



RULES FOR PARTICIPATION IN THE ERASMUS + KA131 PROGRAM AT THE MEDICAL UNIVERSITY OF LODZ IN THE 2025/2026 ACADEMIC YEAR.

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 2027**.
- ✓ 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 2026 and 31 May 2027.

- 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 2025/2026 (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 2024/2025 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 have a foreign language exam and receives grade 5 (very good).

The foreign language exam is organized 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
- 1 point for participating in the BUDDY program, i.e., supporting students from Partner Universities (BUDDY)
- 0.5 points for students with a social grant and for people with a disability certificate

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 2025/2026 (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".

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- ✓ 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/.

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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.
- 1 point for students participating in the BUDDY program i.e. activities for the benefit of students coming from Partner Universities (BUDDY)
- 0.5 points for people with a social grant and for people with a disability certificate

- 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:

- Partner countries (rest of the world) beginning of February 2026
- Program countries (EU + associated countries) beginning of March 2026

The Selection Committee approves traineeship candidates eligible for an Erasmus+ scholarship and those not eligible for an Erasmus+ scholarship. The number of places eligible for an Erasmus+ scholarship and those not eligible for an Erasmus+ scholarship is determined by the Selection Committee at a selection meeting.

Candidates who did not receive the right to travel with a scholarship in the recruitment process to partner countries are entitled to participate in the recruitment process to program countries, but this participation automatically constitutes a waiver of the place awarded in the previous recruitment process.



Allocation of places:

Priority will be given to scholarship places for:

- students traveling to program countries who have correctly completed and submitted the "Candidate Form"
- 4 places for students recruited for a trip to Japan at Aichi Medical University, a partner institution of the Medical University of Lodz, as part of an ongoing agreement.
- 8 places will be awarded to students traveling to other partner universities/institutions who have correctly completed and submitted the "Candidate Form" along with confirmation from the host institution of their willingness to accept the student for the traineeship and their consent to sign a bilateral agreement with our university.

The Medical University of Lodz will finance 60-day trips for long-term mobility and 14-day trips for short-term mobility for doctoral students.

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 adjust the number of scholarships awarded to participants traveling to partner countries, depending on the number of applications for mobility to program countries. At the end of October 2026, the Medical University of Lodz plans to redistribute funding. As a result, funding may be available to those who received the right to travel without a scholarship or who are pursuing stays longer than the funded duration. Students must be participating in mobility on or before November 1, 2026.

7. Students have the right to appeal against the decision of the University Qualifications Committee to the Vice-Rector for Organizational and Student Affairs within 7 days of the decision date.

8. Students have the right to appeal against the decision of the Vice-Rector for Organizational 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.

<https://erasmus-plus.ec.europa.eu/pl/faq-item/which-countries-does-erasmus-cover>

Students must find their own traineeship placement. The entire traineeship must be completed at a single institution.

10. Regarding trips to Partner Countries 1-14: students have the option of traveling to a higher education institution that has a bilateral agreement with the Medical University of Lodz (MUL), or to private institutions. If the institutional agreement is not signed, students must confirm that the institution they are traveling to is willing to sign such an agreement and have to provide the contact with such host institution to an employee of the International Relations Office.

11. The internship cannot be completed at:

- European Union institutions
- Institutions managing European Union programs
- Diplomatic missions of the student's home country
- Missions of the country of origin

A comprehensive list of these institutions is available on the website:



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. Every student wishing to participate in the Erasmus+ program for the traineeship should complete and submit the appropriate form in Microsoft Forms (the link to the form is available on the IRO website):

Mobility to Program Countries, i.e., EU countries and associated countries:

- Completed "Candidate Form" in the Forms application - "2026 Erasmus+ Internship, Recruitment Program Countries - UMED" along with the required attachments in PDF format;

Mobility to Aichi Medical University (Japan):

- Completed "Candidate Form" in the Forms application - "2026 Erasmus+ Internship, Recruitment Program Countries - UMED" along with the required attachments in PDF format;

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

- Completed "Candidate Form" in the Forms application - "Partner Countries (non-EU) - Recruitment 2026 Erasmus+ Internship" together with the required attachments in PDF format, including confirmation from the host institution of the willingness to accept the student for an internship and consent to sign a bilateral agreement with our university.

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.

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 conduct recruitment for the traineeship in the 2025/2026 academic year in two stages:

- Traineeship to Partner countries (i.e., the rest of the world, including Aichi Medical University) will begin on **January 5, 2026**, and will continue until **January 30, 2026, at 3:00 p.m.**

Recruitment will take place via the Candidate Form in the Forms application. The link will be made available on the IRO website at the time of recruitment.

Applicants who submit documents after the deadline or whose documents are incomplete will not be considered for recruitment.

- Traineeship to Program countries (EU + associated countries)

will start on **January 5, 2026** and will last until **February 26, 2026, 3:00 p.m.**

Recruitment will take place via the Candidate Form in the Forms application. The link will be made available on the IRO website when the recruitment process begins.

Students who send the documents after the deadline or the documents sent are incomplete will not take part in the recruitment process.

After the meeting of the Qualification Committee, places vacant and vacated by students withdrawing from their mobility may 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 organizing students' departure for foreign traineeships. It is located at: ul. Muszyńskiego 2, 90 - 151 Łódź. The Medical University of Łódź 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 recognized 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 and at the end of their mobility period, we encourage all students (except native speakers) to complete a language proficiency test for the internship (the Medical University will provide students with access to an online language assessment tool). The test result does not affect the student's mobility to the partner university. A positive test result entitles the student to participate in an online language course. The Medical University will assign the student a license for the online course. Participation in the course is not mandatory. Students who have been granted a license for the online language course will use the license for its intended purpose between the two language proficiency tests.

