



ANNOUNCEMENT
regarding the rules for students, doctoral candidates and graduates of Lodz University of Technology
going for internships under the Erasmus + program “Mobility with Program Countries”
in the academic year 2019/2020

I. General rules

1. The following persons may participate in internships under the Erasmus + program:
 - a. students of Lodz University of Technology who meet all of the following conditions:
 - are registered at the first or second cycle studies (during the entire stay at the host institution),
 - have completed at least the second year of studies (applies to first cycle students) or have completed the first semester of second cycle studies (applies to second-cycle students),
 - have completed the semester preceding the internship,
 - will do their internship during their studies, and the defence of their thesis will take place after the internship at the earliest.
 - b. doctoral candidates of Lodz University of Technology who meet all of the following conditions:
 - are registered at third cycle studies or at the TUL Interdisciplinary Doctoral School, hereinafter referred to as ISD TUL (during the entire stay at the host institution),
 - have completed the first semester of studies or education at the ISD TUL,
 - have completed the semester prior to mobility,
 - the defence of the doctoral dissertation will take place after the completion of the internship at the earliest.
 - c. graduates of Lodz University of Technology who meet all of the following conditions:
 - will participate in recruitment in the last year of their studies or education before defending their diploma thesis, and will be eligible for an Erasmus+ internship with the recent "**GRADUATE**" status,
 - submit to the Student Mobility Section of the International Cooperation Centre of TUL, hereinafter referred to as the SMS TUL, a certificate of completion of studies or education at the ISD TUL before going on internship,
 - complete their internship within 1 year of completion of their studies, i.e. from the date of taking the diploma examination or from the date of completing their education, i.e. from the date of defending their doctoral dissertation.

In special cases for students and doctoral candidates at doctoral studies, the decision is made by the Dean of the Faculty, and in the case of doctoral candidates of the ISD TUL - the Training Program Coordinator or a Member of the Scientific Council of the ISD TUL in the represented discipline in case of his/her absence.

2. Students and doctoral candidates pursuing doctoral programmes may not be on special leave or dean's leave during their mobility. A doctoral candidate at the ISD TUL may not be on special leave, dean's leave, maternity leave, additional maternity leave, leave on the conditions of maternity leave, paternity leave and parental leave, as defined in the Act of 26 June 1974 - Labour Code.
3. Each candidate has a capital of 360 days to use on Erasmus+ studies and/or placements at each level of study. This means that within one cycle of study (including education at the ISD TUL), the total length of a student's stay at studies and/or placements abroad cannot exceed 360 days. This sum includes possible earlier internships, i.e. the number of days of study abroad (studies and/or placements) under the LLP Erasmus (Lifelong Learning Programme) and Erasmus+ at a given level of study and at the ISD TUL.

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

¹ Education at the ISD TUL shall be treated as third cycle studies, however, due to the educational conditions that differ from doctoral studies, for the purposes of these Regulations, a distinction was made between doctoral students at doctoral studies and doctoral students at the ISD TUL.



4. **For the period of financing the internship in a foreign institution under the Erasmus+/PO WER programme, a student/doctoral/graduate may not receive any other European Union funding to cover similar costs.**
5. An eligible candidate for Erasmus+ mobility may be a national of any country in the world. Eligibility for the mobility is determined by having the status of student or doctoral candidate at Lodz University of Technology. Each candidate qualified for the mobility is obliged to check the rules of entry and stay in the host country.
6. The internship implemented under the Erasmus+ programme must guarantee the possibility of obtaining 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*.
7. A student or doctoral candidate of any field of study or doctoral candidate studying in any discipline at the ISD TUL may also apply for a “digital boosting skills” internship to improve their digital skills².
8. The candidate may apply for a placement at 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 European Union countries,
 - in one of the EFTA/European Economic Area countries: Norway, Iceland, Liechtenstein,
 - Turkey, Macedonia, Serbia.
9. A host organisation may be any public or private organisation active in the market or in the field of education, training and acting for the benefit of the youth.
Examples of host organisations accepting placements include:
- public or private small, medium or large enterprise (including 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/institution/educational centre;
 - non-commercial organisation, association, non-governmental organisation;
 - body offering vocational guidance, counselling and information services;
 - higher education institution of a participating country holding an Erasmus Charter for higher education.
- The placement cannot take place in institutions of the European Union, in institutions managing European Union programmes or in diplomatic missions of the programme participant's home country.
10. **The internship cannot be shorter than 60 days (one month corresponds to 30 days) and longer than 360 days within one academic year. The internship can start on 1 July 2019 at the earliest and must end on 31 March 2021 at the latest.**
11. The internship cannot be carried out simultaneously in two (or more) different host organizations and countries.
12. **Funding is granted for a maximum of 150 days.**
Monthly funding for Erasmus+ internships depends on the host country and in the academic year 2019/2020 it is as follows:
- 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)

² 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.



