



ANNOUNCEMENT

on the mobility rules of students, doctoral students and graduates of Lodz University of Technology to do internships abroad - LONG-TERM MOBILITY in the programme and partner countries under the Erasmus + KA131 programme in the academic year 2021/2022

I. General rules

1. Participation in internships – long-term mobility under the Erasmus+ programme is open to:

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

- are registered as first or second cycle students (during the entire stay in the host institution),
- have completed at least their second year of studies (applies to first-cycle students) or have completed the first semester of their second cycle studies (applies to second-cycle students),
- have completed the semester preceding the departure for mobility,
- will do mobility during their studies, and will defend their diploma thesis after completing the mobility at the earliest.

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

- are registered at the third cycle studies or at the Interdisciplinary Doctoral School of Lodz University of Technology, hereinafter referred to as the IDS TUL (during the whole stay at the host institution),
- have completed the first semester of their studies or training at the IDS TUL,
- have completed the semester preceding the departure for mobility,
- will defend their doctoral dissertation after completing the mobility at the earliest.

c. graduates of Lodz University of Technology who fulfil all of the following conditions:

- will enter the recruitment process in the final year of their studies or training before submitting their diploma thesis and are qualified for the Erasmus+ internship with the status of "**GRADUATE**",
- will submit to the Student Mobility Section of the International Cooperation Centre TUL, hereafter referred to as the SMS TUL, a certificate of completion of their studies or training at the IDS TUL before leaving for mobility,
- will complete the internship within 1 year of graduation, i.e. from the date of taking the diploma exam, or from the date of completing studies, i.e. from the date of submitting the doctoral dissertation.

In special cases not covered by this Announcement for students and doctoral students pursuing doctoral studies, the decision is made by the Dean of the Faculty, and in case of doctoral students of the IDS TUL - by the Study Program Coordinator or a Member of the Scientific Council of the IDS TUL in the represented discipline in the event of his/her absence

2. During the mobility period, a student and doctoral student pursuing doctoral studies may not be on a special or dean's leave. During the mobility period, 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 specified in the Act of June 26, 1974 - Polish Labour Code.

3. Each candidate has a total of 360 days of physical mobility at own disposal that can be spent on Erasmus + studies and/or internships at each cycle of study. This means that within one cycle of studies (including studies at the IDS TUL), the total length of a student's stay at studies and/or internship abroad cannot exceed the total of 360 days. This sum includes any previous mobility, i.e. the number of days of studying abroad (studies and/or internships) under the LLP Erasmus (Lifelong Learning Programme) and Erasmus+ at a given degree programme and at the IDS TUL.

NOTE: This total includes the entire period of stay abroad under the LLP Erasmus or Erasmus+ programme, as well as the part that took place with zero funding. In case of graduates, the length of stay is added to the total duration of study abroad at this cycle of studies (including the IDS TUL) at which the candidate has qualified for the mobility¹.

4. **For the duration of the Erasmus+ funding of the stay in the institution abroad, the student/doctoral student/graduate cannot receive any other funding from European Union funds to cover similar costs.**

5. A candidate qualified for mobility under the Erasmus+ programme can be a citizen of any country in the world. The eligibility to mobility is determined by the status of student or doctoral student at Lodz University of Technology. Every candidate qualified for mobility is obliged to check the rules of entry and stay on the territory of the host country.

¹ Studying at the IDS TUL is regarded as third cycle studies, however, due to the nature of this form of education which is different 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 of the IDS TUL.



6. An Erasmus+ internship must provide an opportunity to acquire learning outcomes related to the field of study or the 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*.
7. A student or a PhD student of any field of study or studying in any discipline at the IDS TUL can also apply for a "digital boosting skills" internship aimed at improving own digital skills².
8. A candidate may apply for an internship to an organisation located and registered in any country (except Poland) participating in the Erasmus+ programme, both in the programme and partner countries. **The list of countries to which a candidate may apply for traineeship is enclosed as Appendix 1 to these Rules.**
In case of going for an internship to a company/university from a partner country, the application is possible only to companies/universities with which Lodz University of Technology has signed a cooperation agreement. The list of agreements can be found at cwm.p.lodz.pl
9. A host organisation can be any public or private organisation active in the field of education, training and acting for the benefit of the youth.

