



## PARTICIPATION RULES FOR THE ERASMUS+ PROGRAMME AT THE MEDICAL UNIVERSITY OF ŁODZ IN THE ACADEMIC YEAR 2022/2023

### MOBILITY FOR TRAINEESHIPS

#### I. Recruitment to student mobility within Erasmus + Programme

1. Students can apply for an internship within the Erasmus+ Programme if:

- they are registered students of the Medical University of Lodz (during the qualification and their entire stay abroad)
- they are not and they won't be on a dean's leave during the qualification and their entire stay at the partner university
- they have completed:
  - ✓ **students of uniform Master's degree studies:** their first year of studies and they completed the academic year preceding their trip abroad (the mobility can be completed after the second academic year)
  - ✓ **students of the first degree studies (first cycle students):** their first year of studies and they completed the academic year preceding their trip abroad (the mobility can be completed after the second academic year)
- **students of the second degree studies (second cycle students) and doctoral students** can apply for the international study mobility on their first year; students of the last year of the first cycle, second cycle, uniform and doctoral studies who apply for mobility during the last semester of their studies can only apply for it with the permission of their thesis supervisor (promoter)
- they have the citizenship of a country authorized to participate in the Erasmus+ Programme, or they have the right for permanent residence or refugee status
- students during their final year of the first cycle studies can only apply for the programme if they continue their studies in the second cycle programme at the Medical University of Lodz (before the departure the students are required to present a declaration from their respective dean's office stating they will continue the second cycle studies, at the Foreign Affairs Office)
- UM students may apply and carry out a traineeship under the condition that they remain UM students during the recruitment process, and after graduating they are obliged to complete the traineeship within one year from graduation and no later.

2. Traineeship abroad should not collide with completing studies within the date predicted in the studies plan.

3. In spite of the number of areas of study and home universities, a student during his/her studies can realize several student mobility studies and mobility practices for a period not exceeding 12 months in each study cycle (first cycle, second cycle, doctoral studies) e.g. 2 x 6 months or 3 x 4 months including mobilities that have already been realized within the Erasmus Programme (mobility with the right to a mobility grant and without it). Students of uniform Master's degree studies and of such areas as medicine can leave for a period that does not exceed 24 months.

4. The main criteria in the qualification process for study mobility within the Erasmus+ Programme are:

- ✓ Mean grade from the last completed year of studies preceding the academic year 2022/2023, when the recruitment is held  
The mean grade should be calculated by the rules presented in § 30 item 4 of the valid Rules and Regulations of The Medical University of Lodz: "The mean grade for a semester or a year of studies is calculated as an arithmetic mean of all semester grades (final grades), including failed grades, obtained in all attempts at credit tests and examinations, of the courses indicated in the program of studies for a given education

cycle, subject to item 5 and 6. „ While calculating the mean grade mentioned in item 4, the following is considered: 1) in the case of a credit test or an examination before the Examination Board – the credit test or examination grade entered into ESOS instead of the credit test or examination grade challenged in the mode specified in § 23, item 1; 2) in the case of a positive grade being improved – the grade awarded at the second attempt, entered into ESOS instead of the previous grade, according to the regulation given in § 19 item 8.”

When it is impossible to calculate a mean grade for 2021/2022 the Admissions Committee will accept a mean grade from 2020/2021 during the application process. For 3<sup>rd</sup> cycle students the Admissions Committee will accept diploma evaluation from long-cycle Master's degree program or 2<sup>nd</sup> cycle program.

- ✓ The foreign language exam/certificate is multiplied by 1,5 (max. 8,25 points). The student is required to sit the exam/certificate of the language of the country where he will be studying or a different language specified by the host university.

The foreign language exam/certificate score is not required if the grade from the foreign language course at the Medical University of Łódź amounts to **minimum 4**.

The foreign language exam is organized by the Foreign Language Centre (Centrum Nauczania Języków Obcych UM). Subscriptions for the exam are conducted in Foreign Language Centre MU from the moment of announcement the exam date. Student can pass the exam from several different languages. First and Advanced Certificate in English (and similar Certificate from other language) exempt from the exam. Certificates are collected and accepted at the Foreign Language Centre of Medical University of Lodz. Results from the foreign language exams will become available within a maximum of 7 working days. Student has a right of recourse to the Examination Body within 5 working days after notification of the results. For this purpose, an appeal to the Appeal Board should be submitted personally in the International Relations Office.