- Group III - 500 Euro (Bulgaria, Croatia, Czech Republic, Estonia, FYROM – former Yugoslav Republic of Macedonia, Lithuania, Latvia, Romania, Slovakia, Slovenia, Hungary, Turkey, Serbia).
13. Erasmus+ mobility trips and Erasmus+ work placements may take place in the same academic year, but at different times.
14. In the academic year 2019/2020, students and doctoral candidates receive a one-off financial support of €250 from the University.
- Graduates going on internship are not entitled to additional one-off support.**
15. The University will use the university's e-mail address to contact students or doctoral candidates. The students and doctoral candidates are obliged to regularly check their e-mail accounts on the University's server (not applicable to graduates). Students qualified for mobility with the recent graduate status are obliged to provide an additional contact e-mail address due to the lack of possibility to use the University e-mail after the defence examination.

II. Recruitment procedure

1. The student or doctoral candidate applies for the mobility within the Erasmus+ programme at the same cycle of study as the one at which he or she plans to complete the mobility. Qualification is not allowed if:
- the mobility takes place at the next level of studies,
 - students and doctoral candidates apply for mobility during the second or subsequent repetition of the diploma semester.

In the case of internships for graduates, students and doctoral candidates take part in recruitment at the last semester of the given cycle or the last semester of education at the ISD TUL.

2. Students and doctoral candidates wishing to go on placement under the Erasmus+ Programme look for an individual place of study or may take advantage of the placement offers available on the website:
- <http://facebook.com/Erasmus Politechnika Łódzka>
 - <https://erasmusintern.org/>
3. The candidate applies for internship by submitting a set of application documents to:
- Faculty Erasmus + Program Coordinator for Internships – in case of students and doctoral candidates at doctoral studies, or
 - Training Program Coordinator of the ISD TUL or Member of the ISD TUL Scientific Council in the represented discipline in his/her absence.
4. The documents should be submitted 2 months prior to the start of the internship in accordance with the schedule in point 9.

Specimens of the 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 candidate for consent to go abroad for internship.** The application is addressed to:
 - Dean – for students and doctoral candidates (also refers to students of the International Faculty of Engineering of Lodz University of Technology, hereinafter referred to as IFE TUL);
 - Training Program Coordinator – for doctoral candidates at the ISD TUL. The application must receive a positive opinion of the Supervisor of a doctoral candidate. In the absence of a positive opinion of the Supervisor, a doctoral candidate is not entitled to submit application documents.
- b. **Application form** for the internship **with a declaration of previous mobility trips abroad** under the LLP-Erasmus, Erasmus+ programme.
- c. **Covering letter.** Covering letter up to max. 400 words in Polish or English (doctoral candidates of the ISD TUL - only in English) should contain: description of the company, duration of internship, place of internship, language of the internship together with justification of the choice of the company and host



country and the assumed impact of the internship on the competences and possibility of finding employment after graduation from studies or training.

- Faculty Erasmus + Program Coordinator for Internships – for students and doctoral candidates (also for IFE TUL students);
- Training Program Coordinator – in the case of doctoral candidates at the ISD TUL.

d. Learning Agreement for Traineeships

Learning Agreement for Traineeships – (LAT) must include the signed acceptance of the student or doctoral candidate, the home university and a representative of the host institution. The LAT in its original or scanned form must be submitted by the student or doctoral candidate to:

- Faculty Erasmus + Program Coordinator for Internships - students and doctoral candidates (also applicable to IFE TUL students);
- Training Program Coordinator – in the case of doctoral candidates at the ISD TUL. In the case of doctoral candidates at ISD TUL, the LAT must be accepted and signed by the Supervisor of the doctoral candidate.

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

- readiness to accept a student or doctoral candidate 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;
- 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 candidate is obliged to consult the internship program and tasks specified in the *Learning Agreement for Traineeships* with the Erasmus + Program Coordinator for Internships or in case of doctoral candidates 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 candidate at the end of the internship.

The Learning Agreement for Traineeships is approved by the:

- the relevant Erasmus + Program Coordinator for internships or the Supervisor of the doctoral candidate (ISD TUL);
- the relevant Vice-Dean / Director of the College or Training Program Coordinator of the ISD TUL.

- e. **CV** completed in Polish or English (doctoral candidates of the ISD TUL - English only) in EUROPASS format, available at the website: 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 Center confirming the knowledge of the language**³, 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.

