last semester of their degree program or the last semester at the IDS TUL.

2. Students and PhD students wishing to do the short-term mobility under the Erasmus+ programme look for an individual host institution.
3. The candidate files an application for short-term mobility for studies or internship by submitting a set of application documents to:

A. in case of short-term mobility for internship:

- Faculty Coordinator of the Erasmus+ Programme for Internships — in the case of PhD students and postgraduates, or
- Member of the Scientific Council of the IDS TUL in the represented discipline.

B. in case of short-term mobility for studies:

- Coordinator of the Study Program - for students and PhD students in doctoral studies, or
- Member of the Scientific Council of the IDS TUL in the represented discipline.

Document templates are available at - <https://cwm.p.lodz.pl>

4. **Required application documents:**

a. **application of a student or doctoral student for permission to go to short-term mobility for internship/studies abroad.** The application is addressed to:

- Dean — for students and doctoral students of doctoral studies (also 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. The application must be approved by the doctoral student's Supervisor. In the absence of the Supervisor's positive opinion, the PhD student is not entitled to submit application documents.

b. **Internship/Study Program Agreement approved by the Host Institution.**

c. **certificate from the Language Centre TUL confirming knowledge of the language** which will be the language of instruction during mobility. The document certifies a language exam grade or an assessment equivalent to a language certificate. The minimum level of language for eligibility is B1. For PhD students, a B2+ level is accepted for a grade of 5 = 8 points or higher, according to the certificate provided.

d. **a recommendation letter issued by an employee of TUL** (only for candidates for mobility to countries outside the EU).

5. Initial qualification of candidates for the Erasmus+ programme takes place:

- in the student's parent unit (Faculty/College) - for students and doctoral students (also for students of IFE TUL);
- or is executed by the Member of the Scientific Council of the IDS TUL in the represented discipline (for PhD students of the IDS TUL).
- **The student/doctoral candidate/graduate submits the application documents approved at the Faculty/IDS TUL to the SMS TUL office.**

6. The following criteria are taken into account when qualifying candidates:

Component a: assessing the knowledge of the language which is the language of instruction during mobility

The scale of 3÷11 applies. PhD students of the IDS TUL - the number of points = 8 or higher is accepted in case of submitting the certificate. The following converter is used:

Grade \ Level	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

**component b: academic performance**

For students of at least the 2nd year of first and second cycle studies	weighted average of all grades in nominal courses (nominal courses are courses resulting from an approved curriculum, Individual Study Program and Individual Arrangement of Studies for a given year) of the last two settled semesters. (The average is calculated as the arithmetic mean of the weighted averages of the last two settled semesters.) The scales represent the number of ECTS credits that are assigned to the courses.
For students of 1 year of second-cycle studies	grade average of first-cycle studies
For participants of third-cycle studies or IDS TUL	average multiplied by 2. The last settled semester in which the grade average is available is taken into account. In case of mobility on the 1st semester — the average of the second cycle studies is taken into account.

7. The recruitment of candidates for short-term mobility under the Erasmus+ programme, carried out until July 2025, will take place on a continuous basis, until the funds allocated to short-term mobility under the Erasmus+ programme are used up by the decision of the University Authorities. The candidate should submit the required documents at least 30 days before the planned mobility. The Erasmus+ Coordinator makes the final decision on the qualifications of students and doctoral students. Students and doctoral students receive a decision on qualification results electronically to university addresses on the Lodz University of Technology server.

8. Students and PhD students have the right to appeal against the decision of the University Erasmus+ Coordinator within 5 working days of receipt. The appeal must be submitted in writing, and the appeal authority is the Vice-Rector for Education/Vice-Rector for Science - for PhD students of the IDS TUL.

III. Procedure for signing a mobility agreement

1. Students or PhD students qualified for mobility should submit the following documents at least 7 days prior to departure:

- statement with the account number in the EURO currency to which the funding is to be transferred. A template of the statement is available at <https://cwm.p.lodz.pl/pl/mobilnosc-studentow-pl/wyjazdy-na-praktyki/erasmus/przed-wyjazdem>
- confirmation of insurance - original and copy of the European Health Insurance Card or equivalent for travel outside the EU, and original and copy of third party liability and accident insurance.

In the case of student/doctoral student/graduate insurance by the host institution, the candidate submits the appropriate certificate to the host institution.

2. Based on the documents submitted by the student/doctoral student/graduate, the SMS TUL prepares an agreement for short-term mobility.
3. The candidate for mobility becomes a Participant of the Erasmus+ Programme upon signing the mobility agreement.

