

How should UL students prepare for their 2022/23 Erasmus+ study abroad mobility?



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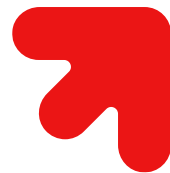


UNIwersytet
ŁÓDZKI

→ www.bwz.uni.lodz.pl

FB: @wymianazagranicznaUL





International Relations Office at UL – contact persons

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Find out more on our website: <https://bwz.uni.lodz.pl/llp-erasmus-studia/in-english>

Formal conditions of departure of UL students for mobility



Please read [Erasmus+ Student Charter](#) in order to get to know about your rights and duties *before, during* and *after* the mobility.



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Your path - from application to departure



- 1) your host university will contact you after IRO (BWZ) sends the nomination to the host university, including student details and email address (UL @ Uni.lodz.pl) ; please check your student e-mail regularly;
- 2) please start the application procedure at the host university (different for each institution):
 - Transcript of Records - to be obtained from the Dean's Office of your UL Faculty;
 - Learning Agreement - to be agreed with the ECTS coordinator and the host university (in a paper or digital version (EWP LA) via USOSweb
 - confirmation of nomination, if required - to be obtained from the IRO (BWZ) Uł
 - language certificate - it is possible to obtain one from the language teacher at SJO Uł, if the student does not have an international certificate;
- 3) your documents will be verified by the host university who will issue the "Acceptance letter";
- 4) complete the documents required to sign the financial agreement at the IRO (BWZ) Uł;
- 5) sign a financial agreement at the IRO (BWZ);
- 6) you can go to your host university for your Erasmus + study mobility



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Planned financing of Erasmus+ outgoing mobility for students



Semester-long (physical) student mobility under Erasmus+ 2022/23

2022/23 Erasmus+ financing rates from Erasmus+ project 2021/22

intended to support max. 5 months of your mobility; paid by UL in 2 installments (one for 4.5 months and the other one paid after your return), calculated by number of days, using the EC calculator tool

Group 1 – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxemburg, Norway, Sweden, – **520 EURO/month**

Group 2 – Austria, Belgium, Cyprus, France, Greece, Spain, Netherlands, Malta, Germany, Portugal, Italy – **500 EURO/month**

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



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Semester-long Erasmus+ student mobility 2022/23

for students with UL social scholarship for 2021/22 summer semester or with certified disability (basic grant rate plus 250 EUR/per month)



Group 1 – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxemburg, Norway, Sweden, – **770 EUR/ month**

Group 2 – Austria, Belgium, Cyprus, France, Greece, Spain, Netherlands, Malta, Germany, Portugal, Italy – **750 EUR/ month**

Group 3 – Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Republic of North Macedonia, Lithuania, Latvia, Romania, Serbia, Slovakia, Slovenia, Turkey –= **700**

EUR/ month Please show social scholarship certificate for 2021/22 summer semester, issued from Service Centre for Students (COSiD UŁ) or a certified true copy (CTC) of your disability certificate. Request for additional funding due to disability.



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Semester-long Erasmus+ student mobility 2022/23



The additional funds are intended for students who choose "green travel" (bus; train; car-pooling with another student to and from the host university, both there and back):

- a one-time supplement of EUR 50 and financing up to 4 more days of green travel in both ways;
- Travel from/to the host universities has to take place outside the study mobility period confirmed by the host institution (before the beginning and after the end of mobility)
- Tickets or signed statement if the student travels by car with other student for the mobility (car-pooling) in both directions.



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Essential documents



Learning Agreement for Studies Before the mobility –

- to be agreed with the ECTS Coordinator - preferably 30 ECTS gained abroad and automatic recognition of all achievements at a host university towards 30 ECTS quota for your University of Lodz study programme, possibly with an Annex to LA if there are program differences.

- use the paper template of UL (possible the template of the host institution) or prepare it via USOSweb (EWP LA) if the host institution is ready to approve the LA digitally via EWP

If the host institution asks you to fill in the OLA (<https://learning-agreement.eu/>), please do not do this via OLA platform but in the USOSweb (EWP LA).

