**RULES FOR EXTENDING MOBILITY FOR THE SUMMER SEMESTER**

**under the Erasmus+ KA 131 programme in the 2022/23 academic year –**

**financed under agreement no. 2021-1-PL01-KA131-HED-000004621.**

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 sent their initial declaration to the BWZ (IRO) UL till **15/12/2022** 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 no financing available to participants extending their studies within the 2022/23 academic year**. Students who wish to extend their mobility with one more semester, may only be able to remain at the partner university **on the so-called “zero grant” basis – which means self-financing the remaining duration**.
5. 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 **29/03/2023** at the latest, which includes:
6. 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.**
7. Host Institution’s written (e.g. e-mailed) consent for the continuation of the Student’s mobility into the following semester;
8. 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;
9. 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)
10. 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 (available at UL website) and sends the entire updated documentation to the BWZ (IRO) UL, not later than **31 March 2023**.
11. It is recommended that the student submits the set of required documents as a single file attachment to the e-mail. Documents may be e-mailed in a “simple” manner (as an attachment) or in a password protected archive file (e.g. WinRar or WinZip7 file) to protect personal data. If so, the student should arrange the way of decrypting documents with their Coordinator. The password could be sent with a different communication channel (e.g. via MS Teams) or e-mailed to another UL employee. The Coordinators should also keep the above mentioned guidelines while submitting sets of documents to IRO UL. **The student decides on the format that files are submitted in.**

1. After the Coordinator submits the documents at the IRO, the student will receive an annex to the financial agreement from the BWZ UL concerning the extension of study period on a “**zero-grant**” basis. After signing the annex, the student is required to send it to the BWZ UL.
2. **If the BWZ (IRO) UL does not receive the complete set of documents with Coordinator’s consent by 31/03/2023, then the UL student will not be able to continue his or her studies abroad under the Erasmus + programme in the summer semester.**
3. **The BWZ (IRO) UL shall not accept incomplete documents, or documents submitted directly by students.**
4. A student who receives consent on extension of mobility with the summer semester is obliged to extend EHIC card and **buy insurance** for medical treatment and accidents valid for this period.
5. If additional funds are obtained from the National Agency of the Erasmus+ Programme, **additional rules** of allocation will be drafted, exclusively for funding student mobility previously extended on a zero-grant basis.

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