Rules of enrolment 2020/21

Student Mobility for Traineeships within the framework of the Erasmus+ programme KA 103 (programme countries): Rules of enrolment for the 2020/2021 academic year under the 2020 agreement.

In connection with the Ordinance No. 167 of the Rector of the University of Lodz regarding international mobility of students, doctoral candidates and employees of the University of Lodz as well as incoming international mobility during the spread of coronavirus (SARS-CoV-2) dated 8 September 2020 (Rector’s Regulation No. 167) which allowed international mobility of UL students, it is hereby announced that the enrolment for traineeship mobility within the framework of Erasmus+ Educational Mobility Project (KA103) in the 2020-2021 academic year will be carried out, in relation to the 2020 agreement.

Documents required at the enrolment stage will be collected by the International Relations Office in the two following time slots: between 1 December 2020 and 28 February 2021 as well as between 1 March 2021 and 15 May 2021. Traineeship mobilities may be carried out between 15 April and 30 September 2021.

The University of Lodz reserves the right to introduce further content changes into the text of the following Rules. Such changes may occur as a result of new arrangement updates announced by the European Commission and the National Agency of the Erasmus+ programme.

At the stage of application for Erasmus+ mobility for traineeship, as well as directly before the departure to the host country, the student is obliged to familiarize with updates on sanitary restrictions and to follow the regulations and recommendations from the authorities of Poland and the host country.

1. The present central enrolment procedure is adopted at the UL for traineeship abroad implemented in the 2020/21 academic year within the framework of the Erasmus+ programme under the 2020 specific agreement. Between 1 December 2020 and 28 February 2021, as well as between 1 March and 15 May 2021, UL Students who wish to carry out traineeship mobility abroad, may apply for it by submitting a set of required documents at the International Relations Office at the UL Rectorate Building No. 2, Room No. 6 (after prior appointment with IRO staff) or by sending it from their campus e-mail in the @edu.uni.lodz.pl domain to Ms. Gabriela Szkup of the IRO (gabriela.szkup@uni.lodz.pl).

The set of required documents includes:

− application form,
− motivation letter,
− declaration on mobilities previously carried out,
− the Learning Agreement for Traineeships. Before the Mobility section, as agreed and signed by three parties (LAT) signed by the specific-field ECTS Coordinator at the UL,
− a certificate, or other document attesting the knowledge of the foreign language being the medium of the traineeship (in individual cases, interviews may be arranged in order to verify the proficiency level);
– the Checklist document with rating points for Learning Agreement for Traineeships, signed by the specific-field ECTS Coordinator,
– thesis supervisor’s consent for departure (applies only to students outgoing in the last year of each study cycle)

2. The documents submitted by applicant for traineeship shall be subject to assessment procedure. The Institutional Recruitment Committee, represented by Prof. Eleonora Bielawska-Batorkowicz (Rector’s Plenipotentiary for international mobility, and Head of the Committee), Prof. Artur Gałkowski (Rector’s Plenipotentiary for ECTS accumulation and transfer), and Ms. Liliana Lato, Head of the UL International Relations Office, shall select candidates according to the following schedule:
– documents submitted at the UL IRO till 28 February 2021 shall be assessed till 15 March 2021,
– documents submitted at the UL IRO till 15 May 2021 shall be assessed till the end of May 2021.

3. The Committee reserves itself the right to carry out additional interviews with students participating in enrolment. The members of the Committee shall prepare a protocol with the list of candidates qualified for traineeship, and a list of reserve candidates. The International Relations Office shall notify the students of the selection outcomes via e-mail, not later than three working days from the day of assessment and selection by the Committee. The student is entitled to appeal from the Committee’s decision within seven days from the day their results are announced. The appellate body for this shall be the Vice-Rector for International Relations.

4. The traineeship may start not earlier than 15 April 2021 (if the participant submits documents till 28 February 2021) or 15 June 2021 (if the participant submits documents till 15 May 2021) after individual consent of the Vice-Rector for International Relations has been acquired. The full record of the enrolment process will be kept by the University of Lodz for the following five years.

