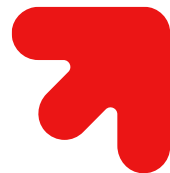


How should UL students  
prepare for their 2025/26  
Erasmus+ study abroad  
mobility (winter or summer  
semester)?



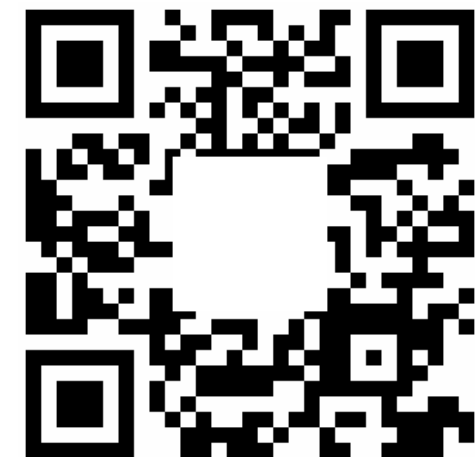
## International Relations Office at UL – contact persons

IRO UL Staff responsible for outgoing students for the Erasmus+ student mobility

Dorota Jachimek [dorota.jachimek@uni.lodz.pl](mailto:dorota.jachimek@uni.lodz.pl)

Gabriela Szkup [gabriela.szkup@uni.lodz.pl](mailto:gabriela.szkup@uni.lodz.pl)

Beata Kamińska [beata.kaminska@uni.lodz.pl](mailto:beata.kaminska@uni.lodz.pl)



Our office is located at: 3 Uniwersytecka street, room 6, ground floor (UL Rectorate building no. 2)

Postal address: BWZ UŁ, ul. Uniwersytecka 3, 90-137 Łódź

Find out more on our website: <https://www.uni.lodz.pl/en/international-mobility/erasmus-studies/erasmus-studies-2025-2026>

# Formal conditions of departure of UL students for mobility



Please read [Erasmus+ Student Charter](#) in order to get to know about your rights and duties *before, during* and *after* the mobility.

## BEFORE THE MOBILITY PERIOD

### YOUR ENTITLEMENTS

You are entitled to receive guidance on the application process and information on the receiving institution/organisation, as well as on activities available for the mobility period abroad.

You are entitled to receive a pre-financing payment within 30 calendar days following the signature of the agreement by both parties or upon receipt of confirmation of arrival, and no later than the start date of the mobility period.

If you are engaging in student mobility for studies, you should be able to sign a digital online learning agreement

setting out the details of the activities abroad. If agreed with your institution, you may sign the online learning agreement via the Erasmus+ Mobile Application.

You are entitled to receive information on the automatic recognition procedures and grading system used by the receiving institution.

You are entitled to receive information on obtaining insurance, finding housing, securing a visa (if required), and facilities/support available for those with special needs.

### YOUR OBLIGATIONS AND DUTIES

You must sign a grant agreement with the sending institution and a learning agreement with the sending and the receiving institution, setting out the details of the activities abroad, which is the basis for ensuring the automatic recognition of your mobility period abroad (through spelling out the credits you are expected to earn and counting them towards your home degree).

You need to undergo an online language assessment free of charge through the Online Language Support after being selected (provided this is available in the main language of instruction / work abroad), so as to evaluate

your level and get opportunities to access specific features fitting your language learning needs to make the most of your learning period abroad.

Upon receiving the information and guidance on obtaining insurance from your Higher Education Institution, you should ensure that you have health insurance coverage for your stay abroad. In the case of student mobility for traineeships, you should ensure, together with your traineeship host, that you take up also liability and accident insurance coverage.



# After the enrollment for Erasmus+ student mobility



1) Your host university will contact you after IRO (BWZ) sends the nomination to the host university, including student details and email address (UL ..... @uni.lodz.pl); please check your student e-mail regularly

2) Please start the application procedure at the host university (different documents for each institution or application/registration online):

- Transcript of Records - to be obtained from the **Dean's Office of your UL Faculty**
- **Learning Agreement - to be agreed** with the [ECTS coordinator](#) and the host university (in an online version (EWP LA) via USOSweb, or if not possible online LA, the LA should be prepared on [a paper template](#))
- [Confirmation of nomination](#), if required - to be obtained from the IRO (BWZ) UŁ
- Language certificate - it is possible to obtain one from the language teacher at SJO UŁ, if the student does not have an international certificate
- Copy of ID or passport
- Copy of European Health Insurance Card or other medical insurance valid in the host country for mobility period and travel days

3) Your documents will be verified by the host university which will/should issue the "Acceptance letter,,.



