

Łódź, 30 June 2023

**Rules of enrolment for long-term traineeships (internships) abroad in the form of physical or blended mobility under the Erasmus+ Programme (EU Member States and third countries associated with KA131- 2021) in the academic year 2023/2024 associated with contract no. 2022-1-PL01-KA131-HED-000053247.**

The present rules for enrolment for student mobility under the Erasmus+ programme have been developed on the basis of the guidelines of the European Commission and the National Agency of the Erasmus+ Programme and European Solidarity Corps (NA) set out in the Erasmus+ Programme Guide for 2021-27. These provisions may change if an update of the guidelines in the Erasmus+ Programme Guide is published.

A general guide to the Programme can be found at the following websites:

Polish version:

[https://erasmusplus.org.pl/brepo/panel\\_repo\\_files/2021/11/24/1m3t1s/2022-erasmusplus-programme-guide-pl.pdf](https://erasmusplus.org.pl/brepo/panel_repo_files/2021/11/24/1m3t1s/2022-erasmusplus-programme-guide-pl.pdf)

English version:

[https://erasmusplus.org.pl/brepo/panel\\_repo\\_files/2022/01/26/nozikz/2022-erasmusplus-programme-guide-v2-en.pdf](https://erasmusplus.org.pl/brepo/panel_repo_files/2022/01/26/nozikz/2022-erasmusplus-programme-guide-v2-en.pdf)

1. The enrolment for long-term traineeships/internships in the form of physical or blended mobility is open for students of bachelor's, master's or uniform master's studies, participants of Doctoral Schools having a student status or doctoral candidates of the University, who are citizens of Poland or any other country of the world.
  - Student mobility for traineeships – students of bachelor's, master's or uniform master's studies and doctoral students; full-time or part-time studies. In the case of first-year undergraduate students, participation in enrolment is possible after completion of their first year of studies.
  - Graduate mobility for traineeships – bachelor's, master's or uniform master's studies; full-time or part-time studies, who submitted their application, i.e. delivered a complete set of signed and stamped documents during their last year of studies to the International Relations Office (pol. BWZ – Biuro Współpracy z Zagranicą) and were qualified for traineeship before the diploma exam or doctoral thesis defence.

Students of postgraduate programmes **are not** eligible to apply for the ERASMUS+ traineeships.

The student shall not be directed to undergo international traineeship during the period of a dean's leave, research leave and medical leave.

2. Traineeships/internships also include so-called teaching assistance for future teachers and research assistance for students and doctoral candidates in research centres. Such mobility can also take place in the context of research projects funded under the Horizon Europe Programme, taking into account the prohibition of double funding of

activities by the EU. If possible, traineeships should be an integral part of the study programme.

3. A long-term traineeship is understood to be a physical trip for at least 60 days. A long-term traineeship can also be carried out in a blended form, with at least 60 days of physical stay abroad in the host institution.
4. The traineeship can be carried out in a country eligible to participate in the Erasmus+ programme (EU Member States and third countries associated with the Programme) either at an university that holds Erasmus Charter for Higher Education (ECHE) or another institution based abroad. The institution must be established in the participating country.
5. The mobility for traineeship can be carried out in the period from 1 October 2023 to 31 July 2024.
6. Enrollment for international traineeships in the academic year 2023/2024 is active from 5 July 2023 until the funds allocated to the UL on the basis of the KA131-2022 agreement are spent. If the funds are used up, the UL will announce the next enrolment from the KA131-2023 project budget.
7. The UL students interested in mobilities for traineeships submit a set of required documents starting on 5 July 2023 to the International Relations Office, Rector's Office building, room 6 or sent them from the university e-mail address (domain: @edu.uni.lodz.pl) to the International Relations Office to the following email addresses: Gabriela Szkup [gabriela.szkup@uni.lodz.pl](mailto:gabriela.szkup@uni.lodz.pl), Dorota Jachimek [dorota.jachimek@uni.lodz.pl](mailto:dorota.jachimek@uni.lodz.pl). Due to the security of the personal data sent, students should secure the files with a password using an archiving programme (e.g. WinRar or WinZip7). Please send the password via another communication channel on MS Teams or by phone (+42 635 40 36). Each student decides individually how to transfer the documents.
8. Candidates need to submit the following documents:
  - a) [application form](#),
  - b) cover letter,
  - c) [declaration on previous mobilities](#),
  - d) [Learning Agreement for Traineeships before the Mobility \(LAT\)](#) i.e. an traineeship agreement agreed upon and signed by the three parties. The document on the UL side should be signed by the **ECTS Coordinator** or a **supervisor in the case of doctoral school participants**,
  - e) a certificate or other document confirming the knowledge of the foreign language in which the student will carry out the traineeship (in individual cases, interviews verifying the level of language proficiency are acceptable).
  - f) [checklist document](#) with the assessment of the Learning Agreement for Traineeships, awarded by the ECTS Coordinator or a supervisor in the case of doctoral school participants,
  - g) supervisor's consent to the mobility (refers to students applying for mobility in the last year of each study programme).

