

Announcement

related to the rules for mobility of students of Lodz University of Technology to study abroad under the Erasmus+ programme "Learning mobility between programme countries", Action 1, project KA103

I. General principles

1. The student applies for the mobility under the Erasmus+ programme, being at the same level of study as the one in which he or she plans to participate. The qualification for the mobility to be completed at the next stage of studies is not eligible.

Students of Lodz University of Technology who meet all the following conditions may participate in the recruitment process for studies under the Erasmus+ programme:

- are registered at the first, second or third cycle studies (during the entire stay in the partner institution),
- have completed at least two semesters of studies (applies to first-cycle students).

In special cases, individual decisions are made by the Dean and the Erasmus + Program Coordinator.

2. Each student has 360 days (12 months) of capital at their disposal for each educational cycle, which can be allocated for a mobility trip to a foreign university/institution within the Erasmus+ programme. This means that during one cycle, the total length of stay at studies and/or work placements abroad completed by the student may not exceed the sum of 360 days. This sum also includes the number of days of study abroad (studies and/or work placements) under the LLP Erasmus programme.

Please note: the sum of days includes the entire period of stay abroad with the status of an Erasmus+/LLP Erasmus+ Participant, both the financed and no scholarship period.

3. The studying period may not be shorter than 90 days and longer than 360 days within one stay and must be completed by the end of the academic year in which the mobility is to be completed.

4. The beneficiary must have the status of a student of Lodz University of Technology at the time of signing the mobility agreement and during the entire stay.

5. The candidate eligible for the mobility under the Erasmus+ programme may be a citizen of any country of the world. The student should verify the rules relating to entry into the territory of the host country in relation with the planned stay as an Erasmus+ Programme Participant.

6. The student may not be on special leave or dean's leave during the mobility.

7. The host university must be located in a country participating in the Erasmus+ Programme (Member States of the European Union, Turkey, former Yugoslav Republic of Macedonia, Serbia, countries of the European Economic Area - Iceland, Liechtenstein, Norway) and have an "Erasmus Charter for Higher Education". The cooperation between the host university and Lodz University of Technology is regulated by an inter-institutional agreement under the Erasmus+ programme.

8. The student receives a scholarship from the Erasmus+ programme for a full period of stay, not exceeding the mobility capital, confirmed by the foreign university in a letter of acceptance

The scholarship is calculated with the accuracy of one day.

9. In the case of earlier return from studies abroad than the financing period specified in the agreement with the University, the amount of the scholarship that the student will receive is reduced accordingly. The provision applies only to shortening the stay by more than 5 days.

10. Host countries to which students travel were divided into 3 groups depending on the costs of living. Monthly scholarship rates are provided in **Appendix No. 1**.

11. Students will receive one-time financial support in the amount of EUR 250 from the University's funds. In case of obtaining permission to travel abroad twice under the Erasmus+ programme during one academic year, the scholarship shall be paid once – only for the first trip. In the case of a second trip within one academic year, a student wishing to receive financial support again should apply for such support. The decision shall be taken by the Dean of the relevant faculty and, in the case of students of the International Faculty of Engineering (hereinafter referred to as IFE) – by the Director of the International Cooperation Centre (hereinafter referred to as the CWM).

12. The University's e-mail address shall be used for contacts with the student of the University. The student is obliged to regularly check his or her e-mail account on the University server.

II. Recruitment procedure

1. Recruitment takes place through the mobility.p.lodz.pl application from the TUL e-mail address (register no. @edu.p.lodz.pl)

2. Recruitment takes place in two cycles, with the possibility of launching an additional recruitment procedure for candidates who did not take part in the previous recruitments or were not qualified for participation in the programme. Additional recruitment procedure will be carried out according to the rules of the second recruitment cycle.

3. 1st Recruitment Cycle: students have the possibility to choose a university from the list provided by the Supervisor of the Agreement for a given field of study. The Supervisor defines the list of universities in the mobility.p.lodz.pl application.

4. 2nd Recruitment Cycle: students may choose from among all partner universities with which Lodz University of Technology has signed an agreement, provided that the studies at this university enable accumulating the required learning outcomes (appropriate for the study program). The list of partner universities will be limited only to those in which there are vacancies after the first recruitment procedure.

