

How should UL students prepare for their 2023/24 Erasmus+ study abroad mobility?





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International Relations Office at UL – contact persons

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Find out more on our website: https://www.uni.lodz.pl/en/international-mobility/erasmus-

studies/erasmus-studies-2023-2024





Formal conditions of departure of UL students for mobility



Please read <u>Erasmus+ Student Charter</u> in order to get to know about your rights and duties *before*, *during* and *after* the mobility.



From application to departure

- 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 <u>ECTS coordinator</u> and the host university (in an online version (EWP LA) via USOSweb, or if not possible the LA you may prepare on a <u>paper template</u>)
- 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 who will issue the "Acceptance letter"



Financing of Erasmus+ mobility for students for winter 2023/24



Semester-long term physical mobility under KA131-2023 Erasmus+

intended to support max. 6 months of your mobility; paid by UL in 2 installments (one for 5 months and the other one paid after your return – if applies), calculated by number of days, using the EC calculator tool

Group 1 – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxemburg, Norway, Sweden,– 550 EURO/month

Group 2 – Austria, Belgium, Cyprus, France, Greece, Spain, Netherlands, Malta, Germany, Portugal, Italy – **550 EURO/month**

Group 3 – Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Republic of North Macedonia, Lithuania, Latvia, Romania, Serbia, Slovakia, Slovenia, Turkey

- 450 EURO/month



Semester-long Erasmus+ student mobility 2023/24

for students with UL social scholarship or with certified disability (basic grant rate plus 250 EUR/per month)- KA131-2022 Erasmus+ summer semester

Group 1 – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxemburg, Norway, Sweden, – 800 EUR/month

Group 2 – Austria, Belgium, Cyprus, France, Greece, Spain, Netherlands, Malta, Germany, Portugal, Italy – 800 EUR/month

Group 3 – Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Republic of North Macedonia, Lithuania, Latvia, Romania, Serbia, Slovakia, Slovenia, Turkey – **700 EUR/month**

Social Affairs Centre for Students and Doctoral Students

Please show social scholarship certificate for 2022/23 summer semester, issued from Social Affairs Centre for Students and Doctoral Students (COSSiSSIP UŁ) or a certified true copy (CTC) of your disability certificate. Request for additional funding due to disability.



Semester-long Erasmus+ student mobility 2023/24

The additional funds are intended for students who choose "green travel" (bus, train, car-pooling with another student to and from the host university, both there and back):

- a one-time supplement of EUR 50
- financing up to 4 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)

Tickets or signed statement if the student travels by car with other student for the mobility (car-pooling) in both directions.



Essential documents



Learning Agreement for Studies Before the mobility -

- to be agreed with the <u>ECTS Coordinator</u> 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). The online LA from USOS will be sent to the IT system of the host University via EWP.

The UL chose **the Usos system** to creata and approve the online LAS. The UL is connected to the EWP network.



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.
- * Guidelines on how to use the Learning Agreement for Studies



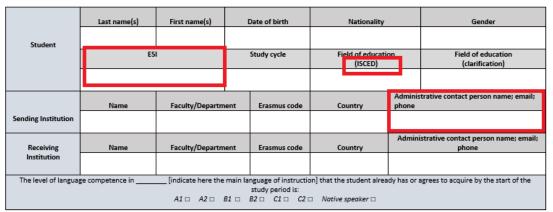
How to prepare Learning Agreement for Studies in paper version?



Erasmus+ Online Learning Agreement Student Mobility for Studies

IMPORTANT INFORMATION: For the Erasmus+ 2021-2027 programme, Learning Agreements must be managed online. Higher Education Institutions can do this by using the Online Learning Agreement platform or an equivalent system connected to the Erasmus Without Paper Network. Therefore, this template is provided by the European Commission for information purposes only and must not be used to manage Learning Agreements for studies. Please visit the Erasmus Without Paper Competence Centre for a more detailed data standard, to which all equivalent systems need to adhere. For further guidance on how to manage Online Learning Agreements – Please read the Guidelines on how to use the Learning Agreement for studies.

General information



Mobility type and duration

l	Mobility type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
		Planned period of the physical mobility:
	 Semester(s) □ / Virtual component (only if applicable) □ 	
	Blended mobility with short-term physical mobility	from [day (optional)/month/year]
	Short-term doctoral mobility □ / Virtual component (only if applicable) □	to [day (optional)/month/year]
\square	Angielski (Zjednoczone Królestwo) 🥻 Ułatwienia dostępu: zbadaj	

Link to paper version of the LA

<u>ESI</u> – Erasmus Student Identificier – to copy from the USOSweb from the view of the EWP LA

<u>ISCED</u> – field of Education the moste relevant to the study programme at the UL, f.e..

