**PARTICIPATION RULES FOR THE ERASMUS+ PROGRAMME AT THE MEDICAL UNIVERSITY OF LODZ IN THE ACADEMIC YEAR 2015/2016. TRAINEESHIP ABROAD.**

**I. Recruitment to student mobility with in Erasmus + programme.**

1. Students can apply to realize a part of their studies within the Erasmus+ Programme if:

* they are registered students of the Medical University of Lodz (during the qualification and their entire stay abroad)
* they are not and they won’t be on a dean’s leave during the qualification and their entire stay at the partner university
* they have completed:
* students of uniform Master’s degree studies: their first year of studies and they completed the academic year preceding their trip abroad (the trip can be realized after the second academic year)
* students of the first degree studies (first cycle students): their first year of studies and they completed the academic year preceding their trip abroad (the trip can be realized after the second academic year)
* students of the second degree studies (second cycle students) and doctoral students can apply for the international study mobility on their first year; students of the last year of the first cycle, second cycle, uniform and doctoral studies who apply for mobility during the last semester of their studies can only apply for it with the permission of their thesis supervisor (promoter)
* they have the citizenship of a country authorized to participate In the Erasmus+ Programme, or they have the right for permanent residence or refugee status
* students during their final year of the first cycle studies can only apply for the programme if they continue their studies in the second cycle programme at the Medical University of Lodz (before the departure 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)
* graduates of Medical University of Lodz can participate in international study mobility on two conditions – they have to be student at the time of application for the traineeship programme and they have to graduate before they leave abroad for traineeship. This means that at the time of Committee Meeting applicant must be a student of the Medical University of Lodz furthermore after qualification traineeship have to be completed within 1 year from the data of the graduation. Traineeship period have to be completed till 30 of September 2016. If student will qualify at the 2nd Committee Meeting (March/April 2016), the time to complete the traineeship will be shortened so the final data – 30 September 2016, will be preserve.

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 LLP Erasmus Programme (mobility with the right to a mobility grant and without it). Students of uniform Master’s degree studies and such 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 2014/2015, when the recruitment is held, (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 of all the term grades is calculated as an arithmetic mean of the grades (including failed grades) obtained as exams and credits for the courses indicated by the Dean taken during the semester.” and in § 26 item 4 „The mean grade is calculated with: 1) The grade of exam before the Examination Board, ignoring the failed grade of the questioned exam(…); 2) The second positive grade obtained by the student, in the case of repeating the past exam”. The rules for students who started their studies before 01.10.2010 are in § 16 item 2 in association with item 1 and § 36 item 2 of Rules and Regulations Of The Medical University of Lodz established by the decision of the Senate of the Medical University of Lodz no 36/2003 on 27.03.2007: the mean of the year’s grades is an arithmetic mean of grades obtained at exams (including failed grades);

When it is impossible to calculate a mean grade for 2014/2015 the Admissions Committee will accept a mean grade from 2013/2014 during the application process. If the 2nd Committee Meeting (March/April 2016) will be organized the Admissions Committee will accept a mean grade from 2014/2015.

For 3rd cycle students the Admissions Committee will accept diploma evaluation from long-cycle Master’s degree program or 2nd cycle program.

* The grade form the foreign language exam/certificate is multiplied by 1,5 (max. 8,25 points). The student is required to sit the exam/certificate of the language of the country where he will be studying or a different language specified by the host university.

The foreign language exam is organized by the Foreign Language Centre (Centrum Nauczania Języków Obcych UM). Subscriptions for the exam are conducted in Foreign Language Centre MU from the moment of announcement the exam date. Student can pass the exam from several

different languages. Advanced Certificate in English (and similar Certificate from other language) exempt from the exam. Certificates are collected and accepted at the Foreign Language Centre of Medical University of Lodz.

* Additional criteria:
* Publications :
* In reviewed journals on the Master Journal List with the IF – 0,5 point for the first one and extra 0,25 point for the second one and 0,1 point for the every next one.
* In reviewed foreign journals- 0,3 point for the first one and extra 0,15 for the second one and 0,1 point for every next one.
* In Polish journals on the MNiSW list – 0,2 point for the first one and extra 0,1 for every next one
* Projects awarded during symposiums, scientific congresses, conferences or scientific contests
* International level -0,5 point for the first one and extra 0,25 point for the second one and 0,1 point for every next one.
* National level -0,3 point for the first one and extra 0,15 point for the second one 0,1 point for every next one.
* University level- 0,2 point for the first one and extra 0,1 for every next one.
* Active participation in scientific congresses and symposiums
* International –0,5 point for the first one and extra 0,25 for the second one and 0,1 point for every next one.
* National – 0,3 point for the first one and 0,15 point for the second one and extra 0,1 point for every next one.
* University - 0,2 point for the first one and extra 0,1 for every next one.
* Participation in research-interest groups – at least 1 year- 0,5 point confirmed by the Group Coordinator
* Students that participate in Erasmus programme for the first time will get 1point.
* 1 point for the significant participation in activities for incoming Erasmus students. Erasmus Administrative Coordinator will grant the point on the base of the A

**Actions for Erasmus students from partner universities**

* 1 point granted on application filled and accepted by Erasmus Administrative Coordinator. Every student has the right to file a separate application during the next enrolment for the Erasmus + Mobility programme. Point for specific activities may be granted only once. Unused points (student did not leave with Erasmus despite the submitted application) can be used again.

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 two sitting. The first Admission Committee will be held on June 2015. The second Admission Committee will be held on March/April 2016 provided that Medical University of Lodz will have funds for scholarships ( i.e. during the 1st siting on June 2015 fund will not be distributed or MUL will gain additional funds).

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 7days.