- ✓ **Additional criteria:**

- Students that participate in Erasmus programme for the first time will get 1 point.
- 0,5 or 1 point for the significant participation in activities for incoming Erasmus students. Erasmus Administrative Coordinator will grant the point on the base of the attached required document.

#### Criteria for students applying for mobilities to Partner Countries 1-14

- The foreign language exam/certificate is multiplied by 1,5 (max. 8,25 points). The student is required to sit the exam (grade minimum 4) / certificate of the language of the country where he will be studying or a different language specified by the host university. The grade from the foreign language course at the Medical University of Łódź is not applicable while applying for mobilities to Partner Countries 1-14 (only foreign exam grades or certificates will be accepted).
- Participation in research-interest groups – at least 1 year- 0,5 point confirmed by the Group Coordinator
- Active participation in scientific congresses and symposiums
  - \* International –0,5 point for the first one and extra 0,25 for the second one and 0,1 point for every next one.
  - \* National – 0,3 point for the first one and 0,15 point for the second one and extra 0,1 point for every next one.
  - \* University - 0,2 point for the first one and extra 0,1 for every next one.
- **+ additionally (max 2 points):** Students that participate in Erasmus programme for the first time will get 1 point. 1 point for the significant participation in activities for incoming Erasmus students (BUDDY).

5. If more than one candidate achieves the same number of points, the conclusive criterium is the mean grade. If the mean grade is identical, the conclusive criterium are the additional criterium and finally the decision of the Admissions Committee.

6. The Admissions Committee approves candidates for traineeship mobility during committee held on March/April 2022. The Admissions Committee approves candidates for traineeship mobility with and without the right to the Erasmus + scholarship. The number of candidates with and without the right to the Erasmus + scholarship is decided by the Admissions Committee during the qualification meeting.

7. A student can appeal against the decision of the Admissions Committee. The appeal should be submitted within 7 days after receiving the decision, to the Vice-rector of Organizational and Student Affairs.

8. A student can appeal against the decision of the Vice-rector of Organizational and Student Affairs within 7 days.

9. Within the Erasmus + programme students can do an student internship at the foreign institution located in any country participating in the Erasmus+ programme. Students are required to find the placements themselves. The whole time of an internship must be completed on one institution only.

Programme Countries 1-14 – between Higher Education Institutions must be signed bilateral agreement. If the placement is offered by the private institution between UM and the institution must be signed Letter of Intent.

10. Traineeship may not be held in:

- ✓ European Union Institutions
- ✓ Institutions managing European Union Programs
- ✓ Diplomatic post – student native country
- ✓ Institutions in country of origin
- ✓ Institutions enlisted below:

[https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions-and-bodies-profiles\\_en](https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions-and-bodies-profiles_en)

Students with a dual citizenship (including polish citizenship) are allowed to participate in a mobility to the second country providing that the country of their residence is Poland.

11. All the students approved for student mobility within the Erasmus+ Programme are required to submit by e-mail the following documents:

- Filled 'Application form for candidates for traineeships mobility within the Erasmus+ Programme.'
- Filled 'Letter of intent'

12. Traineeship period in the receiving institution cannot be shorter than 2 months (60 days) (*long-term physical mobility*) and cannot be longer than one academic year. A minimal period in the receiving institution is only related to training, excluding language preparations. Medical University of Łódź provides 2 months grant, the funding of a longer period depends on available financial resources.

***Mobilities for traineeships will be possible within the following types:***

- **Long-term physical mobility** (*minimum 60 days*)
- **Short-term/long-term doctoral mobility** (*5 – 30 days physical mobility or minimum 60 days*)

13. In academic year 2022/2023 recruitment for Erasmus+ programme will be conducted in February 2023. After the Qualifying Board session all the unfilled places and the places vacate by students withdrawing from programme may be offered to students on the reserve list or (if students on the reserve list withdraw their interest) to students nominated by the faculty coordinators and the university coordinator without additional recruitment.

