

RULES FOR PARTICIPATION IN THE ERASMUS + KA131 PROGRAMME AT THE MEDICAL UNIVERSITY OF ŁODZ IN THE ACADEMIC YEAR 2024/2025.

STUDENT TRAINEESHIP MOBILITY

These rules are subject to change if the guidelines to the Erasmus + Programme Guide are updated and published.

The general programme guide can be found at:

<https://erasmus-plus.ec.europa.eu/pl/erasmus-programme-guide>

I. Rules for recruitment of students for traineeship mobilities abroad under the Erasmus + Programme

1. The following students can apply for traineeship under the Erasmus + Programme:

- ✓ are registered students of the Medical University of Lodz (MUL) during the recruitment procedure)
- ✓ are not on dean's leave and will not be during the qualification procedure and throughout their stay at the partner institution
- ✓ have completed:
 - students of long-cycle studies: the first year of studies and the academic year preceding the traineeship mobility (the mobility takes place after the second academic year)
 - students of first-cycle studies: the first year of studies and the academic year preceding the traineeship mobility (the mobility takes place after the second academic year)
- ✓ students of second-cycle studies and doctoral students may apply for the mobility already in the first year; students of the final-year of Bachelor's and Master's studies as well as Doctoral students applying for the mobility in the last semester may apply for it upon the approval of their promoter.
- ✓ are citizens of the country which is eligible for the Erasmus + Programme,
- ✓ have the permanent resident or refugee status
- ✓ are students in their final year of the first-cycle studies
- ✓ MUL graduates are allowed to participate in student traineeship on condition that they are still MUL students during the recruitment procedure. Once they are qualified, they are obliged to complete the traineeship **before 31 May 2026**.
- ✓ students are not allowed to go to their countries of origin.
- ✓ A student who is also an employee of the Medical University of Lodz cannot simultaneously participate in two components of the Erasmus program in a given project year.
- ✓ A student who takes part in mobility for studies and mobility for internships must have a two-week break between these mobilities.

2. The traineeship mobility should not interfere with the completion of studies within the period prescribed in the study plan.

- The traineeship mobility can be occur between 01 June 2025 and 31 May 2026.

- A traineeship in a place where the student is completing their studies under the Erasmus programme before or after the mobility is possible provided that there is an interval of at least 2 weeks; otherwise, it is considered an integral part of studies and the student should extend their study period and complete the studies and the traineeship during a single mobility.

3. During studies and regardless of the number of studied courses and the number of home universities, the student is allowed to complete several traineeship mobilities for a period not exceeding 12 months in each cycle of studies (Bachelor's and Master's studies or doctoral studies), e.g. 2 x 6 months or 3 x 4 months, including the Erasmus + Programme mobilities already completed (including mobilities with and without the right to a grant). Students of long-cycle – uniform Master's degree studies and students of the Faculty of Medicine may leave for a period up to 24 months.

4 The main criteria in the recruitment procedure for a traineeship within the Erasmus + Programme are:

STUDENTS CHOOSING TO GO TO PROGRAMME COUNTRIES (EU + associated countries):

- ✓ the average grade calculated from the last completed year of study preceding the academic year 2024/2025 (max. 5 points). For the purpose of calculation of the arithmetic mean of the yearly grade, the rules contained in § 30, Chapter 8, Item 4 of the current Rules and Regulations of the Medical University of Lodz apply: "The average grade for a semester or a year of study is calculated as the arithmetic mean of the semester grades (final grades), including unsatisfactory grades, obtained for all credits and exams at all attempts, on the subjects required in the study programme for a particular study cycle, subject



to §

5 and § 6” and in § 30, Chapter 8,

Item 5, “When calculating the average grade referred to in Item 4, the following are taken into account:

1) in the case of a credit or committee exam – the grade on the credit or committee exam, entered into the Electronic Student Service System (ESOS) in place of the previous grade on the credit or examination contested under the procedure referred to in §23, Item 1,

2) in the case of a positive re-sit grade - the grade obtained at the second attempt and entered into ESOS, in compliance with rules laid down in § 19, Item. 8”.

If the average grade for the academic year 2023/2024 cannot be calculated, the average grade for the academic year 2022/2023 will be taken into account.

For third-level students, the grade entered into the diploma of the second-cycle studies or uniform Master’s degree studies will be considered the average grade.