9. The Students approved for international traineeship mobility can move only to the countries participating in the Erasmus+ mobility programme. The place of the Traineeship is chosen by the student themselves. Traineeship should be accomplished in one institution.

10. Traineeship cannot be accomplished in:

* European Union Institutions
* Institutions managing European Union Programs
* Diplomatic post - student native country.

11. Students applying for Traineeship in Erasmus+ mobility program should deliver following documents in Foreign Affairs Office (pl. Hallera 1, building 1, 2nd floor, room 225) :

* 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 30th September in the year when the student is going abroad. Medical University of Lodz provides 2 months grant the funding of a longer period depends on available financial resources.

13. The Medical University of Lodz conducts two recruitment in an academic year. The first Admission Committee will be held on June 2015. The second Admission Committee will be held on March/April 2016. After the 2nd Admission Committee vacant places and places left by resigning students can be used by students from the reserve list or (if there are no candidates left on the reserve list) by students prolonging their period of stay abroad or by students chosen by coordinators departmental and institutional without the necessity of preparing an additional recruitment. In case there are a lot of vacant places the MUL can organize an additional recruitment.

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 Foreign Affairs Office (pl. Hallera 1, building 1, 2nd floor, room 225)

16. All the students approved for student mobility within the Erasmus+ Programme are required to fill and submit at the Foreign Affairs Office (pl. Hallera 1, building 1, 2nd floor, room 225) the following documents:

• Learning Agreement containing the agreed foreign traineeship 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 student approved for student mobility within the Erasmus + Programme a written agreement will be signed. Agreement will include the obligations of each party.

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. He/she should possess valid Health Insurance European Card (ECUZ) and civil liability (OC) and Consequences of the Unfortunate Accidents (NNW).

21. Before the mobility start each student accepted is obliged (accept natives) to sit Language Assessment exam (Medical University will support access to the tool that permit to take exam on-line). The result of the exam has no influence on the student mobility program. The positive result allows the student to participate in the on-line language course. Participating in the course is not obligatory. The student with on-line course license should use it in the period between both Language Assessment exams.

22. The student’s resignation from the Trainschip 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 scholarships are issued to cover any additional costs concerning the trip and stay at the partner university (the costs of the trip itself, language preparation, higher costs of living abroad). The grant does not cover all the costs. The student approved for international study mobility accepts the fact that he/she has to cover some of the living expenses themselves. The final Mount of Erasmus+ financing shall be decided by the university based on a) a statement issued by the host university showing the actual period of stay in the target country. The university guarantees a scholarship for the originally established period of stay 2 months (60 days). The rule is that 1month is 30 days. A scholarship for any possible prolongations of stay is not guaranteed.

2. The amount of funds to be allocated by Medical University of Lodz in 2015/2016 is not yet defined. FRSE National Agency for Erasmus programme disclose the amount of funds in April/May 2015. Medical University of Lodz will provide 2 months(60days) traineeships. Longer period traineeship (between 2-12 months) will be realize only if University funds allow to do so. Scholarship for 2 month (irrespective of the declared length of stay) will be forwarded to students that receive scholarships traineeship within limited funds who will appear on the list of students entitled to go abroad. If the funding allows the University can award additional places, first of all, for student who appeared on list without the right to the scholarships. The University can agree for the possible prolongations on traineeship (year 2015/2016 until 30.09.2016) at student 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 2015/2016 for mobility to certain countries:

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| --- | --- |
| Group of countries : | Monthly scholarship rate in EURO |
| Group 1:  Austria, Denmark, Finland, France,  Ireland, Lichtenstein, Norway, Sweden,  Great Britain, Italy | 600 |
| Group 2:  Belgium, The Czech Republic, Croatia,  Cyprus, Greece, Spain, The Netherlands,  Luxembourg, Germany, Portugal, Slovenia, Turkey, Iceland | 500 |
| Group 3:  Bulgaria, Estonia, Lithuania, Malta, Latvia,  Romania, Slovakia, Hungary, FYROM (The former Yugoslav Republic of Macedonia) | 400 |

5. Scholarship will be transferred to the account pointed by a student in the following way: 1st rate around 70% of the grant defined in the Agreement will be paid in 30 days from the date of signing the agreement and receiving Certification of Arrival from the host institution, 2nd rate around 15% will be paid next month, 3rd rate around 5% will be paid when the student comes back and settles the administrative formalities: completed, signed, stamped Learning Agreement for Traineeships with starting and ending dates in Traineeship Certificate After the Mobility and on-line survey provided by University.

6. In the Erasmus+ Programme there will be a written agreement with each approved student for student mobility, explain sing each sides obligations.

7. Students who plan to go from 1st June 2015 (Implementation of the Erasmus + programme takes place from 1st of June 2015 to 30th of September 2016) have to be prepared to received 1th installment of scholarship upon receipt by Medical University of Lodz 1th tranche of funds for scholarship for academic year 2015/2016. There is a possibility that the scholarship will be sent at the earliest in August 2015.

8. Students with a high level disability can apply for additional resources from a special help fund for disabled people. Detailed information about how to apply are available here: http://www.erasmusplus.org.pl/wp-content/uploads/2014/07/Zasady-niepelnosprawnosc-aktualizacja-05-12-141.pdf

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

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 (Foreign Affairs Office, pl. Hallera 1, building 1, 2nd floor, room 225 and the proper dean’s office) a document received at the end of the study mobility from the host university attesting his/her stay there and the list of realized courses and the obtained results in the form of a Transcript of Record – Section to be completed AFTER THE MOBILITY from the Learning Agreement for Traineeships.

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

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:

Dr hab. n. med. Jacek Rożniecki

Pełnomocnik ds. Współpracy Zagranicznej

ŁÓDŹ, 16.11.2015