

Łódź, 25 May 2022

Rules of additional enrollment for Erasmus+ student mobility for traineeships in the 2021/22 academic year, carried out under the 2020 financial agreement (extended till 30 September 2022) within the framework of Erasmus+ KA103 programme (Programme Countries).

Documents required for enrollment will be collected at the International Relations Office between 29 May and 15 June 2022.

The traineeships may be carried out between 15 July and 30 September 2022.

At the stage of applying for an Erasmus + traineeship and directly before the departure to the host institution, the student is required to read up-to-date information on sanitary restrictions and comply with the regulations and recommendations in the host country.

The present central enrolment procedure is held at the UL for traineeship abroad implemented in the 2021/22 academic year within the framework of the Erasmus+ programme under the 2020 specific agreement. **Between 29 May and 15 June 2022 (inclusive)**, UL Students who wish to carry out traineeship mobility abroad, may apply for it by submitting a set of required documents at the International Relations Office at the UL Rectorate Building No. 2, Room No. 6 or by sending it from their campus e-mail in the @edu.uni.lodz.pl domain to IRO staff, namely Ms. Dorota Jachimek dorota.jachimek@uni.lodz.pl or Ms. Beata Kamińska beata.kaminska@uni.lodz.pl.

The set of required documents includes:

- application form,
- motivation letter,
- declaration on mobilities previously carried out,
- the Learning Agreement for Traineeships, Before the Mobility section, as agreed and signed by three parties (LAT) signed by the specific-field ECTS Coordinator at the UL,
- a certificate, or other document attesting the knowledge of the foreign language being the medium of the traineeship (in individual cases, interviews may be arranged in order to verify the proficiency level);
- the Checklist document with rating points for Learning Agreement for Traineeships, signed by the specific-field ECTS Coordinator,
- thesis supervisor's consent for departure (applies only to students outgoing in the last year of each study cycle)

For the safety of personal data, it is recommended that each student safeguards the documents with password (an MS Office functionality), or use an encryption programme such as WinRar or WinZip7 with password protection. Please use a different communication channel (MS Teams or call +42 6354036) to notify us about the password.

1. The documents submitted by applicant for traineeship shall be subject to assessment procedure. The Institutional Recruitment Committee, represented by Prof. Eleonora Bielawska-Batorowicz (Rector's Representative for international mobility, and Head of the Committee), Prof. Artur Gałkowski (Rector's Representative for ECTS accumulation and transfer), and Ms. Liliana Lato, Head of the UL International Relations Office, shall select candidates till 24 June 2022.

2. The Committee reserves itself the right to carry out additional interviews with students participating in enrolment. The members of the Committee shall prepare a protocol with the list of candidates qualified for traineeship, and a list of reserve candidates. The International Relations Office shall notify the students of the selection outcomes via e-mail, not later than three working days from the day of assessment and selection by the Committee. The student is entitled to appeal from the Committee's decision within seven days from the day their results are announced. The appellate body for this shall be the UL Vice-Rector for International Relations.
3. The traineeship may start not earlier than 15 July 2022 after the participant submits required documents to the International Relations Office and signs a financial agreement for mobility. The full record of the enrolment process will be kept by the University of Lodz for five years after finishing the project.
4. The criteria of assessment of students' applications for traineeship mobility abroad within the Erasmus+ Programme shall be:
 - justification of usefulness and professional benefits drawn from the implementation of international traineeship;
 - Learning Agreement for Traineeships, Before the Mobility section, as agreed and signed by three parties,
 - assessment of compatibility of traineeship programme with study programme based on LAT, as signed by the ECTS Coordinator on the Checklist document,
 - level of proficiency in the language of traineeship,
 - grade point average.Priority is given to students who never participated in traineeship mobility (within Erasmus, LLP Erasmus, FSS) before.

In the case of a a traineeship whose goal is to acquire digital skills and competences that are not relevant to the study programme of the student, the Committee will assess the application using the above criteria while being aware that compatibility of traineeship programme with study programme may be rated as low or negligible.
5. In order to pursue their traineeships abroad within the framework of the Erasmus+ programme, students may apply for mobility to the receiving organization that they find on their own, and whose scope of activity is relevant to the study programme of the student. Since 2018 it is possible for students (and recent graduates) of all fields, to apply for a traineeship whose goal is to acquire digital skills and competences required to perform jobs and thrive in an economy and society which is being continuously digitally transformed. More information can be found on the website of the EC.
6. The traineeship can be undertaken in one of the partner countries entitled to participate in the Erasmus+ programme (a programme country), i.e. Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Republic of North Macedonia, Malta, Netherlands, Norway, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden or Turkey, at a higher education institution which holds the Erasmus Charter for Higher Education, or any other foreign-based institution. The institution chosen should be one established in a programme country.

