

Rules of enrolment 2023/24

Student Mobility for Studies – long-term outgoing student mobility in the framework of the Erasmus+ programme (EU member countries and third countries associated with KA131-2022 Programme) in the 2023-2024 academic year, under the KA131-2022 and KA131-2023 agreements.

There are two stages of enrolment:

1st stage. Application through the USOS Web platform between: Monday 13 February (12 noon) – Thursday 2 March 2023 (12 noon).

2nd stage. Enrolment at the respective UL Faculties between 3 and 15 March 2023.

The following rules of enrolment for study mobility under Erasmus+ programme 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 (Mobility projects for higher education). They may change after the publication of updated guides for Erasmus+ programme.

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 collaboration 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 13 March 2023 on.

2. The enrolment is available to the following categories of (daytime, evening or weekend) students:

– Polish and international students of first cycle degree, second cycle degree, 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, In the enrolment process, the equality of opportunity for all candidates, including 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 abroad, 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 signed by 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 2023, that is, after gaining second-cycle student status at the UL (thus, any part of the mobility period before 1 October 2023 **shall not be financed**).

Still, students of the second year of second cycle studies, or fifth year of (uniform) long-cycle 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 2024/25 academic year, upon gaining student status of the following study cycle at the UL.

3. The student qualified for mobility within the Erasmus+ 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 2023/24 UL student status throughout the entire period of their mobility. The student should obtain approval for a yearly grading scheme in the 2023/24 academic year at a given Faculty.

4. Students who have been granted mobility are to provide a confirmation of their student status valid for the 2023/24 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 2023 onwards.

5. The Erasmus + 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.

6. 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.

7. 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**.

8. 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.

9. 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 Coordinator at their home Faculty.

10. Students of Erasmus Mundus Joint Masters, 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.

11. 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.

- For students outgoing under KA131-2022 agreement (enrolled for winter semester), each individual mobility period is to be started and finished between **1 July 2023 and 31 July 2024**.
- For students outgoing under KA131-2023 agreement (enrolled for summer semester), each individual mobility period is to be started and finished between **1 October 2023 and 30 September 2024**.

Mobilities for studies in 2023/24 winter semester will be financed from the KA131-2022 agreement budget. The funds are already at the University's disposal.

Mobilities for studies in 2023/24 summer semester will be financed from the KA131-2023 agreement budget. The University will apply for funds that may be received from Autumn 2023 onwards.

Under the present enrolment, there will be no possibility to extend the period of stay with one more semester, or to carry out a year-long mobility.

The Erasmus+ student scholarship will be granted for one semester, or no more than six months, pursuant to bilateral agreements between the UL and partner university abroad.

12. 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.

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

- a) For students of first-cycle, second-cycle, and uniform / long-cycle 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.

14. 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 **13 February 2023 (12 noon) and 2 March 2023 (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 2023/24 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 **3 March and 15 March 2023**. 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.

15. 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 **24 March 2023**, 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 in 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 **29 March 2023**.

16. If a student included on an enrolment list decides to resign, the free place shall be given to the next available student on the reserve list.

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

18. 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 mobility¹.

The monthly rates listed below are monthly EC financing rates binding in the 2023/24 academic year for **outgoing mobility of students in 2023/24 winter semester**, to the following groups of countries:

Group 1 – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden – **550 EUR/month**

Group 2 – Austria, Belgium, Cyprus, France, Greece, Italy, Netherlands, Malta, Germany, Portugal, Spain – **550 EUR/month**

Group 3 – Bulgaria, Croatia, Czech Republic, Estonia, Hungary, North Macedonia, Latvia, Lithuania, Romania, Serbia, Slovakia, Slovenia, Turkey – **450 EUR/month²**

The monthly rates listed below are monthly EC financing rates binding in the 2023/24 academic year for **outgoing mobility of students in 2023/24 summer semester**, to the following groups of countries:

¹ long-term study mobility / SMS

² the above rates have been calculated for projects accepted in the 2022 competition

Group 1 – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden – **670 EUR/month**

Group 2 – Austria, Belgium, Cyprus, France, Greece, Italy, Netherlands, Malta, Germany, Portugal, Spain – **670 EUR/month**

Group 3 – Bulgaria, Croatia, Czech Republic, Estonia, Hungary, North Macedonia, Latvia, Lithuania, Romania, Serbia, Slovakia, Slovenia, Turkey – **600 EUR/month³**

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.

19. Students with certified disability, and in a difficult financial situation (those to be granted social welfare benefit in the 2022/23 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 \(live.com\)](#)).

Rules of application are published on the National Agency website:

(https://erasmusplus.org.pl/brepo/panel_repo_files/2022/09/22/eavp4j/zasady-realizacji-wyjazdow-osob-z-mniejszymi-szans.pdf)

20. Each student enrolled for mobility in the present intake is obliged to read the privacy notice (personal data processing and protection) in Erasmus+ and European Solidarity Corps programmes, developed by the European Commission and available at:

<https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>

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

³ the above rates have been calculated for projects accepted in the 2023 competition

Data protection policy 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
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 in the case of 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)