Examples of host organisations include:

- public or private small, medium or large enterprise (including a social enterprise);
- public body 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/education centre;
- non-profit organisation, association, NGO;
- body offering vocational guidance, career counselling and information services;
- higher education institution of the participating country holding an Erasmus Charter for higher education.

The internship cannot take place in European Union institutions, institutions running European Union programmes or diplomatic posts of the home country of the programme Participant.

10. Under the long-term mobility, a traineeship period abroad of 2 to 12 months is possible. The Participant's physical stay abroad can be optionally combined with virtual mobility.
11. The duration of the stay during the internship in case of long-term mobility within one academic year may not be shorter than 60 days and longer than 360 days. **NOTE - one month is equal to 30 days.**

The internship may start on 1 October 2021 at the earliest and must end on 31 May 2023 at the latest.

12. **Funding is granted for a maximum of 150 days** in case of long-term mobility.

The rates of grants and travel funding (only for students going to partner countries from Regions 1-4 and 6-13) within Erasmus+ traineeships in the academic year 2021/2022 depend on the country of departure, the type and duration of mobility and the candidate's financial and health situation. **The rates can be found in Appendix 2 of these Rules.**

13. The Participant has the opportunity to receive additional funding to support the cost of travel by low-emission means of transport: "Green Travel".

"Green Travel" is a journey that for the most part (at least 51%) takes place using environmentally friendly means of transport, such as: train, bus or carpooling, where carpooling is understood as car sharing by people traveling in individual destinations on the same route. Green Travel does not cover travel by plane, ferry, boat or a solo car trip.

In case of "Green Travel", the Participant is entitled to an additional grant of 50 Euro 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.

² A traineeship will be considered a 'Digital Skills Placement' if the trainee is training in one or more of the following activities:

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

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



The "Green Travel" grant will be awarded to the student once the following conditions are met:

- before the planned mobility, the student will submit to the SMS Office an application for the "Green Travel" grant (Appendix 3), specifying the stages of travel by the chosen means of transport and the dates of travel;
- after returning from travel, in order to settle the grant, the student submits to the SMS Office a "Green Travel" statement (Appendix 4) confirming that at least 51% of the travel was made in accordance with the "Green Travel" rules, together with tickets or other documents to be inspected in case of travel by train or bus.
- In case of any discrepancies between the data included in the application form (Appendix 3) and the data included in the statement (Appendix 4), the grant awarded may be reduced. In such a situation, the student will be obliged to return the difference.

14. Erasmus+ mobility for studies and Erasmus+ for traineeships may take place in the same academic year but in different periods.

15. In the academic year 2021/2022, students and doctoral students not receiving a lump sum for travel from the Erasmus+ programme, i.e. going to the programme countries and partner countries from Regions 5 and 14, additionally receive a one-off financial support of €250 gross from the University's funds, paid once per academic year. In order to obtain the above mentioned support, the declaration for tax purposes for Erasmus+ participants must be completed. The one-off support is not granted to students leaving with a 'graduate' status.

16. For contacts with a student or doctoral student, the University will use the university e-mail address. The student and doctoral student should regularly check their e-mail account on the University's server (not applicable to graduates). Students qualified for mobility for graduates are required to provide an additional contact e-mail address due to the inability to use the university e-mail after the defence examination.

II. Recruitment procedure

1. A student or a doctoral student applies for mobility under the Erasmus+ programme at the same cycle of study at which they plan to go. A qualification for mobility at the next cycle is not allowed.

In case of mobility for graduates, students and doctoral students are recruited in the last semester of studies at a given cycle or the last semester of studies at the IDS TUL.

2. Students and doctoral students wishing to go for internships under the Erasmus+ programme look for a placement site individually or they can use the internship offers available at

- <http://facebook.com/Erasmus Politechnika Łódzka>
- <https://erasmusintern.org>

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

- Faculty Erasmus+ Internship Coordinator – in case of students and doctoral students on doctoral studies, or
- Study Program Coordinator at the IDS TUL or a Member of the Scientific Council of the IDS TUL in the represented discipline in case of their absence.