7. The traineeship under Erasmus+ may be carried out in one of 3 following modes:
- in-person, that is at the location of the host institution,
 - blended, that is partly at the location of the host institution, and partly by means of remote communication (online),
 - remote only, if the participant stays at the country of the home institution (not available for Erasmus+ programme funding) or at the country or city of the host institution (funding is available but explanation of relocation should be provided).

The traineeship **must not** be undertaken at:

- a) EU institutions and other bodies, including specialized agencies (the list of institutions is available at http://europa.eu/about-eu/institutionsbodies/index_pl.htm),
- b) organisations managing EU programmes such as national agencies (in order to avoid possible conflict of interest, or double financing).

8. The enrolment is available to undergraduate and postgraduate UL students as well as students of UL doctoral schools who are Polish or foreign citizens – the decisive factor is retaining the UL student status during the qualification period.
9. The participants of non-degree postgraduate studies **are not** entitled to apply for traineeship in the framework of the Erasmus+ programme.
10. The traineeships mobility within the Erasmus+ programme in the 2021/22 academic year under the 2020 agreement can be pursued by a **recent graduate of UL** if s/he applies for mobility and submits required documents for enrolment during his/her last study year at the UL, receives consent of the Committee, and finishes the regular study programme along with defending the diploma thesis not later than one week before the scheduled start day of the traineeship. The traineeship under Erasmus+ should last no fewer than 60 days and it should end before 30 September 2022.
- Example:** A UL student who, in the academic year 2021/22, is in the 3rd year of undergraduate studies, submits a set of documents by June 16, 2021 to IRO (BWZ) UŁ, receives a positive decision of the University Committee for the travel, and then obtains an individual permission of the Vice-Rector of the University of Lodz, will finish studies at the University of Lodz by July 8, 2022 and thus he/she will be able to complete a traineeship under the Erasmus+ programme as a recent graduate of the University of Lodz in the period from 15 July to 30 September 2022. However, if a UL student defends his/her degree thesis as late as in August 2022, he/she will not be able to complete an Erasmus + internship because it should last for a minimum of 60 days (or more) but it has to end not later than 30/09/2022, and this inconsistency means that the mobility will not be authorized under the current procedure.
11. The student shall not be directed to undergo international traineeship during their period of leave of absence from study, including a Dean's leave, a research leave, and a leave for illness.
12. The student may be granted Erasmus+ programme funds to cover the combined total of study and/or traineeship periods that does not exceed 12 months (360 days) per each (first, second, or third) study cycle. In either case, the length of the maximum total of periods

covered with funds shall be shortened by the length of the student's past period of study and/or traineeship mobility within the LLP Erasmus (whether finished with an LLP-Erasmus grant, or without financing), the Erasmus+ (with or without financing), or the Scholarship and Training Fund (with or without financing). A student who, within the current study cycle, has carried out Erasmus+ student mobility abroad for the total of 290 days, may apply for traineeship (within the same study cycle, or as a recent graduate of this cycle) that lasts no more than 70 days.

