

General rules of enrolment for part-time studies in a foreign country – long-term mobility for students and doctoral students under the Erasmus+ Programme (EU Member countries, third countries associated with the KA131 Programme and the United Kingdom) for the academic year 2025/2026 implemented under KA131-2025 agreements

There are 2 stages of enrolment:

Stage 1: application through the USOS Web platform:

from 27 January 2025 (Monday), 1:00 p.m. to 3 March 2025 (Monday), 1:00 p.m.

Stage 2: further selection procedure at the faculties

3 March 2025 – 13 March 2025

The following rules of enrolment for mobilities for studies under the Erasmus+ programme have been set out on the basis of current guidelines of the EC and National Agency contained in the Erasmus+ Programme Guide on organising student mobilities within Erasmus+ 2025 Higher Education Mobility. These rules may change if an update to the Erasmus+ Guide is published.

1. In order to carry out a part of their study curriculum abroad within the framework of the Erasmus+ programme, students may only go to those partner universities which hold the Erasmus Charter for Higher Education, and have signed relevant collaboration agreements with the University of Lodz; the mobility shall be implemented pursuant to the number of places, study programmes, and levels specified in these agreements (in accordance with the latest EC guidelines). Mobility options offered by partner universities for UL students under Erasmus+ will be available on the USOSWeb platform (usosweb.uni.lodz.pl) at the latest on the day of the beginning of enrolment i.e. from 27 January 2025.
2. Students can apply for mobility to the following partner universities:
 - 26 countries of the EU (excluding Poland)
 - 6 countries associated with the programme: Republic of North Macedonia, Republic of Serbia, Türkiye, Iceland, Liechtenstein, Norway
 - 1 country not associated with the programme – the United Kingdom (open only to students of the Faculty of Law and Administration)
3. The enrolment process is open to full-time and part-time students – Polish and international students completing a bachelor's degree, master's degree, uniform master's degree and participants of doctoral schools – the student status is decisive.
4. The enrolment process ensures equal possibilities for all candidates, including those with fewer opportunities, for instance, persons with disabilities and those receiving social grants from the university in the summer semester 2024/25.

5. Students holding citizenship other than that of a Member Country of the European Union or the European Economic Area are required to check the entry rules applicable in the host country in connection with their planned stay as Erasmus+ participants. It is the student's responsibility to obtain a visa.
6. Third-year bachelor's degree students may participate in the enrolment process on condition that they continue their studies at the same faculty of the UL. Third-year students must be qualified for mobility in the summer semester 2025/26. However, if a third-year student is granted mobility for the winter semester in the first semester of their master's degree studies, such student will be able to sign a financial agreement for mobility only from 1 October 2025, i.e. after becoming a UL student (stays at a foreign university before 1 October 2025 will not be funded).
7. Second-year students of master's degree programmes and fifth-year students of uniform master's degree programmes who plan to start a new bachelor's or master's degree at the UL or doctoral school cannot participate in this enrolment. Such students will be eligible to apply in 2026/27, once they are accepted to subsequent studies.
8. A student qualified for mobility within the Erasmus+ programme shall not take a dean's leave or any other leave during the mobility. The outgoing student needs to retain their 2025/26 UL student status throughout the entire mobility. The student should obtain approval for a yearly grading scheme in the 2025/26 academic year at a given faculty.
9. As a rule, students and doctoral students applying for partial studies abroad in their final semester of studies may do so with the consent of their thesis supervisor and faculty coordinator. The student is required to obtain a written consent from the supervisor before signing the mobility agreement with the UL prior to their departure.
10. Within the Erasmus+ programme, students may participate in an international student mobility for studies and/or traineeships more than once, for a period not exceeding 12 months = 360 days per each study cycle (bachelor's degree, master's degree or doctoral degree), regardless of the type and number of mobility periods and including already completed mobilities with a grant or with a "zero-grant" within other mobility programmes, e.g. LLP Erasmus, Erasmus Mundus. In the case of pursuing a uniform master's degree, the student may go abroad for studies and traineeship within the Erasmus+ programme for a period not exceeding 24 months (720 days).
11. Erasmus+ studies may not be shorter than 2 months and longer than 12 months within a single study cycle.
12. All UL students interested in Women and Gender Studies may apply for mobility from the contract pool marked as "University of Lodz" in consultation with the coordinator of the student's/doctoral student's home faculty.
13. Students of the Erasmus Mundus Joint Masters Programme who are full-time UL students and do not receive a grant for mobility from the Erasmus Mundus Programme budget may apply for a mobility from the Erasmus+ funding by participating in the current enrolment process, under the same conditions as other UL students applying for mobility.

