

**RULES FOR EXTENDING MOBILITY FOR THE SUMMER SEMESTER**  
**under the Erasmus+ KA 103 and PO WER programmes in the 2021/22 academic year –**  
**financed under agreement no. 2020-1-PL01-KA103-078260.**

- 1) The extension of mobility period with the summer semester is possible with the consent of Home University and Host University, and after providing all required documents.
- 2) University of Lodz students who decide to continue their studies abroad in the summer semester, may do so regardless if they were enrolled only for the winter semester, or for the entire academic year. They are required to apply for permission (by e-mail) to the Faculty / Departmental coordinator of the Home University (UL) before they notify the BWZ (IRO) UL about their declaration of willingness to extend their mobility with the summer semester.
- 3) A student who plans to extend their studies with the summer semester should send their initial declaration to the BWZ UL till 10/12/2021 by e-mail to [beata.kaminska@uni.lodz.pl](mailto:beata.kaminska@uni.lodz.pl) or [dorota.jachimek@uni.lodz.pl](mailto:dorota.jachimek@uni.lodz.pl).
- 4) The University of Lodz has a pool of financing available to participants extending their studies within the 2021/22 academic year. The University has received consent of the National Agency of the Erasmus+ Programme to prolong the financial agreement binding the UL in the previous academic year, which means that unspent funds from 2020/21 may be used to finance the grants for students extending their 2021/2022 mobility period with the summer semester.
- 5) The maximum period of financing the extended period of studies is **5 months, which equals 150 days**, in accordance with the rates published on the following website: <https://bwz.uni.lodz.pl/lip-erasmus-studia/przed-wyjazdem-2021-22-2/stawki-na-studia>. In order to receive the final consent for extension of mobility and scholarship funding for the extension period (summer semester), the student is obliged to provide a set of documents to the ECTS Faculty / Departmental Coordinator by **28/03/2022** at the latest, which includes:
  - a) Scanned document that confirms that all the Winter semester classes at the Host Institution are completed and credited by the student (Transcript of Records, or other document of academic record issued by the Host Institution). **A student who fails to complete the study programme planned for the Winter semester shall not be given consent for the extension with the Summer semester.**
  - b) Host Institution's written (e.g. e-mailed) consent for the continuation of the Student's mobility into the following semester;
  - c) study programme for the **summer semester** (Learning Agreement for Studies – Before the Mobility section), agreed and accepted by three parties i.e. the ECTS coordinator at the UL, the Student, and the Host Institution;
  - d) if applicable, consent of Thesis Promoter / Supervisor for the extension of study mobility abroad with an extra semester (this applies only to UL students who, during their Erasmus+ study mobility, attend their last study year in the cycle) expressed in writing (e.g. e-mailed)
- 6) Upon receiving a complete set of documents listed in point 5 above, from the Student, the Faculty Coordinator / Departmental Coordinator verifies them, and expresses opinion on the Student's request according to the template (<https://bwz.uni.lodz.pl/lip-erasmus-studia/przedluzenie-pobytu-2021-22>) and sends the entire updated documentation to the BWZ (IRO) UL, not later than **31 March 2022**.

- 7) It is recommended that the student submits the set of required documents as a single-file attachment to the email. Documents may be sent in a readable format (e.g. \*.pdf) or as a password protected archive file (e.g. \*.zip). The student may use an archiver programme such as WinRar or WinZip7 in order to protect his/her personal data through compression and password encryption. If so, the student should arrange the way of decrypting documents with their Coordinator so that the password is sent with a different communication channel (e.g. via MS Teams). The Coordinators should also keep the above mentioned guidelines while submitting sets of documents. **The student decides on the format that files are submitted in.**
- 8) A student who has sent their declaration of willingness to extend their studies with the second semester will receive an annex to the financial agreement from the BWZ UL. After signing the annex, the student is required to send it to the BWZ UL.
- 9) The transfer of the grant allocated for the extension semester shall be made within 30 days of the date of transferring the documents listed above from the Coordinator to the BWZ (IRO) UL.
- 10) If the BWZ (IRO) UL does not receive the complete set of documents with Coordinator's consent by **31/03/2022**, then the UL student will not be able to continue his or her studies abroad under the Erasmus + programme in the summer semester.
- 11) The BWZ (IRO) UL shall not accept incomplete documents, or documents submitted directly by students.

*The above Rules have been approved by the Pro-Rector for International Relations – Prof. Łukasz Bogucki, PhD (prof. dr hab. Łukasz Bogucki).*