

**Rules of enrolment for student mobility for traineeships under the Erasmus+ Programme (EU Member States and third countries associated with the KA131-2021 Programme) in the academic year 2022/2023 linked to agreement No. 2021-1-PL01-KA131-HED-000004621**

The following rules for enrolment for student mobility abroad under the Erasmus+ programme have been developed on the basis of the guidelines of the European Commission and the National Agency of 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: Polish version [https://erasmusplus.org.pl/brepo/panel\\_repo\\_files/2021/04/14/1jtc7f/2021-erasmusplus-programmeguide-v2-pl.pdf](https://erasmusplus.org.pl/brepo/panel_repo_files/2021/04/14/1jtc7f/2021-erasmusplus-programmeguide-v2-pl.pdf)

English version <https://erasmus-plus.ec.europa.eu/programme-guide/introduction>

1. The enrolment is open for students of first-cycle (Bachelor's), second-cycle (Master's) studies, uniform master's studies, participants of Doctoral Schools having the status of a student or doctoral candidate of the University, who are citizens of Poland or any other country of the world.
  - Student traineeships - students of first-cycle (Bachelor's), second-cycle (Master's) or uniform master's studies; regardless if full-time / daytime or part-time / evening / weekend studies. In the case of first-year students, participation in enrolment is possible after completion of their first study year.
  - Recent graduate traineeships - students of the last year of first-cycle (Bachelor's), second cycle (Master's) or uniform master's studies; full-time or part-time studies, who submitted their application, i.e. delivered to the BWZ (IRO) a complete set of signed and stamped documents during their last study year and were qualified for traineeship before the diploma exam or doctoral thesis defence.

Students of non-degree postgraduate programmes **are not** eligible to apply for ERASMUS+ traineeships.

The student shall not be directed to undergo international traineeship during their period of leave of absence from study, including a Dean's leave, a research leave, and a leave for illness.

2. 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.
3. The mobility for traineeship can be carried out in the **period from 11 February 2023 to 15 October 2023.**

4. Enrolment for international traineeship under the Erasmus+ programme in the academic year 2022/23 is managed centrally from **12 December 2022** until the day when funds granted to the UL on the basis of the KA131-2021 agreement are exhausted. At the date of announcement of the enrolment, the UL is able to nominate up to 35 persons for international traineeship. In case of exhaustion of funds, the UL will announce another enrolment from the budget of the KA131-2022 project.
5. Students interested in international traineeship mobility may submit a set of required documents from 12 December 2022 onwards, to the UL International Relations Office at UL Rectorate, Room 6. or send them from the university student e-mail address (in the domain @edu.uni.lodz.pl) to International Relations Office (BWZ) staff: Ms. Dorota Jachimek [dorota.jachimek@uni.lodz.pl](mailto:dorota.jachimek@uni.lodz.pl) or Ms. Beata Kamińska [beata.kaminska@uni.lodz.pl](mailto:beata.kaminska@uni.lodz.pl). Bearing in mind the security of the personal data we submit, we recommend that students password-protect the file (MS Office) with the aforementioned documents by using a file archiver (e.g. WinRAR or WinZip7) and secure access to the file with a password. Please send the password via another communication channel: MS Teams or by phone (+42 635 40 36). **Each student individually decides on how to provide their documents to the office.**
6. The set of documents includes:
  1. [Application form](#),
  2. Cover Letter,
  3. [Statement of mobility pursued to date](#),
  4. [Learning Agreement for Traineeships – Before](#) the Mobility (LAT), agreed and signed by all three parties. The document on the part of the University should be signed by the Departmental ECTS Coordinator or the thesis promoter (Doctoral Supervisor) in the case of Doctoral School participants,
  5. certificate or other document certifying the knowledge of the (foreign) language in which the student will carry out the traineeship (in individual cases, interviews may be organised to verify the level of knowledge of the language in which the student will carry out the planned mobility),
  6. The [Checklist document](#) with the assessment of the Learning Agreement for Traineeships, awarded by the Departmental ECTS Coordinator,
  7. permission of the promoter / supervisor to depart for mobility (applies to students applying for mobility in the final year of each study cycle).
  8. Declaration on the choice of transport meansThe documents submitted by students applying for traineeship mobility will be assessed by the Institutional Enrolment Committee consisting of: Prof. Eleonora Bielawska-Batorowicz (Rector's Representative for International Exchange Programmes, President of the Committee), Prof. Artur Gałkowski (Rector's Representative for ECTS Accumulation and Transfer) and Liliana Lato, Head of IRO. The Commission shall, within 14 days of submission of the set of documents, select candidates, assessing them on an ongoing basis in accordance with the order of the date of receipt. In the event of exhaustion of funds granted to UL for Erasmus+ traineeship mobility, UL students can apply for zero-grant mobility (without funding from the Erasmus+ KA131-2021 project) or wait for the announcement of the next enrolment from the KA131-2022 project.
9. The International Relations Office will communicate the exhaustion of funds from the Erasmus+ KA131-2021 project by notification on the University website.

