

**ANNOUNCEMENT**  
**related to the rules of mobility of students and graduates of Lodz University of Technology**  
**during internships abroad under the Erasmus+ Programme "Mobility with Programme Countries"**  
**in the academic year 2019/2020**

**I. General principles**

1. Erasmus+ internships are open to:

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

- are registered at the first, second or third cycle studies (during the entire stay at the host institution),
- have completed at least the second year of studies (applies to first-cycle students),
- have completed the first semester of the second or third cycle studies (for students of the second and third cycle studies),
- have completed the semester preceding their mobility,
- they will do their internship during their studies, and the diploma thesis will be defended at the earliest after the end of the internship.

In special cases, individual decisions are made by the Dean.

b. recent graduates of Lodz University of Technology who meet all of the following conditions:

- will be recruited in the last year of their studies before taking the diploma examination and will be qualified for the Erasmus+ internship with the "**GRADUATE**" status,
- submit to the Student Mobility Section of International Cooperation Centre of TUL a certificate of completion of studies before leaving for the internship,
- complete their internships within 1 year of graduation, i.e. from the date of taking the diploma examination.

**2. The student may not stay during the mobility on special leave or dean's leave.**

3. Each candidate has 360 days of capital to spend on study mobility and/or Erasmus+ placements at each level of studies. This means that the total length of a student's stay at a study mobility and/or placement abroad cannot exceed 360 days per cycle. The sum includes possible earlier trips, i.e. the number of study days abroad (studies and/or placements) within the LLP Erasmus programme. (Lifelong Learning Programme) and Erasmus+ at a given level of studies.

**NOTE:** this sum includes the total period of stay abroad under the LLP Erasmus or Erasmus+ programme, as well as the part which was completed with the zero funding. In the case of recent graduates, the length of stay is added to the total duration of mobility trips at the level of study at which the candidate was qualified for mobility.

4. A candidate eligible for mobility under the Erasmus+ programme may be a citizen of any country in the world. The right to travel is determined by the fact of registration as a student of Lodz University of Technology. Each student qualified for mobility is obliged to check the rules of entry and stay in the host country.

5. The internship implemented under the Erasmus+ programme must guarantee the possibility of obtaining learning outcomes related to the field of study. 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*.

A student in any field of study may also apply for a "digital boosting skills" traineeship consisting in improving the Participant's digital skills<sup>1</sup>.

6. A candidate may apply for an internship to an organisation located and registered in any country (except Poland) participating in the Erasmus+ programme as a Programme Country, i.e.:

- in one of the countries of the European Union,
- in one of the EFTA/European Economic Area countries: Norway, Iceland, Liechtenstein,

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<sup>1</sup> A traineeship will be considered a 'digital literacy traineeship' if the student is learning one or more of the following activities:

Digital marketing (e.g. social media management, web analytics);

computer-aided graphic, mechanical or architectural design;

development of applications, software, scripts or websites; installation, maintenance and management of IT systems and networks;

cyber-security; data analysis, exploration and visualisation; artificial intelligence robot and application programming.

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

- Turkey, Macedonia, Serbia.
7. A host organisation can be any public or private organisation active on the market or in the education, training and youth sectors.

Examples of such host organisations are as follows:

- public or private small, medium or large enterprise (including social enterprise);
- a public body at local, regional or national level;
- a social partner or other representative of a given profession including chambers of commerce; craft/professional associations and trade unions;
- a research institute;
- a foundation;
- school/institution/education centre;
- a non-profit-making organisation, association, non-governmental organisation;
- a body providing vocational guidance, counselling and information services;
- a higher education institution in a participating country holding an Erasmus Charter for higher education.

The placement may not take place in the institutions of the European Union, in institutions managing European Union programmes or in diplomatic missions of the home country of the programme participant.

8. **The internship may not be shorter than 60 days (one month is counted as 30 days)** and longer than 360 days within one academic year. The internship may start at the earliest on 1 July 2019 and must end at the latest on 31 March 2021.9. The internship cannot be carried out simultaneously in two different organisations and countries.

10. **The funding is awarded for a maximum of 150 days.**

The monthly funding for Erasmus+ placements depends on the host country and in the academic year 2019/2020 it amounts to:

- Group I - **600 Euro** (Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom);
- Group II - **550 Euro** (Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, the Netherlands, Portugal, Spain, Spain);
- Group III - **500 Euro** (Bulgaria, Croatia, Czech Republic, Estonia, FYROM – former Yugoslav Republic of Macedonia, Lithuania, Latvia, Romania, Slovakia, Slovenia, Hungary, Turkey, Serbia).