The submitted documents of students applying for traineeship mobility will be evaluated by the University Recruitment Committee. The Committee will evaluate submitted applications during the summer period on two dates: 1 August 2023 and 19

September 2023, and from 1 October, within 21 days of the submission of the complete set of documents (the date of receipt of the documents is decisive). If funds are exhausted, the UL students may apply for a traineeship with a zero grant, i.e. without funding, or wait until the next recruitment is announced.

9. The International Relations Office will communicate the exhaustion of funds by notification on the University of Lodz website (Multiportal).
10. Documents should be submitted **at least a month** before the start of the traineeship.
11. The assessment criteria for student applications for internships include:
  - a justification of the relevance and professional benefits of the internship mobility in a given institution and, in the case of doctoral students, a connection between the internship mobility and doctoral student's research programme;
  - the internship programme agreed upon with the host institution, i.e. the Learning Agreement for Traineeship Before the Mobility (LAT),
  - an assessment of the compatibility of the traineeship programme with the study programme on the basis of the LAT, issued by the ECTS Coordinator or supervisor in the case of doctoral students,
  - level of proficiency of the language in which the traineeship will be carried out,
  - the grade average in the case of bachelor's, master's or uniform master's degree students, or a certificate from the doctoral school on obtained grades and passed examinations in the case of doctoral students;
12. The Committee reserves the right to conduct additional interviews with students participating in the selection process. The International Relations Office informs the students of the recruitment results via e-mail within 5 days from the date of the Committee's assessment. Students have the right to appeal against the decision within 7 days from the announcement of results. The appeal body is the UL Vice-Rector for International Relations.
13. An Erasmus+ funding may be awarded for one traineeship mobility per academic year.
14. A qualified participant may start the mobility from 1 October 2023 after signing the mobility agreement (at least 2 weeks before departure).
15. Full documentation of the recruitment process will be kept at the university for five years, starting from the date of receiving the letter from the National Agency on the settlement of the Erasmus+ KA131-2022 project.
16. The traineeship cannot be carried out in:
  - the EU institutions and other EU bodies, including specialised agencies (a list is available at [the EU website](#);
  - organisations managing EU programmes, e.g. National Agencies of the Erasmus+;
17. A student may be granted an Erasmus+ mobility for a total period of 12 months (360 days) in each study programme (bachelor's, master's, doctoral studies) to complete a traineeship and/or part of their studies abroad. If the student has already been a participant of the LLP Erasmus, Erasmus+, and FSS programme, the period of stay will be deducted from the maximum total funding period.
18. In the case of a full-time master's degree student, a total period of mobility is 24 months.
19. The minimum duration of a long-term traineeship is 2 months (60 days) calculated according to the mobility calculator available in the UL Multiportal.
20. The graduate traineeship must be carried out within 12 months of the date of graduation, which is the date of passing the diploma exam or defending the

dissertation. Based on these rules, mobility must end by 31 July 2024 at the latest (regardless of whether it is the physical or virtual part of mobility).

By the UL's decision, scholarship funding for traineeship mobility will be paid to qualified persons for a period of max. 6 months (applies only to the physical part of mobility in the host institution's country). Any possible funding for travel from the faculty funds will be decided by the Dean of the home Faculty or Director of the Doctoral School.