5. The decision on the study program abroad is made by the Coordinator of the Study Program in Lodz University of Technology.

6. In order to take part in the recruitment process, the student reports this fact to the Supervisor of the Agreement and the Coordinator of the Study Program during the recruitment process.

7. In each recruitment cycle, the student can choose up to 3 foreign universities (taking into account preferences) and each time marks the mobility period (winter/summer semester /year).

8. **1st and 2nd Recruitment** - see the current schedule (**Appendix No. 2**)

8.1. Students are required to submit to the Secretariat of the Language Center of Lodz University of Technology (hereinafter referred to as the CJ PŁ), a certificate confirming knowledge of a foreign language (at a minimum B1 level), in which the studies at the partner university will be carried out (according to the list of certificates provided by the CJ PŁ).

Students who have passed the certification exam in a foreign language at Lodz University of Technology as part of a language course are not required to provide the CJ PŁ with a certificate.

Students who do not have such a certificate take language exams organized at the Language Centre. Registration for exams and information is available at cj.p.lodz.pl and erasmus.p.lodz.pl.

8.2. The CJ PŁ enters foreign language grades into the mobility.p.lodz.pl application (see section 9.2.).

8.3. Authorised Dean's Office staff enter the average grade of students or the grade of the Head of doctoral studies (see section 9.1.).

8.4. Supervisors of the Agreements enter subjective assessments into mobility.p.lodz.pl application (see section 9.3.).

8.5. Recruitment results will be available for students at mobility.p.lodz.pl.

8.6. The recruitment result is binding. Qualifying a student for the mobility obliges him/her to complete the application procedure and travel to a foreign university.

8.7. Further recruitment cycles may be announced for students who have not been qualified to any university or have not participated in previous ones.

9. The qualification for the participation in the mobility to the partner university is based on the following algorithm **ax2+b+c**.

9.1. **Componenta** (max. 5 points) is calculated on the basis of:

- in the case of students of at least the 2nd year of I and II cycle studies - the weighted average of all grades in courses from the last two semesters. (The average is calculated as the arithmetic average of the weighted averages from the last two semesters). The weights are the number of ECTS credits assigned to the courses;
- in the case of students in the first semester of the second cycle, the average of the first cycle studies;
- in the case of students in the second semester of the second cycle, the average grade from the average of the first cycle studies and the average grade from the first semester of the second cycle studies.
- in the case of participants in the first year of tertiary education, the average grade from the second cycle studies;
- in the case of participants of at least the 3rd semester of third cycle studies, the grade of the Head of doctoral studies in the scale 1-5.

9.2. **Component b** (max. 10 points) – grade for a foreign language.

The grade for a foreign language is based on the Erasmus + language exam organized by the CJ PŁ (B1/B2 level) or on the basis of a language certificate provided by a student to the CJ PŁ (for students who have grades from the language course conducted at the CJ PŁ or study in the language in which classes are conducted at the host university, the grade is entered by the CJ PŁ on the basis of students' past achievements- a minimum B1 examination, including a grade from Business English or its equivalent in French for IFE students..

The conversion rate is applied in accordance with **Appendix No. 3**.

Please note: students are requested to check at the websites of foreign universities the level of language skills required by the partner university and whether the partner university does not require confirmation of passing the international language examination (e.g. TOEFL).

9.3. **Component c** (scale 0-5 points) – grade of the Supervisor of the Agreement.

Assessment made on the basis of an interview with the candidate. During the recruitment process, the student is obliged to report to the Supervisor of the Agreement with the university to which he or she applies and to the Study Programme Coordinator. Otherwise, the Supervisor will not have any grounds to grade the student, which is tantamount to receiving the grade of the Coordinator equal to "0" by the student.

A student can obtain a maximum of 25 points.

11. In the recruitment process, priority is given to students with full registration for the current semester of studies. If the student has a conditional registration, the number of missing credits has an impact on the ranking position. Recruitment is ineligible if the student has more than 12 ECTS missing credits.

12. Additional information about the partner universities and the courses they offer can be obtained from the following sources:

- the website <http://erasmus.p.lodz.pl/studia/uczelnie-partnerskie>,
- websites of foreign universities,
- Supervisors of Agreements,
- representatives of the ESN.