14. The university selection criteria for applicants for Erasmus+ mobilities are as follows: grade point average **not lower than 3.7**, a foreign language proficiency level matching the requirements of the host institution (preferably confirmed with an external certificate), and a high motivation level.
15. The following algorithm for calculating the grade point average from the USOS system, depending on the year, programme and study cycle is applicable during the enrolment:
 - for bachelor's, master's and uniform master's degree students: weighted average calculated from the grades from the entire study cycle, only from the programme from which the student applies for mobility (in accordance with the Rules of Study applicable at the UL),
 - for first year doctoral schools students: grade from a master's or uniform master's degree diploma – depending on the type of studies,
 - for second and third year doctoral schools students: weighted average calculated from the grades from the entire study cycle, only from the programme from which the student applies for mobility (in accordance with the Doctoral Schools Rules and Regulations applicable at the UL). If it is not possible to calculate the average, the student applying for mobility must present a list of all grades, from the programme from which they are applying for mobility, obtained at the UL at their home faculty/teaching unit.

In any case not specified above, the grade point average from the entire study cycle from the programme from which the doctoral student applies for mobility shall be calculated in accordance with the applicable Rules of Study.

16. The first stage of the enrolment process consists of filling in the online application form in the USOSweb system, available to students and doctoral students from **27 January 2025, 1:00 p.m. to 3 March 2025, 1:00 p.m.** Application access path: USOSweb/For Students/Student Exchanges/Mobility offers. In the online application form, the student/doctoral student may choose two or three universities from the offers available for their home faculty and study programme, and may be granted only one mobility for partial studies abroad for 2025/26 academic year. Doctoral students may apply for mobilities by submitting an application in the USOSweb system, selecting offers from the faculty which provide doctoral students with access to mobilities in an academic field compatible with their discipline. Students of the Faculty of Philology may apply for mobility in one of the three units (Department of Pragmatics, Department of Drama and Theatre, Department of German Literature), checking whether the offer is available for students of a given study programme.
17. A student CANNOT apply for mobility within an agreement made with a unit/faculty other than their home unit/faculty.
18. The further qualification procedures take place at the individual faculties, which may also assess the candidates on the basis of additional criteria of which the students must be informed beforehand and conduct additional interviews between **3 March 2025 and 13 March 2025**. The grade point average will be obtained from the Dean's Office of the home faculty/doctoral school office, at the request of the Faculty Coordinator, from the study programme from which the candidate applies for the mobility.

19. The enrolment takes place at faculties and the composition of the Enrolment Committee is determined individually for each faculty and disclosed to the candidates. The appointed Committee determines the enrolment criteria at a given faculty and announces them on the faculty website and in the USOSweb. After the enrolment process is completed, the results are announced (**no later than on 13 March 2025**) in the USOSweb and sent to students via email or in another form specified by the Faculty Committee. The Committee shall draw up a list of candidates and inform students of the 7-day appeal procedure at the given faculty.

The student has the right to appeal against the decision of the Enrolment Committee to the Dean of the home faculty. Doctoral students may appeal to the Dean of the faculty within which they have applied for mobility. The Dean's decision is final and cannot be appealed against.

After the mobility has been granted in the USOSweb system, the student fills in additional information concerning the planned duration of mobility, scholarships received from the UL, and previous mobilities (for studies/traineeships/BIP within the Erasmus+/Campus Europea programme, Erasmus+ Mundus from the UL or another university). After the final approval of the mobility by the coordinator in the USOSweb, the student prints the application and submits it to the Faculty Committee by 24 March 2025 (Monday) according to the procedure specified by the Committee.

Following the Dean's consideration of any appeals, the Faculty Committee prepares a report on the faculty enrolment, signed by the Committee members, which describes the enrolment process, criteria and results of the enrolment. The report is supplemented with the following documents: the list of persons who took part in the enrolment process downloaded from the USOSweb, the final ranking list of candidates with details on the granted period of mobility (winter semester, summer semester, whole year), a waiting list if applicable, and applications for mobility downloaded from USOS signed by the candidate and the faculty coordinator.

Students who move from one cycle to another are required to submit a commitment letter to continue their studies during the next cycle at the faculty which granted the mobility, together with the Application (to the coordinator).

Copies of the abovementioned documents shall be forwarded by the Faculty Coordinators to the International Relations Office by 25 March 2025. The second copy of the submitted documents shall be kept in the faculty files for 8 years after the enrolment process.