- ✓ The grade on a foreign language exam/a foreign language certificate x 1.5 (max. 8.25 points). The applicant is required to know the language of the country in which the traineeship will be held or another language indicated by the host institution.
- ✓ A foreign language examination grade is not required if:
 - the student has obtained at least grade 4 on the foreign language course after the second year of studies
 - the student has the “native speaker” status, and the language of the country to which he/she is going or in which the traineeship is going to be held is the official language of his/her country of origin (the student is required to produce documents confirming this fact). Such a student receives grade 5 (very good).
 - the student of the Medical University of Lodz does their studies in the English language and has completed at least three years. Such a student is not required to take a foreign language exam and receives grade 5 (very good).

The foreign language exam is organised by the Foreign Language Centre of the Medical University of Lodz. The examination procedures are described in “Rules and Regulations of Language Courses and Examinations and the Recognition of Language Certificates at the Medical University of Lodz” and placed on the website of the the International Relations Office://dwz.umed.pl/studenci/kursy-i-egzaminy-jezykowe/.

You can register for the examination in the Foreign Language Centre of the Medical University of Lodz. A student may take an exam on several foreign languages. Language Certificate holders may be exempted from the examination. Decisions on exemption and awarding grades are made by the Foreign Language Centre. Results of the language examinations will be available in the the International Relations Office within 7 working days. The student has a right to appeal within 5 working days following the announcement of the results. In order to appeal, the student has to submit an appeal to the “Appeal Board” accompanied by the appropriate justification. The application should be submitted in person to the International Relations Office.

Additional criteria:

- 1 point for first-time Erasmus students.

Students wishing to participate in BIPs (Blended Intensive Programmes) are subject to the same assessment criteria as for other mobilities held in Programme Countries.

- 1 point for students participating in the BUDDY program i.e. activities for the benefit of students coming from Partner Universities (BUDDY)

STUDENTS CHOOSING TO GO TO PARTNER COUNTRIES (outside of the EU):

- ✓ the average grade calculated from the last completed year of study preceding the academic year 2024/2025 (max. 5 points). For the purpose of calculation of the arithmetic mean of the yearly grade, the rules contained in § 30, Chapter 8, Item 4 of the current Rules and Regulations of the Medical University of Lodz apply: “ The average grade for a semester or a year of study is calculated as the arithmetic mean of the semester grades (final grades), including unsatisfactory grades, obtained for all credits and exams at all attempts, on the subjects required in the study programme for a particular study cycle, subject to § 5 and § 6” and in § 30, Chapter 8, Item 5, “When calculating the average grade referred to in Item 4, the following are taken into account:

1) in the case of a credit or committee exam – the grade on the credit or committee exam, entered into the Electronic Student Service System (ESOS) in place of the previous grade on the credit or examination contested under the procedure referred to in §23, Item 1,

2) in the case of a positive re-sit grade - the grade obtained at the second attempt and entered into ESOS, in compliance with rules laid down in § 19, Item. 8”.



If the average grade for the academic year 2023/2024 cannot be calculated, the average grade for the academic year 2023/2024 will be taken into account.

For third-level students, the grade entered into the diploma of the second-cycle studies or uniform Master's degree studies will be considered the average grade.

- ✓ The grade on a foreign language exam/a foreign language certificate x 1.5 (max. 8.25 points). The applicant is required to know the language of the country in which the traineeship will be held or another language indicated by the host institution.
- ✓ A foreign language examination grade is not required if:
 - the student has obtained at least grade 4 on the foreign language course after the second year of studies
 - the student has the "native speaker" status, and the language of the country to which he/she is going or in which the traineeship is going to be held is the official language of his/her country of origin (the student is required to produce documents confirming this fact). Such a student receives grade 5 (very good).
 - the student of the Medical University of Lodz does their studies in the English language and has completed at least three years. Such a student is not required to take a foreign language exam and receives grade 5 (very good).

