

## Announcement on the mobility rules for students and doctoral students of Lodz University of Technology going on internships abroad as part of the Mobility in Higher Education Action under the Education Programme

### General rules

1. Mobility of students and doctoral students of Lodz University of Technology to Iceland, Norway and Liechtenstein may be implemented under the Education Programme, Component II – Mobility in Higher Education. The Education Programme was established by an international agreement between Iceland, Liechtenstein, Norway and Poland.

Internships under the Education Programme are open to:

a. students of Lodz University of Technology who meet all of the following conditions:

- are registered as first- or second-cycle students (during their entire stay at the host institution),
- have completed at least the second year of their studies (applies to first-cycle students), or have completed the first semester of their second cycle (applies to second-cycle students),
- have completed the semester preceding their departure for mobility,
- will complete their internship during their studies, and the defence of their thesis will take place after the end of their internship at the earliest.

b. doctoral students of Lodz University of Technology who meet all of the following conditions:

- are registered in third-cycle studies or training at the Interdisciplinary Doctoral School of Lodz University of Technology, hereinafter referred to as IDS TUL (during their entire stay at the host institution),
- have completed the first semester of study or training at the IDS TUL,
- have completed the semester preceding their departure for mobility,
- the defence of the dissertation will take place after the completion of the internship at the earliest.

In special cases for students and doctoral students in doctoral programmes, the decision is made by the Dean of the Faculty and, in the case of IDS TUL doctoral students, by the Curriculum Coordinator or by a Member of the Scientific Council of the IDS TUL in the represented discipline in his/her absence.

2. A student and a doctoral student in doctoral studies may not be on special leave or on dean's leave during the mobility. A doctoral student at the IDS TUL may not be on special leave, dean's leave, maternity leave, additional maternity leave, leave on maternity leave conditions, paternity leave and parental leave, as defined in the Act of 26 June 1974 - Polish Labour Code.

3. **For the duration of funding the stay at the foreign institution under the Education Programme, the student/doctoral student may not receive other funding from European Union funds to cover similar costs.**

4. A candidate eligible for the mobility under the Education Programme may hold citizenship of any country in the world. Eligibility for the mobility is determined by having the status of a student or doctoral student at Lodz University of Technology. Each candidate qualified for the mobility is obliged to check the rules of entry and stay on the territory of the host country.

5. The internship implemented under the Education Programme must guarantee the possibility of achieving learning outcomes related to the field of study or study program. The internship requires full-time work. The required number of working hours must be agreed with the host institution and confirmed in the *Learning Agreement for Traineeships*.

6. A student or doctoral student in any studied field or in any discipline at the IDS TUL can also apply for a "digital boosting skills" internship designed to improve their digital skills<sup>1</sup>.

Under the Education Programme, a total of 2 internships of 3 months have been granted at the following universities:

- University of Agder;
- University of Iceland.

Funding under the Education Programme will be awarded to the first 2 students with the highest scores during recruitment to the above universities. Funding will be awarded as of the 1st recruitment, therefore if places are taken up in the first recruitment, it will not be possible to apply on subsequent recruitment dates.

7. **The internship may not be shorter than 60 days (one month corresponds to 30 days)** and longer than 360 days within one academic year. The internship may start on 1 October 2022 at the earliest and must end by 30 August 2023 at the latest.

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<sup>1</sup> A traineeship shall be considered a "digital skills traineeship" if a trainee is enrolled in one or more of the activities listed below:

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

General user support, order processing, data entry and office work are not included in this category.



**8. The funding is granted for a maximum of 90 days.**

The monthly grant rates are given **Appendix 1**.

9. The University will use the University's e-mail address to contact the student or doctoral student. The student or doctoral student is required to regularly check their e-mail account on the University's server.

**10. The criteria and procedures of the Erasmus+ Student Mobility Programme are applied during the qualification process of participants and the implementation of the mobility.**

## **II. Recruitment procedure**

1. A student or doctoral student applies for the mobility under the Education Programme while being on the same cycle of study in which he/she plans to do the internship. A student or doctoral student may not be qualified for:

- mobility to be completed at the next cycle of study,
- students and doctoral students applying for mobility during the second repeated or subsequently repeated diploma semester.

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

- Faculty Erasmus + Program Coordinator for Internships – in the case of students and doctoral students pursuing doctoral programmes, or
- Curriculum Coordinator at the IDS TUL or Member of the Scientific Council of the IDS TUL in the represented discipline in the event of his/her absence.

3. The documents should be submitted 2 months prior to the start of the internship according to the schedule specified in 8.

