

**PARTICIPATION RULES FOR THE ERASMUS+ PROGRAMME AT THE MEDICAL  
UNIVERSITY OF LODZ IN THE ACADEMIC YEAR 2020/2021**

**MOBILITY FOR TRAINEESHIP**

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

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

- they are registered students of the Medical University of Lodz (during the qualification and their entire stay abroad)
- they are not and they won't be on a dean's leave during the qualification and their entire stay at the partner university
- they have completed:
  - ✓ **students of uniform Master's degree studies:** their first year of studies and they completed the academic year preceding their trip abroad (the 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 a declaration from their respective dean's office stating they will continue the second cycle studies, at the Foreign Affairs Office)
- UM students may apply and carry out a traineeship under the condition that they remain UM students during the recruitment process, and after graduating they are obliged to complete the traineeship within one year from graduation and no later.

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

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

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

- ✓ Mean grade from the last completed year of studies preceding the academic year 2020/2021, when the recruitment is held, none lower than 3,25 (max. 5 points).  
The mean grade should be calculated by the rules presented in § 26 item 3 of the valid Rules and Regulations of The Medical University of Lodz: "The mean grade for a semester or year of studies is calculated as an arithmetic mean of all semester grades (course final grades) obtained in all attempts of credit tests and examinations, including unsatisfactory grades (failed) of courses indicated by the Dean „The mean grade is calculated with: 1) In the case of a credit test or an examination before the Examination Board – the credit test or examination grade, entered into ESOS in the place of the credit or examination grade which was questioned; 2) In the case of positive grade being improved – the grade awarded in the second attempt, entered into ESOS in place of the previous grade. For students who has taken up studies before 1/10/2010 apply different rules presented in §16 item 2 (ust.1 and §36 ust 2 of Rules and Regulations of Medical University of Lodz approved by the Senate of the Medical University of Lodz no 36/2003 ; 27th March 2007)  
When it is impossible to calculate a mean grade for 2019/2020 the Admissions Committee will accept a mean grade from 2018/2019 during the application process. For 3<sup>rd</sup> cycle students the Admissions Committee will accept diploma evaluation from long-cycle Master’s degree program or 2<sup>nd</sup> cycle program.
  
- ✓ The foreign language exam/certificate is multiplied by 1,5 (max. 8,25 points). The student is required to sit the exam/certificate of the language of the country where he will be studying or a different language specified by the host university.  
The foreign language exam/certificate score is not required if the grade from the foreign language course at the Medical University of Łódź amounts to minimum 4.  
The foreign language exam is organized by the Foreign Language Centre (Centrum Nauczania Języków Obcych UM). Subscriptions for the exam are conducted in Foreign Language Centre MU from the moment of announcement the exam date. Student can pass the exam from several different languages. First and Advanced Certificate in English (and similar Certificate from other language) exempt from the exam. Certificates are collected and accepted at the Foreign Language Centre of Medical University of Lodz.  
Results from the foreign language exams will become available within a maximum of 7 working days. Student has a right of recourse to the Examination Body within 5 working days after notification of the results. For this purpose, an appeal to the Appeal Board should be submitted personally in the International Relations Office.
  
- ✓ Additional criteria:
  - Students that participate in Erasmus programme for the first time will get 1 point.
  - 0,5 or 1 point for the significant participation in activities for incoming Erasmus students. Erasmus Administrative Coordinator will grant the point on the base of the attached required document.

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

6. The Admissions Committee approves candidates for traineeship mobility during committee held on March/April 2021. The Admissions Committee approves candidates for traineeship mobility with and without the right to the Erasmus + scholarship. The number of candidates

with and without the right to the Erasmus + scholarship is decided by the Admissions Committee during the qualification meeting.