14. All the rules (except for those concerning the awarded scholarship) also relate to those students who meet all the formal and qualitative criteria and participate in the mobility without receiving scholarships (Erasmus+ students without a scholarship).

15. International student mobility is organized by the International Relations Office (Muszyńskiego Street 2, 2<sup>nd</sup> floor, room 3.07). These regulations may be amended if it is needed.

16. All the students approved for student mobility within the Erasmus+ Programme are required to fill and submit at the International Relations Office the following documents:

- Learning Agreement containing the agreed traineeship programme
- Other documents required by the host university

17. Each student approved for student mobility within the Erasmus+ Programme should contact the host university in order to send all the required documents when it is due.

18. With each approved student for student mobility in the Erasmus+ Programme there will be a written agreement prepared, explaining each side's obligations.

19. Each student approved for the mobility will receive an Erasmus+ Student Charter delivered to the university by the National Agency.

20. The student should be insured for the period of the travel and stay at the partner university. Should possess valid Health Insurance European Card (ECUZ) and civil liability (OC)+ medical 3<sup>rd</sup> parties legibility insurance (OC MED +) and Accident Insurance (NNW). If applicable – the relevant insurance for those going for a traineeship outside the EU.

21. Before and at the end of mobility period every student doing a traineeship in any of the following languages: French, Spanish, German, Portuguese, Italian (with exception of native speakers of the aforementioned languages) must complete the language proficiency test. (the access to an online language test tool will be provided to student by Medical University of Łódź). The test result has no impact on student's traineeship. Students with the positive test result are entitled to an online language course. The language course is compulsory. Students who are granted the language course licence will use it accordingly during the period between the two language proficiency tests.

22. The student's resignation from the programme is possible only in the case of fortuitous events, unpredictable, emergency events. In other circumstances student loses a possibility to participate in re-applying for a scholarship and right to go abroad to study and practice under the Erasmus + programme in subsequent years.

23. Participants support

- The Medical University of Łódź declares that during the implementation of Project No. 2022-1-PL01-KA131-HED-000055666 all participants will be treated equally and fairly in accordance with the principles of the financial agreement and the Erasmus Charter 2021-2027.

24. Equal access and social inclusion

- The Medical University of Łódź declares that during the implementation of Project No. 2022-1-PL01-KA131-HED-000055666 all participants will be treated in accordance with the principles of the financial agreement and the Erasmus Charter 2021-2027. The principles of recruiting project participants assume equal opportunities in terms of sex, age, place of residence, religion, financial situation, health situation (including: disability).

## **II. Funding rules for students participating in Erasmus + mobility programme for traineeship.**

1. Erasmus+ Programme traineeships are issued to cover any additional costs concerning the trip and stay at the partner university (the costs of the trip itself, language preparation, higher costs of living abroad). The grant does not cover all the costs. The students approved for international traineeship mobility accept the fact that they have to cover some of the living expenses themselves. The final amount of funding from the Erasmus + budget will be determined by the



University based on the documents provided by the receiving institution stating the duration of stay in the traineeship country in days (according to '1 month equals 30 days' rule). The 2-month mobility has to be completed within a period of two full months (60 days). The University guarantees payment of the scholarship for the duration of agreed traineeship in the partner institution. The scholarship is not guaranteed for any potential extension of traineeship agreed by the parties concerned.

2. The Medical University of Lodz will finance 2-months long mobility. Any longer stays (lasting 2 to 12 months) may only be financed if the University funding ability allows it. Grants (for 2-month traineeships regardless of the declared duration of stay) will be received by students who, after the recruitment process, are qualified for traineeship with the right to receive the statutory funding. In case of the funding budget surplus the funding for extended traineeships may be granted to students qualified for traineeships with the right to receive the statutory funding (according to their place on the list of qualified students) as long as the funds suffice. The University may grant permission for no longer stays and traineeship extensions at student's own expense.

3. In case a student resigns from the Traineeship, or Traineeship will be impossible to accomplish because of other difficulties from host organization, free fund could be transferred to a student from the reserve list.