The UL chose the Usos system to manage the IIA digitally.

The UL is connected to the EWP network.



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Learning Agreement for Studies - LAS (just *Before the Mobility* section) in paper version



Please use a template of LAS existing at the UL or a template of LAS provided by the host university. The LAS has to be approved by three parties in order to be valid:

- UL student who declares to complete chosen educational components,
- Coordinator from the receiving university who confirms that the incoming student may undertake the chosen educational components,
- ECTS Departmental Coordinator who confirms that the UL student will automatically get credits for his/her study curriculum components for the mobility semester („B” table of LAS) if successfully completes all the components chosen for the LAS and studied abroad.

[* Guidelines on how to use the Learning Agreement for Studies](#)



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How to prepare Learning Agreement for Studies in paper version?



Higher Education
Learning Agreement form
Student's name

LEARNING AGREEMENT FOR STUDIES

The Student

Last name(s)		First name(s)	
Date of birth		Nationality ¹	
Sex [M/F]		Academic year	
Study cycle ²		Subject area, Code ³	
Phone		E-mail	

The Sending Institution

Name	University of Lodz	Faculty	
Erasmus code (if applicable)	PL LODZ01	Department Address	
Address	ul. Uniwersytecka 3 PL- 90-136 Lodz	Country, Country code ⁴	POLAND PL
Contact person ⁵ name		Contact person e-mail / phone	

The Receiving Institution

Name		Faculty	
Erasmus code (if applicable)		Department Address	
Address		Country, Country code	
Contact person name		Contact person e-mail / phone	

[Additional contact persons that the sending or the receiving institution wants to introduce can be added in this box.]

For Guidelines, please look at Annex 1, for end notes please look at Annex 2.



Higher Education
Learning Agreement form
Student's name

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] till [month/year]

Table A: Study programme abroad.⁶

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring [or term]	Number of ECTS credits to be awarded by the receiving institution upon successful completion
			Total:

Web link to the course catalogue at the receiving institution describing the learning outcomes:

[Web link(s) to be provided.]

Table B: Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad
NB no one to one match with Table A is required. Where all credits in Table A are recognised as forming part of the programme at the sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window (see guidelines).

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring [or term]	Number of ECTS credits



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How to prepare Learning Agreement for Studies in paper version?



			Total:

If the student does not complete successfully some educational components, the following provisions will apply:

[Please, specify or provide a web link to the relevant information.]

Language competence of the student

The level of language competence⁷ in: [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:

A1 A2 B1 B2 C1 C2

[Other specific requirements that the sending or the receiving institution need to introduce can be added in this box.]

Annexe to Learning Agreement: YES NO

II. RESPONSIBLE PERSONS

Responsible person⁸ in the sending institution:

Name: _____ Function: _____
 Phone number: _____ E-mail: _____

Responsible person⁹ in the receiving institution:

Name: _____ Function: _____
 Phone number: _____ E-mail: _____

III. COMMITMENT OF THE THREE PARTIES

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

The student

Student's signature _____ Date: _____

The sending institution

Responsible person's signature _____ Date: _____

The receiving institution

Responsible person's signature _____ Date: _____



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How to prepare Learning Agreement for Studies online in the [USOSweb](#)?



STUDENT'S SECTION

My mobilities

1

This page contains a list of mobilities awarded to you. Once a mobility is granted by coordinator you need to submit some extra information that was not relevant when you were applying.

If you neglect to complete formalities or your mobility does not materialize for other reasons, it will be canceled by the coordinator. It will also disappear from the list below even if your USOSweb application does not show this fact.

If you apply at more than one faculty/unit for student mobility it may happen that the list below does not show mobilities awarded to you by other faculties or units.

Mobilities granted to you

Showing elements 1..1 (out of 1)

No.	Country	Institution name	Academic year	Mobility type	Status of mobility	Qualifications stage	Options
1	(in Polish) Francja	Universit� Paris Nanterre (Paris X)	22/23	Studies	Active	Finished	1 → view → learning agreement → EWP LA → bank account



How to prepare Learning Agreement for Studies online in the [USOSweb](#)?