The templates of the documents can be found at - <https://cwm.p.lodz.pl/pl/mobilnosc-studentow-pl/wyjazdy-na-praktyki/erasmus/przed-wyjazdem>

4. Required application documents:

a. **application of a student or doctoral student for permission to go on an internship abroad.** The application should be addressed to:

- Dean – for students and doctoral students at the doctoral programme (also applies to students of the International Faculty of Engineering at Lodz University of Technology, hereinafter referred to as IFE TUL);
- Curriculum Coordinator – for doctoral students at the IDS TUL. The application must be approved by the doctoral student's Supervisor. In the absence of a positive opinion from the Supervisor, the doctoral student is not entitled to submit the application documents.

b. **application form** for mobility

c. **cover letter.** The cover letter of max. 400 words in Polish or English (IDS TUL doctoral students - only in English) should include: the duration of the internship, the place of the internship, the language of internship together with the justification of the choice of university and the country of destination and the assumed impact of the internship on the competences and possibility of obtaining employment after graduation or end of training. The addressee of the cover letter is:

- Faculty Erasmus + Program Coordinator for Internships – for students and doctoral students pursuing doctoral programmes (also applies to students at IFE TUL);
- Curriculum Coordinator – for PhD students at the IDS TUL.

In the cover letter, the applicant should also include information about the social grant awarded - if applicable.

d. **Learning Agreement for Traineeships**

*Learning Agreement for Traineeships, LAT*, must contain the signed consent of the student or doctoral student, the home university and the representative of the host institution. The LAT in the original or as a scanned document must be submitted by the student or doctoral student to:

- Faculty Erasmus + Program Coordinator for Internships for students and doctoral students (also applies to students at IFE TUL);
- Curriculum Coordinator – in the case of doctoral students at the IDS TUL. In the case of doctoral students at the IDS TUL, the LAT must be accepted and signed by the doctoral student's Supervisor.

In the *Learning Agreement for Traineeships*, the host institution confirms:

- readiness to accept a student or doctoral student for the internship;
- the period of the planned internship (daily dates from ... to ...);
- the title of the project implemented during the internship;
- knowledge, skills, social competences that the trainee will acquire;
- detailed programme of the internship;
- tasks to be performed during the internship;
- number of working hours per week – full-time work;



- the language in which the internship will take place and the required level of linguistic competence;
- the manner of monitoring the trainee's progress;
- the manner of evaluating the trainee;
- the name and surname of the trainee's supervisor at the host institution.

A student or doctoral student is obliged to consult the internship program and tasks specified in the *Learning Agreement for Traineeships* with the Faculty Erasmus + Program Coordinator for Internships or in case of doctoral students at the ISD TUL - with the Supervisor before submitting the application. The Erasmus + Program Coordinator for Internships or Supervisor (ISD TUL) on the basis of the internship program specify the assumed learning outcomes that should be achieved by the student or doctoral student at the end of the internship.

The *Learning Agreement for Traineeships* is approved by the:

- the relevant Faculty Erasmus + Program Coordinator for Internships or the Supervisor of the doctoral student (IDS TUL);
  - the relevant Vice-Dean / Director of the College or Curriculum Coordinator of the ISD TUL.
- e. **CV** completed in Polish or English (doctoral students of the ISD TUL - English only) in EUROPASS format, available at the website: [europass.frse.org.pl/europass-cv](http://europass.frse.org.pl/europass-cv)  
Doctoral students submit a CV together with a list of scientific or artistic achievements in the discipline in which studies or training are conducted.
- f. **certificate from the TUL Language Centre confirming the knowledge of the language<sup>2</sup>**, in which the internship will take place. The document certifies the grade of the language exam or the equivalent of a language certificate. The minimum language level for qualifying is B1.
5. Pre-selection of candidates for mobility under the Education Programme takes place:
- at the home unit of the student (Faculty/ College) – in case of students and doctoral students (also students at IFE TUL);
  - or is the responsibility of the Curriculum Coordinator (IDS TUL).

The Faculty Erasmus+ Programme Coordinator for Internships or the Curriculum Coordinator perform verification of candidates according to the criteria included in Section II (7) and draw up a preliminary qualification report. The report is submitted to the Student Mobility Section of TUL together with its appendices in accordance with the schedule in Section II (9).