11. Erasmus+ internships to pursue studies and Erasmus+ work placements may take place in the same academic year, but at different times.
12. For the academic year 2019/2020, TUL students will receive one-time financial support of 250 euros from the University's funds. In case of two and another mobility trips abroad under the Erasmus+ programme during one academic year to study and/or participate in a work placement, the decision is made by the Dean or the Director of the TUL International Cooperation Centre on the basis of an application submitted by the student. Additional support is not available for students going on an internship with the status of a graduate.
13. The University will use the university e-mail address to contact the student. The student is obliged to regularly check his/her e-mail account on the University server.

## **II. Recruitment procedure**

1. The student who applies for mobility under the Erasmus+ programme must be at the same level of study as the one as part of which he/she plans to carry out the mobility. A student is not entitled to be qualified for mobility at the next level of studies or for students applying for mobility during the second or subsequent repetition of the diploma semester. **In the case of internships for recent graduates, students take part in the recruitment process at the last semester of studies of a given cycle.**
2. Students of TUL who want to go on an internship under the Erasmus+ programme are looking for an individual place to do the internship. Students can take advantage of the internship offers available on the website: <http://facebook.com/Erasmus Politechnika Łódzka>.

3. The Candidate applies for placement by submitting a set of application documents to the Faculty Coordinator of the Erasmus+ Internship Programme. The documents should be submitted 2 months before the start of the internship in accordance with the schedule specified in point 6.

#### **Required application documents:**

**a. an application of a student or a participant of a doctoral programme** for permission to go on an internship abroad

The application is addressed to the Dean. Doctoral students may include in their application a request for continuation of the payment of the doctoral scholarship during the mobility. The request must be supported by the Head of the Doctoral Studies. The consent is granted by the Dean.

**b. an application form** for mobility together with a declaration on completed internships abroad under the LLP-Erasmus and Erasmus+ programmes.

**c. a cover letter**

A cover letter (max. 400 words) in Polish or English should contain a description of the company, time of placement, a place of placement, a language of placement with a justification of the choice of the company and host country as well as the assumed impact of the placement on competences and the possibility of obtaining employment after graduation. The letter is addressed to the Faculty Coordinator of the Erasmus+ Internship Programme (also for IFE students).

**d. Learning Agreement for Traineeships**

*Learning Agreement for Traineeships - LAT* must contain signatures confirming the acceptance of the student, the home institution, and the representative of the host institution. LAT in the original or in the form of a scanned document must be submitted by the student to the Faculty Coordinator of the Erasmus+ Internship Programme.

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

- willingness to accept a student for a traineeship
- the period of the planned placement (dates from...to...)
- the title of the project carried out during the internship
- the knowledge, skills and social competences that the student will acquire
- a detailed traineeship program
- the tasks to be performed during the placement
- a weekly number of working hours – full-time work
- the language in which the placement will take place and the required level of linguistic competence
- the manner of monitoring the student's progress
- the manner in which the student is assessed
- the name and surname of the student's supervisor at the host institution.

The student is obliged to consult the placement program and the tasks specified in the *Learning Agreement for Traineeships* with the Faculty Coordinator of the Erasmus+ Internship Programme before submitting the application. Based on the internship program, the Faculty Coordinator specifies the expected learning outcomes to be achieved by the student at the end of the traineeship.

The *Learning Agreement for Traineeships* is approved by the competent Faculty Coordinator of the Erasmus+ Internship Programme and the competent Dean or Director of the College.

**e. CV** completed in Polish or English in EUROPASS format, available on the website:  
[europass.frse.org/pl/europass-cv](http://europass.frse.org/pl/europass-cv)

**f. a certificate from the TUL Language Centre confirming the knowledge of the language**, in which the traineeship will take place. The document certifies the grade of the language examination or an equivalent grade of the language certificate. The minimum level of language competence for qualification is B1.

Model documents can be found at <http://erasmus.p.lodz.pl/praktyki/dokumenty-do-pobrania>.