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

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

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

10. Traineeship may not be held in:

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

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

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

- Filled 'Application form for candidates for study mobility Erasmus+ Programme. Traineeship abroad.'
- Filled 'Letter of intent'

12. Traineeship period in the receiving institution cannot be shorter than 2 months (60 days) and cannot be longer than one academic year. A minimal study period in the receiving institution is only related to training, excluding language preparations. Traineeship period should be finished before 30<sup>th</sup> September in the year when the student is going abroad. Medical University of Łódź provides 2 months grant the funding of a longer period depends on available financial resources.

13. In academic year 2020/2021 recruitment for Erasmus+ programme will be conducted in late March/early April 2021. After the Qualifying Board session all the unfilled places and the places vacate by students withdrawing from programme may be offered to students on the reserve list or (if students on the reserve list withdraw their interest) to students nominated by the faculty coordinators and the university coordinator without additional recruitment.

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

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

16. 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

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

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

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

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

1. Erasmus+ Programme traineeships are issued to cover any additional costs concerning the trip and stay at the partner university (the costs of the trip itself, language preparation, higher costs of living abroad). The grant does not cover all the costs. The students approved for international traineeship mobility accepts the fact that they have to cover some of the living expenses themselves. The final amount of funding from the Erasmus + budget will be determined by the University based on the documents provided by the receiving institution stating the duration of stay in the traineeship country in days (accoring to '1 month equals 30 days' rule). The 2-month mobility has to be completed within a period of two full months (60 days). The University guarantees payment of the scholarship for the duration of agreed traineeship in the partner institution. The scholarship is not guaranteed for any potential extension of traineeship agreed by the parties concerned.

2. The Medical University of Lodz will finance 2-month (60 days) traineeships. Any longer stays (lasting 2 to 12 months) may only be financed if the University funding ability allows it. Grants (for 2-month traineeships regardless of the declared duration of stay) will be received by students who, after the recruitment process, are qualified for traineeship with the right to receive the statutory funding. In case of the funding budget surplus the funding for extended traineeships may be granted to students qualified for traineeships with the right to receive the statutory funding (according to their place on the list of qualified students) as long as the funds suffice. The University may grant permission for no longer stays and traineeship extensions at student's own expense.

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

4. Erasmus+ National Agency, based on the European Commission's guidelines, in agreement with the national authority for higher education, has defined following scholarships, applicable in the year 2019/2020 for mobility to certain countries:

<b>Group of countries</b>	<b>Monthly scholarship rate in EURO</b>
<b>Grupa 1:</b> Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom	620
<b>Grupa 2:</b> Austria, Belgium, Cyprus, France, Greece, Spain, the Netherlands, Malta, Germany, Portugal, Italy	600
<b>Grupa 3:</b> Bulgaria, Croatia, Czech Republic, Estonia, FYROM (Former Yugoslav Republic of Macedonia), Lithuania, Latvia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary	550

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

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

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

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

Learning Agreement with the dates of traineeship commencement and completion.

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

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

7. Students who plan to go from 1<sup>st</sup> June 2021 (Implementation of the Erasmus + programme takes place from 1<sup>st</sup> of June 2021 to 30<sup>th</sup> of September 2021) have to be prepared to receive 1<sup>st</sup> installment of scholarship upon receipt by Medical University of Łódź 1<sup>st</sup> tranche of funds for scholarship for academic year 2020/2021. There is a possibility that the scholarship will be sent at the earliest in August 2021.

8. Concerns only Polish citizens:

Students with difficult financial situation i.e. receiving social grant, could apply for scholarship from **POWER** funds. This fund is designed for students with Polish citizenship. The amount of a grant depends on traineeship period, and country of destination and agreement between National Agency and University - POWER program budget for international student mobility in the 2020-2021 academic year. Eligibility to receive particular grant entitled to the students that received social grant in time of qualification process. Students receiving POWER funds will have in "zero" grant status the Erasmus + Agreement.