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# Financing of Erasmus+ mobility for students carried out in the 2025/26

Scholarship from the Erasmus+ KA131 project 2024 or 2025 – support for period of study mobility abroad

support for max. 5 months (150 days) of your mobility; paid by UL in 2 installments (one for 70-80% of the total amount, to 30 days since signing the grant agreement/grant contract and the other one paid after your return – if applies), calculated by number of days, using [the EC calculator tool](#)

**Group 1** – Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden, the UK – **670 EURO/month**

**Group 2** - Cyprus, Czech Republic, Estonia, Greece, Latvia, Spain, Malta, Germany, Portugal, Italy, Slovakia, Slovenia, – **670 EURO/month**

**Group 3** – Bulgaria, Croatia, Hungary, Republic of North Macedonia, Lithuania, Romania, Serbia, Turkey – **600 EURO/month**



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# Additional support for student with fewer opportunities for the 2025/26



For students  
with UL social scholarship,  
with certified disability,  
with children under the age of 8 (in the year of mobility),  
or exercising their right to asylum or having refugee status  
will be paid the basic grant rate plus **250 EUR/per month:**  
from the same project **Erasmus+ KA131-2024 or 2025**

Please show social scholarship certificate for 2024/25 summer semester, issued from Education and Student Affairs Centre UL or a certified true copy (CTC) of your disability certificate. Request for additional funding due to disability.

Please show the child's birth certificate in case of students with children under the age of 8.

Please show the documents confirming the right to asylum or refugee status, if applicable.



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# Support for days in travel for in the 2025/26



The additional funds for days in travel for all students

1) **Standard travel** – (plane , ferry, individually car) - financing **up to 2 more days (670 or 600 EUR/30 days**  
**\* max. 2 days)**

2) **Green travel** (**bus, train, car-pooling** with another student to and from the host university, both there and back): - financing **up to 6 more days** of green travel in both ways

Travel from/to the host universities has to take place outside the study mobility period confirmed by the host institution (before the beginning and after the end of mobility).

**Before signing the grant contract, the student will be asked to declare the planned means of transport to/from the mobility.**

**Tickets or signed statement** if the student travels in form of car-pooling.



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# Support for travel cost for each outgoing students



**Travel cost (lump sum) – paid in the first installment – distance between Lodz and the city of the host university**

**<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>**

distance	Amount – standard trip (a plane, a ferry, a car)	Amount – green travel (a bus, a train, carpooling)
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:	€1,188 per participant	€1,188 per participant
8000 km or more:	€1,735 per participant	€1,735 per participant

**A prerequisite for the settlement of the travel lump sum is the submission to International Relations Office (after the end of mobility) of tickets with daily travel dates and, in the case of travel by car, a statement of the days of travel.**



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# Essential document to sign the grant contract between UL and the student under the Erasmus+ programme



## Learning Agreement for Studies (Long-term physical mobility)

- to be agreed with the [ECTS Coordinator](#) - preferably 30 ECTS gained abroad and automatic recognition of all achievements at a host university towards 30 ECTS for your University of Lodz study programme, possibly with an Annex to LA if there are program differences.
- prepare it via USOSweb (EWP LA) if the host institution is ready to approve the online LA via EWP, if not please prepare on paper [LA](#)

If the host institution asks you to fill in the OLA (<https://learning-agreement.eu/>), **please do not do this via OLA platform** but in the USOSweb (EWP LA). Data from the online LA created/approved in the USOSweb will be sent to the IT system of the host University via EWP – Erasmus Without Paper network.

[EWP portal](#) to check if the host university is ready to approve the online LA via EWP.

The UL chose the Usos to create and approve the online LAS.  
The UL is connected to the EWP network.



