

Rules of financing student mobility for traineeships in the framework of the Erasmus+ Programme in the 2021-2022 academic year, carried out under the 2020 financial agreement

1. The University of Lodz holds unspent financial resources to be allocated for implementation of international traineeships (internships) of UL students and recent graduates in the framework Erasmus+ Programme under the 2020 agreement, within the time frame of 2021-22 academic year, which will enable ca. 14 traineeships with financial support of no more than 76 days of mobility (which equals the length of period between 15 July and 30 September 2022).
2. According to the current schedule of enrolment of UL students to traineeship mobility abroad in the 2021-22 academic year under Erasmus+ programme in relation to the 2020 agreement, the Institutional Enrolment Committee shall choose candidates till 24 June 2022.
3. 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 2021-22 traineeship pool of funds that the UL received, or that there is no Erasmus+ funding but a “zero-grant” mobility can be carried out.
4. **The Erasmus+ financing**, hereinafter referred to as the EU grant, shall be available to UL students qualified for traineeship abroad within the Erasmus+ programme in the 2021-2022 academic year that did not receive a UL social benefit in the 2021-22 summer semester and did not submit a request for disability-related funding.
5. **The PO WER** (translated as the Knowledge–Education–Development Operational Programme) **financing** shall be available to students qualified for the 2021-22 edition of traineeship abroad within the Erasmus+ programme who have received a UL social benefit in the 2021-2022 summer semester (according to USOSWeb platform data and the student’s Checklist Document) as well as to persons with certified disability who submitted [request](#) for disability-related funding in time, which resulted in a positive decision from the National Agency of the Erasmus+ Programme (**FRSE**). The PO WER financing shall **not** be available to UL **graduates** going on mobility.
6. A student declares awareness that the Erasmus+ financing and the PO WER financing are supplementary forms of financial aid for the mobility, which may merely contribute to additional costs of travel and stay abroad during the Erasmus+ traineeship.
7. The following are EU grant monthly rates for traineeship mobility to respective countries in the 2021-2022 academic year: **Group 1** (Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden) – **EUR 620 per month**; **Group 2** (Austria, Belgium, Cyprus, France, Germany, Greece, Italy Malta, Netherlands, Portugal, Spain) – **EUR 600 per month**; **Group 3** (Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey) – **EUR 550 per month**.
8. The PO WER financing, paid in PLN during the 2021/22 academic year, has the following monthly rates depending on the host country: Group 1 (Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden) – **PLN 2643 per month without social increase, or PLN 3096 per month with social increase**; Group 2 (Austria, Belgium, Cyprus, France, Germany, Greece, Italy Malta, Netherlands, Portugal, Spain) – **PLN 2558 per month without social increase, or PLN 2984 per month with social increase**; Group 3 (Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey) – **PLN 2345 per month without social increase, or PLN 2771 per month with social increase**. The rates are communicated to the student and published on the website <https://bwz.uni.lodz.pl/lp-erasmus-praktyki/rekrutacja-2020-21-od-1-12-2020/stawki-dofinansowania>.
9. The UL shall pay the relevant financing to students qualified for SMP to cover the period of **no more than 2 months and 16 days** (i.e. 76 days). In accord with the rules of mobility, the traineeship may start not earlier than on 15 July and end not later than on 30 September 2022. The shortest legitimate period of traineeship is 2 months, that is 60 days, according to the mobility calculator available at the following website:

<https://bwz.uni.lodz.pl/lp-erasmus-praktyki/rekrutacja-2020-21-od-1-12-2020/kalkulator-mobilnosci>.

10. 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.
11. 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 **and** not later than the earlier of the following:

- 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.

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://bwz.uni.lodz.pl/Ilp-erasmus-praktyki/rekrutacja-2020-21-od-1-12-2020/kalkulator-mobilnosci>.

12. 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.
13. The student shall receive either the EU grant or PO WER financing to the bank account they provide. The student is to be the owner or a co-owner of the account. It is suggested that the account's currency is EUR for the EU funding. For the PO WER funding, it is suggested that the currency is PLN. **Students who receive the PO WER financing (social benefit, disability-related funding) are, before their mobility, obliged to sign the agreement in person, without exceptions. There is no possibility of signing this agreement by proxy (notarized authorization).**
14. 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;
- * **original** 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 made between the University and the student, before the mobility.

15. Students with certified disability shall be entitled to request extra funding related to the disability support. Rules for application, along with the appropriate form, are made available and published on the following website: [BWZ UŁ](https://bwz.uni.lodz.pl)
16. The above Rules have been approved by the Vice-Rector for International Relations, prof. dr hab. Łukasz Bogucki

Signed in Łódź, this 7 day of June 2022

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
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)