4. The initial qualification of candidates for mobility under the Erasmus+ programme takes place in the student's home institution (Faculty/College). The Faculty Coordinator of the Erasmus+ Internship Programme verifies the candidates according to the criteria specified in Part II, point 5 and draws up a qualification report. The report is submitted to the Student Mobility Section of the International Cooperation Centre of TUL together with the attachments in accordance with the schedule in part II, point 6.

5. The following criteria will be taken into account in the selection of candidates:

- a. Component a: assessment of the cover letter (1÷5),
- b. Component b: compliance of the placement programme with the study programme on the basis of the *Learning Agreement for Traineeships* submitted by a foreign host institution (1÷10)
- c. Component c: evaluation of the knowledge of the language in which the placement will take place. The grade obtained from the foreign language proficiency (3÷5) should be multiplied depending on the level of language according to the following conversion factor. The scale 3÷10 applies. The following conversion rate is applied:
  - level B1 x 1.0
  - level B2 x 1.2
  - level B2+ x 1.4
  - level C1 x 1.6
  - level C2 x 2
- d. Component d: academic performance results

- in the case of students of the second year of first- and second-cycle programmes:

weighted average of all grades in nominal subjects (nominal subjects are subjects resulting from the approved curriculum, Individual Programme and Study Plan or Individual Study Organization for a given year) in the last two semester grades. (The average is calculated as the arithmetic mean of the weighted averages of the last two semesters.) The weights are the numbers of ECTS credits that are assigned to a given subject.

- in the case of students in the 1<sup>st</sup> year of the 2<sup>nd</sup> cycle of studies: the average of the 1<sup>st</sup> cycle of studies

- in the case of students in the 1<sup>st</sup> year of 3<sup>rd</sup> cycle studies: the average of the 2<sup>nd</sup> cycle of studies

- in the case of students of at least 3<sup>rd</sup> semesters of third cycle studies: assessment of the Doctoral Studies Supervisor in the scale 1÷10.

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

For fields of study with a practical profile, the final score is the sum of the components **a+b+c** multiplied by **1,2**.

For graduates, the final score is the sum of the components **a+b+c**

Academic achievement results (component d) are taken into account when awarding mobility funding if the number of persons qualified for mobility since the beginning of the academic year 2019/2020 exceeds the amount of funds allocated to Erasmus+ placements available to the university.

In this case, a ranking list of candidates will be prepared based on their academic performance. Students who do not receive any funding may go on an internship with a "zero" scholarship. If the university obtains additional funds, on the basis of the ranking list, the Committee makes a decision on awarding funds to programme participants who have left the programme with a "zero" financial support.

In the situation described above, students with incomplete registration may be qualified for financing next to students with full registration. An exception to this is conditional registration, the only reason for which is the failure to obtain credit for physical education classes in the preceding semester, caused by documented sick leave for a long period of time (for at least 6 weeks) caused by the student's continuous inability to participate in classes.

In such a case, the lack of physical education credit will not be treated as an "incomplete registration".

**6. Recruitment of candidates for traineeships under the Erasmus + programme in the academic year 2019/2020, implemented from October 2019 to March 2021, will take place on the following dates, according to the order of applications until the funds are exhausted.**

**The candidate should submit the application with attachments (part II, p. 3) 2 months before the start of the internship:**