6. Erasmus+ mobility candidates are pre-selected:

- at the home unit of the student (Faculty/ College) – in case of students and doctoral candidates (also students of IFE TUL);
- or is the responsibility of the Training Program Coordinator (ISD TUL).

The Faculty Erasmus+ Programme Coordinator for Internships or the Training Program Coordinator perform verification of candidates according to the criteria included in Part II, item 7 and create 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 part II, point 9.

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

- a. Component a: assessment of the cover letter (1÷5),
- b. 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)
- c. Component c: assessment of language proficiency³, in which the traineeship will take place. The obtained grade from the knowledge of a foreign language (3÷5) should be multiplied, depending on the language level, according to the following conversion rate. The 3÷10 scale applies. The following conversion rate is used:
 - 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

In the case of students in at least the second year of first and second cycle studies	weighted average of all grades in nominal subjects (nominal subjects 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 second cycle studies	average grade from first cycle studies
In the case of first year students of third cycle studies or ISD TUL	average grade from second cycle studies
In the case of participants of at least the third semester of third cycle studies or the ISD TUL	Evaluation of scientific or artistic achievements in the 1÷10 scale. Scientific or artistic achievements are understood as those listed in Appendix 2 to the Regulations for Student Benefits of Lodz University of Technology, i.e. scoring and catalogue of achievements applied when considering applications for the Rector's funding (without g and i points).

³ It is assumed that doctoral students at the ISD TUL - B2, or in case of having a language certificate - higher, according to the grade on the certificate.



Academic performance (component d) is taken into account when granting funding for mobility if the number of persons qualified for mobility from the beginning of the academic year 2019/2020 exceeds the amount of funds allocated for Erasmus+ traineeships available to the University.

In such a case, a ranking list of candidates will be drawn up on the basis of their academic performance results. Students who do not receive funding may go on placement with the "zero" scholarship. If the University obtains additional funds, on the basis of the ranking list, the Committee makes a decision on awarding funding to programme participants who have left with "zero" funding.

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".

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

9. Recruitment of candidates for internships under the Erasmus + program in the academic year 2019/2020, implemented from October 2019 to March 2021 will take place on the following dates in the order of applications as long as funds are available.

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

- submission of applications by:
 - ✓ doctoral candidates by 06 March 2020
 - ✓ students by 13 March 2020submission of reports with appendices to the SMS TUL by 20 March 2020
publication of decisions on qualification by 31 March 2020

- submission of applications by:
 - ✓ doctoral candidates by 10 April 2020
 - ✓ students by 17 April 2020submission of reports with appendices to the SMS TUL by 24 April 2020
publication of decisions on qualification by 30 April 2020

- submission of applications by:
 - ✓ doctoral candidates by 08 May 2020
 - ✓ students by 15 May 2020submission of reports with appendices to the SMS TUL by 22 May 2020
publication of decisions on qualification by 29 May 2020

- submission of applications by:
 - ✓ doctoral candidates by 08 June 2020
 - ✓ students by 15 June 2020submission of report with appendices to the SMS TUL by 22 June 2020
publication of decisions on qualification by 30 June 2020



10. On the basis of reports submitted by Faculty Erasmus+ Internship Coordinators and Training Program Coordinators, the University Coordinator of the Erasmus+ Programme takes a decision on the qualification of students and doctoral candidates and draws up a report from the qualification procedure. The report contains a general ranking list of candidates for Erasmus+ placements 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 provision of reasons for rejection.
11. Students and doctoral candidates receive a decision on their qualification results by e-mail within the deadline indicated in the recruitment schedule (Part II, point 9) to the university addresses on the server of Lodz University of Technology.
12. The students and doctoral candidates 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:

- a student or doctoral candidate of doctoral studies may appeal against the decision of the Faculty Erasmus + Internships Coordinator within 5 working days from the date of its receipt. The appeal must be submitted in writing and the Dean / College Director is the appeal body.
 - doctoral candidate from the ISD TUL may appeal against the decision of the Training Program 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.
13. If a sufficient number of candidates are 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 of placements.
 14. In special cases, the Erasmus+ University Coordinator may qualify students or doctoral candidates outside the deadlines for recruitment provided that funds are available.
 15. If a student or doctoral candidate 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 candidate 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 candidate 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.
 16. In the case of resignation of a candidate applying to leave after graduation or training, the funding is awarded to the candidate in the same category who is ranked highest on the ranking list. If there are no candidates, the funding shall be granted to a student or doctoral candidate applying for mobility during his/her studies or training who meets the conditions listed in point 10.

