

Rules of financing and implementation of partial study abroad mobility under ERASMUS+ KA131 project in programme countries (EU member states and third countries associated with the programme) for UL students during 2022/23 academic year.

The mobility shall be carried out under financial agreement no. 2021-1-PL01-KA131-HED-000004621

The University of Lodz reserves the right to introduce further content changes into the text of the following Rules. Such changes may occur as a result of new arrangement updates announced by the European Commission and the National Agency of Erasmus+ Programme and European Solidarity Corps

1. A UL student qualified for outbound study mobility under the Erasmus+ Programme in the 2022/23 academic year recognizes that the ERASMUS+ KA131 funding provided is a supplementary form of financial aid for the mobility, which merely contributes to additional costs of travel and stay at the partner university abroad. The funding is only available for the implementation of physical mobility, carried out in face-to-face/remote/virtual/online mode.
2. The following are EU grant monthly rates for mobility to respective countries:
 - EUR 520 – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden;
 - EUR 500 – Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain;
 - EUR 450 – Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey.
3. Extra funding at a flat rate of EUR 250 per month is available to students who in the 2021/22 summer semester are entitled to social benefit, and to students with certified disability. The condition for receiving this funding is the provision of social benefit certificate (issued by COSiD UŁ office) or current disability degree certificate, valid for the whole period of physical / in-person mobility.

The following are monthly rates for aforementioned students, depending on group of countries:

- EUR 770 – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden;
- EUR 750 – Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain;

- EUR 700 – Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey.

The rates shall be communicated to the student and published on the University's website:

<https://www.uni.lodz.pl/wyjazdy-zagraniczne/erasmus-studia-2022-2023>

A student who holds a disability degree certificate and at the same time receives social benefit shall be entitled to only one EUR 250 per month (flat rate) social increase. Extra funding provisions for students with fewer opportunities shall not be cumulative.

4. An Erasmus+ Programme participant shall receive EU funding. The amount of this funding will be paid in EUR in two instalments to the bank account specified by the student. The University of Lodz has decided that the longest period of financing is 5 months, which equals 150 days:

Therefore:

EU grant for 5 months of mobility to Group 1 Countries equals: **EUR 2600**

EU grant for 5 months of mobility to Group 2 Countries equals: **EUR 2500**

EU grant for 5 months of mobility to Group 3 Countries equals: **EUR 2250**

First installment, covering 4,5 months, will be paid after signing the agreement at IRO UL:

Therefore:

1st installment for Group 1 Countries equals **EUR 2340** of EU funding

1st installment for Group 2 Countries equals **EUR 2250** of EU funding

1st installment for Group 3 Countries equals **EUR 2025** of EU funding

Second installment, covering 0,5 months, will be paid after finishing the mobility abroad and after all required documentation is delivered after mobility. The amount will be calculated in accord with the Confirmation of the length of stay issued by the partner university abroad and with the use of EC reporting system.

Any decimal amount will be rounded up or down to the nearest whole number. *

5. An Erasmus+ programme participant who is eligible to a UL social benefit in the 2021/22 summer semester, as well as a student with disability degree certificate, shall receive EU funding. The amount of financing in EUR shall be paid in two installments to the bank account specified by the student. The University of Lodz has decided that the longest period of financing is 5 months, which equals 150 days:

Therefore:

EU grant for 5 months of mobility to Group 1 Countries equals: **EUR 3850**

EU grant for 5 months of mobility to Group 2 Countries equals: **EUR 3750**

EU grant for 5 months of mobility to Group 3 Countries equals: **EUR 3500**

First installment, covering 4,5 months, will be paid after signing the agreement at IRO UL:

Therefore

1st installment for Group 1 Countries equals **EUR 3465** of EU funding

1st installment for Group 2 Countries equals **EUR 3375** of EU funding

1st installment for Group 3 Countries equals **EUR 3150** of EU funding

Second installment, covering 0,5 months, will be paid after finishing the mobility abroad and after all specified documentation is submitted after mobility. The amount will be calculated in accord with the Confirmation of the length of stay issued by the partner university abroad and with the use of EC reporting system.

Any decimal amount will be rounded up or down to the nearest whole number. Calculating student mobility period, the University is obliged to keep a five-day margin in accord with EC requirements.

The 150-day period will be calculated with the Beneficiary Module system calculator at the EC webgate for reporting mobility under Erasmus+ KA131 project.