4. Erasmus+ National Agency, based on the European Commission's guidelines, in agreement with the national authority for higher education, has defined following scholarships, applicable in the year 2022/2023 for mobility to certain countries:

<b>Group of countries</b>	<b>Monthly scholarship rate in EURO</b>
<p style="text-align: center;"><b><u>GROUP 1:</u></b></p> <p>Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden</p> <p style="text-align: center;">Partner Countries: Region 14</p>	700
<p style="text-align: center;"><b><u>GROUP 2:</u></b></p> <p>Austria, Belgium, Cyprus, France, Greece, Spain, the Netherlands, Malta, Germany, Portugal, Italy</p> <p style="text-align: center;">Partner Countries: Region 5</p>	700
<p style="text-align: center;"><b><u>GROUP 3:</u></b></p> <p>Bulgaria, Croatia, Czech Republic, Estonia, North Macedonia, Lithuania, Latvia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary</p>	600

Mobility between Program Countries and Partner Countries:

<b>From</b>	<b>To</b>	<b>Monthly scholarship rate in EURO</b>
Program Countries	Partner Countries from regions: 1– 4 and 6 – 13	700 EUR

- Students and recent graduates participating in *short-term physical mobility* will get 70 EUR/day until 14<sup>th</sup> day of their mobility than they will get 50 EUR/day between 14-30<sup>th</sup> day of their mobility.

#### **PARTNER COUNTRIES, REGIONS:**

REGION 1: **Western Balkans:** Albania, Bosnia and Herzegovina, Kosovo, Montenegro

REGION 2: **Neighbourhood East:** Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law

REGION 3: **South-Mediterranean countries:** Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia

REGION 4: **Russian Federation:** Territory of Russia as recognised by international law

REGION 5: **Asia:** Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam High income countries: Brunei, Hong Kong, Japan, Korea, Macao, Singapore and Taiwan

The least developed countries amongst these countries can be found at:

[DAC-List-ODA-Recipients-for-reporting-2021-flows.pdf \(oecd.org\)](#) .

REGION 6: **Central Asia:** Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan

REGION 7: **Middle East:** Iran, Iraq, Yemen High income countries: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates

REGION 8: **Pacific:** Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu High income countries: Australia, New Zealand

REGION 9: **Sub-Saharan Africa:** Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe

REGION 10: **Latin America:** Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela

REGION 11: **Caribbean:** Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Suriname and Trinidad & Tobago

REGION 12: **US and Canada:** United States of America, Canada

REGION 13: Andorra, Monaco, San Marino, Vatican City State

REGION 14: Faroe Islands, Switzerland, United Kingdom

**Students planning mobilities to Partner Countries from groups 1-14 must be aware that additional formalities and costs (visas, vaccinations, insurance) are to be covered from their own budgets. Erasmus+ grant will not cover additional expenses.**

5. The Erasmus + scholarship will be paid to student's bank account (after the financial agreement is signed) in the following way:

\* first instalment, approximately 90% of the total amount agree in the financial agreement – signed prior to student's departure – will be paid within no longer that 30 days from the date the Confirmation of Arrival issue by the host institution is received by the University.

\* second instalment, approximately 10 % of the total scholarship amount will be paid out after the mobility (when the students comes back and all the required documents are provided: completed, signed and stamped by the host institution). These are:

- Learning Agreement for Traineeship
- Confirmation of Arrival and Departure
- Proof of Recognition

Learning Agreement with the dates of traineeship commencement and completion.

Additionally: an online form (online EU survey); both language tests (taken at the beginning and at the end of the mobility period) completed via Language Support Online (OLS) tool. Lastly, the student is required to complete the language course (if awarded such opportunity) and provide a traineeship progress report (electronically)

6. Before the mobility The Medical University of Łódź will sign the contract with a student. The contract will specify the obligations of each party and the procedure for paying scholarships (number of installments, manner of transferring the scholarship).

#### 8. **Students and recent graduates with fewer opportunities:**

Students with difficult financial situation i.e. receiving social grant, could apply for scholarship from funds. The amount of a grant depends on traineeship period, and country of destination and agreement between National Agency and University. Eligibility to receive particular grant entitled to the students that received social found in time of qualification process.