6. The following criteria are taken into account in the qualification process of candidates:

- component a: assessment of the cover letter (1÷4), a social grant awarded- 1 (if applicable)
- component b: compliance of the internship program with the study program or curriculum on the basis of the *Learning Agreement for Traineeships* submitted by the foreign host institution (1÷10)
- component c: assessment of language proficiency<sup>3</sup>, in which the traineeship will take place. The 3÷11 scale applies. The following conversion rate 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 d: academic performance

In the case of students in at least the second year of first and second cycle studies	weighted average of all grades in nominal courses (nominal courses are those resulting from an approved curriculum, the Individual Study Plan and Program /IPPS/ or the Individual Organization of Studies /IOS/ for a given year) from the last two settled semesters. (The average is calculated as the arithmetic mean of the weighted average of the last two semesters). The weights are the numbers of ECTS credits that are allocated to a given course.
In the case of first year students of	grade average from first cycle studies

<sup>2</sup> it is assumed that doctoral students at ISD TUL - B2, grade - 5 or, if they hold a language certificate, higher, according to the grade on the certificate.



second cycle studies	
In the case of first year students of third cycle studies or IDS TUL	grade average from first cycle studies
In the case of participants of at least the third semester of third cycle studies or the IDS TUL	average multiplied by 2. The last settled semester in which a grade average is available is taken into account.

Academic performance (component d) is taken into account when granting funds for mobility if the number of persons qualified for mobility from the beginning of the academic year 2022/2023 exceeds the amount of funds allocated for mobility under the Education Programme available at the University.

In such a case, a ranking list of candidates will be drawn up on the basis of their academic performance results.

In the situation described above, students with incomplete registration may be qualified for funding in the next stage after the students with full registration. The exception is conditional registration the only reason for which is not obtaining credit for physical education classes in the preceding semester being the consequence of documented long-term sick leave (for a period of at least 6 weeks) by the student's constant inability to participate in classes. In such a case, failure to obtain a credit in physical education shall not be treated as "incomplete registration".

7. For fields of study with an academic profile, the final score is the sum of the components **a+b+c**. For studies 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 **a+b+c** components.

## RECRUITMENT SCHEDULE

8. Recruitment of candidates for internships under the Education Programme running from October 2020 to August 2022 will take place on the following dates on a first-come, first-served basis while funds last.

**The applicant should submit an application with appendices (Section II (3)) 2 months prior to the start of the internship:**

- submission of applications by:
  - ✓ students and doctoral students by 09 September 2022
 submission of reports with appendices to the SMS TUL by 16 September 2022  
 publication of decisions on qualification by 23 September 2022
  
- submission of applications by:
  - ✓ doctoral students by 04 November 2022
  - ✓ students by 11 November 2022
 submission of reports with appendices to the SMS TUL by 18 November 2022  
 publication of decisions on qualification by 30 November 2022
  
- submission of applications by:
  - ✓ doctoral students by 06 January 2023
  - ✓ students by 13 January 2023
 submission of reports with appendices to the SMS TUL by 20 January 2023  
 publication of decisions on qualification by 31 January 2023
  
- submission of applications by:
  - ✓ doctoral students by 10 March 2023
  - ✓ students by 17 March 2023
 submission of reports with appendices to the SMS TUL by 24 March 2023  
 publication of decisions on qualification by 31 March 2023
  
- submission of applications by:
  - ✓ doctoral students by 07 April 2023
  - ✓ students by 14 April 2023
 submission of reports with appendices to the SMS TUL by 21 April 2023  
 publication of decisions on qualification by 28 April 2023
  
- submission of applications by:
  - ✓ doctoral students by 05 May 2023
  - ✓ students by 12 May 2023

submission of reports with appendices to the SMS TUL by 19 May 2023  
publication of decisions on qualification by 31 May 2023

- submission of applications by:
    - ✓ doctoral students by 09 June 2023
    - ✓ students by 16 June 2023
- submission of reports with appendices to the SMS TUL by 23 June 2023  
publication of decisions on qualification by 30 June 2023
9. On the basis of reports submitted by Faculty Erasmus+ Coordinators for Internships and Curriculum Coordinators, the University Coordinator of the Erasmus+ Programme takes a decision on the qualification of students and doctoral students and draws up a report from the qualification procedure. The report contains a general ranking list of candidates for Erasmus+ internships abroad in the form of a list of all candidates applying for a traineeship with information about the outcome of the recruitment procedure:
- candidates accepted and placed on the main list,
  - candidates accepted and placed on the reserve list,
  - candidates conditionally qualified with provision of reasons, as well as candidates not accepted with provision of reasons for their rejection.
10. Students and doctoral students receive a decision on their qualification results by e-mail within the deadline indicated in the recruitment schedule (Part II (9)) to the university addresses on the server of Lodz University of Technology.
11. The students and doctoral students have the right to appeal against the decision of the Erasmus + University Coordinator within 5 working days from the date of its receipt. The appeal must be submitted in writing and the Vice Rector for Education is the appeal body.