22. 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.

23. Support of participants

- The Medical University of Łódź declares that during the implementation of Project No 2025-1-PL01-KA131-HED-000327283 all participants will be treated equally and fairly in compliance with principles of the Financial Agreement and the Erasmus Charter 2021-2027.

24. Equal access and inclusion

- The Medical University of Łódź declares that during the implementation of Project No.2025-1-PL01-KA131-HED-000327283 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.

"Green Travel": Students and doctoral candidates can receive financial support for meeting criteria related to eco-friendly travel. This includes using eco-friendly means of transport, such as bus, train, or carpooling.

For **"Green Travel"** (low-emission means of transport), additional lump sum funding is available for up to 4 days per trip, provided the travel takes place on days other than the beginning and end of the mobility period, depending on the documented number of travel days and in accordance with the following ranges:

- up to 2000 km – maximum 2 days per trip;
- over 2000 km – maximum 4 days per trip.

Kilometers are calculated using the distance calculator available in the Erasmus Program, from the place of residence indicated in the applicant's form or from the sending university to the receiving institution.

<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

- The primary criterion for determining the number of travel days covered by the grant is the participant's travel schedule for the mobility program with "Green Travel" preference. The travel start and end dates in both directions, as well as confirmation of the use of eco-friendly means of transport, are provided in the declaration and travel documents.

In any case, it is necessary for the student to prove that the number of travel days for which support under the Green Travel programme is applied for and which are invoiced was necessary to cover the distance between the sending and receiving institution.

- A mobility participant whose travel dates match the mobility period stated in the confirmation of stay from the receiving institution is not entitled to receive support for the days on which he/she uses the **"Green Travel"** option.

- Students who travel together by car (carpooling) should submit statements to the IRO after the joint journey has ended.

If the trip is not confirmed in the above-mentioned manner, the student will be requested to refund the amount resulting from the "Green Travel" entitlement.

Participants using the standard travel option may receive additional lump sum funding for a maximum of 2 days of travel provided the travel takes place on days other than the start and end of the mobility period and provide the **"Declaration of Students Not Using Green Travel"** before signing the Financial Agreement.

2. Financing support:

- The Medical University of Lodz will fund 60-day mobility trips for long-term doctoral students and 14-day mobility trips for short-term doctoral students.

- The Medical University of Lodz will provide financial support for 10 graduate students for mobility trips lasting 5 months each. The duration of stay should be declared on the candidate form during the recruitment process.



The scholarship will be awarded to students traveling to program countries who have correctly completed and submitted the "Candidate Form."

- 4 scholarship places will be awarded to students recruited for a trip to Japan at Aichi Medical University, a partner university of the Medical University of Lodz, as part of the ongoing agreement.

- 4 scholarship places will be awarded to students traveling to other partner universities/institutions who have correctly completed and submitted the "Candidate Form" along with confirmation from the host institution of their willingness to accept the student for the traineeship and their consent to sign a bilateral agreement with our university.

If, after the redistribution of funds, there are funds remaining to allocate scholarships, they will be awarded first to those selected by the committee for unfunded mobility, followed by those on longer mobility periods than those funded, in order of their position on the list of those qualified for scholarship-eligible mobility, traveling to program countries, and then to partner countries.

Long-term mobility periods (over 5 months and up to 12 months) will be funded if the universities' available funds allow for their financing.3. Narodowa Agencja Programu Erasmus +, w oparciu o wytyczne Komisji Europejskiej, w porozumieniu z władzą krajową właściwą do spraw szkolnictwa wyższego określiła następujące stawki stypendialne obowiązujące w roku 2025/2026 przy wyjazdach do poszczególnych grup krajów docelowych:

- Long-term mobility (from 2 to 12 months). Long-term mobility for students/graduates for internships (SMT):

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 KA131-2025 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. Stypendium będzie wypłacone studentowi, z którym podpisano umowę finansową na wskazany przez niego rachunek bankowy w następujący sposób:

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 after receiving the Confirmation of Arrival from the institution providing the internship.

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 traineeship:

- Learning Agreement for Traineeships with the start and end dates of the internship in parts:
Before, During (if acceptable), After the Mobility (*Traineeship Certificate*)
- Confirmation of Arrival and Departure
- Completed online beneficiary survey
- Taking both language tests (at the beginning and end of the traineeship) online on the OLS platform and completing a language course (if selected)
- Submitting a multimedia presentation of the traineeship

and

- Proof of Recognition, signed by the student's Dean's Office (for graduates and doctoral students, this document is signed by the IRO)
- Other documents required by the university.



SMT over 5 months (over 150 days):

1st 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.

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

and

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 traineeship:

- Learning Agreement for Traineeships with the start and end dates of the internship in parts:
Before, During (if acceptable), After the Mobility (*Traineeship Certificate*)
- Confirmation of Arrival and Departure
- Completed online beneficiary survey
- Taking both language tests (at the beginning and end of the traineeship) online on the OLS platform and completing a language course (if selected)
- Submitting a multimedia presentation of the traineeship

and

- Proof of Recognition, signed by the student's Dean's Office (for graduates and doctoral students, this document is signed by the IRO)
- 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.

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 recognized 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 2025-26 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 recognize 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, summarizing the completed mobility.

Accepted by:

Institutional Erasmus Coordinator
Medical University of Lodz

Jacek Rożniecki, MD, PhD, DSc

Rector's Proxy for International Exchange
Prof. Jacek Rożniecki, MD, PhD

Lodz, 13/11/2025