13. For students of long-cycle (direct) Master's degree programmes, the maximum combined total of mobility periods shall equal 24 months. In any case, the length of the maximum total of periods covered with funds shall be shortened by the length of the student's past period of study and/or traineeship mobility within the LLP Erasmus (whether finished with an LLP-Erasmus grant, or without financing), the Erasmus+ (with or without financing), or the Scholarship and Training Fund (with or without financing).
14. The traineeship with the 2020 funding may last not shorter than 2 months (minimum 60 days) and it should end not later than 30 September 2022. The financing for the Erasmus+ traineeship abroad will be granted for the period starting not earlier than 15 July and ending not later than 30 September 2022.
15. In the event of exhaustion of funds granted to the UL for the implementation of traineeships in the 2021/22 academic year (with 2020 financial agreement), a student may be directed to undergo international traineeship mobility without the Erasmus+ grant, but still remaining with the Erasmus+ programme participant status (the so-called "zero grant").
16. The length of mobility financed with the Erasmus+ traineeship grant is calculated in accordance with the mobility calculator, available at the following website: <https://bwz.uni.lodz.pl/llp-erasmus-praktyki/in-english/mobility-calculator>. The grant of the Erasmus+ programme is not assumed to comprise the total cost of subsistence during the period of traineeship abroad. The Dean of the students' home Faculty may take a decision on potential co-financing travel costs from the Faculty budget funds.
17. A change of the receiving institution for a new one, may only be possible in exceptional circumstances, such as the receiving institution's flagrant breach of the obligations arranged in the Learning Agreement for Traineeships (LAT). Both cancellation of the traineeship, or leaving the traineeship institution earlier than arranged in the agreement, shall be a basis to call the student for full or partial return of the received Erasmus+ grant, as well as to prevent the recognition of the traineeship period by the University of Lodz.
18. At the enrolment stage, the student should state in the application form if s/he received social benefit allowance from the UL in the 2021/22 summer semester.

19. Students receiving a social benefit allowance from the UL will undertake the traineeship within the project "International Mobility of students with special needs. 3rd Edition" within the Operational Programme Knowledge Education Development also known as the PO WER programme – with grants payable in PLN (Polish currency), subject to availability of free PO WER programme funds to UL.
20. Students affected by certified disabilities may apply for additional funds from a special aid fund for the disabled, upon request made by the disability degree certificate holder (the disabled student) to the International Relations Office, room 6. Granting the aid funds is subject to the UL reception of PO WER programme financing for this purpose. The information on certified disability should be included by the student in the application form.
21. Students who received social benefit allowance in the 2021/22 summer semester and students with certified disability are kindly asked to report these circumstances to the IRO UL during enrolment.
22. Details of the financing described above shall be published on the UL IRO website.
23. One or two weeks before their departure, qualified candidates shall sign the agreement concluded between the Beneficiary (student) of the Erasmus+ programme, and the University, the latter represented by the Vice-Rector for International Relations, and the Bursar of the University of Lodz. In order to sign the Erasmus+ agreement, the student is obliged to submit the set of required documents to the IRO (Room nr 6), and the list of required documents is provided at the following website: <https://bwz.uni.lodz.pl/llp-erasmus-praktyki/in-english>
24. The University of Lodz obliges itself to recognize the traineeship completed by the Beneficiary (student) in accord with the rules binding in the University (dependent on the home Faculty, and whether the traineeship is extracurricular or included in the study programme) as well as include the fact of traineeship finished abroad into the Diploma Supplement.
25. The above Rules have been approved by the Vice-Rector for International Relations, Professor Łukasz Bogucki.

Data protection policy for International mobility programmes

1. The controller of your personal data is the University of Lodz, with its registered office at ul. Narutowicza 68, 90-136 Lodz
2. In any case, you may contact the Data Protection Officer by e-mail to: iod@uni.lodz.pl
3. Your personal data will be processed for the following purposes:
 - holding enrolment/qualification of mobility participants (for studies, traineeship, teaching/training/blended mobility etc.) within the framework of International exchange programmes;
 - documentation of the mobility carried out within the framework of International exchange programmes – in the case of a positive outcome of enrolment/qualification.
4. Your personal data will be processed according to the Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC in the case of enrolment/qualification of university staff/students/doctoral school participants for mobility under the Erasmus+ programme, or other regulation in the case of mobility under another international exchange programme and/or internal regulations of the University.
5. Entities authorized under legal provisions or agreements concluded with the University of Lodz may receive your personal data;
6. Your personal data will be stored in accord with the provisions of the Act on the national archival resources and archives, other relevant legal provisions, and internal regulations of the University;
7. You have the right to:
 - access your data;
 - rectify your data when they do not comply with the facts;
 - erase, restrict the processing of and transfer your data, in cases provided for by law;
 - object to the processing of your data;
 - lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office with its registered office in Warsaw, ul. Stawki 2.
8. The provision of personal data is voluntary, but necessary for the purposes referred to in clause 3 above.

Your personal data will be processed according to Article 6(1)(b)(c) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the General Data Protection Regulation, GDPR)