

Rules 2022/23

Student Mobility for Studies within the framework of the Erasmus+ programme (EU member countries and third countries associated with KA131 Programme), or Component II – Education programme: Rules for enrolment in the 2022-2023 academic year.

There are two stages of enrolment:

1st stage. Application through the USOS Web platform between: 1 February (12 noon) – 24 February 2022 (12 noon).

2nd stage. At the respective UL Faculties between 24 February and 11 March 2022.

The following rules of enrolment for study mobility under Erasmus+ and Education programmes have been set on the basis of current guidelines of the EC and National Agency contained in the Erasmus+ Programme Guide on organizing student mobility during 2022-2027 as well as Component II – Education programme Guide for Applicants. They may change after the publication of updated guides for Erasmus+ and Education programmes.

1. In order to carry out a part of their study curriculum abroad within the framework of the Erasmus+ programme, the students may only depart to those partner universities which hold the Erasmus Charter for Higher Education, and have signed relevant bilateral agreements with the University of Lodz; the mobility shall be implemented pursuant to the number of places, study fields, and levels specified in these agreements (in accord with the latest EC guidelines). Mobility options offered by partner universities for UL students under Erasmus+ are published at the USOS Web platform (usosweb.uni.lodz.pl) from 1 February 2022.

2. In order to carry out a part of their study programme abroad specifically within the framework of the Education programme – Component II – Mobility Projects in Higher Education, the students may only depart to six partner universities in Norway which hold the Erasmus Charter for Higher Education, and have signed relevant interinstitutional agreements under the Education programme with the University of Lodz. The mobility shall be implemented pursuant to the number of places specified in these agreements. Mobility options offered by partner universities for UL students under Education programme are published at the USOS Web platform (usosweb.uni.lodz.pl) from 1 February 2022.

3. The enrolment is available to:

- degree students of first cycle, second cycle, and uniform (direct) Master’s programmes, as well as students of doctoral schools – the decisive factor is that they retain the student status during the period of study abroad,
- UL students (Polish and foreign citizens) accepted for first-cycle, second-cycle, and third-cycle study programmes and UL doctoral school on the grounds of specific regulations. In the enrolment process, the equality of opportunity for men and women, as well as for people with disabilities, shall be observed.

Students of the third (final) year of first-cycle studies may apply on condition that, throughout the period of their mobility, they maintain their student status by enrolment to a second-cycle programme at the same Faculty of the UL as before. The obligation to continue studies at the

same UL Faculty shall be included into the agreement being concluded between the student and the University before the student's departure.

It is recommended that third year students of first-cycle degree programmes are enrolled for a summer semester mobility. However, if a third year student of a first-cycle programme is granted a winter semester mobility to be performed in the first semester of a second-cycle programme, it should be noted that the student will be able to sign a grant agreement not earlier than on 1 October 2022, that is, after gaining second-cycle student status at the UL (thus, a part of the mobility period before 1 October 2022 **shall not be financed**).

Still, students of the second year of second cycle studies, or fifth year of uniform (direct) Master's degree studies who wish to start new UL degree studies of first-, second- or uniform (long) cycle programme, or a UL doctoral school programme, **shall not apply for mobility** in the current enrolment round. Such persons may apply for mobility carried out in the 2023/24 academic year, upon gaining student status of the following study cycle at the UL.

4. The student qualified for mobility within the Erasmus+ / Education programme shall not take a dean's leave, or have any other break in their study cycle for the period of their mobility. The outgoing mobility student needs to retain their 2022/23 UL student status throughout the entire period of their mobility. The student may obtain approval for a yearly grading scheme in the 2022/23 academic year at a given Faculty.

5. Students who have been granted mobility are to provide a confirmation of their student status valid for the 2022/23 academic year, obtained from their Faculty's Dean's office, or their Doctoral School, before signing their grant agreement for mobility. In the case of students qualified for mobility during their first year of second-cycle studies, such confirmation shall be available after signing the appropriate agreement on educational services of second-cycle studies at the UL, that is from 1 October 2022 onwards.