21. The change of receiving institution may only take place in exceptional cases, such as the failure of the institution to meet the assumptions agreed upon in the Learning Agreement for Traineeships (LAT). Resignation from the traineeship, as well as leaving the workplace earlier than agreed upon in the documents, will be the basis for calling upon the student to reimburse all or part of the obtained grant and failing to pass the traineeship at UL.
22. Scholarship rates for long-term mobility, i.e. more than 60 days of physical stay to group 1 countries: **(EUR 700 per month)**: Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden; Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain; Scholarship rates to Group 2 countries: **(EUR 600 per month)**: Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Northern Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey.
23. Students with a disability certificate and those in a difficult financial situation (who received a social grant at the time of enrolment) applying for a long-term traineeship will receive additional funding from the Erasmus+ budget in the amount of **EUR 250 per month (max. for 6 months)**.
24. Students with a disability certificate will be able to apply for additional funding on the basis of a special application form published on the website of the [National Agency for the Erasmus+ Programme](#). The amount allocated for expenses directly related to the disability will be invoiced as actual costs, that is, requiring documentation in the form of financial evidence. The application rules are published on the National Agency website: [zasady-realizacji-wyjazdow-osob-niepelnosprawnych-.pdf \(erasmusplus.org.pl\)](#).
25. The UL students qualified for a long-term traineeship (min. 60 days of physical mobility) are entitled to a travel grant for green/sustainable means of transport. The students can receive a one-off travel allowance of EUR 50 for meeting the travel conditions defined as 'green travel' and additional individual support for living costs up to 4 additional days. Travel by low-emission means of transport must be made in both directions.
26. A student/graduate whose citizenship is different from that of a Member State of the European Union or the European Economic Area is obliged to read the regulations on entry into the host country in connection with the planned stay and is responsible for obtaining the appropriate visa. We recommend that you check the [EU Immigration Portal](#) for more information.
27. A student/graduate directed to a traineeship is obliged to sign a scholarship agreement at the International Relations Office before departure. The agreement should be signed at least 1 week before the start of the traineeship. Failure to sign the agreement before the beginning of the traineeship is understood as resignation from the awarded

Erasmus grant and will be the basis for removal from the list of scholarship beneficiaries.

28. The University undertakes to recognise the completed traineeship according to the rules applicable at the University (depending on faculties and whether the traineeship is a part of the study programme or extra-curricular) and to include the completed traineeship in the student's Diploma Supplement.
29. The data of candidates and mobility participants will be stored by the International Relations Office for 5 years from the date of receipt of the FRSE letter finalising the settlement of the KA131/2022 project.
30. The present rules have been approved by the University of Lodz Vice-Rector for International Relations, prof. dr hab. Łukasz Bogucki.

## Personal data protection for international mobility programmes

1. The Controller of your personal data is the University of Lodz with its registered office at Narutowicza 68, 90-136 Łódź.
2. In any case, the Data Protection Officer may be contacted at the above-mentioned mailing address with a note: Data Protection Officer, or by e-mail at: [iod@uni.lodz.pl](mailto:iod@uni.lodz.pl).
3. Your personal data will be processed for the following purposes:
  - holding recruitment/enrolment for mobilities (for studies, traineeship, teaching/training/blended mobility etc.) within the framework of International exchange programmes;
  - documenting 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 on the basis of [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 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 another regulation in the case of mobility under another international exchange programme and/or internal regulations of the University.
5. Recipients of your personal data will be entities authorised under the law and entities to which the Controller entrusted the processing of personal data on the basis of an agreement.
6. Personal data will be kept for the required period in accordance with national archival resources and national archives, other provisions of the law and internal regulations of the University.
7. You have the right to:
  - access the content of your data;
  - rectify your data when they are not accurate;
  - erase, limit the processing and transfer your data – in cases provided for by law;
  - object to the processing of your personal data;
  - lodge a complaint to the supervisory authority, which is the President of the Personal Data Protection Office, based in Warsaw at Stawki 2.
8. The provision of personal data is voluntary but necessary for the purpose referred to in section 3.

The processing of personal data is carried out on the basis of: Article 6(1), b) and c) of 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 (General Data Protection Regulation).