0231 Langauge aquisition

Administrative contact i responsible staff from the sending institution – please insert the data of the ECTS coordinator not the IRO staff of the UL a nie pracowników BWZ UŁ

Study cycle - Short cycle (EQF level 5) / Bachelor or equivalent first cycle (**EQF level 6**) / Master or equivalent second cycle (**EQF level 7**) / Doctorate or equivalent third cycle (**EQF level 8**).



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 cours	e catalogue at the Receiving Institution describing the	learning outcomes: [web link to t	he relevant information]

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 □ No □
					Yes □ No □
					Yes □ No □
					Yes □ No □
					Yes □ No □
					Yes □ No □
					Yes □ No □
				Total:	

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)	 Short description of the virtual component (obligatory field):	Number of ECTS credits to be awarded	Automatic recognition
				Yes □ No □
				Yes □ No □
				Yes □ No □
				

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.

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.



How to prepare Learning Agreement for Studies in paper version?



Commitment of the three parties Any Mobility type

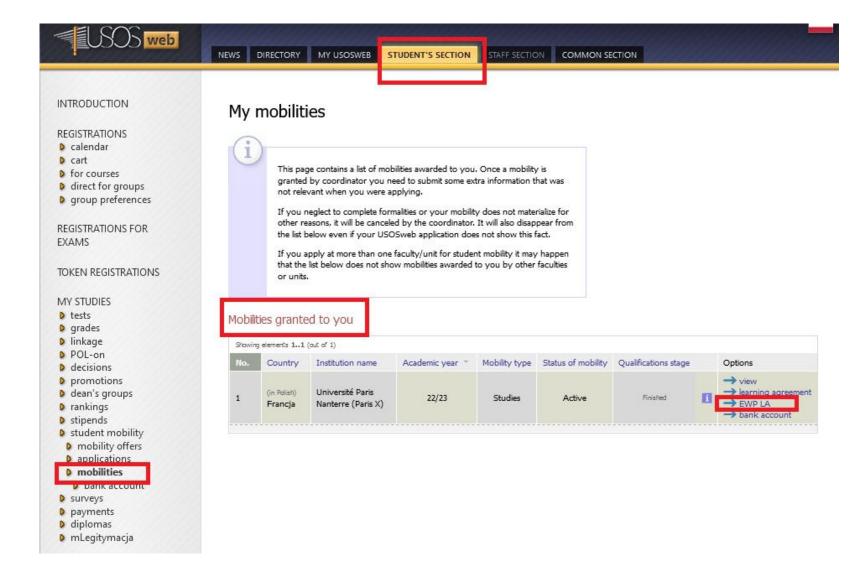
By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Online Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies The Beneficiary Institution and the student should 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	Digital Signature
Student			Student		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

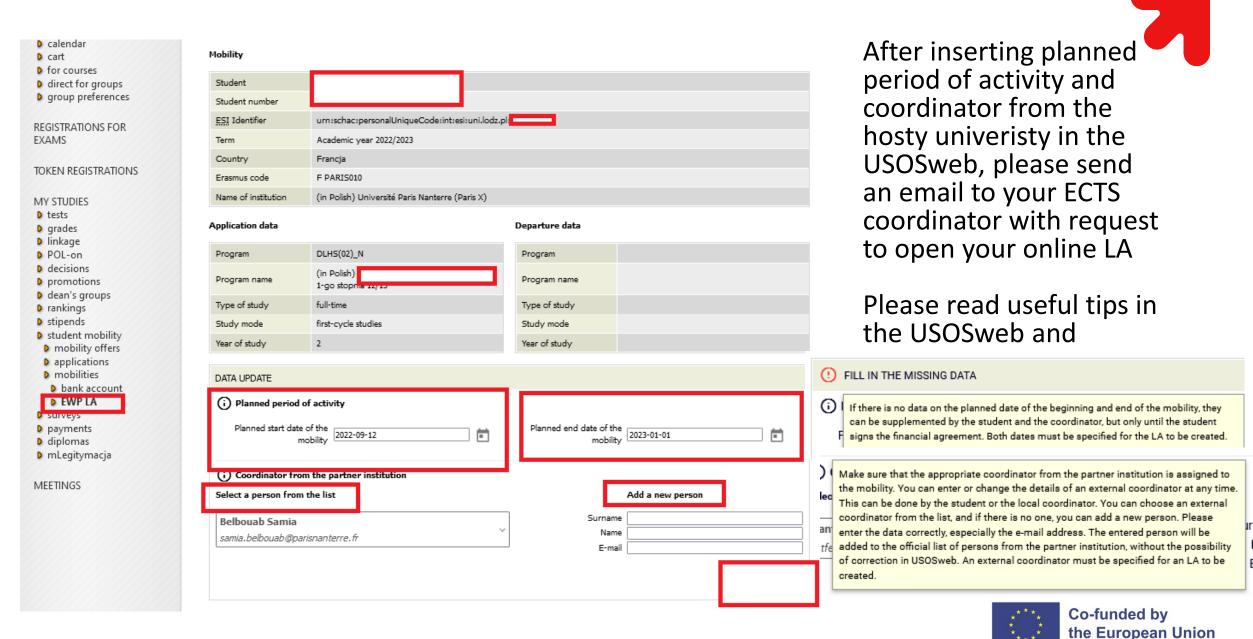
Responsible person at the Sending institution – please insert the data of the <u>ECTS coordinator</u> not the IRO staff of the UL