III. The procedure for signing the mobility agreement

1. The Student Mobility Section TUL will issue for the student or doctoral candidate a certificate to the National Health Fund on qualifying for the placement in order for the student or doctoral candidate to apply for the European Health Insurance Card (EHIC).
2. Students or doctoral candidates qualified for the internship should submit the following documents one month before their departure at the latest:
 - a 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 copy of the European Health Insurance Card and original and 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 candidate/graduate, the SMS TUL draws up a traineeship agreement.



4. The candidate for the mobility becomes an Erasmus+ Programme Participant upon signing the mobility agreement.

IV. Mobility

1. A student or doctoral candidate shall receive one instalment of the funding amounting to 80% of the total planned funding, and a graduate shall receive one instalment of the funding amounting to 70% of the total planned funding:
 - after signing the mobility agreement between Lodz University of Technology and the Participant,
 - after taking a test on the OLS platform,
 - if applicable- after the settlement and recognition of the previous mobility under Erasmus+ study or placement (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, anticipated funding - in the case of a student or doctoral candidate, or 30% of the total funding - in the case of a graduate, is made after the internship has been recognized by the competent Dean/Director of the College or the Director of the ISD 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 EURO. It is recommended that the Participant should have a bank account in EURO, otherwise he/she will bear the costs resulting from exchange rate differences when converting.
5. The period of the internship in the host institution, which is the basis for the settlement of the funding, is determined with accuracy to one day. The amount of the funding is calculated using the system – Mobility Tool managed by the European Commission.
6. Erasmus+ funding is intended to cover additional costs linked to travel and stay at the host institution. The funding is usually 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 Erasmus+ funding.
7. During their mobility, a student or doctoral candidate has the right to receive material aid benefits (scholarships: social, special scholarships for the disabled, rector's scholarships for the best students).
8. Participation in the Erasmus+ programme shall not release a student and a doctoral candidate paying tuition fees at Lodz University of Technology from paying such fees during their stay abroad.
9. All changes to the *Learning Agreement for Traineeships* (section to be completed during the mobility) require acceptance of the Participant, the home university and the host institution. The introduction of possible changes to the internship programme is possible electronically within 1 month from the Participant's arrival at the host institution.
10. After 1 month of the internship, the Participant sends an electronic report to the Faculty Erasmus+ Programme Coordinator for Internships or the Training Program Coordinator (ISD TUL). The report after the internship should be signed by the supervisor in the host institution. Before the mobility, the Participant agrees with the Faculty Programme Coordinator or Training Program Coordinator on the form and language of the report.
11. 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 here applies 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 placement, the student or doctoral candidate should submit a *Learning Agreement for Traineeships- During the Mobility Changes* signed by the host institution to the Faculty Erasmus+ Programme Coordinator for Internships or the Training Program Coordinator before the date of completion of the traineeship, as stipulated in the agreement.



2. The Student Mobility Section of TUL will issue for the Participant a certificate to the National Health Fund 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 - the original and a copy of the European Health Insurance Card (or equivalent insurance in case of trips 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 placement funding changes.

VI. Settlement of the traineeship

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

- a. submit to the SMS TUL *Traineeship certificate, Learning Agreement for Traineeship*, which is the confirmation of the completion of the internship, the duration of the Participant's internship at the host institution and the implementation of the internship program assumptions with its assessment issued 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 hours worked 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 candidate to:
 - Dean's Office of the relevant Faculty/ Office of Student Affairs of IFE TUL (students and doctoral candidates) or to the ISD TUL Office (doctoral candidates of the ISD TUL).

- b. submit to the Faculty Erasmus + Coordinator for Internships or the Training Program 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 Training Program 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 Training Program Coordinator (ISD TUL) prior to the internship.

- c. complete the Erasmus + Scholarship Survey online - in the Mobility Tool system.
- d. take the language test on the OLS platform after the termination of the internship. The Participant receives an invitation to complete the test with a link to it via SMS TUL.

2. The Faculty Authorities or the ISD TUL Scientific Council may decide that the Participant will 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 placement, a student or doctoral candidate 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 candidate 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 ISD TUL, a doctoral candidate obtains a number of ECTS credits for the traineeship, resulting from an estimation by the Training Program Coordinator of the workload that the doctoral candidate needed to achieve expected learning outcomes. The final decision in each case is made by the Director of the ISD TUL.



The work placement is recognized by including it in the list of credits of a doctoral candidate, but it is not included in the average education grade.

