

**Rules for funding and completing part-time studies
abroad – long-term student mobilities
within the Erasmus+ programme (partner countries of the EU
and third countries associated with the programme KA131-2022)
in the winter semester 2023/2024 under contract KA131-2022**

The University of Lodz reserves the right to introduce further content changes into the following Rules. The changes may occur as a result of updates announced by the European Commission, the National Agency of the Erasmus+ Programme and European Solidarity Corp.

1. A student of the University of Lodz qualified for the part-time studies abroad within the Erasmus+ programme in the academic year 2023/24 recognises that funding provided by ERASMUS+ KA131 (partner countries of the EU and third countries associated with the programme) is a form of financial supplement which contributes to additional costs of travel and stay at the partner universities. The funding is only available for the completion of physical mobility, carried out in face-to-face/remote/virtual/online mode.
2. Monthly rates for student mobilities in the winter semester 2023/2024 to partner universities in the respective countries:

Long-term student mobilities (SMS):

Groups	Monthly rate for projects accepted in 2022
<u>Group 1</u> – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden and countries of region 14 ²	€ 550
<u>Group 2</u> – Austria, Belgium, Cyprus, France, Greece, Spain, Malta, the Netherlands, Germany, Portugal, Italy and countries of region 13 ³	€ 550
<u>Group 3</u> – Bulgaria, Croatia, Czech Republic, Estonia, Lithuania, Latvia, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary	€ 450

3. Students with a disability certificate or having a difficult life situation (students entitled to a social benefit at the University of Lodz in the summer semester 2022/23) receive extra funding in the amount of EUR 250 for each month from the Erasmus+ budget. Students with a disability certificate will be able to apply for additional funding on the basis of separate application published on the website of [the National Agency of the Erasmus+ Programme](#). The amount granted for expenses directly related to the disability will be accounted for as actual costs, which means that they need to be documented with financial evidence. The application rules are published on the following website: https://erasmusplus.org.pl/brepo/panel_repo_files/2022/09/22/eavp4j/zasady-realizacji-wyjazdow-osob-z-mniejszymi-szans.pdf.

A student with a disability certificate, who also receives a social benefit, can only receive one allowance of EUR 250/month. Supplements for students with reduced opportunities are not duplicated.

4. The **Erasmus+ programme** participant receives funding from the UE funds. The amount of funding is paid to the student in euro in two installments to the bank account specified by the student. The University of Lodz has decided that the longest period of funding is 6 month which amounts to **180 days**. The period of 180 days is calculated according to the Beneficiary Module calculator prepared by the European Commission for reporting on mobilities within the Erasmus+ KA131 programme.

Accordingly, **in the winter semester:**

the EU grant for 5 months of mobility to group 1 countries equals: **EUR 3300**

the EU grant for 5 months of mobility to group 2 countries equals: **EUR 3300**

the EU grant for 5 months of mobility to group 3 countries equal: **EUR 2700**

The first instalment of the grant will be paid for a period of 5 months after signing the agreement at the International Relations Office and will be subject to settlement at the end of the mobility period. If the actual period of the mobility is shorter than 5 months, part of the 1st instalment will be reimbursed and the amount will depend on the length of stay. If the actual period of mobility is longer than 5 months, the Participant is entitled to the second instalment.

The amount of the first installment depending on the country:

the first installment for group 1 countries equals **EUR 2750** from the EU funding

the first installment for group 2 countries equals **EUR 2750** from the EU funding

the first installment for group 3 countries equals **EUR 2250** from the EU funding

The second instalment of funding will be paid only in the case of mobility lasting over 5 months (max. for 1 month) after the completion of studies at a foreign university and after full settlement of the trip. The amount will be calculated on the basis of the Confirmation certifying the student's length of stay at a foreign university, as calculated with the calculator. The resulting decimal amount will be rounded up or down to a whole number. In accordance with the EC requirements, the university is obliged to apply a 5-day flexibility in student mobility.*

** If the difference between the period shown on the confirmation of stay and the one indicated in the grant agreement exceeds 5 days, the University of Lodz will update the data in the Beneficiary Module system, reporting the confirmed period (between the start and end date according to the confirmation document) and recalculate the amount of funding. However, if the difference is no more than 5 days, the period indicated in the Beneficiary Module shall be kept the same as the one specified in the grant agreement (and the amount will not be recalculated).*