4. The documents should be submitted 2 months before the commencement of the traineeship, in accordance with the schedule – point 9.

Specimen documents are available at - <https://cwm.p.lodz.pl/pl/mobilnosc-studentow-pl/wyjazdy-na-praktyki/erasmus/przed-wyjazdem>

5. Required application documents:

a. application of a student or doctoral student for consent to go on an internship abroad.

The application should be addressed to:

- The Dean – for students and doctoral students of doctoral studies (also for students of the International Faculty of Engineering at Lodz University of Technology, hereinafter referred to as IFE TUL);
- Study Program Coordinator – for doctoral students at the IDS TUL. The application must be positively evaluated by the PhD student's Supervisor. If the Supervisor's opinion is not positive, the student is not entitled to submit the application documents.

b. application form for mobility accompanied by a statement about previous mobilities abroad under the LLP-Erasmus, Erasmus+ programme.

- c. **cover letter.** The cover letter up to max. 400 words in Polish or English (IDS TUL doctoral students - only in English) should contain: description of the company, internship length, place of internship, internship language, also the justification for the choice of the company and country of departure and the assumed impact of the internship on competences and the possibility of obtaining employment after graduation or training. The addressee of the cover letter is:
- Faculty Erasmus+ Internship Coordinator– for students and doctoral students of doctoral studies (concerns also IFE TUL students);
 - Study Program Coordinator– for doctoral students of the IDS TUL.

d. **Learning Agreement for Traineeships**

The Learning Agreement for Traineeships (LAT) must be signed by the student or doctoral student, the home institution 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+ Internship Coordinator– for students and doctoral students of doctoral studies (concerns also IFE TUL students);
- Study Program Coordinator– for doctoral students in the IDS TUL. For PhD students at the IDS TUL, the LAT must be accepted and signed by the PhD student's Supervisor. In the LAT, the host institution confirms:
 - readiness to take on a student or doctoral student as an intern;
 - period of planned internship (daily dates from ... to ...);
 - title of the project implemented during the internship;
 - the knowledge, skills and social competences to be acquired by the trainee;
 - detailed internship program;
 - tasks to be performed during the internship;
 - number of working hours per week– full-time work;
 - the language of the placement and the level of linguistic competence required;
 - the manner in which the trainee's progress will be monitored;
 - the manner in which the trainee will be assessed;
 - the name and surname of the internship supervisor at the host institution.

The student or doctoral student must consult the program of the traineeship and the tasks specified in the *Learning Agreement for Traineeship* with the Faculty Erasmus+ Internship Coordinator or, for doctoral students in the IDS TUL - with the Supervisor before submitting the application. Based on the internship program, the Faculty Erasmus+ Internship Coordinator or Supervisor (IDS TUL) enters the assumed learning outcomes to be achieved by the student or doctoral student at the end of the traineeship.

The *Learning Agreement for Traineeship* is approved by:

- competent Faculty Erasmus+ Internship Coordinator or doctoral student's Supervisor (IDS TUL);
 - competent Vice Dean / College Director or the Study Program Coordinator for the IDS TUL.
- e. **CV** completed in Polish or English (PhD students in the IDS TUL - in English only) in EUROPASS format, available at: europass.frse.org.pl/europass-cv
Doctoral students submit their CV accompanied by a list of their scientific or artistic achievements in the discipline in which their studies or training are conducted.
- f. **certificate from the TUL Language Centre confirming their knowledge of the language of instruction**³ of the internship. The document certifies a grade from a language exam or a grade equivalent to a language certificate. The minimum language level for qualification is B1
- g. **letter of recommendation issued by TUL employee** (applies only to candidates for mobility to partner countries).

6. Pre-qualification of candidates for mobility under the Erasmus+ programme takes place:

- in the student's home unit (Faculty/College) - for students and PhD students (also for students at IFE TUL);

³ it is assumed that PhD students at the IDS TUL - B2, grade - 5, or in the case of a language certificate - higher, according to the grade on the certificate.