13. In the case of mobility financed under the Erasmus+ programme under a dual-diploma agreement, the student must meet the additional criteria and be assessed in accordance with the arrangements agreed with the partner university.

14. The final decision to admit a student is made by a foreign university on the basis of the student's nomination for the mobility obtained from Lodz University of Technology and the student's application documents.

15. Cases not included in Part II are considered individually at the request of the student by the University's Erasmus+ Programme Coordinator.

III. Application procedure

1. Documents required before travelling abroad:

- Student's application for permission to travel to study abroad
- Application Form;
- Learning Agreement for Studies (hereinafter referred to as the LAS);
- Transcript of Records (the list of grades in a foreign language confirmed by the Dean's Office);
- Other documents (if required by a foreign university).

2. The Student Mobility Division of the CWM (hereinafter referred to as the SMS CWM), sends to the partner universities nominations of students qualified for the mobility.

3. The student agrees with the host university, in consultation with the Study Program Coordinator and the Supervisor of the Agreement, the study program abroad (the section "Before the Mobility" of the LAS document). The student should choose modules with the value of 30 credits per semester. This program is approved by the Study Program Coordinator and subsequently by the Dean. If the study program to be completed by the student abroad does not include the learning outcomes required in a given semester/year of study, the Dean shall require them to be supplemented on terms and conditions agreed individually before the student travels abroad. Detailed instructions on how to complete the LAS can be found in the instruction to this document. The binding LAS form is available on the website (<http://erasmus.p.lodz.pl/studia/dokumenty-do-pobrania-77272>).

4. The student submits the documents listed in point 1 to the appropriate Dean's Office and to the SMS CWM.

4.1. If the partner university requires the submission of application documents in the electronic version, the student sends the above documents electronically within the time limit consistent with the requirements of the above mentioned university for application for a given semester of studies.

Depending upon the requirements of individual universities, the documents may be sent by e-mail or via the on-line system of the partner university. The responsibility for meeting the deadline for submitting documents at the partner university is vested in the student. When sending scans of documents to the partner university, the student is obliged to submit a set of documents to the SMS CWM and the Dean's Office.

4.2. If the partner university requires to be sent original documents, the SMS CWM sends these documents. In this case, the original documents and their copies should be submitted to the SMS CWM, an additional copy should be filed with the Dean's Office.

5. The mobility agreement between Lodz University of Technology and the student is drawn up by the SMS CWM on the basis of a letter of acceptance received from a foreign university and the LAS approved by the university. The agreement covers the period that is confirmed by the letter of acceptance. If there is no exact date of commencement or end of the stay in the letter of acceptance, the student is obliged to find the link to the website/ attachment with the schedule of the academic year of the foreign university / information received in the e-mail from the university to which he or she is travelling, and send it to the SMS CWM.

Note: We suggest that informational meetings (e.g. "welcome days" or "orientation sessions"), if such events are planned at a foreign university and the student will participate in them, should also be included in the dates provided.

6. The mobility agreement will be available at the mobility.p.lodz.pl or sent to the university e-mail system.

7. Upon signing the mobility agreement, the student becomes an Erasmus+ Programme Participant.

IV. Arrangements of the mobility trip

1. After submitting all necessary documents listed in point III and signing the mobility agreement, completing the OLS test and providing the account number, the Participant:

- leaving for one semester will receive the first instalment of the scholarship amounting to 80% of the total amount.
- leaving for the entire academic year will receive the first instalment of 40% of the total amount of the scholarship. The second instalment in the amount of 40% will be paid after the student has provided the SMS CWM with confirmation of participation in classes in the first semester issued by the foreign university (the Certificate of Attendance or the Transcript of Records).

2. The student is obliged to notify the SMS CWM during the stay at a foreign university if he or she intends to extend the period of study under the Erasmus+ Programme in relation to the period of stay specified in the Erasmus+ agreement. It is required to provide a new period of stay together with a confirmation of such information from the website or office of the foreign university. In such a case, an annex to the agreement will be drawn up, taking into account the increase in the scholarship.

After the mobility ends, it will not be possible to extend the financing period.

3. 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 shall take place after the Participant's return from abroad, meeting the conditions listed in point 4.1. VII and upon the receipt by the SMS CWM the "Document on the acknowledgement of the period of study" furnished by the appropriate Dean's Office.