- calendar
- cart
- for courses
- direct for groups
- group preferences

- REGISTRATIONS FOR EXAMS

- TOKEN REGISTRATIONS

- MY STUDIES
 - tests
 - grades
 - linkage
 - POL-on
 - decisions
 - promotions
 - dean's groups
 - rankings
 - stipends
 - student mobility
 - mobility offers
 - applications
 - mobilities
 - bank account
 - EWP LA**
 - surveys
 - payments
 - diplomas
 - mLegitymacja

- MEETINGS

Mobility

Student	
Student number	
ESI Identifier	urn:schac:personalUniqueCode:int:esi:uni.lodz.pl
Term	Academic year 2022/2023
Country	Francja
Erasmus code	F PARIS010
Name of institution	(in Polish) Université Paris Nanterre (Paris X)

Application data

Program	DLHS(02)_N
Program name	(in Polish) 1-go stopnia 12, 13
Type of study	full-time
Study mode	first-cycle studies
Year of study	2

Departure data

Program	
Program name	
Type of study	
Study mode	
Year of study	

DATA UPDATE

Planned period of activity

Planned start date of the mobility

Planned end date of the mobility

Coordinator from the partner institution

Select a person from the list

Belbouab Samia
samia.belbouab@parisnanterre.fr

Add a new person

Surname

Name

E-mail



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If the ECT Coordinator creates=opens EWL LA in USOSweb, the student may view/edit the EWP LA

Learning Agreement

Academic year	EQF level	Mobility type	Creation date	Actions
2022/2023	6 - Bachelor or equivalent first cycle	Semester Mobility	2022-05-15 19:28	view/edit

Version dated 2022-05-20 16:59 New

Component code	Component title at the Receiving Institution	Change	Term	ECTS credits	Actions
<input type="text"/>	<input type="text"/> <small>The field is required</small>	Addition	<input type="text"/>	0.25	<input type="button" value="Save"/>

- Academic year
- Winter semester
- Summer semester
- First trimester

Version dated 2022-05-20 16:59 New

Component code	Component title at the Sending Institution	Change	Term	ECTS credits	Automatic recognition	Actions
	<input checked="" type="radio"/> Course <input type="radio"/> Credits <input type="text" value="Please select a course"/>	Addition	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Save"/> <input type="button" value="Delete"/>

Enter 3 characters to start searching



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How to prepare Learning Agreement for Studies online in the [USOSweb](#)?



Table A. Study programme at the Receiving Institution

Version dated 2022-05-15 19:28 Waiting for information from the partner institution

Component code	Component title at the Receiving Institution	Term	ECTS credits
		Winter semester	3
		Winter semester	3
		Winter semester	3
		Winter semester	4,5
		Winter semester	4,5
4H5RD02P		Winter semester	3
4L5AT01P		Winter semester	3
4H5RA01P		Winter semester	3
4H5RV01P		Winter semester	3

✓ Approvals **Student:** 2022-05-16 12:29 **Coordinator:** 2022-05-16 13:48

Table B. Recognition at the Sending Institution

Version dated 2022-05-15 19:28 Waiting for information from the partner institution

Component code	Component title at the Sending Institution	Term	ECTS credits	Automatic recognition
0200-35003AHS	Fundamentals of Cultural Anthropology	Winter semester	2	<input checked="" type="radio"/> Yes <input type="radio"/> No
0200-JN01HW	Foreign language	Winter semester	4	<input checked="" type="radio"/> Yes <input type="radio"/> No
0200-12DC001BHS	The history of art 19th-20th Century	Winter semester	3	<input checked="" type="radio"/> Yes <input type="radio"/> No
0200-35B001AHS	Avant-garde art – definition, theories, realizations	Winter semester	3	<input checked="" type="radio"/> Yes <input type="radio"/> No
0200-35A001AHS	20th Century Women's fashion. Select issues	Winter semester	3	<input checked="" type="radio"/> Yes <input type="radio"/> No

Table C. Virtual component at Receiving Institution and recognition at the Sending Institution

Version dated 2022-05-15 19:28 Waiting for information from the partner institution

Component code	Component title or description of the mobility programme	Virtual component	Term	ECTS credits	Automatic recognition

✓ Approvals **Student:** 2022-05-16 12:29 **Coordinator:** 2022-05-16 13:48



How to prepare [Learning Agreement for Studies](#) online in the [USOSweb](#)?