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Learning Agreement for Studies - LAS (just *Before the Mobility* section) in paper version



The LAS has to be approved by three parties in order to be valid:

- UL student who declares to complete chosen educational components
- Coordinator from the receiving university who confirms that the incoming student may undertake the chosen educational components
- ECTS Departmental Coordinator who confirms that the UL student will automatically get credits for his/her study curriculum components for the mobility semester („B” table of LAS) if successfully completes all the components chosen for the LAS and studied abroad. There can be some courses from the UL curriculum which won't be recognised due to programme differences – No in the field Automatic recognition.

[\\* Guidelines on how to use the Learning Agreement for Studies](#)



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# How to prepare Learning Agreement for Studies in paper version?



## Erasmus+ Learning Agreement Student Mobility for Studies Mobility between Erasmus+ countries (EU Member States and third countries associated to the Programme)

[Learning agreements are digital in the Erasmus+ 2021-2027 programme. Higher education institutions can exchange digital learning agreements through an IT system connected to the Erasmus Without Paper Network. This template is provided for those institutions that are in the process of connecting to the network and might need an editable version of the template. For more information, please visit the European Commission's webpage about [Erasmus Without Paper](#).]

### General information

[Applicable for all learning agreement types]

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	European Student Identifier (ESI) [Unique electronic identifier for mobile students]		Level of education (EQF level)	Field of education (ISCED code)	<Field of education (clarification)>
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email
Receiving Institution	Name	<Faculty/Department>	Erasmus code	Country	Administrative contact person name; email

### Learning agreement type and mobility duration

Learning agreement for studies type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
<ul style="list-style-type: none"><li>Long-term mobility <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/></li><li>Short-term mobility with a mandatory virtual component <input type="checkbox"/></li><li>Short-term doctoral mobility <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/></li></ul>	<div>Planned period of the physical mobility:</div> <ul style="list-style-type: none"><li>Academic year [year/year] .....</li><li>from [&lt;day&gt;/month/year] .....</li><li>to [&lt;day&gt;/month/year] .....</li></ul>
Based on the selected learning agreement for studies type, only the applicable learning agreement type below is visible to the student, sending and receiving institutions.	

[Link](#) to paper version of the LA

[ESI](#) – Erasmus Student Identifier – **to copy from the USOSweb from the view of the EWP LA (15 slide of this presentation)**

[ISCED](#) – field of Education relevant to the study programme at the UL, f.e.. 0231 Language acquisition

**Administrative contact from the sending institution** – please insert the data of the [ECTS coordinator](#) not the IRO staff of the UL or from the faculty

**Study cycle** - Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).



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# How to prepare Learning Agreement for Studies in paper version?



## Study Programme at the Receiving Institution

*Mobility type: Semester(s)*

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
				Total: ...

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

### Educational component

A self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

## Recognition at the Sending Institution

*Mobility type: Semester(s)*

Table B	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
				Total: ...	

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]

### Automatic recognition

All credits gained abroad– as agreed in the Learning Agreement and confirmed by the Transcript of Records – will be transferred without delay and counted towards the students' degree without any additional work or assessment of the student. This is signalled in the learning agreement by the “Yes” check box. If the “No” check box is selected, a clear justification needs to be provided and an indication on what other type of formal recognition will be applied e.g. registration in the students' [diploma supplement](#) or [Europass](#) Mobility Document.

## If applicable, description of the virtual component at Receiving Institution and recognition at the Sending Institution

*Mobility type: Semester(s)*

Table C	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (obligatory field):	Number of ECTS credits to be awarded	Automatic recognition
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>



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# How to prepare Learning Agreement for Studies in paper version?



## Commitment of the three parties



<b>By digitally signing/approving, the student, the Sending Institution and the Receiving Institution confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties.</b> Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.					
Commitment	Name	Email	Position	Date	Approval
Student			<i>Student</i>		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

**Responsible person at the Sending institution** – please insert the data of the [ECTS coordinator](#) not the IRO staff of the UL



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# How to prepare Learning Agreement (EWP LA) in the USOSweb?