A. Mobility for students with the right to social supplement:

Group of countries	Monthly rate in PLN of scholarship for a student leaving for study or practice with the right to "social allowance"
<p style="text-align: center;"><b><u>Grupa 1:</u></b></p> <p style="text-align: center;">Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom</p>	3069 PLN
<p style="text-align: center;"><b><u>Grupa 2:</u></b></p> <p style="text-align: center;">Austria, Belgium, Cyprus, France, Greece, Spain, the Netherlands, Malta, Germany, Portugal, Italy</p>	2984 PLN

<b><u>Grupa 3:</u></b>	
Bulgaria, Croatia, Czech Republic, Estonia, FYROM (Former Yugoslav Republic of Macedonia), Lithuania, Latvia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary	2771PLN

Students with a high level disability can apply for additional resources from a special help fund for disabled people.

**B. Mobility for students with disability:**

Group of countries	Monthly rate in PLN of scholarship for a student leaving for study
<b><u>Group 1</u></b>	
Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom	2643 PLN
<b><u>Group 2</u></b>	
Austria, Belgium, Cyprus, France, Greece, Spain, the Netherlands, Malta, Germany, Portugal, Italy	2558PLN
<b><u>Group 3</u></b>	
Bulgaria, Croatia, Czech Republic, Estonia, FYROM (Former Yugoslav Republic of Macedonia), Lithuania, Latvia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary	2345PLN
An additional amount associated with the needs of students with disability.	Depending on the needs arising from the application to the FRSE. FRSE has the right to reduce the amount requested, to allow more people to participate. This amount is settled on the basis of evidence of financial.

**9. Physical Mobility/blended mobility/virtual mobility**

It can be possible to carry out an online mobility on the basis of appendix 1 to Financial Agreement KA-103-2020.

If a student move abroad and carries out a mobility in an online way, it's possible to get the financial support (even if a traineeship is carried out only in a virtual way). Decision regarding the form of mobility must be agreed between three parties of the agreement signed before the mobility.

Blended mobility is a combination of a physical mobility and remote participation in activities (from home – country of origin)

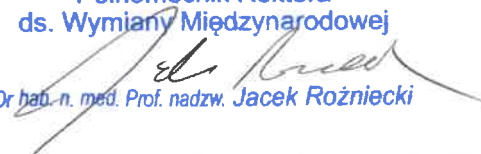
If the online part of the mobility is carried out:

- In Poland – without moving abroad – student is not allowed to receive scholarship
- In the partner Institution – abroad – student is allowed to receive scholarship.

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

1. The University commits to recognize the learning outcomes of the traineeship upon satisfactory completion of the mobility programme. Each student leaving within the Erasmus+ Programme will receive an approved individual traineeship programme to realize at the host university in the form of a "Learning Agreement Traineeships" signed by three parties: Medical University, host university and the student. In case any changes in the traineeship programme should be made a student is required to inform Medical University and the host Institution in an official way (due to COVID-19 all the documents can be delivered by e-mail). Any changes made in the Learning Agreement for Traineeships need to be accepted by the Medical University, host Institution and the student.
2. Traineeship can be obligatory or not obligatory (depending on the study program), but it should guarantee competences related with the program from the sending institution. Accomplish Traineeship will be added to the Supplement to the Diploma
3. Each student is required to present to the MUL via e-mail documents received at the end of the traineeship mobility from the host university attesting his/her stay and the obtained results in the AFTER THE MOBILITY from the Learning Agreement for Traineeships. On the basis of delivered documentation Medical University of Lodz undertakes to recognize the period of carried out traineeships. In case the student don't meet the required conditions the University may refuse recognition of carried out traineeship.
4. Due to difficulties in receiving the original documents from the foreign institutions and students participating in the Erasmus + Programme (because of the pandemic) the Medical University of Lodz will accept photocopies / photos of all the required documents needed to fully recognize traineeships at the Medical University of Lodz including: Learning Agreement (Before, During, After the Mobility), „Confirmation of Arrival and Departure” , Proof of Recognition.
5. After returning from the host University the student is obliged to fill out the questionnaire provided by University and prepare the report from the Traineeship.

Approved:

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