

Lodz, 17.04.2024

Rules of enrolment for students and doctoral students for long and short-term traineeships (internships) in the form of physical or blended mobility under the Erasmus+ Programme (EU Member States and third countries associated with KA131- 2023) in the academic year 2024/2025, regarding traineeships from 1 July 2024 till 31 July 2025 within the contract no. 2023-1-PL01-KA131-HED-000117868.

The present rules for enrolment for student mobility under the Erasmus+ programme have been developed on the basis of the guidelines of the European Commission and the National Agency of the Erasmus+ Programme and European Solidarity Corps (NA) set out in the Erasmus+ Programme Guide for 2021-27, edition 2023. The provisions may change if an update in the Erasmus+ Programme Guide is published.

General guide

Polish version:

https://www.frse.org.pl/brepo/panel_repo_files/2022/11/23/yekale/erasmusprogramme-guide2023-pl.pdf

English version:

https://erasmus-plus.ec.europa.eu/sites/default/files/2023-04/ErasmusplusProgramme-Guide2023-v3_en.pdf

1. The enrolment for long-term and short-term traineeships/internships in digital skills in the form of physical or blended mobility is open for students of bachelor, master or uniform master's studies, participants of Doctoral Schools having a student status or doctoral candidates of the University, who are citizens of Poland or any other country.
 - **Student/doctoral mobility for traineeships** – carried out by full-time or part-time students of bachelor's or master's degrees as well as doctoral students. First-year bachelor or unified master's degree students can participate in the enrolment on condition that they have completed the first year of studies.
 - **Graduate mobility for traineeships** – carried out by the UL graduates who have applied for and obtained an approval for mobility within the Erasmus+ programme issued by the University Committee in the final year of studies before graduation, i.e. by 30.09.2024 or by the end of winter semester 2024/25 in the case of students who pursue studies lasting 3.5 years.
 - **Traineeships in Digital Skills** – for students and future graduates. These traineeships are aimed at developing or acquiring digital skills for students in all fields. A 'digital skills traineeship' is defined as any student traineeship in which the trainee is engaged in one or more of the following activities: digital marketing (e.g. social media management, web analytics); graphic, mechanical or architectural digital design; application, software, script or web development; installation, maintenance and management of IT systems and networks; cyber security; data analytics, data visualisation; programming and training of robots

and artificial intelligence applications. This category does not include generic customer support, order processing, data entry or paperwork.

Mobilities at the UL

LONG-TERM MOBILITY – traineeships lasting from 2 (min. 60 days) to 12 months in the country of the host institution in a physical or blended form. The blended form means that part of the mobility takes place physically in the host institution with a compulsory virtual component for students and an optional virtual component for doctoral students. The minimum duration of the virtual component is 10 days.

SHORT-TERM BLENDED MOBILITY – traineeships lasting between 5 and 30 days in the country of the host institution in a blended form. The blended form means that part of the mobility takes place physically in the host institution with a compulsory virtual component for students and an optional virtual component for doctoral students. The minimum duration of the virtual component is 10 days.

Postgraduate students and students who do not complete their studies by the deadline (i.e. by the last day of the academic year 2023/24 or, in the case of 3.5 year studies, by the last day of the winter semester 2024/25 as specified in the Rules of study) are not eligible to apply for a student/graduate mobility under the ERASMUS+ programme. A student cannot be directed to a traineeship abroad during a dean's leave, study leave or health leave. In terms of workload, internship/traineeship participants must work full-time based on the working hours of their host organisation.

2. Traineeships/internships also include the so-called teaching assistance for future teachers and research assistance for students and doctoral candidates in research centres. Such mobility can also take place in the context of research projects funded under the Horizon Europe Programme, considering the prohibition of double funding of activities by the EU. If possible, traineeships should be an integral part of the study programme.
3. 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 a university holding an Erasmus Charter for Higher Education (ECHE) or in another institution based abroad. The institution must be established in the participating country.
4. The traineeship can be carried out in:
 - any public or private organisation active on the labour market or in the fields of education, youth training, research and innovation;
 - non-profit organisation, association, NGO;
 - an institution providing career guidance, counselling and information services;
 - a higher education institution from a EU Member State or a third country associated with the Programme.
5. The mobility for traineeship can be carried out within the period from **1 July 2024 until 31 July 2025**.