- submission of applications by students by 10 September 2019  
submitting reports with attachments to the Student Mobility Section by 17 September 2019  
publication of the decision on qualification by 20 September 2019
  - submission of applications by students by 15 November 2019  
submitting reports with attachments to the Student Mobility Section by 22 November 2019  
publication of the decision on qualification by 29 November 2019
  - submission of applications by students by 17 January 2020  
submitting reports with attachments to the Student Mobility Section by 24 January 2020  
publication of the decision on qualification by 31 January 2020
  - submission of applications by students by 13 March 2020  
submitting reports with attachments to the Student Mobility Section by 20 March 2020  
publication of the decision on qualification by 31 March 2020
  - submission of applications by students by 17 April 2020  
submitting reports with attachments to the Student Mobility Section by 24 April 2020  
publication of the decision on qualification by 30 April 2020
  - submission of applications by students by 15 May 2020  
submitting reports with attachments to the Student Mobility Section by 22 May 2020  
publication of the decision on qualification by 29 May 2020
  - submission of applications by students by 15 June 2020  
submitting reports with attachments to the Student Mobility Section by 22 June 2020  
publication of the decision on qualification by 30 June 2020
7. On the basis of the reports from the Faculties/IFE, the Erasmus+ University Coordinator makes a decision on the qualification of students and draws up a report on the qualification procedure. The report contains a general university ranking list of candidates for Erasmus+ funding for international internships in the form of a list of all candidates applying for an 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 indication of the reason and candidates not accepted with indication of the reason for rejection.
8. Students receive a decision on their qualifications results by e-mail within the deadline specified in the recruitment schedule (part II, point 6) to their student addresses on the server of Lodz University of Technology.
9. The student has the right to appeal against the decision of the University Coordinator of the Erasmus+ Programme 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.
10. If, after the last deadline for eligibility for financing, a sufficient number of candidates are not qualified for financing, if the university still has funds to be used to co-finance traineeships, an additional deadline for qualification will be set.
11. In special cases, the Erasmus+ University Coordinator has the possibility of qualifying students outside the recruitment deadlines, provided that funds are available.
12. If a student resigns from mobility, the funding is awarded to the highest ranked student on the ranking list, provided that the deadline for completing the placement has not yet expired (in the case of a student from the ranking list who left for an internship with zero funds) or the placement has not yet started (in the case of a student who depends on receiving the funding for his/her mobility). 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.
13. In case of resignation of a candidate applying for internship after graduation, the funding is awarded to the candidate for mobility after graduation, who occupies the highest position on the ranking list. If there are no candidates for mobility after studies, the funding is awarded to the student applying for mobility during studies, who meets the conditions specified in point 11.

### III. Procedure for signing a mobility contract

1. The Student Mobility Section of the International Cooperation Centre of TUL will issue a certificate to the National Health Fund for the purpose of applying for a European Health Insurance Card (EHIC).
2. Students qualified for an internship should submit the following documents no later than one month before their mobility:
  - a statement with the number of the account to which the funding is to be transferred. A specimen of the statement is available at <http://erasmus.p.lodz.pl/praktyki/dokumenty-do-pobrania>
  - the insurance confirmation – the original and a copy of the European Health Insurance Card, as well as the original and a copy of third party liability and accident insurance. In the case of student/graduate insurance provided by the host institution, the candidate presents an appropriate certificate to the host institution.
3. On the basis of documents submitted by the student/graduate to the Student Mobility Section, the International Cooperation Centre of TUL prepares a mobility contract for an internship.
4. The candidate for mobility becomes an Erasmus+ Programme Participant upon signing the mobility contract.

### IV. Mobility implementation

1. The student will receive a payment of 1st instalment amounting to 80% of the total expected funding, and graduates will receive a payment of 1st instalment amounting to 70% of the total expected funding:
  - after signing the contract between Lodz University of Technology and the Participant,
  - after taking the test on the OLS platform
  - if applicable - after having obtained a settlement and recognition of prior study or work experience of Erasmus+ by the faculty (based on the *Study or Work Placement Recognition Document*).
2. Additionally, before making the payment of 1st instalment, a Participant who is a foreigner from outside the European Union is obliged to provide a document authorizing him/her to stay in the country of the placement throughout the whole period of the placement (visa, residence card).
3. The payment of 2<sup>nd</sup> instalment in the amount of 20% of the total expected funding - in the case of a student or 30% of the total funding - in the case of a graduate, takes place after the recognition of the internship by the appropriate Dean or Director of the College (on the basis of the *Document on the recognition of the internship*).
4. The payment of the funding will be made in the form of a transfer to the personal account of the Participant. The currency of the transfer is EURO. It is recommended that the Participant should have an account in EURO, otherwise it will incur costs resulting from exchange rate differences in the currency conversion.
5. The period of internship at the host institution, which is the basis for the settlement of the funding, is determined on a daily basis. The amount of the funding is calculated using the Mobility Tool system managed by the European Commission.
6. The Erasmus+ funding is intended to cover additional costs associated with travel and stay in the host institution. Usually, the funding is lower than the cost of living in the host countries. The participant applying for mobility must take into account the need to cover part of the costs from sources other than the Erasmus+ funds.
7. During the internship, the student has the right to receive financial assistance benefits (scholarships: social, special scholarships for the disabled, the rector scholarship for the best students).
8. Participation in the Erasmus+ programme does not exempt students paying tuition fees at Lodz University of Technology from paying these fees during their stay abroad.
9. All changes introduced to the *Learning Agreement for Traineeships* (section to be completed during the mobility) require the acceptance of the Participant, the home university and the host institution. Any changes to the placement program can be made electronically within 1 month of the Participant's arrival at the host institution.
10. After 1 month of the internship, the Participant sends the report to the Erasmus+ Programme Coordinator for Internships by e-mail. The report after the internship should be signed by the supervisor at the host institution. Before mobility, the participant agrees with the Faculty Coordinator on the form and language of submitting the report.
11. In case of earlier return from the internship than specified in the agreement with the University, the amount of financing received by the Participant is reduced accordingly. This concerns only the shortening of the stay