6. The Erasmus + / Education mobility cannot form the basis for prolongation of the period of studies at the UL, at any study cycle. Students cannot apply for prolongation of the period of studies at the UL on the grounds of the need to complete their international student mobility.

7. The rule is that the students of the final year who apply for mobility during the final semester of their studies at the UL, are allowed to do this on the consent of their thesis supervisor and the appropriate Faculty Coordinator. The student is required to obtain a written consent of their thesis supervisor at the stage of signing the mobility agreement between the UL and the student, before the student's departure for mobility.

8. Within the Erasmus+ programme, students are enabled to participate in an international student mobility for studies and/or traineeships more than once, for a total of periods which does not exceed 12 months per each cycle of studies (first cycle, second cycle and doctoral school), regardless of the type and number of mobility periods within the quota, and counting the Erasmus+/LLP Erasmus/ Campus Europae/Scholarship and Training Fund/Mundus mobility completed to date, regardless if financed with grants or performed on a „zero-grant” basis. In the case of pursuing uniform (long-cycle) Master's degree studies, a student is allowed a total quota of periods of Erasmus+ mobility for studies and/or traineeships which does not exceed 24 months.

9. Prior participation in an Erasmus+, LLP Erasmus, Campus Europae, Scholarship and Training Fund (FSS), or Erasmus Mundus mobility, shall be counted within the quota for students applying for Erasmus+ mobility in the same study cycle, for example: if a student has previously received a 6-month LLP-Erasmus/Erasmus+ grant for a LLP Erasmus/Campus Europae/FSS mobility at the second-cycle level, he or she may still use an Erasmus+ grant for second-cycle mobility, but for a period not exceeding 6 months. If, however, the student in question starts doctoral studies, the amount of the available Erasmus+ grant may be extended so as to cover a period of up to 12 months.

10. Every UL degree student interested in the field of Women's and Gender Studies may apply for study mobility from the pool marked "University of Lodz" in the USOSweb platform, in consultation with the appropriate Faculty Coordinator.

11. Erasmus Mundus Programme Students (Joint Master Degrees), who study as full-cycle UL students and do not receive grant from the Erasmus Mundus Programme budget for mobility abroad, may apply for a mobility grant from the Erasmus+ programme by taking part in the present enrolment.

12. The period of mobility for studies within Erasmus+ framework shall not be shorter than 2 months or longer than 12 months within one study cycle. Each individual mobility period is to be started and finished between **1 July 2022 and 15 September 2023** (including the possible period of prolongation).

13. The grant financing mobility for studies within the Education programme shall be awarded for one semester, lasting no more than four months and a half. This study abroad period shall equal or exceed **3 months** and it is to be started and finished between **1 July 2022 and 15 September 2023**.

14. The basic selection criteria for applicants are: grade point average not lower than 3,5, a foreign language proficiency level matching the requirements of the host institution (preferably confirmed with an external certificate), and a high motivation level. Moreover, the Faculties are entitled to set supplementary criteria, such as evidence of active participation in the University's life, scientific achievement, etc., making students aware of the criteria established for the enrolment. The UL students who have not yet participated in international mobility within the framework of Erasmus+/ LLP Erasmus / Campus Europae / FSS / Erasmus Mundus, may be given priority in the enrolment for the Erasmus+ mobility.

In the case of students applying for the student mobility under the Component II – Education programme, additional criteria will be employed to select the candidates, namely if a particular student follows a study programme in the field of "Child welfare education", and the financial challenge faced by the student (confirmation of UL social welfare benefit granted for the 2021/22 summer semester).

15. The following algorithm for the calculation of the students' grade average is valid for enrolment purposes:

- a) For students of first-cycle, second-cycle, and long-cycle Master's degree studies:
 - weighted grade point average for the entire cycle of the home study program pertaining to the student's application for mobility (subject to the UL Rules of Study).
- b) For first year students of doctoral schools:

- final grade from the second-cycle or long-cycle graduation diploma, as appropriate;
- c) For second and third year students of doctoral schools:
 - weighted grade point average for the entire cycle of the home study program pertaining to the student's application for mobility (subject to the Rules of the appropriate UL Doctoral School).