Table A. Study programme at the Receiving Institution

Version dated 2022-04-21 14:48				Approved
Component code	Component title at the Receiving Institution	Term	ECTS credits	
xxxx	xxxx	Winter semester	10	
aaa	aaaa	Winter semester	20	
bbbb	bbbb	Winter semester	5	

Approvals **Student:** 2022-04-21 14:51 **Coordinator:** 2022-04-21 15:10 **Partner:** 2022-04-22 11:46

i Table B. Recognition at the Sending Institution

Version dated 2022-04-21 14:48					Approved
Component code	Component title at the Sending Institution	Term	ECTS credits	Automatic recognition	
0800-ZA	(in Polish) Punkty dla Wydziału Zarządzania Number of credits: 0.25	Winter semester	5	<input checked="" type="radio"/> Yes <input type="radio"/> No	
0800-ZA	(in Polish) Punkty dla Wydziału Zarządzania Number of credits: 5	Winter semester	25	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Approvals **Student:** 2022-04-21 14:51 **Coordinator:** 2022-04-21 15:10 **Partner:** 2022-04-22 11:46

Table C. Virtual component at Receiving Institution and recognition at the Sending Institution

Dodaj komponent

Adding a virtual component

Substituting a deleted component

Extending the mobility period

Other (please specify)

+ Add a component

Cancel



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Table A. Study programme at the Receiving Institution

Version dated 2022-04-07 16:04 Canceled			
Component code	Component title at the Receiving Institution	Term	ECTS credits
xxx1	Ekonomia	Winter semester	5
xxx2	Bizness	Winter semester	15
xxx3	Finanse	Winter semester	20



Approve

Show all versions

Dodaj komponent

- Adding a virtual component
- Substituting a deleted component
- Extending the mobility period
- Other (please specify)

+ Add a component

Cancel



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Table A. Study programme at the Receiving Institution

Version dated 2022-04-21 14:48					Approved
Component code	Component title at the Receiving Institution	Term	ECTS credits	Actions	
xxxx	xxxx	Winter semester	10		
aaa	aaaa	Winter semester	20		
bbbb	bbbb	Winter semester	5		

Approvals **Student:** 2022-04-21 14:51 **Coordinator:** 2022-04-21 15:10 **Partner:** 2022-04-22 11:46

Table A2. Changes to table A

Version dated 2022-05-20 16:59						New
Component code	Component title at the Receiving Institution	Change	Term	ECTS credits	Actions	

+ Add a component Save the table



Remaining documents



- [Annex to the LAS](#)

It is **an internal document of UL** to be completed by the student **on condition that** student's home Faculty requires it due to differences in the educational components chosen by the student for the LAS and the obligatory study programme at the UL. If you are asked to take one or more courses at the UL after the mobility semester, please prepare the Annex with your ECTS Departmental Coordinator. **The courses entered in the Annex cannot be the same as declared in the LAS Before the Mobility Table B.** If you prepare the LA with the USOSweb, please include all courses from your curriculum in Tab B. Check if it contains any course that is not automatically recognised by the UL (the option „NO“ is approved by the Coordinator in the field "Automatic recognition"). It means that this course will have to be completed at the UL during or after your mobility semester.

- [Letter of Acceptance issued by the host university](#)

It can be a printout of the admission letter/email sent to the student by the receiving institution stating precise dates (dd/mm/yy) of student's mobility abroad. If there are no dates in the admission letter/email, please download the academic calendar for 2022/23 from the webpage of the receiving institution.





Remaining documents

- [European Health Insurance Card](#) or **other medical insurance policy** valid for the period of mobility abroad and travel for and from the host country. The IRO UL may issue you a [confirmation of nomination](#) to apply for the EHIC (EKUZ) at the National Health Fund (NFZ) - make sure to apply for it at least one month before the departure. Please check if the host university will accept your private insurance policy or if it recommends some specific kind of insurance.