## MY STUDIES

- tests
- grades
- linkage
- pol-on
- decisions
- promotions
- dean's groups
- rankings
- stipends
- student mobility
  - mobility offers
  - applications
  - **mobilities**
    - bank account
    - ewp la
- surveys
- payments fk
- diplomas
- mlegitymacja

## MEETINGS

## Mobilities granted to you

Showing elements 1..4 (out of 4)

Lp.	Country	Institution name ▾	Academic year	Mobility type	Status of mobility	Qualifications stage		Actions
1	France	Université Lumière (Lyon II)	22/23	Studies	Active	Finished	ⓘ	view → learning agreement → EWP LA → bank account →
2	Italy	Università degli Studi di Firenze	23/24	Studies	Active	Finished	ⓘ	view → learning agreement → <b>EWP LA →</b> bank account →
3	Portugal	Universidade do Porto	21/22	Studies	Active	Finished	ⓘ	view → learning agreement → EWP LA →
4	Spain	Universidad de Granada	22/23	Studies	Active	Finished	ⓘ	view → learning agreement → EWP LA →



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# How to prepare Learning Agreement (EWP LA) in the [USOSweb](#)?



## Mobility

Student	Name and surname
Student number	xxxxxx
ESI Identifier	urn:schac:personalUniqueCode:int:esi:uni.lodz.pl/yyyy
Study programme	International and political studies, full-time second-cycle studies
Term	Academic year 2024/25
Country	Włochy
Erasmus code	I FIRENZE01
Name of institution	Università degli Studi di Firenze
Opiekun organizacyjny	
Opiekun naukowy	Agata Włodarska-Frykowska ✉️ wyślij wiadomość przez USOS MAIL

## Application data

Program	DLIPSa(13)
Program name	International and political studies, full-time first cycle studies
Type of study	full-time
Study mode	first-cycle studies
Year of study	3

## Departure data

Program	DUIPSa(13)
Program name	International and political studies, full-time second-cycle studies
Type of study	full-time
Study mode	second-cycle studies
Year of study	1

After inserting planned period of activity and coordinator from the hosty univeristy in the USOSweb, **please send an email to your ECTS coordinator** with request to open your online LA

Please read useful tips in the USOSweb and follow them.

MY STUDIES

→ tests

→ grades

→ linkage

→ pol-on

→ decisions

→ promotions

→ dean's groups

→ rankings

→ stipends

→ student mobility

- mobility offers
- applications
- mobilities
  - bank account
    - ewp la

→ surveys

→ payments fk

→ diplomas

→ mlegitymacja





# How to prepare Learning Agreement (EWP LA) in the [USOSweb](#)?



**Data update**

**Planned period of activity**

Planned start date of the mobility: 05.02.2024

Planned end date of the mobility: 05.07.2024

**Coordinator from the receiving institution**

Select a person from the list: Bulli Giorgia  
relint@scpol.unifi.it

Select a person checking the email address or add a new person

Add a new person

Surname: \_\_\_\_\_

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Save

The Coordinator has not yet created a Learning Agreement (LA) for you. If you think that it should already be available, write to the coordinator using USOSmail.

After inserting planned period of activity and coordinator from the hosty univeristy in the USOSweb, please send an email to your ECTS coordinator with request to open your online LA

Please read useful tips in the USOSweb and follow them.

**i** If there is no data on the planned date of the beginning and end of the mobility, they can be supplemented by the student and the coordinator, but only until the student signs the financial agreement. Both dates must be specified for the LA to be created.

Make sure that the appropriate coordinator from the receiving institution is assigned to the mobility. You can enter or change the details of an external coordinator at any time. This can be done by the student or the local coordinator. You can choose an external coordinator from the list, and if there is no one, you can add a new person. Please enter the data correctly, especially the e-mail address. The entered person will be added to the official list of persons from the receiving institution, without the possibility of correction in USOSweb. An external coordinator must be specified for an LA to be created.



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# How to prepare Learning Agreement (EWP LA) in the [USOSweb](#)?



Table A. Study programme at the Receiving Institution

Version dated 2023-12-14 19:24					New
Component code	Component title at the Receiving Institution	Term	ECTS credits	Actions	
Total ECTS: 0					
+ Add a component		Save the table			

Table B. Recognition at the Sending Institution

Version dated 2023-12-14 19:24						New
Component code	Component title at the Sending Institution	Term	ECTS credits	Automatic recognition	Actions	
Total ECTS: 0						
Total ECTS (automatically recognized): 0						
+ Add a component		Save the table				

Table C. Virtual component at Receiving Institution and recognition at the Sending Institution

Not applicable for the physical mobility without virtual component - Please do not fill in Tab. C.

