

Funding rules for long- and short-term traineeships abroad under the Erasmus+ Programme (EU member states and third countries associated with the programme) carried out from 1 July 2024 to 31 July 2025 related to financial agreement No. 2023-1-PL01-KA131-HED-000117868

1. The University of Lodz holds EUR 138,510 for the realisation of the traineeship mobility of students and recent graduates of the University of Lodz for long- and short-term internships abroad under the Erasmus+ programme from 1 July 2024 to 31 July 2025 under agreement KA131-2023.
2. A student who is awarded an Erasmus+ **traineeship** abroad will be informed by International Relations Office (IRO) of the UL whether the mobility will be carried out with funding or whether, due to the use of available funds, the student will be able to carry out the mobility with the so-called "zero grant", i.e. without the Erasmus+ funding.
3. The student acknowledges that the grant awarded from the ERASMUS+ Programme is only a form of support for the mobility which may result in additional costs of travel and stay during the Erasmus+ traineeship.
4. Depending on the type of **traineeship** (long- or short-term) the amount of funding (individual support) is as follows:

a) long-term **traineeship** lasting from 2 to 12 months – funding from the UL for a maximum of 90 days

- countries: Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden; Austria, Belgium, Cyprus, France, Greece, Spain, Netherlands, Malta, Germany, Portugal, Italy - (EUR 820/month);

- countries: Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary - (EUR 750/month).

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

b) short-term mobility lasting from 5 to 30 days - funding from the UL for a maximum of 14 days of physical stay at the host institution - daily rate of EUR 79 regardless of the host country with the right to a maximum of 2 days of funding for travel carried out by means other than low-emission means of transport (e.g. airplane, car). In this case, a statement from the participant regarding the days of travel and the means of transport used to travel to/from the host institution is required.

If the physical mobility lasts 14 days, the daily subsidy rate for travel for max. 2 days is EUR 56. If the mobility lasts from 5 to 12 days and the travel for max. 2 days, the daily rate for travel is EUR 79. If the travel to/from the host institution is carried out during the mobility, the participant is not entitled to funding for travel. In the case of a total number of days of physical stay and days of travel with funding up to 14 days, the daily rate is EUR 79, and above 14 days the daily rate is EUR 56.

Students with a certified disability or facing financial difficulties (persons who receive social scholarship at the time of enrolment to the University of Lodz) who apply for a short-term mobility, receive additional funding from the Erasmus+ budget in the amount of EUR 100 per mobility lasting from 5 to 14 days (it should be indicated in the application form). If the days of mobility with/without days for travel exceed 14 days, the participant receives funding of EUR 150 per mobility.

If the student, who meets the abovementioned condition, travels by low-emission means of transport (bus, train, carpooling) they are entitled to a subsidy of up to 4 days of travel. In this case, it is necessary to submit a statement and tickets, if applicable.

5. Students who go on a long- or short-term **traineeships** are entitled to a subsidy if they meet the requirements related to "green travel", i.e. using sustainable (low-emission) means of transport. In this case, students can receive a one-time allowance of EUR 50 and additional individual support for living expenses for up to 4 additional days, depending on the number of travel days and distance. Travel by low-emission means of transport must be made in both directions. The student, after being informed whether they can pursue an Erasmus+ internship, is obliged to confirm 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).

A lump sum for living expenses while traveling up to 4 additional days depends on the distance:

100- 800 km one way: lump sum for 1 day of one way travel;

801-3999 km one way: a lump sum for 2 days of one-way travel.

6. Students of the University of Lodz qualified for a short-term traineeship with a certified disability or receiving a social scholarship at the University of Lodz during the period of application for the traineeship in case of travelling to and from the host institution by low-emission means of transport receive a subsidy for travel costs according to the following rates:

distance	Lump sum for travel	"green travel"
10-99 km	€23 per participant	
100-499 km	€180 per participant	€210 per participant
500-1999 km	€275 per participant	€320 per participant
2000-2999 km	€360 per participant	€410 per participant
3000-3999 km	€530 per participant	€610 per participant
4000-7999 km	€820 per participant	
8000 km or more	€1500 per participant	

Travel by low-emission means of transport must be made in both directions. This is not a subsidy for travel days but a lump sum for travel costs.

7. A student/recent graduate referred to international traineeship is required to sign an individual grant agreement at the IRO before departure. The list of documents required to be signed are available at: <https://www.uni.lodz.pl/wyjazdy-zagraniczne/erasmus-praktyki-2024-2025>.
8. In the case of a long-term physical mobility, the UL pays the individual support to students qualified for traineeships for a maximum of 3 months (i.e. 90 days).

In the case of short-term blended mobility, the UL pays the individual support to students qualified for traineeships for a maximum of 14 days.

According to the enrolment rules, the traineeship mobility can start on 1 July 2024 at the earliest, and end by 31 July 2025 at the latest. The amount of grant will be calculated according to the mobility calculator available at <https://www.uni.lodz.pl/wyjazdy-zagraniczne/erasmus-praktyki-2024-2025>.

9. If students resign from the traineeships, the funds will be allocated to students who have been qualified for a "zero-grant" mobility.
10. The Erasmus+ grant will be paid to the student in two instalments to the bank account indicated by the student.

The 1st instalment 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 1st instalment 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.

If applicable, along with the 1st instalment for students with a certified disability or receiving a social scholarship at the UL, a lump sum for travel costs and a subsidy for travel days (max. 4) will be paid to students qualified for a short-term mobility. In the case of students without a certified disability and not receiving a social scholarship at the UL for a short-term mobility, a subsidy for travel days (max. 2) will be paid.

The 2nd instalment 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, after full settlement at their home university. The final amount of the financial support will be calculated on the basis of the Learning Agreement for Traineeships After the Mobility (LAT) confirming the length of the student's stay at the host institution, calculated on the basis of the mobility calculator available at: <https://www.uni.lodz.pl/wyjazdy-zagraniczne/erasmus-praktyki-2024-2025>.

Students completing a long-term internship, along with the 2nd instalment, receive travel support for max. 4 days in the case of persons using green travel, or for max. 2 days in the case of choosing non-green travel.

For short-term internships, the amount of the 1st and 2nd instalments of the individual support is as follows:

Number of days of physical stay with scholarship for short-term mobility	Amount of scholarship without allowance for low-emission travel and allowance for recipients of social scholarship and persons with certified disability, and without funding for possible travel days	1st instalment	2nd instalment
5	395	356,00	39,00
6	474	427,00	47,00
7	553	498,00	55,00
8	632	567,00	65,00
9	711	640,00	71,00
10	790	711,00	79,00
11	869	782,00	87,00
12	948	853,00	95,00
13	1027	924,00	103,00
14	1106	995,00	111,00

11. In the case of incomplete months, the amount of funding for long-term traineeship will be calculated by multiplying the number of days in an incomplete month by 1/30 of that amount, rounding the resulting amount up or down to a whole number.
12. The EU funding grant 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.
13. 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. 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 Lodz and the host institution,
 - if applicable, tickets confirming the completed trip, a statement on the completed trip in the case of using low-emission means of transport.

In addition, the student is required to complete and submit an individual online report in the European Commission reporting system called Beneficiary Module.

The deadline for submitting the abovementioned documents is included in the pre-departure agreement made between the university and the student/graduate.

14. The above rules have been approved by the Vice-Rector for International Relations, prof. dr hab. Łukasz Bogucki.