by more than 5 days. **Note: it is a rule that the total period of stay abroad cannot be shorter than 60 days.**

## V. Changing the duration of internships

1. In order to extend the placement, the student should submit the *Learning Agreement for Traineeships - During the Mobility Changes* signed by the host institution to the Erasmus+ Internship Programme Coordinator before the placement end date specified in the agreement.
2. The Student Mobility Section of the International Cooperation Centre of TUL will issue the Participant with a certificate to the National Health Fund confirming the extension of the placement in order to submit an application for the issuance of the European Health Insurance Card (EHIC).
3. The Participant submits to the Section the insurance confirmation 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 trips to Turkey), as well as the original and a copy of the Third Party Liability and accident insurance. Third Party Liability and accident insurances are provided by the host institution or purchased by the Participant.
4. The Participant who extends the internship is obliged to sign an appendix to the mobility contract if the amount of funding for the internship changes.

## VI. Settlement of internship

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

- a. submit to the Student Mobility Section of the International Cooperation Centre of TUL the *Traineeship Certificate*, the *Learning Agreement for Traineeship* on the duration of the Participant's stay at the placement at the host institution and the implementation of the programme assumptions of the placement along with its evaluation by the supervisor of the traineeship. The certificate should be issued at the earliest at the end of the placement.

In the certificate, the host institution confirms the actual date of commencement and completion of the placement, the placement programme, the learning outcomes, the number of hours and the overall assessment of the traineeship. The certificate signed and stamped by the host institution must be in English. The Participant sends the scanned document to the Student Mobility Section of the International Cooperation Centre of TUL. The original is submitted by the Student to the Dean's Office of the appropriate Faculty or to the IFE Office for Students' Affairs of Lodz University of Technology.

- b. submit to the Faculty Coordinator for Erasmus+ Programme:

- a copy of the Traineeship Certificate
- a detailed report on the traineeship approved by the supervisor of the placement in the host institution. In the report, the Participant describes the tasks completed and the competences acquired through the placement. The report is drawn up by the Participant in English or, by agreement with the Faculty Coordinator, in the language of the placement.

The Participant agrees with the Faculty Coordinator of the Erasmus+ Internship Programme before the mobility.

- c. fill in the Erasmus+ Participant Questionnaire on-line in the Mobility Tool system.

- d. take a language test on the OLS platform at the end of the internship. The invitation to complete the test and the link to it are sent to the Participant via the Student Mobility Section of the International Cooperation Centre of TUL.

2. Depending on the decision of the faculty authorities, the Participant will report the practice in the form of a poster presentation.

## VII. Traineeship recognition

1. The recognition of an internship is subject to the fulfilment of all the requirements set out in the *Learning Agreement for Traineeship*.
2. The student obtains ECTS credits for the obligatory placement. In the case of non-compulsory placement, it is the number of ECTS credits resulting from the assessment of the student's workload needed to achieve the

expected learning outcomes by the Erasmus+ Programme Faculty Coordinator for Internships. The final decision in each case is made by the appropriate Dean or Director of the College.

3. The compulsory and non-compulsory placement will be recognised by inclusion in the *Transcript of Records* and the Diploma Supplement.
4. The Faculty Coordinator of the Erasmus+ Internship Programme applies to the Dean or the Director of the College for recognition of the internship abroad on the basis of the Traineeship Certificate, Learning Agreement for Traineeship, the report on the internship and, if it concerns, a poster presentation. He also applies for ECTS credits for 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 Administrative Coordinator at Lodz University of Technology.
5. If the Participant fails to meet the requirements agreed upon in the *Learning Agreement for Traineeship*, the Vice-Rector for Education may decide, after consultation with the relevant Dean or Director of the College and the University Coordinator of the Erasmus+ Programme, to return part or all of the funding received.
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, meeting the conditions specified in point VI and submitting a copy of the "Erasmus+ Internship Recognition Document" to the Student Mobility Section of the International Cooperation Centre of TUL by the appropriate Dean's Office.