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Additional criteria:

- 1 point for first-time Erasmus students.
- 1 point for students participating in the BUDDY program i.e. activities for the benefit of students coming from Partner Universities (BUDDY)

- Active participation in scientific circles (confirmed by the circle tutor) - minimum 1 year: 0.5 points

- Active participation in scientific congresses and symposia - delivery of a paper or presentation of a poster (international, national, university conferences)
 - A) international: 0.5 points for the first one; additionally, 0.25 points for the second one
 - B) national: 0.3 points for the first one; additionally, 0.15 points for the second one
 - C) university: 0.2 points for the first; additionally, 0.1 points for the second one

- Works awarded at scientific congresses and symposia (international, national, university level)
 - A) international: 0.5 points for the first one; additionally, 0.25 points for the second one
 - B) national: 0.3 points for the first one; additionally, 0.15 points for the second one
 - C) university: 0.2 points for the first; additionally, 0.1 points for the second one

- Publications
 - A) in peer-reviewed journals from the "ISI Master Journal List" with IF: 0.5 points for the first one; additionally, 0.25 points for the second one
 - B) in peer-reviewed foreign journals: 0.3 points for the first one; additionally, 0.15 points for the second one
 - C) in Polish journals from the list of the Ministry of Science and Higher Education: 0.2 points for the first one; additionally, 0.1 points for the second one.

Moreover, students going to partner countries will have to go through the second stage. The students will be required to take part in a qualification interview in front of the Qualifying Commission that may award students up to 6 points.



5. If the applicants receive the equal number of points, the order for qualification of the applicants will depend on the average grade. If the average grade also appears to be identical, additional criteria and the final decision of the Qualifying Commission will be taken into account.

6. The Qualifying Commission will approve the candidates for traineeship at Commission meetings which will be held in:
- second half of **March 2025** for programme countries (EU + Associated countries)
- end of **January 2025** for partner countries (outside of the EU)

The Qualifying Commission approves candidates for traineeships with and without the right to the Erasmus + Programme scholarship. The number of traineeships with and without the right to the Erasmus + Programme scholarship is determined by the Qualifying Commission during Commission meetings.

The candidates who did not receive the right to go with the scholarship in the recruitment procedure to partner countries have a right to participate in the recruitment to programme countries. However, they automatically lose the traineeship to which they were accepted in the previous recruitment.

Allocation of places:

Priority regarding traineeships with a scholarship will be given to:

-students going to programme countries who have provided, apart from the “Candidate Form”, a duly completed and signed “Letter of Intent”.

-further 4 traineeships will be awarded to students recruited for a mobility to Japan to Aichi Medical University, being a partner university of the Medical University of Lodz under the implemented agreement.

-further 4 traineeships will be awarded to students going to other partner universities/institutions on condition that they provide a “Letter of Intent”.

- further 4 traineeships places will be awarded to students wishing to participate in short-term BIP mobilities.

-students going to programme countries who have not provided a “Letter of Intent” and gave the name of the country in which they are planning to complete the traineeship.

The Medical University of Lodz will sponsor long-term mobilities (60-day) and short-term mobilities (14-day) for doctoral students and BIPs.

The Medical University of Lodz will finance 10 longer 5-month trips for graduate students. The period of stay should be declared in the form.

Other students will be awarded traineeships without a scholarship.

The Medical University of Lodz reserves the right to change the number of scholarships for those going to partner countries, depending on the number of applications for mobilities to programme countries.

At the end of October 2025, the Medical University of Lodz is planning to redistribute financial resources. As a result, money may be allocated to those who have been granted the right to travel without a scholarship or to those whose stay are going to be longer longer than the sponsored period. By 1 November 2025, the student should have started their traineeship mobility or be about to start it soon.

7. A student has a right to appeal against the decision of the University Qualifying Commission. The appeal should be submitted to the Vice-Rector for Organisational and Student Affairs within 7 days following the receipt of the decision.

8. A student has a right to appeal against the decision of the Vice-Rector for Organisational and Student Affairs to the Rector within 7 days.

9. Students may do traineeships in a foreign host institution located in a country participating in the Erasmus + Programme. Students find the traineeship location on their own. The whole traineeship must be completed in one institution.



10. Regarding trips to **Partner Countries 1-14**: students may go to a higher education institution which has signed a bilateral agreement with MUL, or to private institutions. Students are obliged to make sure that the host institution is ready to sign such an agreement and they have to provide the contact with such host institution to an employee of the International Relations Office.

