

ERASMUS+

Traineeship Abroad

A simple guide to recruitment, mobility and funding

mgr Katarzyna Kubiak

International Student Mobility Specialist



Dofinansowane przez
Unię Europejską

Erasmus+ Programme Coordinator



Dofinansowane przez
Unię Europejską

UNIVERSITY COORDINATOR

dr hab. n. med. prof. nadzw. Jacek Rożniecki

Rector's Plenipotentiary for International Exchange

jacek.rozniecki@umed.lodz.pl

+48 42 677 66 94

Supports Erasmus+ matters at the university-wide level.



UNIwersytet
MEDYCZNY
W ŁODZI

Faculty Coordinators



Dofinansowane przez
Unię Europejską

Faculty of Pharmacy

dr hab. n. farm. Przemysław Sitarek, prof. UM
przemyslaw.sitarek@umed.lodz.pl

Faculty of Medicine

dr hab. n. med. prof. Piotr Białasiewicz
piotr.bialasiewicz@umed.lodz.pl

Faculty of Medicine

dr n. med. Wojciech Kuczyński
wojciech.kuczynski@umed.lodz.pl

Dentistry Division + English Division

dr hab. n. med. prof. Sebastian Kłosek
sebastian.klosek@umed.lodz.pl

Biomedical Sciences Division, Faculty of Medicine

dr hab. n. med. Joanna Wieczfińska, prof. UM
joanna.wieczfinska@umed.lodz.pl

Faculty of Health Sciences

dr hab. n. o zdrowiu Anna Lipert, prof. UM
anna.lipert@umed.lodz.pl

Faculty coordinators help students prepare their study plans and provide official approval of those plans.

Erasmus+ in 30 seconds



Dofinansowane przez
Unię Europejską

The essentials:

1

Mobility

You travel to a foreign institution to complete a traineeship.

2

Development

You gain experience, new skills and valuable contacts.

3

Grant

You receive financial support according to programme rules.

The most important thing: you do not have to figure everything out at once.

This presentation guides you step by step.



UNIwersytet
MEDYCZNY
W ŁODZI

Can you apply?



Dofinansowane przez
Unię Europejską



You are a student

You have student status at the Medical University of Lodz.



You meet programme requirements

You are not on a dean's leave and meet the requirements concerning your stage of studies.



You are eligible to participate

You hold citizenship of a country eligible for Erasmus+, permanent residence rights or refugee status.



Final-year students

Final-year students may apply with the approval of their thesis supervisor.

Check the detailed criteria in the Erasmus+ Traineeship DPM recruitment rules.

What can you gain?



Dofinansowane przez
Unię Europejską

Experience

Practical experience in an international environment.

Skills

More independence, communication skills and confidence in a new environment.

Support

A grant and possible additional financial support.

Contacts

Meet people and institutions outside Poland.

What type of traineeship?

A Mandatory traineeship

It is part of your study programme and has a specified number of ECTS credits.

→ traineeship included in the study plan

B Additional traineeship

An additional international mobility that develops your skills.

→ experience beyond the curriculum

Where can you go?



Dofinansowane przez
Unię Europejską

Programme Countries / EU + associated countries

Mobility to an institution in a country covered by the Erasmus+ programme.

BIP / Blended Intensive Programmes

Short mobility opportunities organised as part of a BIP. This is study mobility.

Partner Countries (outside the EU)

Possible if the institution is willing to host the student and the formal requirements are met.

Aichi Medical University

Opportunity to study at a partner university in Japan. 4 places are available for Medicine students.



UNIWERSYTET
MEDYCZNY
W ŁODZI

Recruitment — a simple pathway

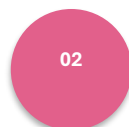


Dofinansowane przez
Unię Europejską



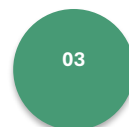
Check

whether you meet the criteria



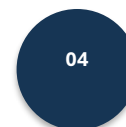
Choose

an institution / field



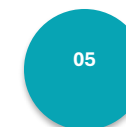
Prepare

attachments and other required information



Submit

documents in the correct Microsoft Forms application



After selection

complete formalities and prepare for mobility

Recruitment period

From 11 January 2027 — all mobilities

Programme Countries: until 5 March 2027

Partner Countries: until 11 February 2027



UNIWERSYTET
MEDYCZNY
W ŁODZI

Documents — checklist



Dofinansowane przez
Unię Europejską

- ☐ **Candidate application form** The basic recruitment document submitted via Microsoft Forms.