In addition:

- The students and doctoral students have the right to appeal against the decision of the Erasmus + University Coordinator within 5 working days from the date of its receipt. The appeal must be submitted in writing and the Vice-Rector for Education/Director of College is the appeal body.
  - The doctoral student from the IDS TUL may appeal against the decision of the Curriculum Coordinator within 5 working days from the date of its receipt. The appeal must be submitted in writing and the Vice Rector for Science is the appeal body.
12. If a sufficient number of candidates is not qualified after the last date of qualification to receive funding, an additional date of qualification will be set in the event the University still has the funds to be allocated for funding internships.
13. In special cases, the Erasmus+ University Coordinator may qualify students or doctoral students outside the deadlines for recruitment provided that funds are available.
14. If a student or doctoral student resigns from the mobility, the funding is awarded to the Candidate who is placed on the highest position on the ranking list, provided that date of completing the internship has not yet expired (in the case of a student or doctoral student from the ranking list who has left for the internship with zero funding) or the internship has not started yet (in the case of a student or doctoral student who makes his or her traineeship conditional upon receiving the funding). If the first person on the ranking list does not meet the above conditions, the funding is awarded to the next person on the reserve list who meets them.

### III. Procedure for signing the mobility agreement

1. The Student Mobility Section TUL will issue for the student or doctoral student a certificate to the National Health Fund on qualifying for the mobility in order for the student or doctoral student to apply for the European Health Insurance Card (EHIC).
2. Students or doctoral students qualified for the internship should submit the following documents one month before their departure for mobility at the latest:
  - statement with the bank account number to which the funding is to be transferred. A specimen statement is available at <https://cwm.p.lodz.pl/pl/mobilnosc-studentow-pl/wyjazdy-na-praktyki/erasmus/przed-wyjazdem>
  - insurance confirmation – original and a copy of the European Health Insurance Card and original and a copy of Third Party Liability and accident insurance. In the case of insuring a student/doctoral/graduate by the host institution, the candidate shall present the relevant confirmation to the host institution.
3. On the basis of the documents submitted by the student/doctoral student, the SMS TUL draws up a traineeship agreement.
4. The candidate for the mobility becomes the Education Programme Participant upon signing the mobility agreement.

### IV. Mobility

1. A student or doctoral student shall receive one instalment of the funding amounting to 80% of the total planned funding,
  - after signing the mobility agreement between Lodz University of Technology and the Participant,

- if applicable- after the settlement and recognition of the previous mobility for studies or for traineeship under the Education Programme (on the basis of the *Recognition of Studies Document* or the *Traineeship Recognition Document*).
2. In addition, before the payment of the first instalment, the foreign national Participant from outside the European Union is obliged to provide a document entitling him/her to stay in the host country for the whole period of traineeship (visa, residence card).
  3. The payment of the second instalment of 20% of the total funding is made after the internship has been recognized by the competent Vice Dean/Director of the College or the Director of the IDS TUL (based on the *Traineeship Recognition Document*).
  4. The payment of the funding will be made by transfer to the Participant's personal bank account. The currency of the transfer is PLN.
  5. During their mobility, a student or doctoral student has the right to receive material aid benefits (scholarships: social, special scholarships for the disabled, rector's scholarships for the best students).
  6. Participation in the Education Programme shall not release a student and a doctoral student from paying tuition fees at Lodz University of Technology during their stay abroad.
  7. All amendments to the *Learning Agreement for Traineeships* (the section to be completed during the mobility) require acceptance of the Participant, the home university and the host institution. Potential amendments to the internship programme shall be made electronically within 1 month from the Participant's arrival at the host institution.
  8. After 1 month of the internship, the Participant sends an electronic report to the Faculty Erasmus+ Programme Coordinator for Internships or the Curriculum Coordinator (IDS TUL). The report after the completed internship should be signed by the supervisor in the host institution. Before the mobility, the Participant agrees with the Faculty Programme Coordinator or Curriculum Coordinator on the form and language of the report.
  9. In the case of earlier return from the traineeship than specified in the agreement with the University, the amount of funding received by the Participant is reduced accordingly. The provision applies only to shortening the stay by more than 5 days. **Note: the rule is that the total period of stay abroad cannot be shorter than 60 days.**

#### V. Changing the duration of internship

1. In order to extend the internship, the student or doctoral student should submit the *Learning Agreement for Traineeships- During the Mobility Changes* signed by the host institution to the Faculty Erasmus+ Programme Coordinator for Internships or the Curriculum Coordinator before the date of completion of the traineeship, as stipulated in the agreement.
2. The Student Mobility Section of TUL will issue a certificate to the National Health Fund for the Participant confirming the extension of the internship in order to apply for the European Health Insurance Card (EHIC).
3. The Participant submits to the Student Mobility Section the confirmation of insurance for the period resulting from the extension - original and a copy of the European Health Insurance Card (or equivalent insurance in case of a mobility to Turkey) and the original and a copy of civil liability and accident insurance. Third-party and personal accident insurance policies are provided by the host institution or taken out by the Participant.
4. The Participant who extends internship is obliged to sign an annex to the mobility agreement if the amount of the internship funding changes.