11. The traineeship cannot be held in:

- European Union institutions
- Institutions managing European Union programmes
- Diplomatic institutions of the student's home country
- Other establishments of the student's home country

A complete list of these institutions is available at:

https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions-and-bodies-profiles_pl

Holders of dual citizenship, one of each is Polish, have a right to travel to the other country of citizenship, provided that the country of their permanent residency is Poland.

12. All applicants for mobility within the Programme must complete the following documents and submit them electronically to the e-mail address of the International Relations Office:

Mobility to Programme Countries (EU + associated countries):

- Completed "Exchange Candidate Form. Traineeship Mobility"
- "Letter of Intent" (if missing, the document will need to be completed after the recruitment)

BIP (blended intensive programme) mobility:

- Completed Exchange Candidate Form. Traineeship Mobility"
- Acceptance of BIP organiser with the BIP number

Mobility to Aichi Medical University:

- Completed "Exchange Candidate Form. Traineeship Mobility"

Mobility to Partner Countries (outside of the EU) except Aichi Medical University:

- Completed "Exchange Candidate Form. Traineeship Mobility"
- "Letter of Intent"

13. Student's stay at the host institution in order to complete the traineeship can be the following:

- Long-term physical mobility in order to complete traineeships for students and doctoral students (minimum 60 days, can be done in any establishment but should correspond to the study course)
- Short-term mobility in order to complete traineeships for doctoral students (5 - 30 days of physical mobility without an obligatory virtual element upon return, the traineeship can be held in any institution but should correspond to the study course). Available only for students participating in programme countries.
- Short-term BIP (Blended Intensive Programmes) mobility (5 - 30 days of physical mobility with a compulsory virtual component, the traineeship can only be held in BIP host institutions and should correspond to the study course). Available only for students participating in programme countries.

The minimum period of stay at the partner university refers only to the traineeship period and does not include the period of any language preparation.

14. The Medical University will recruit for traineeships in academic year 2024/2025 in three parts:

-mobilities to partner countries (outside of the EU) from Monday 06 of January 2025 until Friday 24 of January 2025 up to an hour 13:00. Recruitment will take place via the Candidate Form in the Forms application. The link will be made available on the DWZ website when recruitment begins. Those applicants who will send their documents after the deadline or if the submitted documents are incomplete will not be considered in the recruitment procedure.

-recruitment for *BIP (Blended Intensive Programmes)* will be held on the same date as the recruitment of students for mobilities to partner countries (outside of the EU). Students may still apply after the recruitment procedure has finished. However, they will have to do it not later than one month before departure, and awarding the grant will depend on University funds. Recruitment will take place via the Candidate Form in the Forms application. The link will be made available on the DWZ website when recruitment begins.

- *traineeship mobilities to programme countries (EU + associated countries)* from **Monday 10 of February 2025 until 10 of March 2025 up to an hour 13:00**. Recruitment will take place via the Candidate Form in the Forms application. The link will be made available on the DWZ website when recruitment begins. Those applicants who will send their documents after the deadline or if the submitted documents are incomplete will not be considered in the recruitment procedure.

After the meeting of the Qualifying Commission, any vacancies and places vacated by students resigning from mobilities can be used by students from the reserve list.

15. All rules (except those concerning the granted scholarship) will also apply to students who, having fulfilled all formal and quality criteria, participate in the mobility without receiving a scholarship (Erasmus + Programme students without a scholarship).

16. The International Relations Office is responsible for organising students' departure for foreign traineeships. It is located at: ul. Muszyńskiego 2, 90 - 151 Lodz. The Medical University of Lodz may introduce amendments and changes to these regulations.

17. All students qualified for mobility within the Erasmus + Programme should contact the host institution in order to send required documents by the deadline specified by the institution.

18. Each student qualified for mobility within the Erasmus + Programme will be obliged to sign a written agreement specifying the obligations of each party.

19. Each student qualified for mobility will receive an Erasmus + Programme Student Card provided to the University by the National Agency.

20. The student should be insured for the duration of the journey and stay at the traineeship institution. He/she should have a valid European Health Insurance Card (EKUZ) or its equivalent (for those going to countries where the EHIC card is not recognised or for those who are not eligible for it), a third-party liability insurance, an insurance against accidents and a medical malpractice insurance within the EU (OCMED+) or (if applicable), an adequate insurance for students going to non-EU countries.