Version dated 2023-12-14 19:24							New
Component code	Component title or description of the mobility programme	Virtual component	Term	ECTS credits	Automatic recognition	Actions	
Total ECTS: 0							
+ Add a component		Save the table					

If the ECT Coordinator opens the EWP LA in USOSweb, the student may view/edit the EWP LA – add a component in Tab A and B, **save each component** and approve the LA at the end when all tables are filled in.

If the first version of the LA is approved by the student (**the LA with status APPROVED**), it cannot be changed by the student. **It can withdraw for correction or remove by ECTS coordinator not by the IRO UL staff.**



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# How to prepare [Learning Agreement \(EWP LA\)](#) in the [USOSweb](#)?



Table A. Study programme at the Receiving Institution

Version dated 2023-06-23 14:59		Waiting for information from the receiving institution	
Component code	Component title at the Receiving Institution	Term	ECTS credits
9796038	ROMAN PUBLIC LAW	Winter semester	7
1002237	LINGUA GIURIDICA INGLESE A - L	Winter semester	7
9796045	COMPARATIVE CRIMINAL PROCEDURE	Winter semester	7
9796105	INTERNATIONAL BUSINESS	Winter semester	9
			Total ECTS: 30

☒ Approvals      Student: 2023-07-07 21:02      Coordinator: 2023-07-08 13:46

Technical information ⓘ

Please click the option Technical information and send a notification, if the host coordinator informs that he/she does not see your online LA.

# Approved Learning Agreement (EWP LA) in the USOSweb



- enrollments
- recommendation templates
- partner institutions
- university's agreements
- my opinions

SURVEYS RESULTS

**Table A. Study programme at the Receiving Institution**

Version dated 2023-05-10 21:59			Approved
Component code	Component title at the Receiving Institution	Term	ECTS credits
F1_BAINFOR-21	Algorithms and Complexity	Winter semester	4
F1_BAINFOR-18	Discrete Mathematics 2	Winter semester	4
F1_BAINFOR-41	Information Management 1	Winter semester	4
	German Language A2.1	Winter semester	3
F1_BAINFOR-17	Programming Fundamentals 3	Winter semester	4
F1_BAINFOR-42	Security 1	Winter semester	4
F1_BAINFOR-40	Natural Language Processing	Winter semester	4
Total ECTS: 27			



Approvals

Student: 2023-05-10 22:37

Coordinator: 2023-05-11 14:22

Partner: 2023-05-22 14:01

**Table B. Recognition at the Sending Institution**

Version dated 2023-05-10 21:59			Approved
Create a new version	Create a decision for LA	Show all versions	<input type="checkbox"/>



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# Rejected Learning Agreement (EWP LA) in the [USOSweb](#)



Table A. Study programme at the Receiving Institution

Version dated 2024-05-21 11:17			Rejected
Component code	Component title at the Receiving Institution	Term	ECTS credits
46033	portuguese as foreign language – A1	Winter semester	6
45733	Integrated Project Management	Winter	6
47348	Spectroscopic Techniques	Winter semester	6

Komentarz



Must put the correct name of the responsible person of the receiving institution, who will sign the OLA Is: Maria do Amparo Faustino faustino@ua.pt



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# How to prepare Learning Agreement (EWP LA) in the [USOSweb](#)?



Table A. Study programme at the Receiving Institution

Version dated 2024-07-23 12:52			Approved
Component code	Component title at the Receiving Institution	Term	ECTS credits
VME3698	New media documentary	Winter semester	8
VME3594	Critical Concepts in Digital Media	Winter semester	5
LMU2107	Digital Tools for social-professional communication	Winter semester	7
VME3901	Film and media literacy	Winter semester	8
Total ECTS: 28			