- ☐ **Attachments** The documents relevant to your mobility, e.g. required approvals.

- ☐ **Acceptance document** For mobility to other partner institutions: confirmation that the institution is willing to host you and sign a bilateral agreement with our University.

- ☐ **BIP** Additionally: organiser's acceptance including the BIP number and a Recognition Sheet signed by the Dean.

Application? First check which attachments apply to your mobility pathway.

How long can the mobility last?



Dofinansowane przez
Unię Europejską

Long-term

2–12 months

Standard traineeship mobility.

Short-term for PhD students

5–30 days

Also applies to blended mobilities.

BIP

Up to 14 days

Short mobilities carried out in the BIP format.

Grant — long-term mobility



Dofinansowane przez
Unię Europejską

The monthly rate depends on the country group.

Group 1

Austria, Belgium, Denmark, Finland, France, Ireland, Iceland, Liechtenstein, Luxembourg, the Netherlands, Germany, Norway, Sweden, Italy and non-associated countries from Regions 13 and 14

€820

Group 2

Cyprus, Czechia, Estonia, Greece, Spain, Latvia, Malta, Portugal, Slovakia, Slovenia

€820

Group 3

Bulgaria, Croatia, Lithuania, North Macedonia, Romania, Serbia, Türkiye, Hungary

€750

Rates shown according to the source material.



UNIwersytet
MEDYCZNY
W ŁODZI

Grant — short-term mobility



Dofinansowane przez
Unię Europejską

5–14 days

€79 / day

+ €100 / month for a participant who meets the definition of a participant with fewer opportunities.

15–30 days

€56 / day

+ €150 / month for a participant who meets the definition of a participant with fewer opportunities.

Additional support



Dofinansowane przez
Unię Europejską

€250

Additional amount for each month of stay for students receiving a social scholarship due to difficult financial circumstances and students with disabilities — in accordance with programme rules.

Travel

A lump-sum contribution towards travel costs may be available after the travel is settled and the appropriate documentation is submitted.

The amount depends on the distance and type of travel.



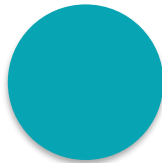
UNIwersytet
MEDYCZNY
W ŁÓDZI

Green Travel — what does it mean?

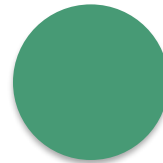


Dofinansowane przez
Unię Europejską

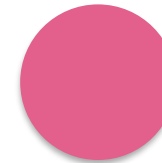
Green Travel = travelling using environmentally friendly means of transport.



Train



Bus



Carpooling

Important: additional travel days must be documented and settled according to programme rules.

Contacting the host institution — how to write?



Dofinansowane przez
Unię Europejską

1

Introduce yourself and write a formal email stating that you are a UMED student.

2

Explain what traineeship you are interested in and the planned period of stay.

3

Briefly explain why you are interested in this institution.

4

Check the recipient and attach the required documents.

Conduct all communication with the host institution using your university email address.



UNIwersytet
MEDYCZNY
W ŁÓDZI

Your checklist

- ☐ I check whether I meet the criteria
- ☐ I choose a host institution
- ☐ I contact the institution
- ☐ I enter the mobility dates
- ☐ I complete the recruitment form and attach the required documents

Important All documents should be completed carefully on a computer, prepared clearly, signed, and provided with all required signatures and confirmations.

Dział Projektów Międzynarodowych • DPM



UNIWERSYTET
MEDYCZNY
W ŁÓDZI

Ready to go?

Take the first step.
We will handle the rest step by step.

DPM • Erasmus+ • traineeships

Katarzyna Kubiak

 **885-665-529**

katarzyna.kubiak@umed.lodz.pl



Dofinansowane przez
Unię Europejską

Dział Projektów Międzynarodowych DPM



UNIwersytet
MEDYCZNY
W ŁODZI