

General rules of enrolment for part-time studies in a foreign country – long-term mobility for students and doctoral students under the Erasmus+ Programme (EU Member countries and third countries associated with the KA131 Programme and third countries not associated with the Programme) for the academic year 2024/2025 implemented under KA131-2023 and KA131-2024 agreements

There are 2 stages of the enrolment:

Stage 1: application through the USOS Web platform between:

5 February 2024 (Monday) from 2:00 p.m. and 1 March 2024 (Friday) until 2:00 p.m.

Stage 2: further selection procedure at the faculties

2 March 2024 - 11 March 2024

The following rules of enrolment for mobilities for studies under the Erasmus+ programme have been set out on the basis of current guidelines of the EC and National Agency contained in the Erasmus+ Programme Guide on organising student mobilities within Erasmus+ 2023 Higher Education Mobility. The rules may change after the publication of updated guidelines.

1. In order to carry out a part of their study curriculum abroad within the framework of the Erasmus+ programme, the students may only go to those partner universities which hold the Erasmus Charter for Higher Education, and have signed relevant collaboration agreements with the University of Lodz; the mobility shall be implemented pursuant to the number of places, study fields, and levels specified in these agreements (in accordance with the latest EC guidelines). Mobility options offered by partner universities for UL students under Erasmus+ will be available on the USOS Web platform (usosweb.uni.lodz.pl) at the latest on the day of the beginning of the enrolment i.e. from 5 February 2024.
2. Students can apply for mobility to:
 - 26 countries of the EU (excluding Poland)
 - 6 countries associated with the programme: North Macedonia, Serbia, Iceland, Liechtenstein, Norway, Türkiye
 - 1 country not associated with the programme – United Kingdom (open only to students of the Faculty of Law and Administration)
3. The enrolment process is open to full-time and part-time studies – Polish and international students completing a bachelor's degree, master's degree, uniform master's degree and participants of doctoral schools – the student status is decisive.
The enrolment process ensures equal possibilities for all candidates, including those with fewer opportunities, for instance, persons with disabilities and those receiving social grants from the university in the summer semester 2023/2024.

Students holding citizenship other than that of a Member Country of the European Union or the European Economic Area are required to check the entry rules applicable in the host country in connection with their planned stay as Erasmus+ participants. It is the student's responsibility to obtain a visa.

Third-year bachelor's degree students may participate in the enrolment process on condition that they continue their studies at the same faculty of the UL. **It is a requirement**

that third-year students must be qualified for mobility in the summer semester 2024/25.

However, if a third-year student is granted mobility for the winter semester in the first semester of their master's degree studies, such student will be able to sign a financial agreement for mobility only from **1 October 2024**, i.e. after becoming a UL student (stays at a foreign university before 1 October 2024 **will not be funded**).

Second-year students of master's degree programmes and fifth-year students of uniform master's degree programmes who plan to start a new bachelor's or master's degree at the UL or doctoral school cannot participate in this enrolment. Such students will be eligible to apply in 2025/26, once they are accepted to subsequent studies.

4. A student qualified for mobility within the Erasmus+ programme shall not take a dean's leave or any other leave during the mobility. The outgoing student needs to retain their 2023/24 UL student status throughout the entire mobility. The student should obtain approval for a yearly grading scheme in the 2023/24 academic year at a given faculty.
5. As a rule, students and doctoral students applying for partial studies abroad in their final semester of studies may do so with the consent of their supervisor and faculty coordinator. The student is required to obtain a written consent from the supervisor before signing the mobility agreement with the UL prior to their departure.
6. Within the Erasmus+ programme, students may participate in an international student mobility for studies and/or traineeships more than once, for a period not exceeding **12 months = 360 days per each study cycle** (bachelor's degree, master's degree or doctoral degree), regardless of the type and number of mobility periods and including already completed mobilities with a grant or with a "zero-grant" within other mobility programmes, e.g. Erasmus+. **In the case of pursuing a uniform master's degree**, the student may go abroad for studies and traineeship within the Erasmus+ programme for a period **not exceeding 24 months (720 days)**.
7. Erasmus+ studies may not be shorter than 2 months and longer than 12 months within a single study programme.
8. All UL students interested in Women and Gender Studies may apply for mobility from the contract pool marked as "University of Lodz" in consultation with the coordinator of the student's/doctoral student's home faculty.
9. Students of the Erasmus Mundus Joint Masters Programme who are studying as full-time UL students and do not receive a grant for mobility from the Erasmus Mundus Programme budget may apply for a mobility from the Erasmus+ funding by participating in the current enrolment process, under the same conditions as other UL students applying for the mobility.
10. The university selection criteria for applicants for Erasmus+ mobilities are as follows: grade point average not lower than 3.5, a foreign language proficiency level matching the requirements of the host institution (preferably confirmed with an external certificate), and a high motivation level.
11. The following algorithm for calculating the grade point average from the USOS system, depending on the year, programme and study cycle is applicable during the enrolment:

- for bachelor's, master's and uniform master's degree students: weighted average calculated from the grades of the entire study cycle, only from the programme from which the student applies for mobility (in accordance with the Rules of Studies applicable at the UL),
- for first year students of doctoral schools: a grade from a master's or uniform master's degree diploma – depending on the type of studies completed by the doctoral student,
- for second and third year students of doctoral schools: weighted average calculated from the grades of the entire study cycle, only from the programme from which the student applies for mobility (in accordance with the Doctoral Schools Rules and Regulations applicable at the UL). If it is not possible to calculate the average, the student applying for the mobility must present a list of all the grades obtained at the UL from the programme from which they are applying for the mobility, obtained at their home faculty/teaching unit,

In any case not specified above, the grade point average of the entire study cycle of the programme from which the doctoral student applies for mobility shall be calculated in accordance with the applicable Rules of Study.

12. The first stage of the enrolment process consists of filling in the online application form in the USOSweb system, available to students and doctoral students **from 5 February 2024, 2.00 p.m. to 1 March 2024, 2.00 p.m. Access: USOSweb/For students/Student exchange/Offers.**

In the online application form, the student/doctoral student may choose two or three universities from the offers available for their home faculty and field of study, and may be granted only one mobility for partial studies abroad for 2024/25 academic year. Doctoral students may apply for mobilities by submitting an application in the USOSweb system, selecting offers from the faculty which provide doctoral students with access to mobilities in an academic field compatible with the doctoral student's discipline. Students of the Faculty of Philology may apply for mobility in one of the three units (Department of Pragmatics, Department of Drama and Theatre, Department of German Literature), checking whether the offer is available for students of a given study programme.

13. The student cannot apply for a mobility within an agreement made with a unit/faculty other than their home institution.
14. The further qualification procedures take place at the individual faculties, which may also assess the candidates on the basis of additional criteria of which the students must be informed beforehand and conduct additional interviews between **2 March 2024 and 11 March 2024**. The grade point average will be obtained from the Dean's Office of the home faculty/doctoral school office at the request of the Faculty Coordinator, from the study programme from which the candidate applies for the mobility.
15. The enrolment takes place at faculties and the composition of the Enrolment Committee is determined individually for each faculty and disclosed to the candidates. The appointed Committee determines the enrolment criteria at a given faculty and announces them on the faculty website and in the USOSweb. After the enrolment process is completed, the results are announced no later than on 11 March 2024 in the USOSweb and will be sent to students via email or in another form specified by the Faculty Committee. The Committee

shall draw up a list of candidates and inform students of the 7-day appeal procedure at the given faculty.

The student has the right to appeal against the decision of the Enrolment Committee to the Dean of the home faculty. Doctoral students may appeal to the Dean of the faculty within which they have applied for mobility. The Dean's decision is final and cannot be appealed against to another instance.

