Rules 2020/21

Student Mobility for Studies within the framework of the Erasmus+ programme, or Component II – Education programme: Rules for enrolment in the 2020-2021 academic year.

You may apply through the USOSWeb platform between:

13 January (12 noon) – 17 February 2020 (12 noon).

2nd stage of enrolment takes place at the Faculties between 17 February and 28 February 2020.

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 implemented pursuant to the number of places, study fields, and levels specified in these agreements.

2. In order to carry out a part of their study programme abroad within the framework of the Education programme – Component II – Mobility Projects in Higher Education, the students may only depart to those partner universities in Norway and Iceland which hold the Erasmus Charter for Higher Education, and have signed relevant interinstitutional agreements under the Education programme with the University of Lodz. The mobility shall be implemented pursuant to the number of places, study fields, and levels specified in these agreements.

3. The enrolment is available to:
   – undergraduate, postgraduate and doctoral students (including students of doctoral schools) – the decisive factor is that they retain the student status during the period of study abroad,
   – UL students (Polish and foreign citizens) accepted for first-cycle, second-cycle, and third-cycle study programmes and doctoral school on the grounds of specific regulations. 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 (final) year of the undergraduate studies may apply on condition that, throughout the period of their mobility, they maintain their student status by enrolment to a second-cycle programme at the same Faculty of the UL as before. It is recommended that such students are enrolled for mobility carried out in the summer semester. The obligation to continue studies at the same UL Faculty shall be included into the agreement being concluded between the student and the University before the student’s departure.

Similarly, students of the second (final) year of graduate studies may apply for mobility if they declare to maintain their student status by enrolment to a doctoral school that manages the same scientific discipline as the study programme they followed in 2019-2020, which is also compatible with the academic field (subject area) specified in the agreement with the Host Institution. It is mandatory that such students are enrolled for mobility in the summer semester. The obligation to continue studies within the same UL Faculty (scientific discipline) shall be included in the agreement made between the student and the University before the student’s departure.
4. The student qualified for mobility within the Erasmus+ / Education* programme shall not take a dean’s leave, or have any other break in their study cycle for the period of their mobility. The outgoing mobility student needs to retain their UL student status throughout the entire period of their mobility, as well as acquire completion status for their previous semester at the USOSWeb platform; or obtain approval for a yearly grading scheme in the 2020-2021 academic year, especially in the case of a summer semester 2020-2021 outgoing mobility.

5. Students starting their second-cycle programme or programme of study at a doctoral school, are to provide present a confirmation of their student status valid for the 2020-2021 academic year, obtained from their Faculty’s Dean’s office, before their departure for the Erasmus+ mobility. UL Bachelor’s degree students whose mobility starts before 1 October 2020, are obliged to grant a notarial power of attorney (proxy) to the person who will, on their behalf, sign the Erasmus+ mobility agreement with the UL. The person authorized with the power of attorney (proxy) is also obliged to submit the confirmation of the student status for the 2020-2021 academic year, obtained from the appropriate Dean’s Office on behalf of the mobility participant. Such confirmation shall be available from the Dean’s Office after signing the appropriate agreement on educational services of second-cycle studies at the UL.

6. The Erasmus+ / Education* 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.

7. The rule is that the students of the final year who apply for mobility during the final 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 student’s departure for mobility.

8. 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.

9. The UL Women’s Studies Centre appoints applicants for partial study abroad exclusively from among the UL students (including doctoral students), in consultation with the student’s
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.

10. 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+ / Education* programme by taking part in the present enrolment.

11. The period of mobility for studies within Erasmus+ / Education* framework shall not be shorter than 3 months or longer than 12 months within one study cycle. Each individual mobility period is to be started and finished between 1 July 2020 and 15 September 2021 (including the possible period of prolongation).

12. 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 Institution (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 participated in international mobility within the framework of Erasmus+/ LLP Erasmus / Campus Europae / FSS / Erasmus Mundus, may be given priority in the enrolment for the Erasmus+ mobility.

13. In the case of students applying for the student mobility to the universities in Norway and Iceland being partners to the interinstitutional agreements with the UL under the Component II – Education programme, the additional criterion will be employed to select the candidates for the student mobility with grants from the Education programme, namely if a particular student follows a study programme in the range of the “Child welfare education” field.

The following algorithm for the calculation of the students’ grade average is valid for enrolment purposes:

1. For students of first-cycle, second-cycle, and long-cycle Master’s degree studies:
   – weighted grade point average for the entire cycle of the home study program pertaining to the student’s application for mobility (subject to the UL Rules of Study).
2. For 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:
   – weighted grade point average for the entire cycle of the home study program pertaining to the student’s application for mobility.
3. For third-cycle students (including students of doctoral schools):
   – final grade from the second-cycle or long-cycle graduation diploma, as appropriate

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.