Please note: after the return from abroad, the university cannot make a decision to pay additional funds to the student resulting from a confirmed longer stay at the partner university than that specified in the agreement or annex signed during the mobility.

4. All changes introduced to the study program require the approval and signature of the student, the foreign university and the Coordinator of the Study Program at TUL as well as the Dean of Lodz University of Technology. Any potential changes can be made within 1 month of the Participant's arrival at a foreign university and should be made on the LAS form, in the section "During the Mobility". This document should be sent directly to the Coordinator of the Study Program at TUL (in the case of IFE students - to the SMS CWM).

5. The Erasmus+ scholarship received by the Participant is intended to cover additional costs related to the trip and stay in the host institution. In connection with the above, students applying for the mobility must take into account incurring a part of the costs from their own funds.

6. The Erasmus+ programme participant is exempt from tuition fees for studies at a foreign university, and also stays there in accordance with the rules applicable to students of that university. It also applies to any costs incurred by local students, as the student is treated equally with local students.

7. The participant undertakes to have a European Health Insurance Card (EHIC) or equivalent insurance. It is recommended that the Participant should take out additional private insurance covering the costs of possible additional medical interventions or transport to the country.

8. The Participant undertakes to insure against personal accidents and civil liability for the time of travel and stay at the partner university. The participant covers the costs of insurance himself/herself.

9. The participant is obliged to register in the *Odysseusz* service run by the Ministry of Foreign Affairs (applies to Polish citizens).

V. Resignation from mobility and earlier return

1. A student who resigns from studies under the Erasmus+ programme immediately after making the above mentioned decision is obliged to submit his or her resignation to the SMS CWM addressed to the University Coordinator of the Erasmus+ programme after obtaining the prior approval of the Supervisor of the Agreement and a confirmation from the Dean's Office that the office has been informed about the student's resignation. The resignation form is available on the website (<http://erasmus.p.lodz.pl/studia/dokumenty-do-pobrania-77272>).

2. In case of resignation from the mobility trip upon signing the mobility agreement and receiving the scholarship, the Program Participant is obliged to return the entire amount of support that he/she has received.

3. In the event of the return from a foreign university resulting in the Participant's failure to meet the conditions agreed in the agreement with the University and in LAS, the Participant is obliged to report this fact to the Supervisor of the Agreement, the Coordinator of the Study Program, the Dean and SMS CWM as soon as practicable. Any decision concerning the return of the scholarship or its part by the student is made by the Vice Rector for Education in consultation with the Dean and the University Coordinator of the Erasmus+ Programme, and in the case of the so-called "force majeure" by the National Agency of the Erasmus+ Programme.

VI. Extension of stay for a summer semester

1. Participants who have signed an agreement to study at a foreign university in the winter semester may apply for an extension of their stay abroad for the duration of the summer semester, i.e. maximum until the end of a given academic year.

2. The Participant acknowledges that the consent to extend the stay at university is not tantamount to receiving a scholarship for the period resulting from the extension.

3. In order to extend the stay, the following documents shall be provided:

3.1. A certification from the partner university with the consent to extend the stay, including the confirmation of participation in classes in the first semester of the stay abroad, in accordance with the signed study program or, if possible, the Transcript of Records for the first semester. The certification should include the date of the end of the stay in the second semester,

3.2. Application of a student for extension of stay abroad with the Dean's consent,

3.3. LAS for the second semester approved by the Coordinator of the Study Program and the Dean.

4. The documents should be submitted to the SMS CWM no later than one month before the end of the student's stay at the partner university in the winter semester. The decision to extend the student's stay abroad in the second semester should be made during the student's stay abroad in the winter semester, however, not later than in March of the academic year in question.

VII. Settlement of the mobility trip and acknowledgement of the study period

1. Within 30 days from the end of the stay at the partner university, the Participant shall be obliged to:

1.1 Submit to the SMS CWM the Transcript of Records and a copy of the Confirmation of Stay.

Please note: the document may not be issued earlier than 7 days before the end of the stay.

1.2. Settlement of the stay at the Dean's Office by providing the Transcript of Records received from the foreign university and the Confirmation of Stay, as well as by filling in other documents (if required by the Dean's Office).

