

Rules of funding student mobilities for traineeships within the Erasmus+ Programme (EU member countries and third countries associated with the programme) in the 2023/2024 academic year, in accordance with the 2022-1-PL01-KA131-HED-000053247 agreement

1. The University of Lodz holds EUR 118 800 for the implementation of international traineeships of students and graduates within the Erasmus+ Programme in the 2023-24 academic year under the KA131-2022 agreement with financial support for no more than 180 days (6 months) of mobility (between 1 October 2023 and 31 July 2024).
2. A student who is granted an Erasmus+ traineeship will be informed by the International Relations Office (IRO) if the mobility is carried out with funding or if the student carries out the mobility with the so-called "zero grant", i.e. without funding from the Erasmus+ programme, due to the exhaustion of available funds granted to the UL for international traineeships in the year 2023/24.
3. A student acknowledges that the Erasmus+ funding is a supplementary form of financial support for the mobility, which may contribute to additional costs of travel and stay during the Erasmus+ traineeship.
4. For the academic year 2023/24, the rates of monthly funding from the EU funds for traineeships in each country are as follows:

EUR 700 per month – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden; Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain;

EUR 600 per month – Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Northern Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey.

Students with a certified disability and those facing material difficulties (persons who receive social scholarship at the time of enrolment to the University) will receive additional funding from the Erasmus+ budget in the amount of EUR 250 for each month (it should be marked in the application form).

5. 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 EUR 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 or carpooling (sharing a car with another person who is travelling for the same purpose).
6. A student/graduate directed to international traineeship is obliged to sign a grant agreement before departure. To sign the agreement, the student is obliged to submit the required documents to the IRO listed on the Multiportal: <https://www.uni.lodz.pl/en/international-mobility/erasmus-traineeships/translate-to-english-erasmus-praktyki-2023-2024> in the "before departure" tab.
7. The funding will be paid to students qualified for traineeships for a maximum of 6 months (i.e. 180 days). In accordance with the rules of mobility – a traineeship may start at the earliest on 1 October 2023, and end no later than on 31 July 2024. The minimum duration of traineeship is 2 months, i.e. 60 days, calculated according to the mobility calculator available at: <https://www.uni.lodz.pl/en/international-mobility/erasmus-traineeships/translate-to-english-erasmus-praktyki-2023-2024>.

8. In the event of students resigning from the traineeships, the funds will be allocated to students who have been qualified for a "zero-grant" mobility.
9. The traineeship funding shall be paid in two installments to the bank account indicated by the student.

The **First Installment** shall equal 90% of total funding, calculated on the basis of 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 IRO on one of the dates given, depending which will occur first:

- within 30 days after signing the agreement by both Parties,
 - on the day of starting the mobility provided that the contract is signed 30 days prior.
- If applicable, an allowance of EUR 50 for the use of sustainable means of transport will also be paid together with the first instalment.

The **Second Installment** constituting 10% of the funding amount awarded in accordance with the provisions of the financial agreement, will be paid to the student upon their return from the mobility, once they have fully settled at their home university.

The final amount of funding will be calculated on the basis of the Learning Agreement for Traineeships After the Mobility (LAT) confirming the student's length of stay at the host institution, calculated on the basis of the mobility calculator available at: <https://www.uni.lodz.pl/en/international-mobility/erasmus-traineeships/translate-to-english-erasmus-praktyki-2023-2024>.

10. In the case of incomplete months, the grant amount will be calculated by multiplying the number of days in the incomplete month by 1/30 of that amount, rounding the resulting amount up or down to a whole number.
11. The EU funding will be transferred to the account indicated by the student. The student must be the owner of the indicated bank account. The recommended currency of the account is EUR.
12. The financial and content-related settlement after the completed period of traineeship involves the delivery of the required documents to the IRO:
 - Traineeship Certificate i.e. a part of the LAT – After mobility, which includes a certificate confirming the completion of the Erasmus+ traineeship. The document must include the start and end dates of the traineeship, as well as information on the completion of the traineeship programme and its evaluation by the supervisor from the host institution,
 - a complete LAT with any changes to the Section – DURING THE MOBILITY, signed by the coordinators from the University of Łódź and the host institution,In addition, the student is required to complete and submit an individual on-line report in the European Commission's reporting system – Beneficiary Module.
The deadline for submitting the abovementioned documents is included in the pre-departure agreement made between the university and the student/graduate.
13. The above Rules have been approved by the UL Vice-Rector for International Relations, prof. dr hab. Łukasz Bogucki.