- or is performed by the Study Program Coordinator (IDS TUL).

The Faculty Erasmus+ Internship Coordinator or the Study Program Coordinator verifies the candidates according to the criteria specified in section II.7 and draws up a preliminary qualification protocol. The protocol is submitted to the SMS TUL with appendices according to the schedule in section II.9.7.

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

- Component a: assessment of the cover letter (1÷5),
- Component b: compliance of the internship program with the study or training program on the basis of the *Learning Agreement for Traineeship* sent by the host institution abroad (1÷10)
- Component c: evaluation of knowledge of the language³ in which the traineeship will take place. A scale of 3÷11 is used. The following conversion rate is applied:

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

For students of at least the second year of first and second cycle studies	weighted average of all grades from nominal courses (nominal courses are the courses resulting from the approved curriculum, Individual Study Program and Plan or Individual Study Organization for a given year) from the last two settled semesters. (The average is calculated as the arithmetic mean of the weighted averages from the last two settled semesters). The weights are the number of ECTS credits that are allocated to courses.
For first-year students of second cycle studies	first-cycle grade average
For participants of third-cycle studies or IDS TUL	grade average multiplied by 2. The last settled semester in which the grade average is available is taken into account.

- applies only to candidates going to partner countries – an individual decision of the University Erasmus+ Coordinator and the Vice-Rector for Education based on the recommendation letter submitted by the candidate and the availability of resources for mobility to partner countries.

The academic performance (component d) is taken into account when awarding a mobility grant in a situation where the number of people qualified for mobility from the beginning of the 2021/2022 academic year exceeds the amount of funds allocated to Erasmus + traineeships at the University disposal.

In this case, a ranking list of candidates will be drawn up based on their academic performance. Students who do not receive funding may go on an internship with a "zero" grant. If the University obtains additional funds, it, on the basis of the ranking list, decides to grant funding to program participants who left with "zero" funding.

In the situation described above, students with incomplete registration may be qualified for funding next to students with full registration. Conditional registration is an exception, the only reason for which is the failure to obtain credit for physical education classes in the preceding semester, caused by a documented long-term sick leave (for a period of at least 6 weeks) by the student's continued inability to participate in classes. In this case, failure to obtain the physical education credit is not considered 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 the 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 internships under the Erasmus+ programme in the academic year 2021/2022, implemented from October 2021 to May 2023, will take place in the following order until the funds are used up.

The candidate should submit the application form with appendices (section II.3.) 2 months before the traineeship:

- submitting applications by:



- ✓ students and doctoral students until 07.09.2021
 - sending protocols with appendices to the SMS TUL until 14.09.2021
 - announcement of qualification decision by 17.09.2021
 - submitting applications by:
 - ✓ doctoral students until 05.11.2021
 - ✓ students until 15.11.2021
 - sending protocols with appendices to the SMS TUL until 22.11.2021
 - announcement of qualification decision by 30.11.2021
 - submitting applications by:
 - ✓ doctoral students until 07.01.2022
 - ✓ students until 14.01.2022
 - sending protocols with appendices to the SMS TUL until 21.01.2022
 - announcement of qualification decision by 31.01.2022
 - submitting applications by:
 - ✓ doctoral students until 04.03.2022
 - ✓ students until 11.03.2022
 - sending protocols with appendices to the SMS TUL until 18.03.2022
 - announcement of qualification decision by 31.03.2022
 - submitting applications by:
 - ✓ doctoral students until 08.04.2022
 - ✓ students until 15.04.2022
 - sending protocols with appendices to the SMS TUL until 22.04.2022
 - announcement of qualification decision by 29.04.2022
 - submitting applications by:
 - ✓ doctoral students until 06.05.2022
 - ✓ students until 13.05.2022
 - sending protocols with appendices to the SMS TUL until 20.05.2022
 - announcement of qualification decision by 31.05.2022
 - submitting applications by:
 - ✓ doctoral students until 03.06.2022
 - ✓ students until 10.06.2022
 - sending protocols with appendices to the SMS TUL until 17.06.2022
 - announcement of qualification decision by 30.06.2022
10. Based on the protocols sent by Faculty Erasmus+ Internship Coordinators and Study Program Coordinators - the University Erasmus+ Coordinator makes a decision on the qualification of students and doctoral students and draws up a protocol of the qualification procedure. The protocol contains a university ranking list of candidates for Erasmus+ funding for internship abroad in the form of a list of all candidates applying for internship 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 the provisions of reasons and candidates not accepted with the provisions of reasons for rejection.
11. Students and doctoral students are sent the decision on their qualification results electronically within the time limit specified in the recruitment schedule (section II.9) to the university addresses on the TUL server.
12. A student or a doctoral student has the right to appeal against the decision of the University Erasmus+ Coordinator within 5 working days of receiving it. The appeal must be submitted in writing and the appeal body is the Vice-Rector for Education.
- Also:
- a student or a doctoral student may appeal against the decision of the Faculty Erasmus+ Internship Coordinator within 5 working days of receiving it. The appeal must be submitted in writing, and the appeal body is the Dean/Director of the College.
 - a doctoral student from the IDS TUL is entitled to appeal against the decision of the Study Program Coordinator within 5 working days of receiving it. The appeal must be submitted in writing, and the appeal body is the Vice-Rector for Science.
13. If a sufficient number of candidates is not qualified to receive funding after the final qualification deadline, and the University still has funds to allocate for funding internships, an additional qualification date will be set.



14. In special cases, the University Erasmus+ Program Coordinator may qualify students or doctoral students outside the recruitment dates, provided that funds are available.
15. If a student or a doctoral student resigns from the mobility, the grant is awarded to the candidate who ranks highest on the ranking list, provided that the deadline for the completion of the internship has not yet passed (in case of a student or a doctoral student on the ranking list who left for traineeship mobility with zero grant) or the internship has not yet begun (in the case of a student or a doctoral student who makes own departure conditional on receiving the grant). If the first person on the ranking list does not meet the above conditions, the grant is awarded to the next person from the reserve list who meets them.
16. If a candidate who applies for mobility resigns after completing studies or training, the grant is awarded to the candidate in the same category who occupies the highest place on the ranking list. If there are no candidates, the grant is awarded to the student or doctoral student applying for mobility during their studies or training and meeting the conditions listed in 10.

III. Procedure for signing the mobility agreement

1. The SMS TUL will issue to the student or PhD student a certificate to the National Health Fund confirming their eligibility for the internship in order to apply for the European Health Insurance Card (EHIC) or a certificate necessary to obtain a visa – if applicable.
2. Students or doctoral students qualified for traineeships should submit the following documents one month before their departure at the latest:
 - statement with the bank account number to which the grant 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>
 - confirmation of insurance – the original and a copy of the European Health Insurance Card or equivalent for travel outside the EU, as well as the original and a copy of the Civil Liability and Accident Insurance. If the student/doctoral student/graduate is insured by the host institution, the candidate should submit a relevant certificate to the host institution.
3. On the basis of the documents submitted by the student/doctoral student/graduate the SMS TUL prepares the mobility agreement.
4. A candidate for mobility becomes an Erasmus+ Programme participant upon signing the mobility agreement.