In any other case different from those listed above, the grade point average shall be calculated for the entire study cycle of the home study program which pertains to the student's application for the mobility, subject to the provisions of the UL Rules of Study.

16. The first stage of enrolment consists of filling in the online application form, available on the USOS Web platform. The form shall be made available to students between **1 February (12 noon) and 24 February 2022 (12 noon)**. After logging in, the student may choose two or three Universities (the number being dependent on the Coordinator's decision) out of the list available to their home Faculty and/or their study field. One option of partial study abroad mobility 2022/23 may eventually be allocated per individual student.

Further steps of the qualification procedure shall take place at the appropriate Faculties, whose authorities may additionally require language certificates, and/or information on the student's outstanding achievement, as well as they may hold further interviews with the student between **24 February and 11 March 2022**. The student's grade average shall be obtained from the home Faculty's Dean's office, upon the motion of the Faculty Coordinator responsible for the study programme/discipline which pertains to the Student's application.

With an application at the USOSweb platform, the Students are obliged to provide information on all instances of previous participation in study or placement mobility within the framework of Erasmus+ /LLP Erasmus /Erasmus Mundus from the UL or other institutions, specifying the name(s) of host institution(s), the departure and arrival date according to the confirmation of stay, level of studies, mobility type and host country. Students who never participated in the mobility of the above types shall submit a declaration of lack of previous participation.

17. The enrolment takes place at the Faculties, and a separate Enrolment Committee shall be set for each Faculty. After the enrolment process finishes, its outcomes, including enrolment lists, shall be announced not later than **17 March 2022**, together with information on the 7-day review procedure.

The student may appeal from the decision of the Faculty-level Enrolment Committee to the UL Rector's Representative for International Exchange Programmes.

The final decision on the acceptance of the nominated student shall be made by the receiving institution (host university). After allocation of the mobility by the Coordinator, the qualified student provides requested information at the USOS Web, and after acceptance feedback from the Coordinator, he or she shall print out a *Student mobility nomination form* from the USOS Web platform, then sign it, and submit it to the Faculty-level Coordinator in the agreed format.

In addition, students of the third year of first-cycle (Bachelor's) studies, who are enrolled for mobility to be performed during the first year of their second-cycle studies, are asked to provide the Faculty-level Coordinator with their e-mailed obligation to continue their studies

(in an upper study cycle) at the same Faculty where they have been enrolled for mobility with their *Student mobility nomination form*.

Signed reports (enrolment records) from Faculty-level Enrolment Committees, along with recruitment lists, enrolment lists, reserve lists, as well as Student mobility nomination forms signed by both coordinators and mobility students concerned, with attached declarations, shall be transferred to the UL International Relations Office by Faculty-level coordinators within a non-extendible deadline of **17 March 2022**.

18. Should a student included on an enrolment list decide to resign, the free place shall be given to the next available student on the reserve list.

19. Faculty Coordinators shall keep the full record of the enrolment process for the following five years.

20. Students who, after a semester of their mobility under Erasmus+ programme, wish to continue studies at a partner university abroad during the following semester, are obliged to submit a request to the appropriate Coordinator at the Home University for extending the study period carried out abroad, regardless of whether they were initially enrolled for a semester or an entire year. With doctoral students, a consent of the Director of the appropriate Doctoral School is additionally required. Extensions of the study period, shall only be possible within the time frame of one academic year as well as by mutual consent of the Home University and Host Institution, although with no warranty as to receiving an Erasmus+/Education financing for the additional period of study. The rules for extending study period abroad with the 2022-2023 summer semester shall be drafted separately and published at the website of the International Relations Office.

It shall not be possible to apply for the prolongation of the study period with the summer semester of 2022/23 under the Erasmus+ Programme, if the target institution is different than the Host Institution of the student's mobility for the winter semester.

It shall not be possible to apply for the prolongation of the study period with the summer semester of 2022/23 under the Component II – Education programme in any case.

