

Additional Enrolment Rules 2018/19

Student Mobility for Studies within the framework of the Erasmus+ programme: Rules for additional enrolment for mobility in the 2018/19 summer semester

Student mobility for studies within the Erasmus+ is available only for the summer semester 2018/19 and only to partner universities where the deadline for sending the nomination is in October 2018. In the case of students nominated for the student mobility to partner universities where the deadline of accepting the nomination is between 27 September and 30 September 2018, the nomination letter will be sent (by the International Relations Office of the UL) without the guarantee of being submitted before the deadline..

Schedule of additional recruitment for ERASMUS + student mobility for studies in the 2018/19 summer semester

10-20.09.2018 – submitting the paper documents to the Erasmus Coordinator at your Faculty

20-26.09.2018 – assessment of candidates' documents by the Faculty Recruitment Committee and informing students about the results

26.09.2018 – delivering the results from Faculties to the IRO (done by the Coordinators)

from 27 September 2018 to October 2019 – entering the student mobility awarded into the USOSweb online platform and sending the nomination letters of qualified students to the host universities (done by the IRO of the UL)

October 2018 – submitting “*Student mobility nomination form*” by the qualified students to the IRO UL, room 6. Abovementioned document should be downloaded from the Student's account on the USOSweb platform (subpage: Student Mobility/Granted mobility), signed by the Faculty Erasmus Coordinator and delivered to the IRO until the end of October 2018.

RULES

1. In order to carry out a part of their study programme abroad within the framework of the Erasmus+ programme, the students may only depart to those partner universities which hold the Erasmus Charter for Higher Education, and have signed relevant bilateral agreements with the University of Lodz. The mobility shall be realized pursuant to the number of places, study fields, and levels specified in these agreements. The list of study mobility offers where the student may apply for the Erasmus+ student exchange will be published at the beginning of July 2018 and available from Faculty Coordinators.

2. The additional enrolment exclusively for the summer semester 2018/19 is available to:
– undergraduate, postgraduate, and doctoral students – the decisive factor is the retaining of the student status during the period of study abroad,
– Polish and foreign UL students accepted for first-cycle, second-cycle, and third-cycle study programmes on the grounds of specific regulations in force in the country of the Home university. In the enrolment process, the equality of opportunity for men and women, as well as for people with disabilities, shall be observed.

Students of the third year of the undergraduate studies may apply for the Erasmus+ student mobility on condition that, throughout the period of their mobility, they maintain their student status by enrollment to a second-cycle programme at the same Faculty of the UL as their undergraduate studies. It is recommended that such students are enrolled for mobility in the summer semester only. The provision on the obligation to continue studies at the same UL Faculty shall be included into the agreement concluded between the student and the University before the student's departure.

Similarly, students of the second year of the graduate studies may apply for mobility if they declare to maintain their student status at the same Faculty of the UL on a third-cycle programme basis. It is necessary that such students are enrolled for mobility in the summer semester only

3. In the additional enrollment may participate only those UL students who have **not** been nominated for the Erasmus+ student mobility for studies for the winter or summer semester or the whole academic year 2018/19 within the first enrollment carried out in December 2018 and January 2019. It means that the same student cannot go on study mobility twice in the academic year 2018/19 time frame.

4. The student qualified for mobility within the Erasmus+ programme shall not take a dean's leave, or any other period of break in their studies for the period of their mobility. The outgoing exchange student needs to have their UL student status valid for the entire period of their mobility, as well as to have their previous semester completed and registered at the USOSWeb platform.

5. The Erasmus + mobility cannot form the basis for prolongation of the period of studies at the UL, at any study cycle. Students cannot apply for prolongation of the period of studies at the UL on the grounds of the need to complete their international student mobility.

6. The rule is that the students of the last year who apply for mobility during the last semester of their studies at the UL, are allowed to do this on the consent of their tutor / thesis supervisor and the appropriate Faculty Coordinator. The thesis supervisor's written consent on the student's mobility shall be required at the stage of signing the mobility agreement between the UL and the student, before the departure.

7. Within the Erasmus+ programme, students are enabled to participate in an international student mobility for studies and/or traineeships more than once, for **a total of periods which does not exceed 12 months per each cycle of studies** (undergraduate, graduate, and doctoral level), regardless of the type and number of mobility periods within the quota, eg. two six-month periods, or three four-month periods, counting the Erasmus+/LLP Erasmus/ Campus Europae/Scholarship and Training Fund/Mundus mobility completed to date (including „zero-grant” mobilities). **In the case of pursuing uniform (long-cycle) Master's degree studies, a student is allowed a total of periods of Erasmus+ mobility for studies and/or traineeships which does not exceed 24 months.**

Prior participation in an Erasmus+, LLP Erasmus, Campus Europae, Scholarship and Training Fund, or Mundus mobility, shall be counted within the total of periods of Erasmus+ mobility in the current study cycle, for example: if a student has previously received a 6-month LLP-Erasmus grant for a LLP Erasmus/Campus Europae/FSS mobility at graduate level, he or she may still use an Erasmus+ grant for graduate-level mobility, but for a period not longer than 6

months. If, however, the student in question enrolls for doctoral studies, the amount of the available Erasmus+ grant may be extended so as to cover a period of up to 12 months, as they enroll for an upper study cycle.