21. Before the beginning and at the end of the mobility period, each student who will be doing a traineeship in the following languages: English, French, Spanish, German, Portuguese or Italian (except for those for whom a particular language is their mother tongue) is obliged to complete a language proficiency test. The result of the test has no influence on the student's mobility to the traineeship institution. A positive test result entitles the student to participate in an online language course. Participation in the course is not obligatory.

23. The student may resign from the mobility due to an accidental event, urgent and unforeseeable situations. In other cases, the student loses the possibility to reapply for the Erasmus + Programme scholarship and the right to participate in studies and traineeships under the programme in the future.

24. Support of participants

- The Medical University of Lodz declares that during the implementation of Project No. 2023-1-PL01-KA131-HED-000114874 all participants will be treated equally and fairly in compliance with principles of the Financial Agreement and the Erasmus Charter 2021-2027.

25. Equal access and inclusion

- The Medical University of Lodz declares that during the implementation of Project No. 2023-1-PL01-KA131-HED-000114874 all participants will be treated equally and fairly in compliance with principles of the Financial Agreement and the Erasmus Charter 2021-2027. The rules of recruitment of project participants include equal opportunities in terms of gender, age, place of residence, religion, financial situation, health status (including: disability).

II. Rules for financing of students for traineeship mobilities abroad under the Erasmus + Programme

1. A scholarship from the Erasmus + Programme is intended to cover additional costs related to the mobility and stay at a partner university (costs of language preparation, increased costs of living abroad). The scholarship does not cover all costs related to the



stay. The students who has been qualified for a traineeship at a partner university is aware of this fact and is obliged to cover the difference in living costs from their own resources. The final amount of the scholarship under the Erasmus + Programme budget will be determined by the University on the basis of a document issued by the host institution, specifying the actual duration of stay in the particular country calculated for each single day, according to the “Beneficiary Module”, i.e. the Erasmus + Programme online system (1 month is equal to 30 days). Similarly, a two-month mobility has to last 2 full months (60 days).

The length of stay calculator, which approximates the length of stay, is available on the website of the International Relations Office of the Medical University of Lodz.

The University guarantees payment of the scholarship for the initially agreed period of stay at the host institution. The University does not guarantee payment of the scholarship if the parties to the agreement agree for any extension of the stay.

2. The Medical University of Lodz will sponsor long-term mobilities (60-day) and short-term mobilities (14-day).

The Medical University of Lodz will finance 10 longer 5-month trips for graduate students. The period of stay should be declared in the form.

The scholarship will be granted first to students going to programme countries who have provided, apart from the “Candidate Form”, a duly completed and signed “Letter of Intent”.

Subsequently, the Qualifying Commission will award scholarships to 4 students recruited for a mobility to Japan to Aichi Medical University, being a partner university of the University of Medical Sciences in Lodz, under the implemented agreement.

Next, 4 scholarships will be awarded to students going to other partner universities/institutions on condition that they provide a “Letter of Intent”.

Another 4 scholarships will be awarded to students wishing to participate in BIP (Blended Intensive Programmes).

And finally, students going to programme countries who have not provided a “Letter of Intent” and gave the name of the country in which they are planning to complete the traineeship.

Longer mobilities (above 2 months and up to 12 months) will be sponsored if the University has sufficient financial resources.

If the University still has some financial resources to award scholarships, they will be awarded first to those who have been accepted by the Qualifying Commission for a mobility without a scholarship, and then to those accepted for mobilities which were longer than sponsored in the order of their place on the list of applicants accepted for a mobility with the right to a scholarship going to programme countries and then to partner countries.

3. The National Agency of the Erasmus + Programme, based on guidelines of the European Commission and in agreement with national authorities responsible for higher education, has established the following scholarship rates applicable for the year 2023/2024 for mobilities to particular groups of countries:

Long-term student mobilities for traineeships (SMT) – according to the „Programme Guidebook”, the monthly rate has to be €150 higher than the rate for student mobilities for studies (SMS).

Countries belonging to a given group	Monthly scholarship rate in euros
Group 1: Austria, Belgium, Denmark, Finland, France, Ireland, Iceland, Liechtenstein, Luxembourg, the Netherlands, Germany, Norway, Sweden, Italy and non-affiliated countries in Regions 13 and 14	820
Group 2: Cyprus, Czech Republic, Estonia, Greece, Spain, Latvia, Malta, Portugal, Slovakia, Slovenia	820
Group 3: Bulgaria, Croatia, Lithuania, North Macedonia, Romania, Serbia, Türkiye, Hungary	750



Individuals (students and graduates) who meet criteria under the definition of “people with fewer opportunities” will receive an additional amount of €250 for each month of stay, regardless of the mobility type.