- Students and recent graduates with fewer opportunities receive a top-up amount to the individual support of their EU Erasmus+ grant with an amount of 250 EUR per month (*long-term physical mobility*)
- Students and recent graduates with fewer opportunities receive a top-up amount to the individual support of their EU Erasmus+ grant of an amount of 100 EUR for a physical mobility activity period of 5-14 days and 150 EUR for the one of 15-30 days. (*short-term physical mobility*)

Mobility duration	Individual support	Top-up amount to the individual support for students and recent graduates with fewer opportunities
60 days and more	<u>Group 1</u> 700 €	+ 250 €
	<u>Group 2</u> 700 €	
	<u>Group 3</u> 600 €	



<b>From 5 to 14 days</b>	70 €/day	+ 100 € /mobility
<b>From 15 to 30 days</b>	50 €/day	+150 € /mobility

A. Right to receiving a to-up amount to the individual support have all the students registered at MUL, which during the academic year 2022/23 are eligible to receive social grant or

B. Students with a high level of disability.

Detailed information for students with a high level of disability is to be found below:

[https://erasmusplus.org.pl/brepo/panel\\_repo\\_files/2021/11/02/q3ib5r/zasady-realizacji-wyjazdow-osob-niepelnospprawnych-.pdf](https://erasmusplus.org.pl/brepo/panel_repo_files/2021/11/02/q3ib5r/zasady-realizacji-wyjazdow-osob-niepelnospprawnych-.pdf)

or directly from the Erasmus+ Administrative Coordinator at the Medical University of Lodz.

## 9. Travel reimbursement

- Mobilities to **Program countries (1-3)** (UMED own funds)

<b>Distance</b>	<b>Amount of funding (PLN)</b>
<b>do 499 km</b>	200
<b>Od 500 km do 1999 km</b>	500
<b>Od 2000 km do 2999 km</b>	700
<b>Od 3000 km do 3999 km</b>	1000
<b>Od 4000 km</b>	1200

- Mobilities to **Partner Countries (1-14)** – (Erasmus+ Programme funds). Students and recent graduates travelling to partner Countries excluding regions 5 and 14:

<b>Distance</b>	<b>Traditional Mobility (EUR)</b>	<b>Green Travel Mobility refers to any means of transportation that is 'green' and has low impact on the environment (EUR)</b>
from 0 to 99 km	23 EUR	x
from 100 to 499 km	180 EUR	210 EUR
from 500 to 1999 km	275 EUR	320 EUR
from 2000 to 2999 km	360 EUR	410 EUR
from 3000 to 3999 km	530 EUR	610 EUR
from 4000 to 7999 km	820 EUR	x




8000 km and above	1500 EUR	x
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### III. Acceptation rules for students participating in Erasmus+ mobility programme for Traineeship.

1. The University commits to recognize the learning outcomes of the traineeship upon satisfactory completion of the mobility programme. Each student leaving within the Erasmus+ Programme will receive an approved individual traineeship programme to realize at the host university in the form of a "Learning Agreement Traineeships" signed by three parties: Medical University, host university and the student. In case any changes in the traineeship programme should be made a student is required to inform Medical University and the host Institution in an official way. Any changes made in the Learning Agreement for Traineeships need to be accepted by the Medical University, host Institution and the student.
2. Traineeship can be obligatory or not obligatory (depending on the study program), but it should guarantee competences related with the program from the sending institution. Accomplish Traineeship will be added to the Supplement to the Diploma
3. Each student is required to present to the MUL via e-mail documents received at the end of the traineeship mobility from the host university attesting his/her stay and the obtained results in the AFTER THE MOBILITY from the Learning Agreement for Traineeships. On the basis of delivered documentation Medical University of Lodz undertakes to recognize the period of carried out traineeships. In case the student don't meet the required conditions the University may refuse recognition of carried out traineeship.
4. Due to difficulties in receiving the original documents from the foreign institutions and students participating in the Erasmus + Programme the Medical University of Lodz will accept scan of documents such as: Learning Agreement (Before, During, After the Mobility), Confirmation of Arrival and Departure, Proof of Recognition.
5. After returning from the host University the student is obliged to fill out the questionnaire provided by University and prepare the report from the Traineeship.

Approved:

14. 03. 2023



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