6. Enrollment for international traineeships in the academic year 2024/2025 is open from 29 April 2024 until the funds allocated to the UL on the basis of the **KA131-2023** contract are exhausted. If the funds are exhausted, the UL will announce the next enrolment from the **KA131-2024** project budget.
7. The UL students interested in mobilities for traineeships submit a set of required documents starting on 29 April 2024 to the International Relations Office, Rector's Office building, room 6 or sent them from the university e-mail address (domain: @edu.uni.lodz.pl) to the International Relations Office to Ms Gabriela Szkup gabriela.szkup@uni.lodz.pl, and Ms Dorota Jachimek dorota.jachimek@uni.lodz.pl. Due to personal data security, students should secure the files with a password using an archiving programme (e.g. WinRar or WinZip7). Please send the password via another communication channel on MS Teams or by phone (+42 635 40 36). **Each student decides individually how to transfer the documents.**
8. Candidates shall submit the following documents:
 - a) **an application form** including a GDPR clause and a statement on previous mobilities,
 - b) **a cover letter** addressed to the Recruitment Committee, with the prior approval of the ECTS faculty coordinator in the case of student mobility and of the supervisor in the case of doctoral mobility,
 - c) **Learning Agreement for Traineeships Before the Mobility (LAT)** i.e. a traineeship agreement agreed upon and signed by the three parties. The document on the UL side should be signed by the **ECTS Coordinator** or **supervisor in the case of doctoral school participants**,
 - d) **a certificate or other document confirming the knowledge of a foreign language** in which the student will carry out the traineeship (in individual cases, interviews verifying the level of language proficiency are acceptable),
 - e) **supervisor's consent to the mobility** (refers to students applying for mobility in the last year of a given study programme).

The abovementioned documents should be sent/submitted to the International Relations Office **no later than 7 weeks** before the planned date of the mobility due to the time needed for the decision of the University Committee and further pre-departure procedures. The submitted documents will be assessed by the University Recruitment Committee within 21 days of the submission of the complete set of documents (the date of receipt is decisive). In the period from 15 July 2024 to 30 September 2024, the Commission will evaluate submitted applications within 45 days from the submission of the complete set of documents. If the funds are exhausted, the UL students may apply for a zero-grant mobility, i.e. without funding, or wait for the announcement of the next recruitment with funding from the KA131-2024 project budget.
9. Information on the exhaustion of funds will be published in the Multiportal by the International Relations Office.
10. The assessment criteria for student applications for traineeships include:
 - statement of reason and indication of professional benefits of the mobility in a given institution and, in the case of doctoral students, connection between the internship mobility and doctoral student's research programme;
 - traineeship programme agreed upon with the host institution, i.e. Learning Agreement for Traineeship Before the Mobility (LAT),

- an assessment of the compatibility of the traineeship programme with the study programme on the basis of the LAT, issued by the ECTS Coordinator or supervisor in the case of doctoral students,
 - language proficiency level in which the traineeship will be carried out,
 - grade average in the case of bachelor, master or uniform master's degree students, or a certificate from the doctoral school on obtained grades and passed examinations in the case of doctoral students;
11. The Committee reserves the right to conduct additional interviews with students participating in the selection process. The International Relations Office informs the students of the recruitment results via e-mail within 5 days from the date of the Committee's assessment. Students have the right to appeal against the decision within 7 days from the announcement of results. The appeal body is the UL Vice-Rector for International Relations.
 12. Erasmus+ funding may be awarded for one traineeship mobility per academic year.
 13. Qualified participants may start the mobility from 1 July 2024 after **signing the mobility agreement** (at least 1 week before departure).
 14. Full documentation of the recruitment process will be kept at the university for five years, starting from the date of receiving the letter from the National Agency on the settlement of the Erasmus+ KA131-2023 project.
 15. The traineeship cannot be carried out in:
 - the EU institutions and other EU bodies, including specialised agencies (available at [the EU website](#));
 - organisations managing EU programmes, e.g. National Agencies of the Erasmus+;
 16. A student may be granted an Erasmus+ mobility for a total period of 12 months (360 days) in each study programme (bachelor's, master's, doctoral studies) to complete a traineeship and/or part of their studies abroad. If the student has already been a participant of the Erasmus or Erasmus Mundus programmes for studies, traineeships or short blended mobility (BIP), the period of stay will be deducted from the maximum total funding period.
 17. In the case of a full-time master's degree students, total duration of mobility is 24 months (720 days).
 18. A graduate traineeship must be carried out within 12 months of the date of graduation, which is the date of passing the diploma exam or defending the dissertation.
 19. A student selected for a mobility within the framework of this recruitment policy must complete their mobility by 31 July 2025 at the latest (regardless of whether it is a physical or virtual part of a long-term student or graduate traineeship).
 - By the decision of the UL, scholarship funding for long-term traineeship mobility will be paid to qualified persons for a period of max. 3 months (applies only to the physical part of mobility in the host institution's country). Any possible funding for travel from the faculty funds will be decided by the Dean of the home Faculty or Director of the Doctoral School.
 - By the decision of the UL, scholarship funding for short-term traineeship mobility will be paid to qualified persons for a period of max. 14 days (applies only to a physical part of mobility in the host institution's country). Any possible funding for travel from the faculty funds will be decided by the Dean of the home Faculty or Director of the Doctoral School.
 20. The change of receiving institution may only take place in exceptional cases, such as the failure of the institution to meet the assumptions agreed upon in the Learning Agreement for Traineeships (LAT). Resignation from the traineeship as well as leaving

the workplace earlier than agreed upon, will be the basis for calling upon the student to reimburse all or part of the obtained grant and failing to pass the traineeship at the UL.