** if the difference between the period shown on the confirmation of stay and the one indicated in the grant agreement exceeds 5 days, the University of Lodz will update the data in the Beneficiary Module system, reporting the confirmed period (between start and end date according to the confirmation document) and letting the total individual amount of grant be recalculated. However, if the difference is no more than 5 days, the period indicated in the Beneficiary Module shall be kept the same as the one specified in the grant agreement (and the amount will not be recalculated).*

6. Moreover, a UL student with a disability degree certificate, who finds the flat rate funding of EUR 250 per month insufficient, may apply for extra funding for students with disabilities. In order to obtain extra funding, based on real costs, an Application should be prepared and submitted to the IRO UL not later than 8 weeks before starting the mobility at a partner institution abroad. The decision to grant extra funding and their amount should be resolved by the National Agency of Erasmus+

Programme and European Solidarity Corps. This extra funding will be paid in EUR as a lump sum. Accounting for the financial support granted due to disability will only be possible after the student provides financial evidence for the real costs borne in relation to disability. **Without financial proofs (including invoices and/or receipts), the student will be requested to reimburse the amount of extra funding for disabilities.**

7. Bearing higher cost related to disability shall not impose on UL the duty to pay a higher amount of funding that specified in the decision issued.
8. Gaining the right to social benefit outside the time frame described in Clause 3, shall not impose on UL the duty to pay social increase. The University may, however, award a “social increase” depending on availability of additional funds in the budget.
9. The EU funding will be transferred to the bank account indicated by the student. The bank account has to be owned by the student. It is recommended that the account runs in EUR. The funding shall be transferred within 30 days of signing the agreement by both parties.
10. In accord with the rules of ERASMUS+ Programme, the minimum length of study abroad period is 2 months (=60 days). The maximum length is 12 months within the time frame of one academic year.
11. Students who use sustainable (low-emission) means of transport during their travel to / from the host university may apply to the BWZ Uł (by presenting a Declaration before departure) for “green travel” financial support for travel expenses. The low-emission means of transport recognized in the Erasmus+ Programme include bus, train, bicycle, and carpooling (a joint journey of at least 2 students on the same route, for the same purpose, in one car owned by one of them). Travelling by a low-emission means of transport is to be done in both directions (or minimum 51% of the entire route of journey there and back). The applicant may receive a one-off travel allowance of EUR 50. A student who receives an allowance of EUR 50 may also apply for additional individual support for green travel days covering no more than 4 additional days.

The basis for calculation of the number of additional travel days financed under “individual support” category for a mobility participant using the *green travel* option shall be the travel schedule, that is the start date and end date (departure/arrival) in both directions, as shown in documentation confirming low-emission means of transport (with Declaration). If the Participants uses carpooling, then the Declaration should contain a clause of sharing the transport facility with other persons. In any case, the student is to provide evidence to the UL that the number of travel days specified in application for green travel individual financial support is the amount of time needed to cover the road distance between the locations of the sending institution and the receiving institution. The “individual support” daily rate is

assumed to be flat rate “per day” regardless of the travel time in hours or the distance covered on a given day (one day of *green travel* option = one full “individual support” daily rate).

The journey is to take place outside the study abroad period. If a travel day is simultaneously a study day (according to the Confirmation of stay document) then no double financing is available for that day.

The amount of the 50 EUR allowance shall be paid to the Participant before departure along with the First Installment for study abroad financing. The additional individual support (daily grant rate) for up to 4 days of green travel will be paid to the Participant after finishing the mobility and submitting all required documents to IRO UL. The amount will be calculated on the basis of confirmation of stay and documentation of your travel (invoices, tickets, signed carpooling declarations). A relevant provision will be included in the financial agreement that the student signs before the mobility.

12. The EU grant allocated for SMS mobility shall be exempt from taxation, in accord with the Polish Regulation of the Minister of Finance dated 15 March 2022 concerning exemption from personal income tax on Erasmus+ Programme scholarships and European Solidarity Corps financial support, as collected from natural persons (Journal of Laws – Dz. U. Year 2022 item 635).
13. A student nominated for study abroad mobility is obliged to sign a grant agreement at IRO UL. Failure to sign the agreement before the start day of the semester/trimester at the partner university abroad may be understood as resignation from Erasmus+ financing allocated and it may result in deletion from the list of scholarship beneficiaries in the 2022-2023 academic year.
14. In order to recognize both the financial and content-related aspects of the mobility carried out, the following documents should be provided to IRO UL:
 - a) an original copy of the certificate of stay from the host institution (Confirmation). The difference between the ending date of the mobility period, as shown on the Confirmation document, and its date of issue, should not exceed three (3) days.
 - b) an official record of courses finished, exams passed and marks obtained in accord with the study programme carried out (Transcript of Records – TR). This document should contain additional clause from the ECTS coordinator of the student’s UL Faculty, listing the number of credit points gained during study mobility abroad that the Faculty resolves to recognize.
 - c) Learning Agreement for Studies (*LAS: Before and After the Mobility*) with optional changes (*LAS: During Mobility*).

Moreover, an obligatory report survey (on-line EU survey) is to be filled out in the Beneficiary Module, whose link will be sent to the student's e-mail address.

Students with certified disability who receive a positive decision on extra funding related to the disability support, issued by the Erasmus+ Programme National Agency, shall be obliged to show financial proofs of actual costs included in the application. Example financial proofs, which should be submitted to IRO UL, include invoices and cash receipts.

15. If any financial resources are made available by resignations from student mobility, then unspent funds will first of all be used to finance extended study mobility periods (meaning the extension of study mobility period with summer semester).
16. The above Rules have been approved by University of Lodz Vice-Rector for International Relations, prof. dr hab. Łukasz Bogucki