5. In addition, the UL student with a disability certificate, for whom the granted monthly support of EUR 250 paid as a lump sum is insufficient, may apply for extra funding for students with disabilities. In order to receive the extra funding, based on real costs, a special application must be prepared and submitted to the International Relations Office no later than eight weeks before starting the mobility at a partner institution. The decision to grant the extra funding and its amount is made by the National Agency for Erasmus+ Programme and European Solidarity Corp. The additional funding for disability will be paid in EUR as a lump sum. Accounting for the financial support granted due to disability will be possible only after the student provides financial evidence for the real costs incurred in relation to disability. **Failure to provide financial evidence (invoices, receipts) will result in student's obligation to reimburse the additional disability support.**
6. If the student bears higher costs related to the disability, the university shall not be obliged to pay more support than specified in the decision.
7. If the student has the right to receive a social benefit outside the time frame, referred to in pt. 4, it does not impose an obligation on the higher education institution to pay social allowance. The University may, however, grant "social allowance" if it has additional funds.
8. The EU funding will be transferred to the bank account indicated by the student. The student must be the owner/co-owner of the indicated bank account. It is advisable to keep the account in EUR. The funding shall be transferred within 30 days of signing the agreement by both parties.
9. According to the rules of the ERASMUS+ programme, the minimum period of study abroad is 2 months (=60 days). The maximum period is 12 months within one academic year.
10. Students who use sustainable (low-emission) means of transport to travel to and from the host university may apply (by submitting a declaration prior to their departure) to the International Relations Office for green travel financial support. The low-emission means of transport recognised in the Erasmus+ Programme include bus, train, bicycle, and carpooling (a joint journey of at least 2 students on the same route, for the same purpose, in one car owned by one of them). Travelling by

low-emission means of transport must be done in both directions (or at least 51% of the journey in both directions). The applicant may receive a single contribution of EUR 50. A student, who receives above mentioned single contribution, can also apply for an additional individual support to cover travel days for a trip for a maximum of 4 extra days.

The basis for establishing the number of additional travel days financed under “individual support” category for a mobility participant using the green travel option shall be the travel schedule, that is the start and end date (departure/arrival) in both directions, as shown in the documents confirming low emission means of transport (in addition to the declaration). If the Participant uses carpooling, then the declaration should contain a clause of sharing the means of transport with other persons. In any case, the student is to provide evidence to the sending institution that the number of travel days, specified in application for green travel individual financial support, is the amount of time needed to cover the distance between the locations of the sending and receiving institution.

The “individual support” daily rate is assumed to be a flat rate “per day” irrespective of the travel time or distance covered in a given day (one day of green travel option = one full “individual support” daily rate).

Travel must take place "outside" the study period (before/after graduation). If the travel day is also a study day (according to the confirmation of stay), then no double funding will be granted for this day. An allowance of EUR 50 will be paid to the participant before departure together with the first instalment of funding for the study period at the foreign university. Additional individual support (daily rate) for travel up to 4 days will be paid after the mobility has been completed and the required documents have been submitted to the International Relations Office of the University of Lodz. The amount will be calculated on the basis of confirmation of stay and evidence of travel to/from the host university (invoices, travel tickets, statements – in case of travel by a private car). A relevant provision will be included in the financial agreement to be signed by the student before the mobility.

Funding for additional travel days will be granted on the basis of the abovementioned documents provided by the student, however, each case will be considered individually and will be calculated depending on the distance from the destination. The number of funded travel days will depend on the distance between Łódź and the host city according to the calculator developed by the European Commission <https://erasmusplus.ec.europa.eu/resources-and-tools/distance-calculator>.

The allocated lump sum for travel for up to 4 additional days will be calculated as follows: 100-800 km one way: lump sum for 1 day of one-way travel; 801-3999 km one way: lump sum for 2 days of one-way travel.

11. The EU funding awarded for the SMS mobility is exempt from taxation in accordance with [Regulation of the Minister of Finance of 15 March 2022 on exemption from personal income tax on the Erasmus+ programme scholarships and financial support received from the European Solidarity Corps programme \(dziennikustaw.gov.pl\)](#).
12. A student directed to a part-time study programme abroad is obliged to sign a scholarship agreement at the International Relations Office of the UL. Failure to sign the agreement by the start date of the semester/trimester at the foreign university may be regarded as a resignation from the awarded Erasmus+ funds and result in removal from the list of students covered by the scholarship in the 2023/2024 academic year.
13. In order to recognize the financial and content-related aspects of the mobility, the following documents should be delivered to the International Relations Office:
 - a) a certificate confirming the period of studies (day, month, year) completed at the host institution (Confirmation). The date of issue of the document should be the same as or later than the date indicating the end of the scholarship stay.
 - b) a certificate confirming that the planned study programme has been completed, together with information on obtained credits and passed examinations (Transcript of Records). The document must include additional information from the ECTS coordinator of the student's home faculty on the number of credits recognised by the faculty for studies completed abroad.
 - c) *Learning Agreement for Studies* (LAS Before and After the Mobility) with optional changes – LAS During Mobility
 - d) obligatory report survey in the *Beneficiary Module* (*on-line EU survey*) the link to which will be sent to the student's e-mail address.

University of Lodz students with disabilities, who receive a positive decision for additional disability support issued by the Erasmus+ Programme National Agency, will be required to submit financial evidence to the International Relations Office, certifying the incurred costs as listed in the application. The financial evidence may be invoices or receipts.

14. The present Rules have been approved by University of Lodz Vice-Rector for International Relations, prof. dr hab. Łukasz Bogucki.