Table A2. Changes to table A

Version dated 2024-10-07 15:02				Approved
Component code	Component title at the Receiving Institution	Change	Term	ECTS credits
VME3698	New media documentary	Removal	Winter semester	8
VME3594	Critical Concepts in Digital Media	Removal	Winter semester	5
LMU2107	Digital Tools for social-professional communication	Removal	Winter semester	7
VME3901	Film and media literacy	Removal	Winter semester	8
LMU2112	Language and gender	Addition	Winter semester	7
LME5124	Language and society	Addition	Winter semester	3
LMU1107	Multimodal specific content	Addition	Winter semester	7
LME2111	The sociolinguistics of identity	Addition	Winter semester	6
UME5103	Advertising	Addition	Winter semester	6
Total ECTS: 29 (28 - 28 + 29)				

✓ Approvals    Student: 2024-10-09 14:12    Coordinator: 2024-10-11 09:13    ⓘ Partner: 2025-01-14 14:53 ⓘ

## Status of the online LA

- approved – by three partes
- cancelled – by the UL student or ECTS Coordinator
- Rejected by the host coordinator – with a note about the reason of rejection
- Waiting for information from the receving institution
- New – a new version of the LA which has to be completed by the student and then approved



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# Preparation of the new version of EWP LA in the [USOSweb](#)



Table A2. Changes to table A

Version dated 2024-09-27 00:11				Approved
Component code	Component title at the Receiving Institution	Change	Term	ECTS credits
47348	Spectroscopic Techniques	Removal	Winter semester	6
				Total ECTS: 24 (30 - 6)

Approvals

Student: 2024-09-27 00:13

Coordinator: 2024-09-30 10:38

Partner: 2024-12-30 11:23

Table A2. Changes to table A

Version dated 2025-04-25 15:08					New
Component code	Component title at the Receiving Institution	Change	Term	ECTS credits	Actions
47348	Spectroscopic Techniques	Removal	Winter semester	6	
					Total ECTS: 24 (30 - 6)

Add a component

Save the table



# Financial agreement/Grant contract for your mobility



(Grant Agreement) has to be signed at IRO (BWZ UŁ) ideally 4 weeks **before departure**, but at least 1 day before you depart, after **providing the following documents by email to IRO UL staff**:

- 1) Learning Agreement for Studies (Before the mobility) - a copy with 3 signatures or **a screenshot/pdf file with EWP LA from USOSweb with three online approval**
- 2) **UL Student Status form for the semester of departure** - issued from Dean's office, when the previous session is passed or the student has
- 3) Acceptance letter or email from the host university
- 4) Transfer order form for the scholarship funds
- 5) Showing your EHIC card (proof of medical insurance) valid for the whole stay abroad
- 6) **(if applicable)** Social benefit certificate issued by Education and Student Affairs Centre UL about receiving a social scholarship from UŁ in 2024/25 summer semester
- 7) **(if required)** Annex to paper LA - a copy with 2 signatures (student and ECTS coordinator)
- 8) **(if applicable)** Certificate of disability CTC (certified true copy of the original)
- 9) **(if applicable)** Child' birth certificate or the documents confirming the right to asylum or refugee status

IRO staff (BWZ UŁ) will check if all the documents are complete and correct and then the grant contract/financial agreement will be signed with the outgoing student.



## Remaining documents

- **UL Student Status form valid for the summer semester 2024/2025** (issued by the Dean's office at your UL Faculty).

The confirmation of student status at the UL, during the mobility semester of studies abroad, is mandatory in order to study abroad within Erasmus+.

**Yearly Grading Scheme within Individual Organization of Studies** is recommended if the academic calendar at the university is markedly different than the one at the University of Lodz. This will adjust your course of studies in order to avoid problems with completing your mobility; contact your Dean's Office and ask how to apply for a yearly grading scheme within Individual Organisation of Studies.

- **Transfer order form for the scholarship funds** - A foreign currency (EUR) account is required. The scholarship is paid in EUR currency. The student must be the owner of the account.



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### - Annex to the LAS if the LA is prepared on the paper version

It is **an internal document of UL** to be completed by the student **on condition that** student's home Faculty requires it due to differences in the educational components chosen by the student for the LAS and the obligatory study programme at the UL. If you are asked to take one or more courses at the UL after the mobility semester, please prepare the Annex with your ECTS Departmental Coordinator. **The courses entered in the Annex cannot be the same as declared in the LAS Before the Mobility Table B.**

If you prepare the LA with the USOSweb, please include all courses from your curriculum in Tab B. Check if it contains any course that is not automatically recognised by the UL (the option „NO“ is approved by the Coordinator in the field "Automatic recognition"). It means that this course will have to be completed at the UL during or after your mobility semester.