21. The method of financing the mobility for studies within the framework of Erasmus+ programme shall be stipulated in a separate document. If the University of Lodz fails to acquire a sufficient pool of funds to cover all the grants for the mobility of the students enrolled, then each Faculty shall make a ranking list of students to be given priority in receiving funding for their mobility.

The monthly rates listed below are monthly EU financing rates binding in the 2022/23 academic year for outgoing mobility of UL students to the following groups of countries:

Group 1 – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden – 520 EUR/month

Group 2 – Austria, Belgium, Cyprus, France, Greece, Italy, Netherlands, Malta, Germany, Portugal, Spain – 500 EUR/month

Group 3 – Bulgaria, Croatia, Czech Republic, Estonia, Hungary, North Macedonia, Latvia, Lithuania, Romania, Serbia, Slovakia, Slovenia, Turkey – 450 EUR/month

At the UL, no more than five months of mobility abroad may be financed.

22. Students with certified disability, and in a difficult financial situation (those to be granted social welfare benefit in the 2021/22 summer semester) shall receive additional financial means from the Erasmus+ programme budget, in the amount of 250 EUR per month. Students with certified disability may apply for additional funding by submitting a special application published on the National Agency website:

([2021-sev-ka131-wniosek-niepelnosprawnoscmst.xlsx \(live.com\)](#)).

The amount of funds allocated for disability-related spending shall be invoiced as actual costs, which means that this spending should be documented with financial proofs.

Rules of application are published on the National Agency website:

(<https://erasmusplus.org.pl/dla-beneficjentow/szkolnictwo-wyzsze/linki/umowy>)

(https://erasmusplus.org.pl/brepo/panel_repo_files/2021/11/02/q3ib5r/zasady-realizacji-wyjazdow-osob-niepelnosprawnych-.pdf)

Details will be published along with 2022/23 mobility financing rules.

UL Students are entitled to receive funding for the use of sustainable transport means, or the so-called “green travel”. In this case, they receive one-time increase of EUR 50 in addition to their individual financing. The related procedure shall be laid out in a separate document.

23. Detailed information concerning the method of financing the mobility for studies within the framework of Education programme shall be stipulated in a separate document. The UL will ensure financing of outgoing student mobility under Education programme in the scope of subsistence costs up to 4,5 months of stay at a partner institution abroad and in the scope of travel to and from the host institution.

The monthly rate of funding in the scope of subsistence costs equals EUR 1200 while travel costs are allocated according to the distance calculator. The funding of outgoing mobility under the Education programme shall be paid in PLN as equivalent to amounts expressed in EUR, in accord with the UL accounting policy.

24. The Administrator (Controller) of personal data pertaining to the candidate and/or participant of the Erasmus+ programme is the University of Lodz, represented by the Rector, based at: ul. Narutowicza 68, 90-136 Lodz, Poland. The Data Protection Officer at the may be contacted in any case via e-mail at iod@uni.lodz.pl.

Personal data of candidates and participants shall be processed for purposes of participation in the Erasmus+ Programme. The data will be processed on the basis of the candidate's personal consent to the processing of personal data. The data of qualified participants shall be processed pursuant to the agreement between the University of Lodz and the Foundation for the Development of the Education System (FRSE) – Polish National Agency of Erasmus+ Programme and 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. Providing personal data by the candidate is voluntary, but necessary for the purpose of participation in enrolment. Transferring the data of qualified candidates is obligatory, otherwise the grant(s) shall not be paid out. The data will be made available to entities authorised in accord with legal regulations, the Foundation for the Development of the

Education System (FRSE) – Erasmus+ Programme operator, the host institution or partner university abroad where the student has been qualified for mobility. The data of participants will be stored by the IRO UL for five years after UL receives a letter of conclusion for the KA131/2021 project from the National Agency (FRSE).

25. For candidates and participants of the Education programme, the personal data processing clause shall be found at the website of the Programme Operator (FRSE):
(<https://education.org.pl/stefa-beneficjenta/informacje-ogolne/informacja-dot-przetwarzania-danych-osobowych/>)

26. The above Rules have been approved by the UL Vice-Rector for International Relations – Prof. dr hab. Łukasz Bogucki.