After the mobility has been granted in the USOSweb system, the student fills in additional information concerning the planned duration of mobility, scholarships received from the UL, and previous mobilities (for studies/traineeships/BIP within the Erasmus+/Campus Europea programme, Erasmus+ Mundus from the UL or another university). After the final approval of the mobility by the coordinator in the USOSweb, the student prints the application for mobility and submits it to the Faculty Committee by 22 March 2024 (Friday) according to the procedure specified by the Committee.

Following the Dean's consideration of any appeals, the Faculty Committee prepares a report on the faculty enrolment, signed by the Committee members, which describes the enrolment process, criteria and results of the enrolment. The report is supplemented with the following documents: the list of persons who took part in the enrolment process downloaded from the USOSweb, the final ranking list of candidates with details on the granted period of mobility (winter semester, summer semester, whole year), a reserve list if applicable, and applications for mobility downloaded from USOS signed by the candidate and the faculty coordinator.

Students who move from one cycle to another are required to submit a commitment letter to continue their studies during the next cycle at the faculty from which they were granted the mobility, together with the Application for Mobility (to the coordinator).

Copies of the abovementioned documents shall be forwarded by the Faculty Coordinators to the International Relations Office by 25 March 2024. The second copy of the submitted documents shall be kept in the faculty files for 8 years after the enrolment process.

A student/doctoral student qualified for part-time studies abroad within the Erasmus+ programme acknowledges that it is the host university that makes the final decision on whether to admit the candidate for a period of study abroad within the Erasmus+ programme.

16. The method of funding mobility for studies within the Erasmus+ programme will be specified in a separate document. If the University of Lodz fails to acquire a sufficient pool of funds for mobilities of all qualified students from the KA131-2023 and/or KA131-2024 project, each faculty shall make a ranking list of students who will receive funding for mobilities and reserve lists. If candidates from the lists of students/doctoral students qualified for the mobility resign, the vacant places will be allocated to students/doctoral students from the reserve lists.

A scholarship for studies within the Erasmus+ programme is granted for 1 semester, for a maximum of 6 months = 180 days for those who have been granted a one-semester mobility and for 2 semesters for a maximum of 12 months = 360 days, for those who are granted a one-year mobility. The Erasmus grant will be paid to the student only for the

actual period of studies at the foreign university (the period in the confirmation of stay upon return) regardless of the costs incurred by the student.

Students who are granted a mobility must specify the planned period of stay (winter semester; summer semester; whole year) in the USOSweb. The planned duration of the mobility, as approved by the coordinator, has an impact on whether the student will be able to extend the mobility, which project the student will receive funding from and the deadline for receiving funding.

Winter semester mobility - Students who wish to pursue their mobility in the winter semester 2024/25 only, must select this semester in the USOSweb application form. If such mobility is approved by the Coordinator in the USOSweb, the mobility will be funded from the budget of the Erasmus+ project KA131-2023. The UL has got funds from this project at the time of the announcement of these enrolment rules. A student whose mobility is funded from the 2023 project will not be able to extend their mobility to the summer semester 2024/25 due to the time frame of the project.

Two-semester (YEAR) mobility - Students who wish to carry out the mobility in the winter and summer semesters (annual mobility) or in the winter semester with the possibility to extend the mobility to the summer semester will be able to get the funding from the KA131-2024 project, which the UL will apply for in February 2024. Following the signing of the project agreement with the Erasmus+ National Agency, it is anticipated that the UL will receive funding in October/November 2024. This means that students will be able to receive the funding from this project respectively up to max. 30 days from the date of receiving the funds by the UL.

In this case, the student must select "YEAR" as the planned duration of the mobility in the USOSweb application form. If the year-long mobility is approved by the Coordinator, the student acknowledges that they will receive funds from the 2024 project, most likely after the mobility has already begun. Students acknowledge that funds are paid for the first semester, funding for the second semester is contingent on meeting the conditions for continuing the mobility in the following semester.

Summer semester mobility - Students who wish to pursue their mobility in the summer semester 2024/25 only, must select this semester in the USOSweb application form and acknowledge that the mobility takes place with funding from the 2024 project.