IV. Mobility

1. A student or a doctoral student will receive the payment of the 1st instalment of the grant amounting to 80% of the total expected co-financing, a graduate will receive the payment of the 1st instalment of the grant amounting to 70% of the total expected co-financing in case of long-term mobility:
 - after signing the mobility agreement between Lodz University of Technology and the Participant,
 - after taking a test on OLS platform,
 - if applicable - upon settlement and recognition of previous mobility for studies or traineeship under Erasmus+ (on the basis of the *Recognition of Studies* or the *Recognition of Traineeship* document).
2. Additionally, before the payment of the 1st instalment is made, the mobility Participant is obliged to submit the document entitling to stay in the country of internship for the whole period of placement (visa, residence card) – if applicable.
3. Payment of the 2nd instalment of the grant in the amount of 20% of the total, expected grant - in case of a student or a PhD student, or 30% of the total grant - in case of a graduate, takes place after recognition of the internship by the appropriate Vice Dean/Director of the College or the Director of the IDS TUL (on the basis of the *Traineeship Recognition* document).
4. The grant will be paid by bank transfer to the Participant's personal bank account. The currency of the transfer is EURO. It is recommended that the Participant has an account in EURO, otherwise the Participant will have to bear the costs resulting from exchange rate differences.
5. The period of traineeship in the host institution, which is the basis for accounting the grant, is defined with accuracy to one day. The amount of the grant is calculated using the system - Beneficiary Module - run by the European Commission.
6. The Erasmus+ grant is intended to cover additional costs associated with going to and staying in the host institution. The grant is usually lower than the cost of living in the destination countries. A Participant applying for mobility must take into account the necessity to cover part of the costs from other sources than the Erasmus+ grant.



7. During the internship, a student or a doctoral student is entitled to receive financial aid (social grant, special grant for disabled students, rector's grant for best students).
8. Participation in the Erasmus+ programme does not release students and doctoral students who pay tuition fees at Lodz University of Technology from paying these fees while 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 possible changes to the traineeship program can be introduced electronically within 1 month of the Participant's arrival at the host institution.
10. The report after the completed 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 study program coordinator before the mobility.
11. In case the Participant returns from the internship earlier than stated in the agreement with the University, the amount of the grant the Participant will receive will be reduced accordingly. The provision applies only to shortening the stay by more than 5 days (in case of travel by sustainable means of transport - the travel days are not taken into account).

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

V. Change in the internship 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+ Internship Coordinator or the Study Program Coordinator before the end of the traineeship specified in the agreement.
2. The SMS 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 SMS the confirmation of insurance for the period resulting from the extension - the original and a copy of the European Health Insurance Card (or equivalent insurance in case of mobility to countries outside the EU) as well as the original and a copy of the Civil Liability and Accident Insurance. Civil Liability and Accident Insurance is provided by the host institution or taken out by the Participant.
4. The Participant who extends the internship period is obliged to sign an annex to the mobility agreement if the amount of the internship grant changes.

VI. Mobility settlement

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*, stating the period of the Participant's stay at the host institution and the completion of the traineeship program, including the assessment by the traineeship supervisor. The certificate should be issued on the day of completing the internship at the earliest.

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

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

- b. submit to the Faculty Erasmus+ Internship Coordinator or the Study Program Coordinator (IDS TUL):

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

The report describes the tasks completed and competences acquired during the internship. The Participant draws up the report in English or, upon agreeing it with the Faculty Coordinator or the Study Program Coordinator, in the language of the traineeship.

The scope of the report, its form and the language in which it will be written are agreed by the Participant with the Faculty Erasmus+ Internship Coordinator or the Study Program Coordinator (IDS TUL) before the internship.

- c. fill out the Erasmus+ Scholarship Holder Questionnaire on-line in the Beneficiary Module system
- d. take a language test on the OLS platform after the internship. The invitation to take the test together with the link to the test is sent to the Participant via the SMS TUL.



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 poster presentation.