The definition “People with fewer opportunities” relates to:

Group of people	The criterion being the ground for qualification
people with disabilities	Declaration of will on the certificate of recognized disability level
people from low-income environment	The University decision to provide a social grant. For students who will be leaving as graduates, decisions taken in their final year of study will be taken into account.
other groups specified by the University	As defined by the Beneficiary in the University rules for KA131-2023 projects

Short-term mobility for students and graduates (stay between 5 and 30 days) to EU countries - also applies to mixed mobility (blended mobility):

	Amount of daily grant	Additional amount for a participant meeting the criteria under the definition of “a person with fewer opportunities”:
Stays between 5 and 14 days	€ 79 / day	€ 100 / month
Stays between 15 and 30 days	€ 56 / day	€ 150 / month

Long-term mobility for students and graduates to non-Erasmus + Programme third countries under KA131-2023 project, except for countries of Region 13 and Region 14:

Amount of monthly grant - study visits/internships	700 Euro / month
Additional amount for a participant meeting criteria under the definition of “a person with fewer opportunities”	250 Euro / month

Eligible countries:

<https://erasmus-plus.ec.europa.eu/pl/programme-guide/part-a/eligible-countries>

5. The student with whom the Financial Agreement has been signed will be paid the grant to the bank account given by the student according to the following mode:

SMT up to 5 months (150 days):

1st installment in the amount of 100% of the funding amount specified in the financial agreement before the internship, paid no later than 30 days from receiving the Confirmation of Arrival from the institution providing the internship.

The student will receive lump-sum funding for travel costs in the last installment after returning and providing all necessary documents, i.e. a set of documents with original signatures and seals (or qualified electronic signatures) from the institution implementing the internship: Learning Agreement for Traineeships with the start and end dates of the practice in parts:

Before, During, After the mobility (*Traineeship Certificate*)

- Confirmation of Arrival and Departure
- Proof of Recognition
- Completed online beneficiary questionnaire
- Completion of both language tests (at the beginning and at the end of the traineeship period) online on the Online Linguistic Support (OLS) platform and completion of the language course (if the course was chosen)



- presentation of the traineeship mobility
- Other documents required by the University

SMT over 5 months (over 150 days):

The first installment of 70% of the funding amount specified in the financial agreement before the internship, paid no later than 30 days after receiving the Confirmation of Arrival from the institution providing the internship.

The 2nd installment of 30% of the scholarship amount is paid halfway through the student's internship and

travel costs as a lump sum will be paid after returning from the internship and settlement with the university, i.e. after presenting a set of documents with original signatures and seals (or qualified electronic signatures) from the institution conducting the internship:

- Learning Agreement for Traineeships with the start and end dates of the practice in parts: Before, During, After the mobility (*Traineeship Certificate*)
- Confirmation of Arrival and Departure
- Proof of Recognition
- Completed online beneficiary questionnaire
- Completion of both language tests (at the beginning and at the end of the traineeship period) online on the Online Linguistic Support (OLS) platform and completion of the language course (if the course was chosen)
- Providing a multimedia presentation of the traineeship mobility
- Other documents required by the University

The University has a right to contact the student and ask them to complete the documentation up to 2 years after the end of the traineeship. The dates on the “Confirmation of Arrival and Departure” and “After Mobility” must correspond to the dates in the Financial Agreement; otherwise, the mobility may be considered unsettled and the student may be asked to return the awarded scholarship.

6. Before departure, the University will sign an agreement with the student which will specify obligations of each party and the procedure for paying the grant (number of instalments, method of money transfer).

