

General rules for recruitment and funding of mobilities in the framework of blended intensive programs (Blended Intensive Programme - BIP) in which the University of Lodz is a partner under the Erasmus+ Education Mobility (KA131-2021 i KA131-2022) - mobilities in the 2022/2023 academic year.

The University of Lodz reserves the right to make substantive changes to the content of the following rules. These changes may result from new findings communicated on an ongoing basis by the European Commission as well as the National Agency of the Erasmus+ Program and the European Solidarity Corps.

Definitions:

Blended Intensive Programme (BIP) is a short intensive study programme which combines physical mobility with a virtual component facilitating a collaborative online learning exchange and teamwork. BIP's should provide added value compared to existing study programmes and courses as they incorporate specialized subject matter which exceeds standard curriculum of corresponding study programmes, and they use innovative teaching approach bringing together learners from different countries by means of online communication.

physical mobility – physical stay abroad at the organizing (coordinating) HEI in order to carry out the programme agreed, lasting from 5 days to 30 days of programme duration excluding the travel.

virtual mobility (component) – the online part of BIP period intended for teamwork and sharing e-learning experience, carried out entirely outside the country of the coordinating HEI. The duration of the virtual component is not defined.

mobility capital (for students) – the number of months of mobility carried out at the host university or organization abroad, in accord with the rules of Erasmus+ and/or Erasmus Mundus Programme (with or without scholarship).

sustainable means of transport (green travel) – the travel that uses low-emissions means of transport, such as bus, train or car-pooling (defined as sharing the same car, route and destination by two or more people).

Eligibility criteria for BIP mobility

To carry out BIP mobility activities, an Erasmus+ inter-institutional agreement should be signed, providing short-term mobility options with coordinating HEI.

1. The UL unit interested in the participation of its employees or students in a blended intensive program should submit to the International Relations Office (via email to bwz@uni.lodz.pl or in paper form) an application form for participation in the BIP together with an invitation letter for cooperation issued by the BIP's coordinating HEI.
2. Within 3 weeks of receipt of the application form, the IRO will inform the UL unit about the allocated funds or the lack thereof.
3. If the funds are allocated, the UL unit should, within 6 weeks, recruit candidates for participation in BIP and subsequently submit to IRO (via email to bwz@uni.lodz.pl or in paper form) a list of eligible participants in the BIP together with a recruitment protocol.
4. In order to carry out the recruitment, the head/employee of the teaching/organizational unit appoints a recruitment commission (minimum 2 persons), hereinafter called the Commission. The Commission board includes: the faculty coordinator for the international exchange, an employee of a particular unit or other appointed persons. Detailed rules for the eligibility of employees, students, doctoral students of the Doctoral Schools in the particular UL units are set by the Commission. At the opening of the recruitment, each particular unit will make public and transparent information including the rules and criteria for applying for

participation in the BIP as well as all documents required from candidates, the time and place of submitting the documents, the composition of the Commission, the procedure and the deadline for appeals and rules for recognition of ECTS credits to students (minimum 3 ECTS).

5. Postgraduate non-degree students are not eligible to participate in the recruitment.
6. A student/doctoral student may be granted a BIP mobility if he/she has sufficient mobility capital. The mobility capital for each degree programme (BA, MA or PhD) is 360 days or 720 days for a Master's degree programme. In each case the period the student stayed as an Erasmus+ and/or Erasmus Mundus scholar on a given degree programme in the past (with or without a scholarship, at another university or organization) will be deducted from the maximum total mobility capital.
7. The Commission must receive students'/doctoral students' statements on previous participation in the Erasmus+ and/or Erasmus Mundus programme.
8. The UL employee may be granted a short-term teaching mobility (STA) or (STT) with an obligatory physical and virtual component within BIP. In the case of a STA mobility, the academic teacher is required to conduct a minimum of 8 teaching hours during the physical part of the mobility lasting up to 1 week, or proportionally more in case the physical part of the mobility will last longer than a period of 1 week.
9. For organizing the trip to participate in the BIP, the participant (student, doctoral student, employee) may not draw other funds from the European Union.
10. In case UE funds are not allocated for the organization of the BIP, it means only suspension of the provision of the grant from Erasmus+ funds. The unit's participation in the BIP may be carried out in a different mode and on different financial terms, upon the approval of the dean/head of the organizational unit.
11. The BIP covered by these rules must be carried out (both physical and virtual component) by 30 September 2023.
12. In accordance with the requirements of the Erasmus+ program, Commissions are required to keep for a period of 7 years from the date of eligibility, the documents of all candidates who applied within the recruitment either in paper or electronic form
13. Along with the protocol on the eligibility of students and employees, the UL unit is obliged to submit to IRO a list of names of people eligible for the mobility within the framework of the co-organized BIP, indicating in case of employees whether the person will participate in the blended intensive program teaching mobility (STA) or will take part in a training (STT).