5. The criteria of assessment of students’ applications for traineeship mobility abroad within the Erasmus+ Programme shall be:
- justification of usefulness and professional benefits drawn from the implementation of international traineeship;
- Learning Agreement for Traineeships, Before the Mobility section, as agreed and signed by three parties,
- assessment of compatibility of traineeship programme with study programme based on LAT, as signed by the ECTS Coordinator on the Checklist document,
- level of proficiency in the language of traineeship,
- grade point average.
Priority is given to students who never participated in traineeship mobility (within Erasmus, LLP Erasmus, FSS) before.
In the case of a traineeship whose goal is to acquire digital skills and competences that are not relevant to the study programme of the student, the Committee will assess the application using the above criteria while being aware that compatibility of traineeship programme with study programme may be rated as low or negligible.
6. In order to pursue their traineeships abroad within the framework of the Erasmus+ programme, students may apply for mobility to the receiving organisation which they find on their own, and whose scope of activity is relevant to the study programme of the student. Since 2018 it is possible for students (and recent graduates) of all fields, to apply for a traineeship whose goal is to acquire digital skills and competences required to perform jobs and thrive in an economy and society which is being continuously digitally transformed. More information can be found on the website of the EC.

7. The traineeship can be undertaken in one of the partner countries entitled to participate in the Erasmus+ programme (a programme country), i.e. Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Republic of North Macedonia, Malta, Netherlands, Norway, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Turkey, or the United Kingdom1 at a higher education institution which holds the Erasmus Charter for Higher Education, or any other foreign-based institution. The institution chosen should be one established in a programme country.

8. The traineeship under Erasmus+ may be carried out in one of 3 following modes:
   - in-person, that is at the location of the host institution,
   - blended, that is partly at the location of the host institution, and partly by means of remote communication (online),
   - remote only, if the participant stays at the country of the home institution (not available for Erasmus+ programme funding) or at the country or city of the host institution (funding is available but explanation of relocation should be provided).

9. The traineeship must not be undertaken at:
   a) EU institutions and other bodies, including specialized agencies (the list of institutions is available at the following website: http://europa.eu/about-eu/institutionsbodies/index_pl.htm),
   b) organisations managing EU programmes such as national agencies (in order to avoid possible conflict of interest, or double financing).

10. The enrolment is available to undergraduate and postgraduate UL students as well as students of UL doctoral schools who are Polish or foreign citizens – the decisive factor is retaining the UL student status during the qualification period.

11. The participants of non-degree postgraduate studies are not entitled to apply for traineeship in the framework of the Erasmus+ programme.

12. The traineeships mobility within the Erasmus+ programme in the 2020/21 academic year under the 2020 agreement can be pursued by a recent graduate of the UL if s/he applies for mobility and submits required documents for enrolment during his/her last study year at the UL, receives consent of the Committee, and finishes the regular study programme along with depending the diploma thesis not later than one week before the

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1 Departures for traineeship under Erasmus+ to institutions based in the United Kingdom will be acceptable in the 2020/2021 academic year on condition that the mobility starts before UK leaves the EU (as of the planned date of mobility, agreed with the host institution, but not the actual date of entering the UK territory)
scheduled start day of the traineeship. The traineeship under Erasmus+ should last no fewer than 60 days and it should end before 30 September 2021.

Example: A UL student who, in the academic year 2020/21, is in the 3rd year of undergraduate studies, submits a set of documents by May 15, 2021 to IRO (BWZ) UL, receives a positive decision of the University Committee for the travel, and then obtains an individual permission of the Vice-Rector of the University of Lodz, will finish studies at the University of Lodz by July 23, 2021 and thus he/she will be able to complete a traineeship under the Erasmus+ programme as a recent graduate of the University of Lodz in the period from 1 August to 30 September 2021. However, if a UL student defends his/her degree thesis as late as in August 2020, he/she will not be able to complete an Erasmus + internship because it should last for a minimum of 60 days (or more) but it has to end not later than 30/09/2021, and this inconsistency means that the mobility will not be authorized under the current procedure.

13. The student shall not be directed to undergo international traineeship during their period of leave of absence from study, including a Dean’s leave, a research leave, and a leave for illness. The outgoing student is obliged to have obtained full credits and recognition of their previous semester. A student who plans their international traineeship period to be concurrent with the classes at the UL, is obliged to obtain the consent for their mobility from the home Faculty’s Dean and submit it at the UL IRO not later than the day of signing the Erasmus+ grant agreement.

14. The student may be granted Erasmus+ programme funds to cover the combined total of study and/or traineeship periods that does not exceed 12 months per each (first, second, or third) study cycle. In either case, the length of the maximum total of periods covered with funds shall be shortened by the length of the student’s past period of study and/or traineeship mobility within the LLP Erasmus (whether finished with an LLP-Erasmus grant, or without financing), the Erasmus+ (with or without financing), or the Scholarship and Training Fund (with or without financing). A student who, within the current study cycle, has carried out Erasmus+ student mobility abroad for the total of 290 days, may apply for traineeship (within the same study cycle, or as a recent graduate of this cycle) that lasts no more than 70 days.

