

Łódź, 7 June 2024

Rules for funding and completing part-time studies abroad – long-term student mobilities within the Erasmus+ programme (partner countries of the EU, third countries associated with the programme KA131-2023 and Great Britain) in the winter semester 2024/2025 under KA131-2023

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

1. A student of the University of Lodz qualified for part-time studies abroad within the Erasmus+ programme in the academic year 2024/25 recognises that funding provided by ERASMUS+ KA131 (partner countries of the EU, third countries associated with the programme and Great Britain) is a form of financial support which contributes to additional costs of travel and stay at a partner university. The funding will only be available to a student for the implementation of the physical mobility for studies abroad.
2. Monthly rates for student mobilities in the winter semester 2024/2025 to partner universities in the respective countries:

Long-term student mobilities (SMS):

Groups	Monthly rate for projects accepted in 2023
<u>Group 1</u> – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden and countries of region 14 ²	€670
<u>Group 2</u> – Austria, Belgium, Cyprus, France, Greece, Spain, Malta, the Netherlands, Germany, Portugal, Italy and countries of region 13 ³	€670
<u>Group 3</u> – Bulgaria, Croatia, Czech Republic, Estonia, Lithuania, Latvia, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary	€600

3. Students with a disability certificate or having a difficult life situation (students entitled to social grant at the University of Lodz in the winter semester 2023/24) receive extra funding **in the amount of EUR 250** for each month from the Erasmus+ budget. A student with a disability certificate receiving a social grant at the same time can only receive one allowance of EUR 250/month. The allowances for students with fewer opportunities do not add up.

4. The **Erasmus+ programme participant** receives funding from the UE funds. The amount of funding is paid to the student in euro in two installments to the bank account specified by the student. By the decision of the University of Lodz, **the longest period of funding is 6 months which amounts to 180 days**. The period of 180 days is calculated according to the Beneficiary Module [calculator](#) prepared by the European Commission for reporting on mobilities within the Erasmus+ KA131 programme.

Therefore:

the EU grant for 6 months of mobility to group 1 countries equals: **EUR 4,020**

the EU grant for 6 months of mobility to group 2 countries equals: **EUR 4,020**

the EU grant for 6 months of mobility to group 3 countries equal: **EUR 3,600**

The first instalment of the grant will be paid for a period of 4.5 months after signing the agreement at the International Relations Office (IRO) and will be subject to settlement at the end of the mobility period. If the actual period of the mobility is shorter than 4.5 months, part of the first instalment is reimbursed and the amount depends on the length of stay. If the actual period of mobility is longer than 4.5 months, the Participant is entitled to the second instalment.

Therefore:

the first installment for group 1 countries equals: **EUR 3,015**

the first installment for group 2 countries equals: **EUR 3,015**

the first installment for group 3 countries equals: **EUR 2,700**

The second instalment will be paid only if the mobility lasts over 4.5 months (max. for 1,5 month) after the completion of studies at a foreign university and after full settlement of the mobility. The amount is calculated on the basis of the Confirmation certifying the student's length of stay at a foreign university, according to the calculator. The resulting decimal amount will be rounded up or down to a whole number. In accordance with the EC requirements, the university is obliged to apply a 5-day flexibility in student mobility*.

** 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 the start and end date according to the confirmation) and recalculate the amount of funding. 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).*

5. In addition, the UL student with a disability certificate, for whom the granted monthly support of EUR 250 paid as a lump sum is insufficient, may apply for extra funding for students with disabilities. In order to receive the extra funding, based on real costs, [an application](#) must be submitted to the International Relations Office no later than eight weeks before starting the mobility at a partner institution. The decision to grant the extra funding and its amount is made by the National Agency for Erasmus+ Programme and European Solidarity Corp. The additional funding for disability will be paid in EUR. Accounting for the financial support granted due to disability will be possible only after the student provides financial evidence for the real costs incurred in relation to disability. **Failure to provide financial evidence (invoices, receipts) will result in student's obligation to reimburse the additional disability support.**
6. If the student bears higher costs related to the disability, the university shall not be obliged to pay more support than specified in the decision.
7. If the student has the right to receive social allowance outside the time frame, referred to in point 3, it does not impose an obligation on the higher education institution to pay social allowance. The University may, however, grant "social allowance" if it has additional funds.