10. Documents should be submitted at least **a month** before the start of traineeships.
11. The criteria for assessment of the applications of students applying for traineeship mobility within the framework of the Erasmus+ Programme are as follows:
  - justification of the usefulness and professional benefits of the implementation of traineeship mobility in a given institution,
  - traineeship programme, i.e. Learning Agreement for Traineeship, Before the Mobility (LAT), agreed with the host institution,
  - assessment of the conformity of the traineeship with the study programme based on the LAT, included in the Checklist document by the ECTS Coordinator,
  - the level of proficiency in the foreign language in which the traineeship will be carried out,
  - grade average.
12. The Committee reserves the right to conduct additional interviews with students participating in the enrolment process. The IRO (BWZ) will inform students about the results of the enrolment by email up to 5 days from the date of evaluation of applications by the Committee. The student is entitled to appeal against the decision of the Committee within 7 days from the date of the announcement of the result. The appellate authority is the UL Vice-Rector for International Relations.
13. Within one academic year, Erasmus+ scholarship is allowed to be awarded once for one traineeship mobility.
14. A qualified participant may start the traineeship not earlier than from **11 February 2023, after signing the mobility agreement (at least 2 weeks before the planned departure). To sign the agreement, the student is obliged to submit to the BWZ UL the required documents listed on the Multiportal UL website: ..... in the "traineeship/before departure 2022/23" tab**
15. Full documentation from the enrolment process will be kept in the university for the period of five years from the date of receipt by the UL of the letter from National Agency on conclusion of the Erasmus+ KA131-2021 project.
16. Traineeship cannot be implemented:
  - in EU institutions and other EU bodies, including specialised agencies (list of institutions can be found on the [website](#)).
  - in organisations managing EU programmes such as National Agencies (in order to avoid possible conflicts of interest or double funding).
17. A student may be granted an Erasmus+ mobility for a maximum combined total period of 12 months (360 days) for each study cycle (Bachelor's, Master's or PhD) as a traineeship mobility and/or study mobility. In any case, the length of period during which the student carried out mobility in the past as an LLP Erasmus Scholarship (with or without funding), Erasmus+ (with and without funding), Mundus and FSS (with and without funding) will be deducted from the maximum total funding period. Example: a student who, in the present study cycle, has completed Erasmus+ student mobility abroad lasting 290 days, can within the same study cycle, apply for traineeship mobility lasting up to 70 days.
18. For a student of uniform master's studies, the maximum combined total period is 24 months. In any case, the period during which the student performed mobility in the past as an LLP Erasmus Scholarship (with or without funding), Erasmus+ (with

and without funding), Mundus and FSS (with and without funding) will be deducted from the maximum combined total of mobility periods.

19. The minimum duration of the traineeship is 2 months (60 days) calculated according to the mobility calculator, available at the Multiportal UL website: .....
20. In the case of recent graduate traineeship, the traineeship must begin and end within 12 months of the date of graduation (which is the date of passing the diploma exam or the doctoral thesis defence).
21. By the decision of the UL, scholarship funding for traineeship mobility will be paid to qualified persons for a period of max. 3 months. The period of funding Erasmus+ traineeship will be calculated according to the mobility calculator. The financing of the Erasmus+ Programme is not meant to comprise the full costs of subsistence abroad. Possible co-financing of travel expenses from UL faculty funds will be decided by the Dean of a particular Faculty.
22. The change of the receiving institution abroad to another one can only take place in exceptional cases, such as gross failure of the institution to meet the arrangements agreed in the Learning Agreement for Traineeships (LAT). Resignation from the traineeship as well as leaving the workplace earlier than agreed upon in the documentation, will be the basis for calling on the student to reimburse all or partial amount of the grant received and prevent the recognition of traineeship period by the UL.
23. Scholarship rates pertaining to Group 1 countries: **(670 EUR per month)** : Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden) Scholarship rates pertaining to Group 2 countries: **(600 EUR per month)**: Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Lithuania, Latvia, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey.
24. 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).
25. Students with a certified disability will be able to apply for additional funds on the basis of a special application, published on the website of the National Erasmus+ Programme Agency. The amount allocated for expenses directly related to disability will be invoiced as actual costs, which means they require documentation in the form of financial proofs. The rules application are published on the NA website: [zasady-realizacji-wyjazdow-osob-niepelnospprawnych-.pdf \(erasmusplus.org.pl\)](#).
26. 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).

27. A student/graduate whose citizenship is different than a Member State of the European Union or of the European Economic Area is obliged to learn the rules on entry into the host country in connection with the planned traineeship mobility, and is responsible for obtaining the appropriate visa.
28. A student/graduate directed to traineeship abroad is obliged to sign an individual scholarship agreement at the IRO (BWZ) before leaving. The agreement should be signed at least 1 week before the start of traineeship. Failure to sign the agreement before the start date of traineeship at the host organisation will be understood as a resignation from the Erasmus+ Scholarship and it will be the basis for removal from the list of scholarship beneficiaries.
29. The University undertakes to recognize the completed student traineeship according to the rules applicable in the university (depending on the faculty and whether the traineeship is extracurricular or a part of study programme) and to enter the fact of the student's completion of the traineeship in the Diploma Supplement.
30. Personal data of candidates and mobility participants will be stored by the IRO (BWZ) for the period of 5 years after receipt of the letter on the closure of the KA131/2021 project from the FRSE (National Agency).
31. The above rules have been approved by the UL Vice-Rector for International Relations, prof. dr hab. Łukasz Bogucki.

## 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](mailto: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)