VII. Recognition of the internship

1. Recognition of the internship depends on the fulfilment of all requirements specified in the *Learning Agreement for Traineeship*.
2. For the obligatory traineeship, a student or a doctoral student receives ECTS credits resulting from the study program. In case of non-compulsory traineeship, the number of ECTS credits is calculated as a result of the estimation of the student or doctoral student's workload required to achieve the assumed learning outcomes by the Erasmus+ Faculty Internship Coordinator. The final decision in each case is made by the respective Dean/Director of the College. Compulsory and non-compulsory placement will be recognised by entering it in the student's or doctoral student's transcript of records or in the Diploma Supplement.
3. In case of the IDS TUL, the Coordinator of the Study Program awards the doctoral student the number of ECTS credits resulting from the estimation of the workload of the doctoral student needed to achieve the assumed learning outcomes. The final decision in each case is taken by the Director of the IDS TUL. The internship is recognised by entering it in the transcript of records of the doctoral student, but does not count towards the average grade of the courses.
4. The Faculty Erasmus+ Internship Coordinator or the Coordinator of the Study Program (IDS TUL) applies to the Dean/Director of the College or the Director of the IDS TUL for recognition of the internship abroad on the basis of the *Traineeship Certificate*, *Learning Agreement for Traineeship*, internship report and, if applicable, a presentation. The student also applies for the award of ECTS credits for the traineeship by filling out the appropriate part of the *Erasmus+ Traineeship Certificate*. This document should then be submitted to the Dean's Office of the relevant Faculty or the Administrative Coordinator at IFE TUL or the IDS TUL Office.
5. If the Participant fails to fulfil the requirements agreed in the *Learning Agreement for Traineeship*, the Vice-Rector for Education may decide, after consulting the University Erasmus+ Programme Coordinator and
 - the relevant Vice-Dean or College Director and - in case of students and doctoral students in doctoral studies and
 - the Study Program Coordinator and the Director of the IDS TUL – in case of doctoral students at the IDS TUL,the student will be informed about the necessity of returning part or the total of the received grant.
6. The remaining amount of the grant will be paid to the Participant after taking into account the actual period of the student's internship. This will take place after the Participant returns from abroad, fulfils the conditions listed in section VI and after the SMS TUL receives the *Erasmus+ Internship Recognition* document from the relevant Dean's Office/Student Affairs Office of IFE TUL or the IDS Office.

VIII. Conditions for granting support for the mobility of people with fewer opportunities

1. Students/doctoral students/graduates with fewer opportunities are those with disabilities or those from deprived backgrounds.
2. The criteria on the basis of which the university will qualify students/doctoral students/graduates for co-financing for people with fewer opportunities are
 - certificate on the degree of disability
 - decision of the university to award a given person a social scholarship.

In the case of mobility for graduates, decisions issued in the final year of studies will be taken into consideration. The student/doctoral student/graduate is obliged to submit the decision/certificate at the moment of recruitment for the internship or after the results of the qualification, but not later than on the day when mobility starts.

3. The co-financing rates for mobility of people with fewer opportunities are included in Appendix 2 to these Rules.

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 (the so-called "Support for Participants with Special Needs"). In this case, at least six weeks before the start of the mobility, the student selected for mobility will submit to the SMS Office an application for an additional grant from the "Support for Participants with Special Needs" category. In the application, the student specifies in detail the needs resulting 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-krajach-programu/przed-wyjazdem>](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 necessity of incurring certain costs.

5. The decision on the amount of additional funding is taken by the Erasmus+ Programme National Agency.



6. Immediately after the end of mobility period, a Participant who has a disability certificate and applies for additional funds from the category "Support for Participants with Special Needs" submits to the SMS Office invoices in the name of the student confirming costs incurred due to his/her disability. On the basis of the settlement of the actual costs, a decision is made whether the costs will be accepted or whether a part of the additional funding received by the student will have to be returned.

IX. On-line linguistic support

1. On-line linguistic support is applicable to mobilities where the language of instruction is English, Bulgarian, Croatian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish; native speakers are released from this obligation.

2. Before the start and at the end of the mobility period the Participant, with the exception of those for whom the internship language is their mother tongue, is required to complete an online language proficiency test in the Online Linguistic Support tool indicated by the SMS TUL. A licence for the test is sent to the Participant via the SMS TUL. The language of the internship is specified by the host institution in the *Learning Agreement for Traineeship*. Taking the tests after and before the mobility is a condition for the payment of the grant.

3. After taking the first on-line language exam, the Participant may take an on-line course in the language in which he/she took the exam or in the local language of the partner university. The course should start immediately after receiving the licence. Participation in the local language course is recommended by TUL.

X. Representations of the University

The University undertakes to apply the principle of equal access, non-discrimination and social 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 endangered for reasons of economic interest, political or national sympathies, family and emotional ties, and other common interests creating a conflict of interest.

The University undertakes to observe the principles of impartiality, transparency, fairness and equal treatment of all candidates at every stage of the qualification process.

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