#### VI. Settlement of the traineeship

##### 1. Within 14 days of the end of the internship, the Participant shall:

- a. submit to the SMS TUL *the Traineeship Certificate, the Learning Agreement for Traineeship* on the period of the internship in the host institution and the fulfilment of the programme objectives of the placement with its assessment by the internship supervisor. The certificate should be issued on the day of termination of the internship at the earliest.

In the certificate, the host institution confirms the actual start and end date of the internship, internship program, learning outcomes, number of completed hours of work and gives an overall grade for the internship. The certificate signed and stamped by the host institution must be issued in English. The Participant sends the scan of the document to the SMS TUL, the original is submitted by the student or doctoral student to:

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

- b. submit to the Faculty Erasmus + Coordinator for Internships or the Curriculum Coordinator (ISD 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 completed tasks and competences acquired during the internship. The Participant prepares the report in English or after agreeing with the Faculty Coordinator or Curriculum Coordinator - in the language of the internship.

**The Participant agrees the scope, form and language of the report with the Faculty Erasmus+ Programme Coordinator for Internships or the Curriculum Coordinator (IDS TUL) prior to the internship.**



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

## VII. Recognition of the internship

1. The recognition of the internship is subject to its compliance with all the requirements set out in the *Learning Agreement for Traineeships*.
2. For a compulsory internship, a student or doctoral student obtains ECTS credits resulting from the study program. In the case of an optional placement, it is the number of ECTS credits resulting from the estimation by the Faculty Erasmus+ Programme Coordinator for Internships of the workload that the student or doctoral student needed to achieve the assumed learning outcomes. The final decision in each case is made by the respective Dean/Director of the College. A compulsory and non-compulsory traineeship will be recognised by including it in the: Transcript of Records, Student's or PhD Student's Diploma Supplement.
3. In the case of the IDS TUL, a doctoral student obtains a number of ECTS credits for the traineeship, resulting from estimation by the Curriculum Coordinator of the workload that the doctoral student needed to achieve assumed learning outcomes. The final decision in each case is made by the Director of the IDS TUL. The work placement is recognized by including it in the list of credits of a doctoral student, but it is not included in the average grade.
4. The Faculty Erasmus+ Programme Coordinator for Internships or the Curriculum Coordinator (IDS TUL) requests the Dean/Director of the College or the Director of the IS TUL recognise an internship abroad on the basis of the *Traineeship Certificate*, the *Learning Agreement for Traineeship*, traineeship report and, if applicable, a presentation. He/she also applies for ECTS credits for the internship by completing the relevant part of the *Erasmus+ Recognition Document*. This document should then be submitted to the Dean's Office of the relevant Faculty or the Administrative Coordinator at IFE TUL or IDS TUL Office.
5. If the Participant does not meet the requirements agreed in the *Learning Agreement for Traineeship*, the Vice Rector for Education may issue a decision, after consulting:
  - the competent Vice-Dean or Director of the College and the University Coordinator of the Erasmus + Programme - in the case of students and doctoral students at doctoral studies or
  - the Curriculum Coordinator and Director of the IDS TUL – in the case of doctoral students at IDS TUL, on the need to return part or all of the funding awarded.
6. The remaining amount of the scholarship will be paid to the Participant after taking into account the actual period of the student's stay abroad. This will take place after the Participant returns from abroad, fulfilling the conditions listed in VI and when the Student Mobility Section TUL receives the "Erasmus + Internships Recognition Document" from the relevant Dean's Office/Student Affairs Office of the IFE TUL or IDS Office.

## VIII. Conditions for granting funding for internships to persons with special needs

1. In case of students of Lodz University of Technology going to a Partner University for internships, who are persons with special needs resulting from a disability, it is possible to cover the costs related to enabling their participation in the mobility.
2. Support for participants with special needs requires the settlement of actual expenses confirmed by financial documents. With the exception of the costs of participation of an accompanying person in the mobility, which are settled in a lump sum up to the cost of the Participant's participation.

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

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