IV. Mobility

1. The student/PhD student/graduate will be paid the funding in the amount of 100% of the total envisaged grant,
 - after signing the mobility agreement between Lodz University of Technology and the Participant,
 - if applicable - after receiving recognition for previous Erasmus+ mobility
2. In addition, prior to the payment, the Mobility Participant is required to provide a document entitling to stay in the country for the entire duration of the mobility (visa, residence card) — if applicable.
3. The payment of the funding will be made in the form of a transfer to the Participant's personal bank account. The currency of the transfer is EURO. It is recommended that the Participant have a EURO account, as otherwise costs arising from exchange rate differences will be incurred when converting.
4. The funding under the Erasmus+ programme is intended to cover additional costs related to departure and stay at the host institution. As a rule, the funding is lower than the cost of living in the destination countries. The participant applying for mobility must take into account the need to cover part of the costs from sources other than the Erasmus+ grant.

V. Settlement of mobility

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

- a. submit to the Dean's Office/IDS TUL/SMS TUL: *INTERNSHIP - Traineeship certificate - Learning Agreement for Traineeship* or *STUDIES - Confirmation of Stay and Transcript of Records* with the number of



ECTS credits accumulated, certifying the period of stay of the Participant on mobility in the host institution and the implementation of the mobility program assumptions. The certificate should be issued on the date of completing mobility at the earliest.

- b. fill out the Erasmus Participant Survey online in the Beneficiary Module system.

VI. Recognition of short-term mobility

1. The condition for recognition of mobility is that all requirements set out in *the Learning Agreement for Traineeship/Studies* are met.
2. The Faculty Erasmus+ Internship Coordinator/Dean's Office or a Member of the IDS TUL Scientific Council in the represented discipline applies to the Dean/Director of the College or the Director of IDS TUL for recognition of mobility abroad based on the documents submitted by the student/doctoral student. He also requests that the Participant be awarded ECTS credits for the mobility by filling out the appropriate section of the *Erasmus+ Internship/Study Recognition Document*. In the case of IDS TUL - the internship is recognized by entering it in the doctoral student's transcript of records, but it does not count towards the academic grade average. This document should then be forwarded to the Dean's Office of the relevant Faculty or the Administrative Coordinator at the IFE TUL or the IDS TUL Office, and next to the SMS TUL office.
3. If the Participant does not meet the requirements agreed in *The Learning Agreement for Traineeship/Studies*, the Vice-Rector for Education may decide, after consulting the University Erasmus+ Coordinator and:
 - the corresponding Vice Dean or Director of the College and - in the case of students and PhD students, or
 - Curriculum Coordinator and Director of the IDS TUL — in the case of PhD students of the IDS TUL, on the need to return part or total of the funding received.

VII. Conditions for granting travel funding to people with reduced opportunities

1. Students/PhD students/graduates with reduced opportunities are people with disabilities or people from poorer backgrounds.
2. The criteria on the basis of which the university qualifies students/doctoral students/graduates for funding for those with reduced opportunities are:
 - the university's decision to award a person a social grant
 - declaration of will regarding a disability certificate.

In the case of mobility of graduates, decisions made during the final year of study will be taken into account.

The student/doctor/graduate student is required to provide a decision/order at the time of mobility recruitment or after the results of the qualification, however no later than before signing the financing contract.

3. The mobility funding rates for persons with reduced opportunities constitute Appendix 2 to these Rules.
4. Students with disabilities who have acquired the right to additional funding also have the right to apply for funds directly related to mobility, which cannot be covered by the amount of additional funding for participants with reduced opportunities (so-called "Support for Participants with Special Needs"). In this situation, at least 3 weeks before the start of mobility, the student qualified submits an application to the SMS office for an additional scholarship 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 on [stronie internetowej https://cwm.p.lodz.pl/pl/mobilnosc-studentow/mobilnosc-w-ramach-studiow/erasmus-w-kraju-programu/przed-wyjazdem](https://cwm.p.lodz.pl/pl/mobilnosc-studentow/mobilnosc-w-ramach-studiow/erasmus-w-kraju-programu/przed-wyjazdem)). The application "Support for Participants with special needs" must be accompanied by a medical certificate confirming the need to incur certain costs.

5. The decision on the amount of additional funding is made by the National Agency for the Erasmus+ Programme.
6. Immediately after the end of the mobility period, the Participant holding a disability certificate and applying for additional funds from the category "Support of Participants with special needs" submits to the SMS office invoices issued in the student's name confirming the costs incurred due to the disability. Based on the settlement of actual costs, a decision is made to recognise them, possibly the need to return part of the additional funding received by the student.

VIII. Representations of the University

The University is committed to applying the principle 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 jeopardized for reasons relating to economic interest, political or national sympathies, family and emotional ties and other common interests creating a conflict of interest.



Politechnika Łódzka



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

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