

## **PARTICIPATION RULES FOR THE ERASMUS+ PROGRAMME AT THE MEDICAL UNIVERSITY OF LODZ IN THE ACADEMIC YEAR 2023/2024. STUDYING ABROAD.**

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

1. Students can apply to realize a part of their studies 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 trip can be realized 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 trip can be realized 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 at the Foreign Affairs Office a declaration from their respective dean's office stating they will continue the second cycle studies,)

2. Studying 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, none lower than 3,25 (max. 5 points).

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 and examinations, of the courses indicated in the program of studies for a given education cycle, subject to item 5 and 6.

5. 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.

6. The mean grade is calculated to three decimal places and rounded to two decimal places, in accordance with the following rules:

- 1) when the final digit after the decimal place is from 5 to 9, the value is rounded up;
- 2) when the final digit after the decimal place is from 0 to 4, the value is rounded down.

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 grade from 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 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. 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.

Additional criteria:

- Publications :
  - \* In reviewed journals on the Master Journal List with the IF – 0,5 point for the first one and extra 0,25 point for the second one and 0,1 point for the every next one.
  - \* In reviewed foreign journals- 0,3 point for the first one and extra 0,15 for the second one and 0,1 point for every next one.
  - \* In Polish journals on the MNiSW list – 0,2 point for the first one and extra 0,1 for every next one
- Projects awarded during symposiums, scientific congresses, conferences or scientific contests
  - \* International level -0,5 point for the first one and extra 0,25 point for the second one and 0,1 point for every next one.
  - \* National level -0,3 point for the first one and extra 0,15 point for the second one 0,1 point for every next one.
  - \* University level- 0,2 point for the first one and extra 0,1 for every next one.
- 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.
- Participation in research-interest groups MUL– at least 1 year- 0,5 point confirmed by the Group Coordinator
- Participation in academic choir MUL confirmed by the Choir Coordinator - minimum one year - 0,5 point
- Participation in academic AZS MUL- minimum one year - ( Academic Sport Association confirmed by the AZS Coordinator - 0,5 point
- 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.

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 study mobility during one sitting. The Admissions Committee approves candidates for study 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 under condition that Medical University of Lodz will be have a knowledge about quantity of funds for the students scholarships available for academic year 2023/2024. Other way Admission Committee will award places and Representative of the Medical University of Lodz for International Cooperation will decide about the numbers of grants as soon as National Agency for Erasmus + informs us about admitted funds.

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 7days.

9. Students applying for Study in Erasmus+ mobility program should deliver following documents in International Relations Office (ul. Muszyńskiego 2, 2<sup>nd</sup> floor, room 3.07) :

- Filled "Application form for candidates for study mobility Erasmus + Programme. Studying abroad."

10. Students approved for international study mobility can only move to those partner universities which hold the Erasmus Charter for Higher Education, and have signed bilateral agreements with the Medical University of Lodz relevant to the Erasmus+ Programme. The programme shall be realized pursuant to the number of places, study fields, and levels specified in these agreements. The student must arrive and leave the partner university between 1.07.2023 and 30.09.2024. The period of stay cannot be shorter than 3 months and longer the one academic year (including extension of stay). The minimal time of stay at the partner university comprises only of the study period and not the eventual language preparation. Student cannot apply to the student native country (citizenship).

11. The Admissions Committee determines the length of the study period at the foreign university for each candidate.

12. The Medical University of Lodz conducts only one recruitment in an academic year. Vacant places and places left by resigning students can be used by students from the reserve list or (if there are no candidates left on the reserve list) by students prolonging their period of stay abroad or by students chosen by coordinators departmental and institutional without the necessity of preparing an additional recruitment. In case there are a lot of vacant places the MUL can organize an additional recruitment.

13. 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).

14. International student mobility is organized by the International Relations Office (Muszyńskiego Street 2, 2<sup>nd</sup> floor, room 3.07).