- 21. Scholarship rates for long-term mobilities, i.e. more than 60 days of physical stay** paid on the basis of financial agreement no. 2023-1-PL01-KA131-HED-000117868 according to the host country:

- Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, Austria, Belgium, Cyprus, France, Greece, Spain, Malta, the Netherlands, Germany, Portugal, Italy – **EUR 820 per month**;
- Bulgaria, Croatia, Czech Republic, Estonia, Lithuania, Latvia, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary – **EUR 750 per month**.

Scholarship rates for short-term mobilities up to 14 days paid on the basis of financial agreement no. 2023-1-PL01-KA131-HED-000117868 – **EUR 79 per day regardless of the country**.

- 22.** Students with a disability certificate and those in a difficult financial situation (who received a social grant at the time of enrolment) applying for a long-term traineeship receive additional funding from the Erasmus+ budget in the amount of **EUR 250 per month (max. for 3 months)**. Students with a disability certificate and those in a difficult financial situation (who received a social grant at the time of enrolment) applying for a short-term traineeship receive additional funding from the Erasmus+ budget in the amount of **EUR 100 for mobility lasting between 5 to 14 days**.
- 23.** Students with a disability certificate will be able to apply for additional funding on the basis of a special application form published on the website of the National Agency for the Erasmus+ Programme. The amount allocated for expenses directly related to disability are invoiced as actual costs, that is, requiring financial evidence. The application rules are published on the National Agency website: [zasady-realizacji-wyjazdow-osob-niepelnospprawnych-.pdf](#)
- 24.** The UL students qualified for a long- and short-term traineeships are entitled to a travel support for using green/sustainable means of transport. The students can receive a one-off travel allowance of EUR 50 for meeting the travel conditions defined as 'green travel' and additional individual support for living costs up to 4 additional days. Travel by low emission means of transport must be made in both directions.
- 25.** The UL students qualified for a short-term traineeships **with a recognised disability or receiving a social grant** at the UL while applying for the traineeship, in the case of travel 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	“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	

EU countries or third countries associated with the EU excluding regions 13 and 14	€0	€50
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Travel by low emission means of transport must be made in both directions. For persons referred to above, funding specified in point 26 does not apply.

- 26.** A student/graduate whose citizenship is different from that of a Member State of the European Union or the European Economic Area is obliged to read the regulations on entry into the host country in connection with the planned stay and is responsible for obtaining an appropriate visa. More information is available at [EU Immigration Portal](#).
- 27.** A student/graduate directed to a traineeship is obliged to sign a scholarship agreement at the International Relations Office before departure. The agreement should be signed at least 1 week before the start of the traineeship. Failure to sign the agreement before the beginning of a traineeship is understood as resignation from the awarded Erasmus grant and will be the basis for removal from the list of scholarship beneficiaries.
- 28.** The University undertakes to recognise the completed traineeship according to the rules applicable at the University (depending on faculties and whether the traineeship is a part of the study programme or extra-curricular) and to include the completed traineeship in the student's Diploma Supplement or a document certifying completion doctoral studies.
- 29.** The data of candidates and mobility participants will be stored by the International Relations Office for 5 years from the date of receipt of the FRSE letter finalising the KA131/2023 project.
- 30.** Students qualified for mobility within this recruitment process undertake to read the following privacy statement: <https://ec.europa.eu/erasmus-esc-personal-data> related to the processing of personal data of the Erasmus+ participants prior to entering the data by the UL into the electronic mobility management systems of the Erasmus+ programme.
- 31.** The present rules have been approved by the University of Lodz Vice-Rector for International Relations, prof. dr hab. Łukasz Bogucki.

Personal data protection for international mobility programmes

1. The Controller of your personal data is the University of Lodz with its registered office at Narutowicza 68, 90-136 Łódź.
2. In any case, the Data Protection Officer may be contacted at the above-mentioned mailing address with a note: Data Protection Officer, or by e-mail at: iod@uni.lodz.pl.
3. Your personal data will be processed for the following purposes:
 - holding recruitment/enrolment for mobilities (for studies, traineeship, teaching/training/blended mobility etc.) within the framework of International exchange programmes;
 - documenting 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 on the basis of [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 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 another regulation in the case of mobility under another international exchange programme and/or internal regulations of the University.
5. Recipients of your personal data will be entities authorised under the law and entities to which the Controller entrusted the processing of personal data on the basis of an agreement.
6. Personal data will be kept for the required period in accordance with national archival resources and national archives, other provisions of the law and internal regulations of the University.
7. You have the right to:
 - access the content of your data;
 - rectify your data when they are not accurate;
 - erase, limit the processing and transfer your data – in cases provided for by law;
 - object to the processing of your personal data;
 - lodge a complaint to the supervisory authority, which is the President of the Personal Data Protection Office, based in Warsaw at Stawki 2.
8. The provision of personal data is voluntary but necessary for the purpose referred to in section 3.

The processing of personal data is carried out on the basis of: Article 6(1), b) and c) of 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 (General Data Protection Regulation).