In the case of students going to Turkey, they are obliged to show a copy of other individual medical insurance policy (the EHIC is not issued if you go to Turkey).

In the Grant Agreement signed before the mobility, the UL student declares oneself to have additional medical insurance and an accident insurance. However, it is not necessary to show it at the UL IRO. Please check your individual policy for the insurance amount, rules on how to report an accident – call centre 24/24, and ways of settling the payments on an ongoing basis.



Remaining documents



- Confirmation of student status by the University of Lodz, for the **2022/2023 academic year** (issued by **the Dean's office at your UL Faculty**). In the case of confirmation of student status issued in 2021/22, there has to be a note added that the student has passed all exams in the summer exam session.

The confirmation of student status at the UL, during the mobility semester of studies abroad, is mandatory in order to study abroad within Erasmus+.

- OLS test



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Remaining documents



- [certificate of UL social benefit](#) for 2021/22 summer semester (issued by COSiD UŁ) **only applicable to those** who have obtained this social scholarship and indicated this fact during their enrolment stage at USOSweb;
- [Bank Account Details form](#) – typed, printed out and signed by the outgoing UL student. The bank account is to be **owned by the Student** and it is recommended to the bank account in EUR.





OLS online language skills test

If you are soon to go on mobility with Erasmus+ you need to fill out the online language skills test at the [OLS](#) platform before the mobility. However, you do not need to take this test if you are a native speaker of the host university language or if your study programme abroad will be taught in a different language than the ones offered at the OLS platform.

The link to the OLS platform you will get after submitting all required documents to the IRO UŁ.



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Financial agreement for your mobility



(Grant Agreement) is to be signed at IRO (BWZ UŁ) ideally 4 weeks before departure, but at least 1 day before you depart, after **providing the following documents:**

- Learning Agreement for Studies (Before the mobility) - a copy with 3 signatures or a screenshot of the EWP LA from USOSweb,
- UL Student Status Form for the semester of departure - issued from Dean's office,
- acceptance letter or email from the host university with the exact dates of the start / end of the mobility,
- (if applicable) social benefit certificate issued by COSiD UŁ about receiving a social scholarship from UŁ in 2021/22 summer semester,
- (if required) annex to LAS - a copy with 2 signatures,
- transfer order form for the scholarship funds,
- certificate of disability CTC (certified true copy of the original),
- showing your EHIC card (proof of medical insurance) valid for the whole stay abroad.

IRO (BWZ UŁ) will check if all the documents are complete and correct and if the student has filled in the OLS language proficiency test and its staff will sign an agreement with the student.



Co-financing of travel costs - to be approved by authorities of Faculties



after returning from mobility and accounting for your travel at the IRO (BWZ), based on the form and proof of costs incurred up to the amount specified by the Dean

Resignation from the mobility

if you wish to resign, first you are to inform the IRO (BWZ) UŁ, the Coordinator at your Faculty and the host university (by e-mail). If you resign after starting your mobility abroad - you will need to return your scholarship funds.

IOS - Individual Organization of Studies is recommended if the academic calendar at the university is markedly different than the one at the University of Lodz. This will adjust your course of studies in order to avoid problems with completing your mobility; contact your Dean's Office and ask how to apply for an IOS



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TIPS



- Take part in the orientation programme (Orientation Week) offered by the host university, organized usually before the beginning of your classes/courses abroad.
- Remember that you have the same rights and duties as local students.
- **Please meet the deadlines.**
- Check your UL campus email box (name.surname@edu.uni.lodz.pl) from time to time.
- Templates of required documents are available on the IRO UL web.
- Contact students who stayed within the Erasmus+ programme at the host university by searching for proper groups on Facebook and ask them about their experience.
- Check if there is a local section of [Erasmus Student Network](#) at the host university and contact them to ask about useful information like staying in the host city, host University and possible accommodation, etc.



Any questions? Contact [BWZ Uł](#) (International Relations Office).

Like us: facebook.com/wymianazagranicznaUL

Thank you for attention!



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