

Łódź, 24 June 2025

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

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 2025/26 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.
3. The scholarship payment under the KA131-2024 agreement will be made within 30 days of signing the agreement with the student. The payment under the KA131-2025 agreement will also be made within 30 days of signing the agreement with the student, subject to the receipt of funds from the National Agency of the Erasmus+ Programme and the European Solidarity Corps.
4. Monthly funding rates applicable to students undertaking mobility to partner universities in the 2025/26 academic year, by country group:

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

Group 2: Cyprus, Czech Republic, Estonia, Greece, Spain, Latvia, Malta, Portugal, Slovakia, Slovenia

EUR 670 per month

Group 3: Bulgaria, Croatia, Lithuania, North Macedonia, Romania, Serbia, Turkey, Hungary
EUR 600 per month

5. Additionally, the student undertaking the mobility is entitled to a travel allowance (lump sum) to cover travel costs. The amount of the allowance depends on the distance between the sending institution's city and the host institution's city, as well as on **the chosen means of transport**. The one-way travel distance is used to determine the total allowance for a return journey. To calculate the distance, the International Relations Office (BWZ) will use the distance calculator developed by the European Commission, available on the Erasmus+ website: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>.

The student is required to submit a declaration regarding their chosen means of transport to the International Relations Office prior to signing the agreement.

For journeys of up to 499 km, participants are expected to use low-emission means of transport.

Distance	Amount – standard travel (plane, ferry, car)	Amount – “green travel” (bus, train, carpooling)
10-99 km	€ 28 per participant	€ 56 per participant
100-499 km	€ 211 per participant	€ 285 per participant
500-1 999 km	€ 309 per participant	€ 417 per participant
2 000-2 999 km	€ 395 per participant	€ 535 per participant
3 000-3 999 km	€ 580 per participant	€ 785 per participant
4 000-7 999 km	€ 1188 per participant	€ 1188 per participant
8000 km or more	€ 1735 per participant	€ 1735 per participant

The condition for settlement of the lump sum for “green travel” (bus, train, or carpooling – defined as a joint journey of at least two students on the same route for the same purpose) is subject to the submission of travel tickets showing daily travel dates to the International Relations Office, after the mobility has ended. In the case of carpooling, a declaration indicating the dates of travel must be submitted. Participants receiving the “green travel” allowance and the additional daily rates related to green travel must use sustainable means of transport for both outbound and return journeys.

6. A student using standard means of transport will be eligible for an additional travel allowance for up to 2 travel days (round trip), provided the travel takes place on days outside the official start and end dates of the mobility period.

A student travelling by sustainable (low-emission) means of transport will be eligible for a **subsistence allowance** for the travel period, for **up to 6 additional days (round trip)**, depending on the documented number of travel days, in accordance with the following distance brackets:

10-1999 km – allowance for up to 2 travel days;

2000-2999 km – allowance for up to 4 travel days;

3000-8000 km – allowance for up to 6 travel days.

For travel by **train or bus**, tickets with daily dates must be submitted. The number of additional days funded will be based on the dates indicated on the tickets.

In the case of carpooling, the number of eligible travel days will be based on the distance between Łódź and the final destination. To calculate this distance, the university will use the European Commission's official distance calculator: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distancecalculator>

The travel days allowance will be paid after the student's return, upon submission of a Confirmation of Stay and a Post-Mobility Declaration.

7. Students with “fewer opportunities”, i.e. those with a recognised disability, those in a difficult financial situation (students who received a social allowance at the University of Lodz during the summer semester of 2024/25), those with a child aged up to 8 years (upon presentation of the child's birth certificate), and individuals with the right to asylum or refugee status (confirmation required in the form of a document issued by the Office for Foreigners) – will receive **an additional financial supplement of EUR 250 per month** from the Erasmus+ budget.
8. 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.**

9. 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.
10. Supplementary support granted on the basis of disability, receipt of a social allowance, care for a child under the age of 8, or possession of refugee status cannot be combined.
A student may receive only one type of supplementary allowance, amounting to EUR 250 per month, depending on the criteria they meet.
11. The Erasmus+ programme participant receives funding from the EU funds under KA131-2024 or KA131-2025. The amount of funding will be paid to the participant in EUR in two instalments to the bank account specified by the student. By the decision of the University of Lodz, the longest period of funding is 5 months, which constitutes 150 days. The duration of mobility is calculated according to the Beneficiary Module calculator prepared by the European Commission for reporting on mobilities within the Erasmus+ KA131 programme. Extensions for an additional semester are only possible with zero-grant funding, provided that university requirements are met (these will be specified in a separate document). Only students who meet the definition of individuals with “fewer opportunities” are entitled to an extension with Erasmus+ budget funding, for a maximum of an additional 5 months.