15. All the students approved for student mobility within the Erasmus+ Programme are required to fill and submit at the International Relations Office (Muszyńskiego Street 2, 2<sup>nd</sup> floor, room 3.07) the following documents:

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

16. 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.

17. Before the mobility starts each student accepted is obliged (except natives) do Language Assessment exam (Medical University will support the access to the tool that permits to take the exam on-line). The result of the exam has no influence on the student mobility program. Positive result allows the student to participate in the on-line language course. Participating course is not obligatory. The student with on-line course license should use it appropriately in the period between both Language Assessment exams.

18. With each approved student for student mobility In the Erasmus+ Programme there will be a written agreement prepared, explaining each sides 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).

21. It is possible to extend study period only if ( without grant) both coordinators of Erasmus + programme from sending and host institution will agree. The student can extend the study period only at the university that he was accepted to during the qualification process. Specific presider will be define in separate document.

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 Lodz declare that during the implementation of Erasmus+ Project in academic year 2022/2023 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 Lodz declare that during the implementation of Erasmus+ Project in academic year 2022/2023 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 studies.**

1. Erasmus+ Programme scholarships 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 study mobility accepts the fact that they have to cover some of the living expenses themselves. The final amount of Erasmus+ financing shall be decided by the university based on a) a statement issued by the host university showing the actual period of stay in the target country. The university guarantees a scholarship for the originally established period of stay. A scholarship for any possible prolongations of stay is not guaranteed.

2. Erasmus+ National Agency, based on the European Commission's guidelines, in agreement with the national authority for higher education, has not defined scholarships, applicable in the year 2023/2024 for mobility to certain countries yet. As soon as there are known the information concerning monthly scholarship rate will be included in the Annex to the Rules.

3. Students with difficult financial situation i.e. receiving social grant, could apply for scholarship from funds.

Eligibility to receive particular grant entitled to the students that received social found in time of qualification process.

- Students 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*)

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 students with a high level of disability.

4. Erasmus+ National Agency, based on the European Commission’s guidelines, in agreement with the national authority for higher education, has not defined scholarships, applicable in the year 2023/2024 for mobility to certain countries yet. As soon as there are known the information concerning monthly scholarship rate will be included in the Annex to the Rules.

### III. Recognition rules for students participating in Erasmus + mobility programme.

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 study programme to realize at the host university in the form of a „Learning Agreement (LA)” signed by three sides: Medical University, host university and the student. Any changes made in the Learning Agreement need to have a written form. In case of programme differences between the study programme of the MUL and the one in the Learning Agreement, the university (the appropriate dean for teaching) and the student decide on a date and form of completing the programme.

2. Each student is required to present to the MUL (International Relations Office, Muszyńskiego Street 2, 2<sup>nd</sup> floor, room 3.07 and the proper dean’s office) a document received at the end of the study mobility from the host university attesting his/her stay there and the list of realized courses and the obtained results in the form of a Transcript of Record – Section to be completed AFTER THE MOBILITY from the Learning Agreement for Studies/Recognition Outcomes.

3. On the basis of the Transcript of Records (Section to be completed AFTER THE MOBILITY from the Learning Agreement for Studies/Recognition Outcomes) provided by the student, the Medical University (Dean or Vice-dean for Teaching for the department) commits to credit the period of study/courses/exams, as equivalent to a period of study/courses/exams at the Medical University. The university can deny crediting if the student obtains dissatisfying results or does not meet requirements agreed upon between the sides.

4. ECTS credit or grades obtained by the student and confirmed by the Transcript of Records (Section to be completed AFTER THE MOBILITY from the Learning Agreement for Studies/Recognition Outcomes) will be, after crediting the period of study abroad, transferred to grades used by the Medical University according to the table below:

ECTS grades	Medical University of Lodz grades
A	5,0
B	4,5
C	4,0
D	3,5
E	3
F	2
FX	2

5. After returning from the host university the student is obliged to fill out the EU Survey provided by the Mobility Tool system.

Approved:

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Rector’s Representative for International Exchange

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