Forms of financing short-term mobilities within the framework of blended intensive courses co-organized by units of the UL

14. The amount of the scholarship for students/doctoral students eligible for short-term mobility under BIP regardless of the country of departure is 70 EUR/day for 5 to 14 days of stay and 50 EUR/day for 15 to 30 days of stay. It is stipulated that due to fund limits, funding at UL will be granted for a maximum of 6 days of on-site stay plus maximum 2 days for travel (if applicable), which sums for a maximum of 8 days at a rate of 70 EUR x 8 for stays of 5 to 14 days and 50 EUR x 8 for stays of 15 to 30 days.
15. A student/doctoral student may receive a single allowance for round-trip travel expenses for the use of sustainable (low-carbon) means of transportation in the amount of **50 EUR**. The trip by the low-emission means of transportation must be made in both ways. In addition, student/doctoral student is entitled to additional rates of up to maximum 4 days per days of travel provided that a low-carbon means of transportation is used, which must be confirmed by the relevant pre- and post-mobility statements and tickets, if applicable.
16. Students/doctoral students with a disability certificate and/or receiving a social allowance at the University of Lodz at the moment of eligibility or mobility, additionally receive a single lump sum of 100 EUR, regardless of the country of departure and the length of stay, and a lump sum for travel according to the same rules as for employees.

17. UL employees receive a scholarship according to daily rates depending on the country of departure for a maximum of 5 days of stay and a maximum of 1 day for travel provided a means of transport other than low-carbon is selected. If a low-carbon means of transportation is selected, the employee, in addition to the days of stay, is entitled to a subsidy for a maximum of 4 days for travel, on the basis of an appropriate statement before and after the mobility and tickets, if applicable.

Groups of countries	Daily grant amount in EUR
Group 1: Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden	180
Group 2: Austria, Belgium, Cyprus, France, Greece, Spain, the Netherlands, Malta, Germany, Portugal, Italy	160
Group 3: Bulgaria, Croatia, the Czech Republic, Estonia, FYROM (former Yugoslav Republic of Macedonia), Lithuania, Latvia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary	140

18. Employees shall also be entitled to a travel lump sum to cover travel costs. The amount of the lump sum depends on the distance between the place of commencement of travel and the destination and the choice of the means of transport. The distance of one-way travel must be taken into account in order to calculate the lump sum payable for the return journey. In order to calculate the distance, IRO 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>

Distance	Amount for air travel	The amount for travel by bus, train or shared car travel
10 to 99 kilometers:	20 € per participant	N/A
100 to 499 kilometers:	180 € per participant	210 € per participant
500 to 1 999 kilometers:	275 € per participant	320 € per participant
2 000 to 2 999 kilometers:	360 € per participant	410 € per participant
3 000 to 3 999 kilometers:	530 € per participant	610 € per participant
4 000 to 7 999 kilometers:	820 € per participant	N/A
8 000 kilometers or more:	1500 € per participant	N/A

19. A UL student/doctoral student/employee qualified for short-term mobility under the BIP is obliged to sign a scholarship agreement at the IRO UL, after submitting the relevant documents required by the IRO UL 1 month prior to departure. In case of student mobilities, the necessary documents are: LAS, a copy of the EHIC card or other insurance, a confirmation from Service Centre for Students and PhD Candidates (COSiD) on receiving a social scholarship or a certificate of the degree of disability and a scholarship transfer form. In case of employee mobilities, the necessary documents are: form for a trip abroad (zgłoszenie wyjazdu za granicę (S)), Staff Mobility Agreement, order for transfer of grant.

20. The hereby rules have been approved by the Vice-Rector for International Relations,
Prof. dr hab. Łukasz Bogucki.

Information clause on the processing of personal data in the framework of the international exchange programs

1. The Administrator (Controller) of your personal data is the University of Lodz, based at: Narutowicza 68, 90-136 Lodz, Poland;
2. In any case, you may contact the UL Data Protection Officer (DPO) by email: iod@uni.lodz.pl
3. Your personal data is collected and processed for the purposes of:
 - recruitment/eligibility for mobility (including studies, traineeship, teaching/ raining mobility/Blended mobility programmes) in the framework of the international exchange programs;
 - documentation of your mobility under the international exchange programs - in case of successful recruitment/eligibility for mobility;
4. Your personal data will be processed on the basis of Regulation (EU) No. 1288/2013 of the European Parliament and of the Council establishing "Erasmus+": the Union Programme for Education, Training, Youth and Sport and repealing Decisions No. 1719/2006/EC, 1720/2006/EC and 1298/2008/EC in case of recruitment/eligibility of employees/students/doctoral students for mobilities under the Erasmus+ program or another regulation in the case of a mobility under another international exchange program and internal regulations adopted at the UL;
5. Access to your data can be granted to third parties and competent authorities based on provisions of applicable laws or contractual agreements that UL is party to;
6. Your personal data will be stored in accordance with the provisions of the act on national archival resources and archives of the state, other laws and internal UL regulations;
7. You have the right to:
 - access your data;
 - rectify it if it is inconsistent with the factual circumstances;
 - demand its deletion, limit its processing or transfer – in cases provided by law;
 - object to processing of your data;
 - file a complaint with national data protection authority, i.e. the President of Personal Data Protection Office with their registered office in Warsaw at Stawki 2 Street;
8. Providing your personal data is voluntary but necessary to meet the aims described in point 3.

Your personal data will be processed in accordance with the Article 6 Part 1 Points (b) and (c) of the 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 – GDPR).