Maximum possible funding rates are as follows:

Funding for 5 months for group 1 countries: **EUR 3350 + travel allowance**

Funding for 5 months for group 2 countries: **EUR 3350 + travel allowance**

Funding for 5 months for group 3 countries: **EUR 3000 + travel allowance**

In addition, a subsistence allowance for travel days may be awarded, if applicable.

The **first instalment** will be paid for a period of 4.5 months (135 days) after signing the agreement with the International Relations Office, and must be settled after the mobility period ends. Payment will be made within a maximum of 30 days from the date of signing the agreement.

1st instalment for group 1 countries: **EUR 3015 + travel allowance**

1st instalment for group 2 countries: **EUR 3015 + travel allowance**

1st instalment for group 3 countries: **EUR 2700 + travel allowance**

If the actual mobility period is shorter than 4.5 months (135 days), a portion of the first instalment must be returned. The amount to be repaid will depend on the length of the actual stay. If the actual mobility period exceeds 4.5 months, the participant is entitled to a second instalment, calculated for each day beyond 135 days. The second instalment will be

paid only if the actual mobility period exceeds 4.5 months, and only after completion of the study period abroad and full settlement of the mobility with the International Relations Office.

The amount of the second instalment or repayment of overpaid funds will be calculated based on a Confirmation of Stay issued by the host institution, specifying the student's length of stay. The calculation will be based on the Beneficiary Module calculator. Amounts including decimals will be rounded mathematically to the nearest whole number. In line with European Commission requirements, the university must apply a 5-day flexibility rule in mobility calculations, which means:

- a) Students whose confirmed stay for semester mobility falls between 145 and 150 days will receive funding for 150 days.
- b) Students whose confirmed stay for year-long mobility falls between 295 and 300 days will receive funding for 300 days – this applies only to students identified as individuals with “fewer opportunities”.

12. 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.
13. A student selected for partial studies abroad is required to sign the grant agreement at the International Relations Office prior to departure. Failure to sign the agreement by the start date of the semester/trimester at the host university may be considered a withdrawal from the Erasmus funding and may result in removal from the list of grant recipients for the 2025/2026 academic year.
To sign the agreement, the student must submit the full set of required documents to International Relations Office. The list of required documents can be found at:
<https://www.uni.lodz.pl/wyjazdy-zagraniczne/erasmus-studia/erasmus-studia-2025-2026>
14. The EU funding awarded for the Erasmus+ mobility for studies 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 grants and financial support received from the European Solidarity Corps programme \(dziennikustaw.gov.pl\)](#).
15. Financial and academic settlement after completing the period of study abroad requires submission of the following documents to the International Relations Office:
 - a. *Confirmation of Stay* certifying the exact period of studies abroad (day, month, year). **The issue date of the document must be the same as or later than the end date of the mobility period.**

- b. *Transcript of Records* confirming that the planned study programme was completed, including information on earned credits and passed exams. The document must also include additional information from the ECTS coordinator at the student's home faculty specifying the number of credits recognised as achieved during the study abroad period.
- c. *Learning Agreement for Studies* (LAS Before and After the Mobility) including any changes made during the mobility (LAS During Mobility).
- e. Post-mobility declarations, and in the case of green travel, tickets confirming the journey or declarations in the case of carpooling.
- f. Completion of the mandatory report/survey in the *Beneficiary Module (online EU survey)*, which will be sent to the student's email address.

UL students with a certified degree of disability, who receive a positive decision from the Erasmus+ National Agency for additional support, will be required to submit financial proof to the International Relations Office, confirming actual costs incurred as indicated in their application. Financial proof may include invoices or receipts.

16. The present Rules have been approved by the Vice-Rector for Internationalisation of Science and Education, Prof. dr hab. Katarzyna de Lazari-Radek.