### **VIII. Conditions for awarding funding for the mobility of persons with special needs**

1. Students with disabilities participating in Erasmus+ mobility are entitled to receive an additional amount of 'Support for Participants with Special Needs'.
2. At least six weeks before the mobility starts, the qualified student submits an application to the Student Mobility Section of the International Cooperation Centre of TUL for an additional funding in the category "support for Participants with special needs". In the application form, the student specifies in detail the needs resulting directly from the disability. The application form is available on the website: <http://erasmusplus.org.pl/dokumenty/szkolnictwo-wyzsze/#power>
3. The application should be accompanied by a copy of the certificate confirming the degree of disability and a medical certificate confirming the necessity of incurring certain costs.
4. The decision on the amount of additional funding is made by the Foundation for the Development of the Education System of the Erasmus+ programme.
5. After a positive decision of the Foundation for the Development of the Education System, the entire scholarship together with additional funds related to disability is paid in PLN from the European Social Fund, Operational Programme Knowledge Education Development (PO WER).
6. The University concludes an agreement with the student under the PO WER programme, however, with the status of an Erasmus+ Programme Participant.
7. Financial support for students with special needs in the amount of a lump sum and additional scholarship to cover expenses related to disability is paid taking into account the whole period of stay abroad.
8. Starting from the academic year 2016/2017, the scholarship from the PO WER funds is paid to a student for one mobility only. A student wishing to re-apply for a scholarship for "special needs" must obtain an individual consent from the Foundation for the Development of the Education System for the funding to be granted.
9. Immediately after the end of the mobility period, the Participant submits to the Student Mobility Section of the International Cooperation Centre of TUL bills and receipts issued in the name and surname of the student confirming the costs incurred due to the disability. On the basis of the actual costs, a decision is made on their recognition, or on the need to return part of the additional funding received by the student.

### **IX. Rules for granting a 'social allowance'**

1. A social allowance is granted to students going on an Erasmus+ placement who have the right to receive a social scholarship at the moment of qualifying for the mobility by the recruitment committee of Lodz University of Technology or students who will acquire this right before the date of the internship.
2. A student who has a decision in the course of qualification is obliged to submit a decision on granting a social scholarship to the Student Mobility Section of the International Cooperation Centre during the recruitment process. Students who acquire this right after the qualification results are required to notify the the Student Mobility Section of the International Cooperation Centre immediately, but no later than before the start of the mobility.
3. The allowance is the equivalent of EUR 100 per each month of stay.



4. The entire mobility scholarship of the Participant receiving the "social allowance" together with the allowance is paid in PLN from the European Social Fund, Operational Programme Knowledge Education Development (PO WER).
5. The University concludes an agreement with a student receiving a "social allowance" under the PO WER Programme, however, maintaining the status of an Erasmus+ Programme Participant.
6. The allowance is paid for the period corresponding to the length of mobility, however, for a maximum of 150 days.
7. Starting from the academic year 2016/2017, a scholarship from the PO WER funds is paid to a student for only one mobility. Students who wish to re-apply for the "social allowance" must obtain individual approval from the National Agency.
8. Students going on an internship can apply for a "social allowance" from the Erasmus+ Programme on the basis of a decision to grant a social scholarship valid during the qualification period.

#### **X. Online linguistic support**

1. On-line linguistic support relates to mobility in case of which the language of instruction is English, Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish languages, and native speakers are released from this support.
2. Before the start and at the end of the mobility period the Participant, with the exception of native speakers, completes an online language proficiency test in the Online Linguistic Support tool indicated by the Student Mobility Section of the International Cooperation Centre. The test licence is sent to the Participant via the Student Mobility Section of Mobility Section of the International Cooperation Centre. The language of the placement is indicated by the host institution in the *Learning Agreement for Traineeships*. Taking the post-mobility and pre-mobility tests is a prerequisite for the payment of the funding.
3. After taking the first online language examination, the Participant may take part in an online course either from the language from which he or she passed the examination or from the local language of the partner university. The course should be started immediately after receiving the license. Participation in the local language course is recommended by the TUL.

Prof. dr hab. inż. Grzegorz Bąk  
Vice-Rector for Education.

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