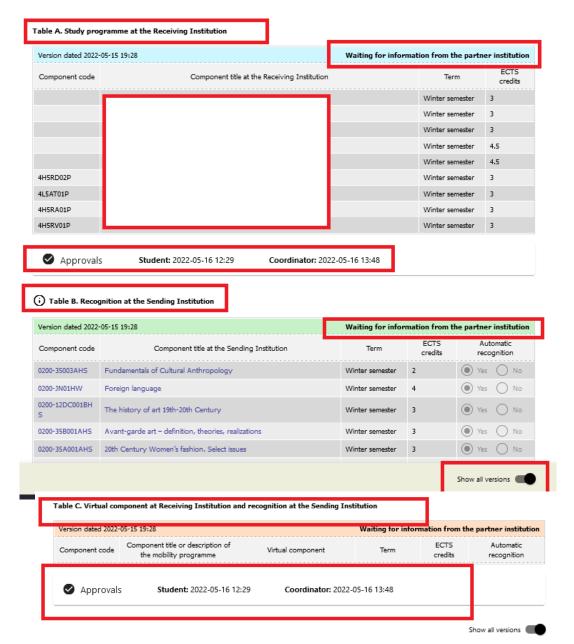


If the ECT Coordinator creates=opens EWL LA in USOSweb, the student may view/edit the EWP LA

Academic year	<u>EQF</u> level	Mo	bility type	Creat	tion date A	ctions		
2022/2023	6 - Bachelor or equivalent first cycle		nester pility	2022-05-1	.5 19:28 view/e	dit I		
Version dated	2022-05-20 16:59						New	
Component co	de Component title at the Receiving Ins	titution	Chan	ge	Term	ECTS credits	Actions	
	The field is required		Addition	[~]	0.25 🗘		
+ Add a c	omponent Save the table		_		Academic year Winter semester Summer semester First trimester			
Version dated	2022-05-20 16:59				THE CHINESCO	· ·		New
Component co	de Component title at the Sending Institution	Change		Term	ECTS credits		utomatic cognition	Actions
	Course Credits Please select a course	Addition			~	● Ye	s O No	
→ Addac	Enter 3 characters to start searching omponent Save the table							

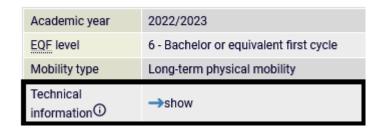
Learning Agreement





If the host coordinator declares that he/she has not received the LA (notification about the LA) and the status of your LA in the USOSweb is "Waiting for the information from the partner institution", please send a notification to the receving institution – Technical information – show – send a notification)

Agreement



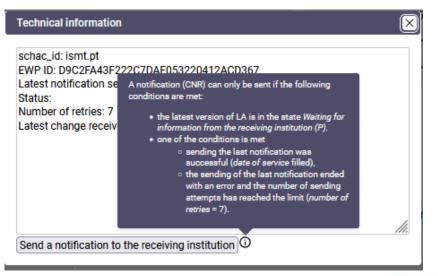






Table A. Study programme at the Receiving Institution

Version dated 2022-04-21 14:48					
Component code	Component title at the Receiving Institution	Term	ECTS credits		
xxxx	xxxx	Winter semester	10		
aaa	aaaa	Winter semester	20		
bbbb	bbbb	Winter semester	5		