8. The EU funding will be transferred to the bank account indicated by the student. The student must be the owner/co-owner of the indicated bank account. It is advisable to keep the account in EUR. The funding shall be transferred within 30 days of signing the agreement by both parties.
9. According to the rules of the ERASMUS+ programme, the minimum period of study abroad is 2 months (=60 days). The maximum period is 12 months within one academic year.
10. Students who use sustainable (low-emission) means of transport to travel to and from the host university may apply (by submitting a declaration prior to their departure) to the International Relations Office for green travel financial support. The low-emission means of transport recognised 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 low-emission means of transport **must be done in both directions**. The applicant may receive a single contribution of EUR 50. A student, who receives the abovementioned single contribution, can also apply for additional individual support to cover for a maximum of 4 additional travel days.
11. The basis for establishing the number of additional travel days financed under the "individual support" category for a mobility participant using the green travel option shall be the travel schedule, that is the start and end date (departure/arrival) in both directions, as shown in the documents confirming low emission means of transport (declaration). If the Participant uses carpooling, then the declaration should contain a clause of sharing the car with other persons. In any case, the student undertakes to provide evidence to the sending institution that the number of travel days, specified in application for green travel individual support, is the amount of time needed to cover the distance between the locations of the sending and receiving institutions. The "individual support" daily rate is assumed to be a daily rate irrespective of the travel time or distance covered in a given day (one day of green travel = one full "individual support" daily rate). Travel must take place "outside" the study period (before/after graduation). If the travel day is also a study day (according to the confirmation of stay), then no double funding will be granted for this day.
12. An allowance of EUR 50 will be paid to the participant before departure together with the first instalment for the study period at the foreign university. Additional individual support (daily rate) for travel of up to 4 days will be paid after the mobility has been completed and the required documents have been submitted to the International Relations Office of the University of Lodz. The amount will be calculated on the basis of the confirmation of stay and evidence of travel to/from the host university (invoices, travel tickets, declaration – in the case of travel by a private car). A relevant provision will be included in the financial agreement to be signed by the student before the mobility. Funding for additional travel days is granted on the basis of the abovementioned documents provided by the student, however, each case is considered individually and calculated depending on the distance from the destination. The number of funded travel days depends on the distance between Łódź and the host city according to the calculator developed by the European Commission <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>. The allocated amount for travel for up to 4 additional days will be calculated as follows: 100 - 800 km one way: amount for 1 day of one-way travel; 801 - 3999 km one way: amount for 2 days of one-way travel.
13. The EU funding awarded for the Erasmus+ mobility is exempt from taxation in accordance with [Regulation of the Minister of Finance of 15 March 2022 on exemption from personal income tax on the Erasmus+ programme scholarships and financial support received from the European Solidarity Corps programme \(dziennikustaw.gov.pl\)](#).

14. A student directed to a part-time study programme abroad is obliged to sign a grant agreement at the International Relations Office of the UL. Failure to sign the agreement by the start date of the semester/trimester at the foreign university may be regarded as a resignation from the awarded Erasmus+ funds and result in removal from the list of students covered by the scholarship in the 2024/2025 academic year.
15. In order to recognize the financial and content-related aspects of the mobility, the following documents should be delivered to the International Relations Office:
 - a) a certificate confirming the period of studies (day, month, year) completed at the host institution (Confirmation). The date of issue of the document should be the same as or later than the date indicating the end of the mobility.
 - b) a certificate confirming that the planned study programme has been completed, together with information on obtained credits and passed examinations (Transcript of Records). The document must include additional information from the ECTS coordinator of the student's home faculty on the number of credits recognised by the faculty for studies completed abroad,
 - c) *Learning Agreement for Studies* (LAS Before or During, if applicable) or all online versions of LA approved by the three parties in USOSweb.
 - d) obligatory report survey in the *Beneficiary Module (on-line EU survey)* the link to which will be sent to the student's e-mail address,
 - e) tickets/declaration in case of green travel.

The University of Lodz students with disabilities, who receive a positive decision for additional disability support issued by the National Agency of the Erasmus+ Programme, will be required to submit financial evidence to the International Relations Office, certifying the incurred costs as listed in the application. The financial evidence may be invoices or receipts.

16. The present Rules have been approved by University of Lodz Vice-Rector for International Relations, prof. dr hab. Łukasz Bogucki.