14. The student shall be enrolled for study mobility upon filling in the online application form, available on the USOSWeb platform. The form shall be made available to students on
13/1/2020 from 12 noon. Applications shall be collected till 17/2/2020, 12 noon. After logging in, the student may choose two or three Universities (the number being dependent on the Coordinator’s decision) out of the list available to their home Faculty and/or their study field. One mobility offer may eventually be allocated per individual student.

Further steps of the qualification procedure shall take place at the appropriate Faculties, whose authorities may additionally require language certificates, and/or information on the student’s outstanding achievement, as well as they may hold further interviews with the student between 17 February and 28 February 2020. The student’s grade average shall be obtained from the home Faculty’s Dean’s office, upon the motion of the Faculty Coordinator responsible for the study programme/discipline which pertains to the Student’s application.

With an application at the USOSWeb platform, the Students are obliged to provide information on all instances of previous participation in study or placement mobility within the framework of Erasmus+ /LLP Erasmus /Erasmus Mundus from the UL or other institutions, specifying the name(s) of host institution(s), the departure and arrival date according to the confirmation of stay, level of studies, mobility type and host country. Students who never participated in the mobility of the above types shall submit a declaration of lack of previous participation.

15. The enrolment takes place at the Faculties, and a separate Enrolment Committee shall be set for each Faculty. After the enrolment process finishes, its outcomes, including enrolment lists, shall be announced not later than 28 February 2020, together with information on the 7-day review procedure. The appellate body for this shall be a specially appointed Erasmus+ Programme Committee. The Faculty level shall be the last stage of applicant selection, yet the final decision on the acceptance of the nominated student shall be made by the receiving institution. After allocation of the mobility by the Faculty Coordinator, the qualified student shall print out a Student mobility nomination form from the USOSWeb platform, sign it, and submit to the Faculty Erasmus+ Programme Coordinator not later than 06 March 2020 with one passport photograph attached.

In addition, students of the third year of first-cycle (Bachelor’s) studies, who are enrolled for mobility during the first year of their second-cycle studies, are asked to provide the Faculty Coordinator with their written obligation to continue their studies (on the following cycle basis) at the same Faculty where they have been enrolled for mobility.

Reports (enrolment records) from Faculty-level Enrolment Committees, along with recruitment lists, enrolment lists, reserve lists, as well as Student mobility nomination forms, and students’ Statements, shall be transferred to the UL International Relations Office within a non-extendible deadline of 11 March 2020.

Each selected student may sign up for one of 6 foreign language courses, organized by the UL Foreign Language Centre (SJO UL). For this purpose, the student fills in the form available at the webpage: https://bwz.uni.lodz.pl/llp-erasmus-studia/in-english/application-language-course-2020210 and submits it, together with the Student mobility nomination form, to the Faculty Coordinator not later than 06 March 2020.

16. Should a student included on an enrolment list decide to resign, the free place shall be given to the next available student on the reserve list.
17. Faculty Coordinators shall keep the full record of the enrolment process for the following five years.

18. Students who, after a semester of their mobility, wish to continue studies at a partner university abroad during the following semester, are obliged to submit a request to the appropriate Coordinator at the Home University for extending the study period carried out abroad, regardless of whether they were initially enrolled for a semester or an entire year. Extensions of the study period, shall only be possible within the time frame of one academic year as well as by mutual consent of the Home University and Host Institution, although with no warranty as to receiving an Erasmus+/Education* grant for the additional period of study. The rules for extending study period abroad with the 2020-2021 summer semester shall be drafted separately and published at the website of the International Relations Office.

It shall not be possible to apply for the prolongation of the study period with the summer semester of 2020-2021, if the target institution is different than the Host Institution of the student’s mobility for the winter semester.

19. 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 2020-2021 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. If an excessive number of students are qualified to partner universities in Norway, Iceland, with which the University of Lodz has signed student exchange agreements as part of the Education - Component II programme, each Faculty will establish a student ranking list, and then the University Enrolment Committee will select candidates who will receive a scholarship based on the recruitment documentation received from the Faculty in order to allocate mobility grants from the budget of the Education programme.

20. Students with certified 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/.

21. Students with certified disabilities qualified for the student mobility within Component II – Education programme may receive the additional funds connected with special need of the mobility participants, under the condition that the UL receives such funds within the aforementioned programme.

22. Students who, during the summer semester of 2019-2020 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 2020-2021 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 Study in the 2020-2021 academic year.

23. 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).