Rules 2021/22

Student Mobility for Studies within the framework of the Erasmus+ programme (programme countries), or Component II – Education programme: Rules for enrolment in the 2021-2022 academic year.

There are two stage of enrolment:

1st stage. Application through the USOS Web platform between:15 February (12 noon) – 10 March 2021 (12 noon).

2nd stage of enrolment takes place at the Faculties between 10 and 26 March 2021.

The following rules of enrolment for study mobility under Erasmus+ programme have been set on the basis of current guidelines of the EC and National Agency and they may change after the EC publishes the updated 2021-2022 Erasmus+ programme guide.

If the new 2021-2022 guidelines of the European Commission and National Agency in Poland affect the following rules to a significant extent, then each UL student enrolled will have the right to withdraw from further participation in the recruitment process and resign from the mobility assigned without any impact on their UL curriculum and their right to participate in future editions of this enrolment.

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. Mobility options offered by partner universities for UL students are published in the USOS Web platform (usosweb.uni.lodz.pl) during the first stage of enrolment i.e. between 15 February and 10 March 2021.

2. In order to carry out a part of their study programme abroad specifically 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. Mobility options offered by partner institutions under Education programme available to UL students are published in the USOS Web platform during the first stage of enrolment, i.e. between 15 February and 10 March 2021.

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 UL 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 2020-2021, 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 2021/22 UL student status throughout the entire period of their mobility. The student should obtain approval for a yearly grading scheme in the 2021-2022 academic year.

5. Students starting their second-cycle programme or admitted to a doctoral school, are to provide present a confirmation of their student status valid for the 2021-2022 academic year, obtained from their Faculty’s Dean’s office, or their Doctoral School, before their departure for the Erasmus+ mobility. Such confirmation shall be available after signing the appropriate agreement on educational services of second-cycle studies/doctoral school at the UL.

Students starting second-cycle programme or doctoral school studies, whose mobility starts before 1 October 2021, are obliged to grant a notarial power of attorney (proxy) to the person who will, on their behalf, sign the Erasmus+/Education mobility agreement with 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 thesis supervisor and the appropriate Faculty Coordinator. This written consent for 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 Europaeae/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 enrols 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
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.

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+ programme by taking
part in the present enrolment.

11. The period of mobility for studies within Erasmus+ framework shall not be shorter than 2
months or longer than 12 months within one study cycle. Each individual mobility period is to
be started and finished between 1 July 2021 and 15 September 2022 (including the possible
period of prolongation).

12. The period of mobility for studies within 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 2021 and 15 September 2022 (including the possible
period of prolongation).

13. 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.

14. 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.

15. The student shall be enrolled for study mobility upon filling in the online application form, available on the USOS Web platform. The form shall be made available to students between 15/2/2021 (12 noon) and 10/3/2021 (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 option of partial study abroad mobility 2021/22 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 10 and 26 March 2021. 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.

16. 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 29 March 2021, together with information on the 7-day review procedure. The student may appeal from the decision of the Faculty-level Enrolment Committee to the UL Rector’s Representative for International Exchange Programmes. The final decision on the acceptance of the nominated student shall be made by the receiving institution. After allocation of the mobility by the Coordinator, the qualified student provides requested information at the USOS Web, and after acceptance feedback from the Coordinator, he or she shall print out a Student mobility nomination form from the USOS Web platform, sign it, and submit in a digital format to the Faculty-level Coordinator. Because of the UL authorities decision on remote (online) mode of the 2020/21 summer semester due to the current epidemic situation in Poland, the application should be sent to the appropriate Coordinator’s institutional
e-mail address not later than **30 March 2021** together with student’s e-mailed declaration of consent for terms of mobility specified for application.

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-level Coordinator of Mobility Programmes, with their e-mailed obligation to continue their studies (on the following cycle basis) at the same Faculty where they have been enrolled for mobility. A sample of obligation e-mail can be found at the ISO (BWZ UL) website.

Reports (enrolment records) from Faculty-level Enrolment Committees, along with recruitment lists, enrolment lists, reserve lists, as well as Student mobility nomination forms, and their declarations and, if applicable, obligations, shall be transferred to the UL International Relations Office by Faculty-level coordinators within a non-extendible deadline of **31 March 2021**.

17. 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.

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

19. 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 financing for the additional period of study. The rules for extending study period abroad with the 2021-2022 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 2021-2022, if the target institution is different than the Host Institution of the student’s mobility for the winter semester.

20. 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 under Erasmus programme in the 2021-2022 Academic Year*. The Rules will be drafted after the new 2021-2027 Erasmus+ Programme Guide is published by the EC and National Agency. 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 funding for their mobility.

As soon as the University is informed of official rates of funding for study mobility under Erasmus+ in the 2021/22 academic year, the UL Students shall be informed of these rates. The monthly rates listed below are those binding this year for outgoing mobility of UL students but this should not suggest that they will remain identical next year:

*Group 1 – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden – 520 EUR/month*
Group 2 – Austria, Belgium, Cyprus, France, Greece, Italy, Netherlands, Malta, Germany, Portugal, Spain – 500 EUR/month

Group 3 – Bulgaria, Croatia, Czech Republic, Estonia, Hungary, North Macedonia, Latvia, Lithuania, Romania, Serbia, Slovakia, Slovenia, Turkey – 450 EUR/month

Please be aware that these figures are subject to change with the 2021/22 update.

21. Detailed information concerning the method of financing the mobility for studies within the framework of Education programme shall be stipulated in a separate document – Rules of Financing Student Mobility for Study under Education programme in the 2021-2022 Academic Year. The UL will ensure financing of outgoing student mobility under Education programme in the scope of subsistence costs up to 5 months of stay at a partner institution abroad and in the scope of travel to and from the host institution. The monthly rate of funding in the scope of subsistence costs equals EUR 1200 while travel costs are allocated as EUR 180, 275 or 360 according to the distance calculator. The funding of outgoing mobility under the Education programme shall be paid in PLN as equivalent to amounts expressed in EUR.

22. 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.

23. Hitherto, students with certified disabilities have been entitled to 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/. If this fund remains in the same scope of availability for the 2021/22 academic year, then the rules of application for additional funds for disability-affected students will remain as usual.

24. 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.

25. Hitherto, students who, during the summer semester of the academic year when enrolment started, have received a UL social benefit, would have been eligible to apply for extra funds from the PO WER program budget for study mobility abroad under Erasmus+. If the PO WER budget remains in the same scope of availability for the 2021/22 academic year, then the students who received a UL social benefit in 2020/21 summer semester will get additional PO WER funding for their Erasmus+ international student mobility in the 2021-2022 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 2021-2022 academic year.

26. The above Rules have been approved by the UL Vice-Rector for International Relations – Prof. dr hab. Łukasz Bogucki.