### - Letter of Acceptance issued by the host university

It can be the admission letter/email sent to the student by the receiving institution.



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## Remaining documents

- [European Health Insurance Card](#) or **other medical insurance policy** valid for the period of mobility abroad and travel for and from the host country. The IRO UL may issue you a confirmation of nomination to apply for the EHIC (EKUZ) at the National Health Fund (NFZ) - make sure to apply for it at least one month before the departure. Please check if the host university will accept your private insurance policy or if it recommends some specific kind of insurance.

In the case of students going to Turkey, they are obliged to show a copy of other individual medical insurance policy (the EHIC is not issued if you go to Turkey).

In the Grant Agreement signed before the mobility, the UL student declares oneself to have additional medical insurance and an accident insurance. However, it is not necessary to show it at the UL IRO. Please check your individual policy for the insurance amount, rules on how to report an accident – call centre 24/24, and ways of settling the payments on an ongoing basis.



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## Remaining documents



- **certificate of UL social benefit** for 2024/25 summer semester (issued by Social Affairs Centre for Students and Doctoral Students (COSSiSSIP UŁ) **only applicable to those** who have obtained this social scholarship and indicated this fact during their enrolment stage at USOSweb
- **certificate of disability CTC (certified true copy of the original)** – **if applicable**
- **childs' birth certificate** – **if applicable**
- **document confirming the right to asylum or refugee status** – **if applicable**



## Online Language Support (placement test) – is not obligatory but strongly recommended for 2025/26



If you are soon to go on mobility with Erasmus+ you can fill out the online placement test at the <https://academy.europa.eu/my/> platform before the mobility. The test is not obligatory but strongly recommended.

Additionally, you may enroll for an online course in the language of studies abroad or the national language of the host country, which is free of charge.



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**Resignation from the mobility** - if you wish to resign, first you are obliged to inform the IRO (BWZ) UŁ, the Coordinator at your Faculty and the host university (by e-mail). If you resign after starting your mobility abroad - you will need to return your scholarship funds.



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# TIPS



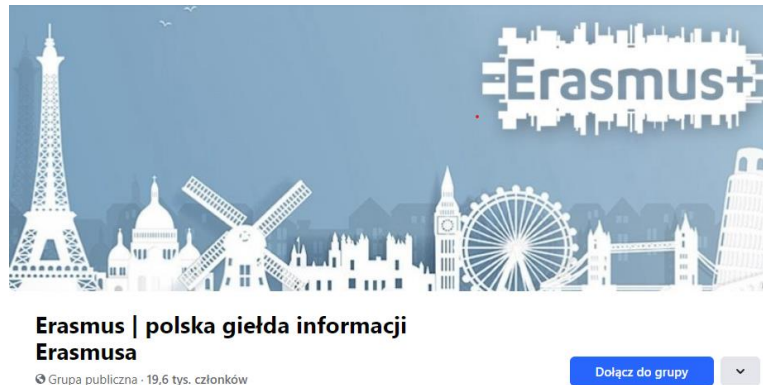
- Take part in the orientation programme (Orientation Week) offered by the host university, organized usually before the beginning of your classes/courses abroad.
- Remember that you have the same rights and duties as local students.
- **Follow the deadlines.**
- Check your UL campus email box ([name.surname@edu.uni.lodz.pl](mailto:name.surname@edu.uni.lodz.pl)) from time to time.
- Templates of required documents will be available on the IRO UL web: <https://www.uni.lodz.pl/en/international-mobility/erasmus-studies/erasmus-studies-2025-2026>



# TIPS



- Contact students who stayed within the Erasmus+ programme at the host university by searching for proper groups on Facebook and ask them about their experience.
- Check if there is a local section of [Erasmus Student Network](#) at the host university and contact them to ask about useful information like staying in the host city, host University and possible accommodation, etc.



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Any questions? Contact [BWZ UŁ](#) (International Relations Office).

Like us: [facebook.com/wymianazagranicznaUL](https://facebook.com/wymianazagranicznaUL)

Thank you for your attention!



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