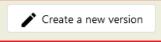
Approvals Student: 2022-04-21 14:51 Coordinator: 2022-04-21 15:10 Partner: 2022-04-22 11:46

(i) Table B. Recognition at the Sending Institution

Version dated 2022-04-21 14:48					Approved
Component code	Component title at the Sending Institution	Term	ECTS credits	Automatic recognition	
0800-ZA	(in Polish) Punkty dla Wydziału Zarządzania Number of credits: 0.25	Winter semester	5	Ye	s O No
0800-ZA	(in Polish) Punkty dla Wydziału Zarządzania Number of credits: 5	Winter semester	25	Ye	s O No

Approvals Student: 2022-04-21 14:51 Coordinator: 2022-04-21 15:10 Partner: 2022-04-22 11:46

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



Show all versions

Dodaj komponent

Adding a virtual component

Substituting a deleted component

Extending the mobility period

Other (please specify)

+ Add a component Cancel



7

Table A. Study programme at the Receiving Institution

Version dated 2	/ersion dated 2022-04-12 12:27 (
Component code	Component title at the Receiving Institution	Term	ECTS credits
1SA212	International Social Work	Winter semester	15
1FU151	Perspectives on globalization	Winter semester	7.5
1SK162	Democratization in the World	Winter semester	7.5

Version dated 2	/ersion dated 2022-07-19 01:52		
Component code	Component title at the Receiving Institution	Term	ECTS credits
1FU151	Perspectives on Globalisation	Winter semester	7.5
1SA212	International Social Work	Winter semester	15
1SK162	Democratization in the World	Winter semester	7.5
		semester	

Approvals	Student: 2022-07-21 10:10	Coordinator: 2022-07-21 10:10	Partner: 2022-07-28 11:44	

Status of the online LA

- approved by three partes
- canceled 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

Dodaj komponent

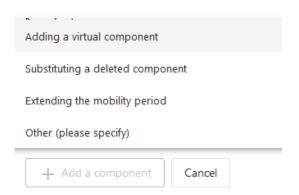








Table A. Study programme at the Receiving Institution

Version dated 2022-04-21 14:48				
Component code	Component title at the Receiving Institution	Term	ECTS credits	Actions
XXXX	xxxx	Winter semester	10	
aaa	aaaa	Winter semester	20	
bbbb	bbbb	Winter semester	5	

Approvals Student: 2022-04-21 14:51 Coordinator: 2022-04-21 15:10 Partner: 2022-04-22 11:46

Table A2. Changes to table A





Financial agreement 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:

- 1) Learning Agreement for Studies (Before the mobility) a copy with 3 signatures or a screenshot of the EWP LA from USOSweb with three online approval
- 2) UL Student Status Form for the semester of departure issued from Dean's office
- 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 Social Affairs Centre for Students and Doctoral Students (COSSiSSIP UŁ) about receiving a social scholarship from UŁ in 2022/23 summer semester
- 7) (if required) Annex to LAS a copy with 2 signatures
- 8) (if applicable) Certificate of disability CTC (certified true copy of the original)

IRO (BWZ UŁ) will check if all the documents are complete and correct and its staff will sign an agreement with the student.



Remaining documents



- Confirmation of student status by the University of Lodz, for the winter semester 2023/2024 (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+.

IOS - 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 an IOS or yearly grading scheme.

- Bank Account numer - A foreign currency (EUR) account is required. The scholarship is paid in EUR currency. The student must be the owner of the account.





- 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 a printout of the admission letter/email sent to the student by the receiving institution.



Remaining documents



- <u>European Health Insurance Card</u> 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 <u>confirmation of nomination</u> 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.



Remaining documents



 certificate of UL social benefit for 2022/23 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





Online Language Support – is not obligatory but recommended for 2023/24

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.





Co-financing of travel costs - to be approved by authorities of Faculties

After returning from mobility and accounting for your travel at the IRO (BWZ), based on the form and proof of costs incurred up to the amount specified by the Dean

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.



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 (<u>name.surname@</u>edu.uni.lodz.pl) from time to time.
- Templates of required <u>documents</u> are available on the IRO UL web.



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 <u>Erasmus Student Network</u> 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).

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Thank you for your attention!