If the student resigns from the year-long mobility in favour of a winter semester mobility before signing the agreement and notifies the International Relations Office, they will be able to complete the mobility with funding from the 2023 project. If there is not enough funding from the 2023 project, the student will receive funding from the 2024 project.

Monthly EU funding rates that apply to the UL students for **winter semester mobilities in 2024/25 from the KA131-2023** project to partner universities:

- **Group 1** – Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden and region 14 countries – **EUR 670/month**
- **Group 2** – Austria, Belgium, Cyprus, France, Greece, Spain, Malta, the Netherlands, Germany, Portugal, Italy and region 13 countries – **EUR 670/month**
- **Group 3** – Bulgaria, Croatia, the Czech Republic, Estonia, Lithuania, Latvia, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Türkiye, Hungary – **EUR 600/month**.

The monthly funding rates per country group for the summer semester and the whole year from project KA131-2024 will be announced once they have been officially published by the Erasmus + and European Solidarity Corps.

17. The UL students are entitled to receive funding for the use of sustainable means of transport or the so-called “green travel”. In this case, they receive a single amount of EUR 50 in addition to the individual funding and up to 4 days of travel allowance, provided that they travel by low-emission means of transport from/to the host university in both directions. Travel by low-emission means of transport is understood as travelling by train, bus or carpooling (sharing a car journey with another student for the same purpose). The instructions on how to obtain the abovementioned funding will be specified and published in a separate document.
18. Students with certified disability, and in a difficult financial situation (those to be granted social benefit in the 2022/23 summer semester) shall receive additional financial support from the Erasmus+ programme budget, in the amount of 250 EUR per month. Students with certified disability may apply for additional funding by submitting a special application published on the Erasmus+ National Agency website. The amount granted for expenses directly related to the disability will be accounted for as actual costs, i.e. requiring financial evidence.
The application rules will be published on the National Agency website and depend on the project from which the student receives primary funding.
19. A student accepted for mobility in this call is obliged to read the Rules on the processing and protection of their personal data in the Erasmus+ and European Solidarity Corps programmes, developed by the European Commission and available at: <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>.
20. Any changes to these rules will be published on the University of Lodz website as announcements, including their publication dates, after being approved by Vice-Rector for International Relations of the University of Lodz.

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

Personal data protection for international mobility programmes

1. The Controller of your personal data is the University of Lodz with its registered office at Narutowicza 68, 90-136 Łódź.
2. In any case, the Data Protection Officer may be contacted at the above-mentioned mailing address with a note: Data Protection Officer, or by e-mail at: iod@uni.lodz.pl.
3. Your personal data will be processed for the following purposes:
 - holding enrolment/enrolment for mobilities (for studies, traineeship, teaching/training/blended mobility etc.) within the framework of International exchange programmes;
 - documenting the mobility carried out within the framework of International exchange programmes – in the case of a positive outcome of enrolment/qualification.
4. Your personal data will be processed on the basis of Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport and repealing Decisions 1719/2006/EC, 1720/2006/EC and 1298/2008/EC in the case of enrolment/qualification of university staff/students/doctoral school participants for mobility under the Erasmus+ programme, or another regulation in the case of mobility under another international exchange programme and/or internal regulations of the University.
5. Odbiorcami danych osobowych będą podmioty uprawnione na podstawie przepisów prawa lub stosownych umów zawartych z Uniwersytetem Łódzkim. Recipients of your personal data will be entities authorised under the law or relevant agreements made with the University of Lodz.
6. Personal data will be kept for the required period in accordance with national archival resources and national archives, other provisions of the law and internal regulations of the University.
7. You have the right to:
 - access the content of your data;
 - rectify your data when they are not accurate;
 - erase, limit the processing and transfer your data – in cases provided for by law;
 - object to the processing of your personal data;
 - lodge a complaint to the supervisory authority, which is the President of the Personal Data Protection Office, based in Warsaw at Stawki 2.
8. The provision of personal data is voluntary but necessary for the purpose referred to in section 3.

The processing of personal data is carried out on the basis of: Article 6(1), b) and c) of 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).