15. For students of long-cycle (direct) Master’s degree programmes, the maximum combined total of mobility periods shall equal 24 months. In any case, the length of the maximum total of periods covered with funds shall be shortened by the length of the student’s past period of study and/or traineeship mobility within the LLP Erasmus (whether finished with an LLP-Erasmus grant, or without financing), the Erasmus+ (with or without financing), or the Scholarship and Training Fund (with or without financing).

16. A maximum of two traineeship mobilities of one student per one academic year is allowed, subject to the implementation of traineeship in a different institution than before. One more mobility in the same academic year may only be carried out after the students completes the first mobility and submits all required documents at the UL IRO.

17. The traineeship with the 2020/21 funding may last from 2 to 12 months (minimum 60 days) and it should end not later than 30 September 2021. The financing for the
Erasmus+ traineeship abroad will be granted for a period of no more than 90 days, and up to the moment of exhaustion of funds granted to the UL for the implementation of traineeships in the 2020/21 academic year.

18. In the event of exhaustion of funds granted to the UL for the implementation of traineeships in the 2020/21 academic year, a student may be directed to undergo international traineeship mobility without the Erasmus+ grant, but still remaining with the Erasmus+ programme participant status (the so-called “zero grant”).

19. If there is a large number of qualified students for Erasmus+ traineeship and the pool of funds granted to the UL for 2020/21 traineeships is exhausted, the UL IRO will apply for additional funds for the project, however, without the guarantee of receiving the funds for subsequent mobilities.

20. The length of mobility financed with the Erasmus+ traineeship grant is calculated in accordance with the mobility calculator, available at the following website: https://bwz.uni.lodz.pl/llp-erasmus-praktyki/in-english/mobility-calculator. The grant of the Erasmus+ programme is not assumed to comprise the total cost of subsistence during the period of traineeship abroad. The Dean of the students’ home Faculty may take a decision on potential co-financing travel costs from the Faculty budget funds.

21. The period of traineeship may be prolonged up to 30 September 2021 if the two parties – UL and host institution – agree, however, there is no guarantee as to Erasmus+ funding being available for the period of prolongation.

22. A change of the receiving institution for a new one, may only be possible in exceptional circumstances, such as the receiving institution’s flagrant breach of the obligations arranged in the Learning Agreement for Traineeships (LAT). Both cancellation of the traineeship, or leaving the traineeship institution earlier than arranged in the agreement, shall be a basis to call the student for full or partial return of the received Erasmus+ grant, as well as to prevent the recognition of the traineeship period by the University of Lodz.

23. At the enrolment stage, the student should state in the application form if s/he received social benefit allowance from the UL in the 2020/21 winter semester.

24. Students receiving a social benefit allowance from the UL (detailed information will be provided in financial rules for traineeships in the academic year 2020/21) will undertake the traineeship within the project “International Mobility of students with special needs. 3rd Edition” within the Operational Programme Knowledge Education Development also known as the PO WER programme – with grants payable in PLN (Polish currency), subject to availability of free PO WER programme funds to UL.

25. Students affected by certified disabilities may apply for additional funds from a special aid fund for the disabled, upon request made by the disability degree certificate holder (the disabled student) to the International Relations Office, room 6. Granting the aid funds is subject to the UL reception of PO WER programme financing for this purpose. The information on certified disability should be included by the student in the application form.
26. Details of the financing described above shall be published on the UL IRO website.

27. One or two weeks before their departure, qualified candidates shall sign the agreement concluded between the Beneficiary (student) of the Erasmus+ programme, and the University, the latter represented by the Vice-Rector for International Relations, and the Bursar of the University of Lodz. In order to sign the Erasmus+ agreement, the student is obliged to submit the set of required documents to the IRO (Room nr 6). The individual permission of the Vice-Rector should be obtained and effectively communicated, and the list of required documents is provided at the following website: https://bwz.uni.lodz.pl/llp-erasmus-praktyki/in-english

28. The University of Lodz obliges itself to recognize the traineeship completed by the student in accord with the rules binding in the University (dependent on the home Faculty, and whether the traineeship is extracurricular or included in the study programme) as well as include the fact of traineeship finished abroad into the Diploma Supplement.

29. The above Rules have been approved by the Vice-Rector for International Relations, Professor Łukasz Bogucki.