4. The Faculty Erasmus+ Programme Coordinator for Internships or the Training Program Coordinator (ISD TUL) requests the Dean/Director of the College or the Director of the ISD 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 the IFE TUL or ISD TUL Office.
5. If the Participant does not meet the requirements agreed in the *Learning Agreement for Traineeship*, the Vice-Rector for Education may decide after consulting:
 - the relevant Vice-Dean or Director of the College and the University Coordinator of the Erasmus + Program - in the case of students and doctoral candidates of doctoral studies or
 - the Training Program Coordinator and Director of the ISD TUL – in the case of doctoral candidates at ISD TUL,about 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 point VI and when the Student Mobility Section TUL receives the "Erasmus + Internships Recognition Document" from the relevant Dean's Office/Student Affairs Office of IFE TUL or ISD Office.

VIII. Conditions for granting funding for internships of persons with special needs

1. Students or doctoral candidates with disabilities implementing Erasmus+ mobility are entitled to receive an additional amount of "support for Participants with special needs".
2. At least six weeks before the start of mobility, students or doctoral candidates qualified for mobility submit an application for an additional grant from the category "support for Participants with Special Needs" to the SMS TUL. In the application, the students specify in detail the needs resulting directly from the disability. The application form is available at - <http://erasmusplus.org.pl/dokumenty/szkolnictwo-wyzsze/#power>
3. The application must be accompanied by a copy of the certificate on the degree of disability and a medical certificate confirming that certain costs have to be borne.
4. The decision on the amount of additional funding is taken by the FRSE [Foundation for the Development of the Education System] Erasmus+ programme.
5. After a positive decision of the FRSE, the entire scholarship together with additional funds related to disability is paid in PLN from the European Social Fund, Operational Programme Knowledge Education Development (OP WER).
6. The University concludes an agreement with the student as part of the PO WER programme, however, maintaining the status of an Erasmus+ Programme Participant.
7. Financial support for a student or doctoral candidate with special needs in the amount of a lump sum and an additional grant to cover expenses related to disability shall be paid taking into account the whole period of stay abroad.
8. Starting from the academic year 2019/2020, the scholarship from PO WER funds is paid to a student or doctoral candidate only for one mobility. A student or doctoral candidate wishing to reapply for a grant for "special needs" must obtain an individual consent of the FRSE to receive it.
9. Immediately after the end of the mobility period, the Participant submits to the SMS TUL bills/invoices issued in the name of the student or doctoral candidate confirming the costs incurred due to the disability. On the basis of the settlement of actual costs, a decision is made on their recognition, or on the necessity to return a part of the additional funding received by the student or doctoral candidate.

IX. Rules for granting the "social allowance"

1. The social allowance is granted to students or doctoral candidates going for a placement under the Erasmus+ Programme who have the right to receive a social grant at the time of their qualification for the mobility confirmed



by a decision issued by the TUL recruitment committee or to students/doctoral candidates who acquire this right before the date of their mobility.

2. A student or doctoral candidate of a doctoral programme who has the decision referred to in 1 is required to submit a decision on the award of a social grant to the SMS TUL in the course of the qualification. Students or doctoral candidates at doctoral studies who acquire such entitlement after the results of their qualifications shall be obliged to notify the SMS TUL immediately, but no later than before the commencement of their mobility.

3. The allowance is the equivalent of EUR 100 for each month of the mobility.

4. The whole scholarship for the mobility of the Participant receiving the "social allowance" together with the supplement is paid in PLN from the funds of the European Social Fund, Operational Programme Knowledge Education Development (PO WER).

5. The University concludes an agreement with a student or a doctoral candidate receiving a "social allowance" under the PO WER programme, however, maintaining the status of an Erasmus+ Programme Participant.

6. The allowance is paid for a period corresponding to the length of stay, but for a maximum of 150 days.

7. Starting from the academic year 2019/2020, the scholarship from the PO WER funds is paid to a student or doctoral candidate at doctoral studies only for one mobility. A student or doctoral candidate at doctoral studies wishing to reapply for the "social allowance" must obtain an individual consent of the National Agency to receive it.

8. Students or doctoral candidates going on a graduate placement may apply for a "social allowance" from the Erasmus+ Programme on the basis of a decision on awarding a social allowance valid in the course of the qualification procedure.

X. Online language support

1. The online language support relates to mobility for which the language of instruction is Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish; 'native speakers' are released from this obligation.

2. Before and at the end of the mobility period the Participant, except for those for whom the language of the placement is their mother tongue, is required to complete an online language proficiency test in the SMS TUL tool indicated by the Online Linguistic Support. The license for the test is sent to the Participant by the SMS TUL. The language of the internship is indicated by the host institution in the *Learning Agreement for Traineeship*. Taking the test after and before the mobility is a condition for the payment of the funding.

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

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