The Transcript of Records is the basis for acknowledging the period of study.

1.3. Complete the "Individual Participant Report" in the Mobility Tool + system (the student will receive a link to the questionnaire in the correspondence generated by the system). The student should report any doubts regarding the completion of the CWM SMS report.

1.4. Complete the language test in the Online Linguistic Support tool (see also point X - online language support) after receiving the electronic request within the time set by the OLS system.

Please note: IFE students - additional information available on the website (<https://www.ife.p.lodz.pl/pl/po-powrocie>).

2. The period of study abroad is acknowledged if the student obtains positive grades in the courses agreed upon in the LAS. If this condition is not met, depending on the number of ECTS credits obtained, the relevant Dean decides whether or not to recognise a period of study abroad.

3. If the conditions agreed in the LAS are not met, the Vice-Rector for Education may decide, after consultation with the Dean of the relevant faculty and the University's Erasmus+ Programme Coordinator, to return part or the entire scholarship received by the Participant.

VIII. Rules for granting the 'social allowance'

1. The social allowance shall be granted to students going to study under the Erasmus+ programme who are entitled to receive a social scholarship at the moment of qualification for mobility by the recruitment committee of Lodz University of Technology or students who will acquire this right before the date of mobility to a foreign university.

2. The student who has the decision during the qualification is obliged to submit the decision on awarding a social allowance to the SMS CWM within 30 days of receiving the results of the qualification. Students who acquire such a right following the results of the qualification are obliged to notify the SMS CWM about it without delay, but no later than before the beginning of mobility.

3. The allowance is equivalent to EUR 200 for each month of stay.

4. The total amount of the scholarship of the Participant who receives the "social allowance" together with the allowance is paid in PLN from the European Social Fund, Operational Programme Knowledge, Development Education (PO WER).

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

6. The allowance is paid for the period corresponding to the length of stay.

7. From the academic year 2016/2017, the scholarship from the PO WER funds is paid to the student only for one mobility period. Students wishing to reapply for the "social allowance" must obtain individual approval from the National Agency to obtain it.

IX. Conditions for granting additional disability-related funds for students leaving under the Erasmus + program

1. Erasmus+ mobility students with disabilities are entitled to an additional amount of "support for Participants with Special Needs".

2. At least six weeks before the start of mobility, a student who has qualified for mobility submits an application to the SMS CWM for an additional scholarship in the category "Support for Participants with Special Needs". In the

application, the student specifies in detail the needs resulting directly from disability. The application form is available on the website (<http://erasmusplus.org.pl/dokumenty/szkolnictwo-wyzsze/#power>).

3. The application shall be attached with a copy of the disability degree certificate and a medical certification confirming the necessity to bear certain costs.

4. The decision on the amount of additional funding shall be taken by the FRSE [*Foundation for the Development of the Education System*] of the Erasmus+ programme.

5. Following a positive decision of the FRSE the total amount of the scholarship together with additional funds related to disability shall be paid in PLN from the European Social Fund, Operational Programme Knowledge, Development Education (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 an additional scholarship to cover expenses related to disability shall be paid taking into account the entire period of stay abroad.

8. From the year 2016/2017 the scholarship from PO WER funds is paid to the student only for one mobility period. Students wishing to reapply for the scholarship on the basis of "special needs" must obtain an individual consent of the FRSE to obtain it.

9. Immediately after the end of the mobility period, the Participant submits to the SMS CWM invoices issued in the name of the student confirming the costs incurred due to disability. On the basis of the settlement of actual costs, a decision is taken on their recognition, or the necessity to reimburse a part of the additional funding received by the student.

X. On-line language support

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

2. Before and at the end of the mobility period, the Participant, with the exception of those for whom the language is their mother tongue, is obliged to fill in the Online Linguistic Support tool indicated by the SMS CWM, the language proficiency test of the language in which he or she will study at the partner university. The fulfilment of this obligation is necessary for the mobility to be undertaken and settled.

3. After taking the first language examination on-line, the Participant receives a licence to participate in the online course via the SMS CWM from the language in which he or she passed the examination or, if the student so chooses, from the local language relevant for the partner university. Participation in the local language course is recommended by Lodz University of Technology.