

Rules of financing student mobility for traineeships in the framework of the Erasmus+ Programme (EU member countries and third countries associated with KA131-2021 programme) in the 2022-2023 academic year, linked to the 2021-1-PL01-KA131-HED-000004621 agreement.

1. The University of Lodz holds financial resources for implementation of ca. 35 international traineeships (internships) of UL students and recent graduates in the framework Erasmus+ Programme within the time frame of 2022-23 academic year, under the 2021 agreement, with financial support of no more than 90 days of mobility (within the period between 11 February and 15 October 2023).
2. A student who has been Erasmus+ granted traineeship mobility abroad shall receive feedback from IRO UL if their mobility is available for funding under in the 2022-23 traineeship pool of funds that the UL received, or that there is no Erasmus+ funding but a “zero-grant” mobility can be carried out.
3. A student declares awareness that the Erasmus+ financing is a supplementary forms of financial aid for the mobility, which may merely contribute to additional costs of travel and stay abroad during the Erasmus+ traineeship.
4. The following are EU grant monthly rates for traineeship mobility to respective countries in the 2022-2023 academic year: **Group 1 (EUR 670 per month)** – Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden; **Group 2 (EUR 600 per month)** – Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey.
Students with a certified disability and those facing material difficulties (persons who receive a social scholarship at the time of enrolment in the University) will receive additional funding from the Erasmus+ budget of EUR 250 for each month (these cases should be marked in the application form).
5. Students of the University have the right to receive “green travel” funding if they meet the requirements, which means the use of sustainable (low-emission) means of transport. In this case, students can receive a one-off round trip allowance of €50 and additional individual support for living costs up to 4 additional days depending on the number of travel days. Travel by low-emission means of transport must be made in both directions. In the application form submitted at the enrolment stage, the student is obliged to provide information whether they intend to use sustainable means of transport, i.e. bus, train, bicycle, carpooling (sharing car with another person making travelling for the same purpose).
6. A student/graduate directed to international traineeship is obliged to sign a grant agreement before departure. To sign the agreement, the student is obliged to submit to the BWZ UL the required documents listed on the Multiportal UL website:
<https://www.uni.lodz.pl/en/international-mobility/erasmus-traineeships/erasmus-traineeships-2022-2023> in “before departure” tab.
7. The UL shall pay the relevant financing to students qualified for SMP to cover the period of **no more than 3 months** (i.e. 90 days). In accord with the rules of mobility, the traineeship may start not earlier than on 11 February and end not later than on 15 October 2023. The shortest legitimate period of traineeship is 2 months, that is 60 days, according to the mobility calculator available at the following website:
<https://www.uni.lodz.pl/en/international-mobility/erasmus-traineeships/erasmus-traineeships-2022-2023>
8. If any financial means are made available because of students who resign from participation, these means may be allocated to student(s) who have been qualified for “zero-grant” mobility.
9. The funding for traineeship shall be allocated in two installments, paid to the bank account provided by the student.
The **First Installment** shall equal 75% of total funding, counted according to the total length of stay defined in the Learning Agreement for Traineeship (LAT) made by the student and the receiving

institution before the mobility. The **First Installment** shall be paid to the student after signing the financial agreement at the ISO till the earlier of the following deadlines:

- 30 days after signing the agreement by the last Party,
- the day of starting the mobility and/or delivery of the confirmation of arrival sent to the IRO UL from the host institution.
- if the student misses the deadline for bringing required documents 2 weeks before departure, the First Installment may be paid on a later date (still, up to 30 days after signing the agreement by the last Party).

The **Second Installment** making up 25% of total funding allocated in accord with the financial agreement, shall be paid to the student after return from mobility and after all specified documentation is in place at the home University.

The entire amount of funding shall be subject calculated according to the length of stay at the received institution, as specified by the Learning Agreement for Traineeship (LAT), and made with the MT+ mobility calculator available at the following website:

<https://www.uni.lodz.pl/en/international-mobility/erasmus-traineeships/erasmus-traineeships-2022-2023>

10. If the mobility period contains unfinished months (interpreted as 30-day periods) then total funding is calculated by multiplying the number of days of the unfinished month by 1/30 of the monthly rate, rounding up or down to whole numbers.
11. The student shall receive the EU grant to the bank account whose details they provide. The student is to be the owner or a co-owner of the account. The recommended currency of the account is EUR.
12. The completion of the mobility, with all specific content and financial documentation in place at the home University, includes providing the IRO with the following documents:

* complete original copy of the LAT, including its Before the Mobility and After the Mobility sections, and in the case of component changes, also its During the Mobility section;

* Traineeship Certificate or the "After the Mobility" LAT section which includes the confirmation of the length of the Erasmus+ traineeship pursued. This document shall contain the start and end date of the traineeship, as well as the information on the traineeship programme carried out and the evaluation made by a tutor from the receiving institution. The Traineeship Certificate is to contain the original stamp and signature of the receiving institution. **Upon return, the student shall present this document to the appropriate ECTS coordinator at UL for acceptance and signing, and then submit it to the IRO.**

*online completion of Erasmus+ participant's survey, received by the student via e-mail;

The deadline for submitting the documents mentioned above shall be included in the agreement signed between the University and the student/graduate.

13. The above Rules have been approved by the UL Vice-Rector for International Relations, prof. dr hab. Łukasz Bogucki.

Data protection policy (GDPR clause) 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, Poland.
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 – as regards 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)