The student/doctoral student qualified for part-time studies abroad within the Erasmus+ programme acknowledges that it is the host university that makes the final decision on whether to admit the candidate for a period of study abroad within the Erasmus+ programme.

20. The method of funding mobility for studies within the Erasmus+ programme will be specified in a separate document. If the University of Lodz fails to acquire the sufficient amount of funds for mobilities of all qualified students from the KA131-2025, each faculty shall make a ranking list of students who receive funding for mobilities and waiting lists. If candidates from the lists of students/doctoral students qualified for the mobility resign, the vacant places will be allocated to students/doctoral students from the waiting lists.

The EU scholarship within the Erasmus+ programme is granted only for 1 semester, for a maximum of 5 months = 150 days. The Erasmus grant will be paid to the student only for the actual period of studies at the foreign university (the period indicated in the confirmation of stay) regardless of the costs incurred by the student.

It is not possible to apply for a year-long mobility in the 2025/26 academic year. It is, however, possible to extend the mobility for another semester (from winter to summer 2025/26), but with i.e. "zero grant" i.e. without funding for the extended (second) semester. Exceptions include mobilities of students with fewer opportunities, i.e. students with a declared disability and those in a difficult financial situation (students who received social grants from the UL in the summer semester 2024/25). Such students, who receive formal approval to extend their studies for the summer semester, receive a grant from the Erasmus+ budget also for the extended (second) semester, max. for 5 months =150 days. In addition to the cases mentioned above, by extending the mobility with a zero grant, the student acknowledges that they cover the costs of stay and living during the extended period from their own funds.

Monthly rates of funding for students for semester mobilities to partner universities in each country in the 2025/26 academic year and extensions for students with fewer opportunities are as follows:

Group 1: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, the Netherlands, Norway, Sweden, and the United Kingdom - **€670 per month.**

Group 2: Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain - **€670 per month.**

Group 3: Bulgaria, Croatia, Hungary, Lithuania, Northern Macedonia, Romania, Serbia, Turkey - **€600 per month.**

21. In addition, the outgoing student is entitled to a lump sum to cover travel expenses. The amount of the lump sum depends on the distance between the sending university and the registered office of the host university as well as the chosen means of transport. The distance of the one-way trip should be taken into account in order to calculate the amount of the lump sum due for the return trip. The IRO will use the distance calculator developed by the European Commission to calculate the distance, which is available at: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distancecalculator>. For travel distances up to 499 km, participants should use low-emission means of transport. The condition for settlement of the amount of the lump sum for "green travel" is the submission of tickets, and in the case of travel by car, a statement of the days of travel. The participant benefiting from the "green travel" lump sum must travel by sustainable means of transport in both directions.

Distance	Amount - standard travel (plane, ferry)	Amount - "green travel"
from 10 to 99 km	€28 per participant	€56 per participant
from 100 to 499 km	€211 per participant	€285 per participant
from 500 to 1 999 km	€309 per participant	€417 per participant
from 2 000 to 2 999 km	€395 per participant	€535 per participant
from 3 000 to 3 999 km	€580 per participant	€785 per participant
from 4 000 to 7 999 km	€1188 per participant	€1188 per participant

8000 km or more	€1735 per participant	€1735 per participant
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22. Students with certified disability, and in a difficult financial situation (those who were granted social benefit in the 2024/25 summer semester) shall receive additional financial support from the Erasmus+ programme budget, in the amount of 250 EUR per month. Students with certified disability may apply for additional funding by submitting a special application published on the Erasmus+ National Agency website. The amount granted for expenses directly related to the disability will be accounted for as actual costs, i.e. requiring financial evidence. The application rules will be published on the National Agency website.
23. A student with a disability certificate who also receives social scholarship can receive only one allowance of EUR 250/month. The financial support benefits for students with fewer opportunities do not add up.
24. A student accepted for mobility is obliged to read the Rules on the processing and protection of their personal data in the Erasmus+ and European Solidarity Corps programmes, developed by the European Commission and available at: <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>.
25. Any changes to these rules will be published in the Multiportal after being approved by Vice-Rector for Internationalisation of Science and Education.

The present rules has been accepted by Prof. dr hab. Katarzyna de Lazari-Radek, Vice-Rector for Internationalisation of Science and Education.

Łódź, 15.01.2025

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 enrolment for mobilities (for studies, traineeship, teaching/training/Blended mobility programmes 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.
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 1719/2006/EC, 1720/2006/EC and 1298/2008/EC in the case of enrolment 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 or relevant agreements made with the University of Lodz.
6. Your 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 your 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-c) and Art. 9(2)(a) 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).