8. The UL Women's Studies Centre appoints applicants for mobility exclusively from among the UL students (including doctoral students), in consultation with the student's home Faculty Coordinator. For the mobility available from the pool of places assigned to the Women's Studies Centre, students of all Faculties may apply, if interested in issues related to Gender Studies within their main field of study at the UL.

9. Erasmus Mundus Programme Students (Joint Master Degrees), who study as full-cycle UL students and do not receive grant from the Erasmus Mundus Programme budget for their mobility at the UL, may apply for a mobility grant from the Erasmus+ programme by taking part in the present enrolment.

10. The period of mobility for studies within Erasmus+ framework shall not be shorter than 3 months or longer than 12 months within one study cycle. Each individual mobility undertaken in the summer semester 2018/19 is to be finished not later than 15 September 2019.

11. The basic selection criteria for applicants are: grade point average not lower than 3,5, a foreign language proficiency level matching the requirements of the host university (preferably confirmed with an external certificate), and a high motivation level. Moreover, the Faculties are entitled to set supplementary criteria, such as evidence of active participation in the University's life, scientific achievement, etc., making students aware of the criteria established for the enrolment. The UL students who have not yet realized international mobility within the framework of Erasmus+/ LLP Erasmus / Campus Europae / FSS / Mundus, may be given priority in the enrolment for the Erasmus+ mobility.

The following algorithm for the calculation of the students' grade average is valid for enrollment purposes:

– weighted grade point average for the entire cycle of the home study program pertaining to the student's application for mobility – this applies to students of first-cycle, second-cycle, and long-cycle Master's degree studies; as well as to students of the aforementioned study cycles, who, due to resumption of their studies, repetition of a study year, or a leave of absence, have been registered as students of a study year to which, in accord with the binding Rules of Study, rules for calculation of the grade point average apply;

– final grade from the second-cycle or long-cycle graduation diploma – this applies to third-cycle students;

In any other case different from those listed above, the grade point average shall be calculated for the entire study cycle of the home study program which pertains to the student's application for the mobility, subject to the provisions of the UL Rules of Study.

Applicants who are first year students (of Bachelor's or Master's degree programmes) during the registration may only be granted their mobility after the calculation of the grade average from the winter and summer semester 2017-2018.

12. The enrollment takes place at the Faculties by submitting the set of documents at the Faculty (to Faculty Erasmus Coordinator or the specified place at the Faculty) between 10 September and 20 September 2018. Applications with **incomplete documents or submitted after the deadline will not be subject to assessment**. The student chooses no more than two partner universities from among the mobility offers available for the home Faculty and course of studies in the application form. The student may be nominated only for one student mobility. In the period from 21 September to 26 September 2018 the complete set of documents are accessed by the Faculty Erasmus+ Recruitment Committee. Depending of the additional Faculty requirements, the student may be asked to submit additional documents or be invited for the interview between 21 September and 26 September 2018.

The set of documents, which each candidate submits, includes:

- application form
- motivation letter in Polish and foreign language (study language)
- curriculum vitae in Polish and foreign language
- average grade taken by the student from the home Dean's office, calculated according to the algorithm described in Part 11 of the present rules
- a copy of language certificate or other confirmation of language proficiency.

13. The selection of applicants takes place at the Faculties, and a separate Admissions Committee shall be set for each Faculty. After the enrolment process finishes, its outcomes shall be announced by an e-mail until 26th September 2018. The International Relations Office of the UL will receive the protocol from the recruitment with the list of applicants and qualified students until 26 September 2018. From 27 September on, IRO will introduce the enrollment results to the USOSweb platform to each student and send the nomination email to the host universities, without the guarantee of acceptance by the host university, if the nomination deadline has expired before the end of the additional recruitment at the UL.

The student who has the granted mobility available on the Usosweb platform within the additional recruitment will be asked to print out the "*Student mobility nomination form*" and submitting it at the IRO UL until the end of October 2018. The *Student mobility nomination form* has to be signed by the student and the Faculty Coordinator. The student attaches one photo of himself/herself to this document.

14. Faculty Coordinators shall keep the full record of the enrolment process for the following five years.

15. The method of financing the mobility for studies within the framework of Erasmus+ programme shall be stipulated in a separate document – Rules of Financing Student Mobility for Study in the 2018-2019 Academic Year. **If the University of Lodz fails to acquire a sufficient pool of funds to cover all the grants for the mobility of the students enrolled, then each Faculty shall make a ranking list of students to be given priority in receiving a grant for their mobility.**

16. Students affected by disabilities may apply for additional funds from a special aid fund for persons with disabilities. Forms and detailed information can be found at the following website: <http://erasmusplus.org.pl/power/>.

17. Students who, during the summer semester of 2017-2018 receive a UL social benefit, may be eligible to apply for extra funds from the PO WER program budget for international student mobility in the 2018-2019 academic year. The amount of this co-financing,

acknowledged as a social benefit, shall be equivalent to 200 EUR per month. Details will be announced with the rules of financing student mobility for studies in the 2018-2019 academic year.

18. The above Rules have been approved by the Pro-Rector for Domestic and International Cooperation – Assoc. Prof. Paweł Starosta, PhD (dr hab. Paweł Starosta, prof. nadzw. UŁ).

Lodz, 26 June 2018