7. Students and recent graduates with fewer opportunities

- Students and recent graduates who meet criteria under the definition of “people with fewer opportunities” participating in a long-term physical mobility (rates in the table - point II.4 + € 250) receive an individual support allowance of € 250 per month regardless of the type of long-term mobility (for study or traineeship, to a programme country or to a partner country).
- Students and recent graduates with fewer opportunities participating in a short-term physical mobility receive an individual support allowance of € 100 for the physical mobility lasting between 5 and 14 days and € 150 for the physical mobility lasting between 15 and 30 days. In this case, the traineeship allowance does not apply.

https://erasmusplus.org.pl/brepo/panel_repo_files/2021/11/02/q3ib5r/zasady-realizacji-wyjazdow-osob-niepelnosprawnych-.pdf

Students with a recognised disability degree must apply for a grant to the Foundation for the Development of the Education System (FRSE) via the Erasmus + Programme University coordinator. The amount granted for expenses directly related to the disability (i.e. additional amount apart from the granted lump sum related to the duration of the scholarship stay) will be settled as real costs, i.e. requiring documentation in the form of invoices. Costs should be adapted to real needs arising from the disability type.

9. Travel cost support:

- Students participating in the Erasmus plus 2024-25 Program for internships receive lump-sum funding for travel costs in Euro from EU funds in the last installment, after completing the mobility and presenting all the required documents:



Distance	Travel using ecological means of transport – "Green Travel"	Standard Travel
from 10 to 99 km:	56 EUR per participant	28 EUR per participant
from 100 to 499 km:	285 EUR per participant	211 EUR per participant
from 500 to 1 999 km:	417 EUR per participant	309 EUR per participant
from 2 000 to 2 999 km:	535 EUR per participant	395 EUR per participant
from 3 000 to 3 999 km:	785 EUR per participant	580 EUR per participant
from 4 000 to 7 999 km:	1 188 EUR per participant	1 188 EUR per participant
8 000 km or more:	1 735 EUR per participant	1 735 EUR per participant

Attention! The amounts from the "Green Travel" and "Standard Travel" columns are not added up.

- 'Distance' is the distance between the point of departure and the site of the activity and the 'rate' is the contribution to travel costs to and from the site of the activity.

- "Green Travel" - a round-trip journey using ecological (low-emission) means of transport, such as: train, bus or car sharing on the basis of carpooling (sharing a car for people traveling for individual purposes on the same route). You must apply for "Green Travel" before your departure.

III. Rules for confirmation of the stay of students participating in traineeships under the Erasmus + Programme

1. For each student leaving for a traineeship within the Erasmus + Programme, an individual programme will be agreed in the form of a document entitled "Learning Agreement for Traineeship", signed by the home university (the Erasmus Programme Coordinator of the relevant faculty, the Institutional Coordinator or, for doctoral students, the Dean/Vice-Dean for Teaching of the relevant faculty), the host institution and the student. The faculty coordinator has to be notified in writing/email not later than within one month following the departure for the traineeship of any modifications in the Learning Agreement for Traineeship which will be introduced during the traineeship. Changes must be made to the Learning Agreement for Traineeship in the "During the Mobility" section and accepted by the sending and host institutions as well as by the student.

2. The traineeship can be compulsory or optional (from the point of view of the study programme) it but should facilitate acquisition of competences related to the field of study at the home institution. If the traineeship is not an integral part of the student's course of study at the home institution, the fact it has been fully completed will be recorded in the diploma supplement. Graduates and doctoral students will receive official confirmation of the traineeship included in the documentation regarding their knowledge and competences acquired during the course of study.

3. A written certificate issued by the host institution, confirming the duration of the student's stay at the traineeship and completion of its goals accompanied by a grade given by the traineeship supervisor at the host institution (Learning Agreement for Traineeship, part "After the Mobility") will be the ground for awarding a credit to the student. On the basis of the above documents provided by the student, the Medical University of Lodz (the Dean or the Vice-Dean for teaching of the relevant faculty) will be obliged to award a credit for the period of the student's traineeship completed at the host institution. The University may refuse to award the credit if the student does not fulfil all the conditions agreed by the parties.

4. In order to facilitate internal and external correspondence, the Medical University of Lodz will accept the following documents in the form of a clear scan: "Learning Agreement" (Before, During and After the Mobility), "Confirmation of Arrival and Departure" and "Proof of Recognition" in order to recognise the traineeship.

5. Upon return from the partner university the student is obliged to fill in the "Questionnaire for students who participated in the Erasmus + Programme" and to prepare a report on the traineeship in the form of a written/multimedia presentation, summarising the completed mobility.

Accepted by:
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