

General rules for recruitment and funding of mobilities in the framework of blended intensive programs (Blended Intensive Programme - BIP) in which the University of Lodz is a partner under the Erasmus+ Education Mobility (KA131-2024) - mobilities in the 2024/2025 academic year.

The University of Lodz reserves the right to make substantive changes to the content of the following rules. These changes may result from new findings communicated on an ongoing basis by the European Commission as well as the National Agency of the Erasmus+ Programme and the European Solidarity Corps.

Definitions:

Blended Intensive Programme (BIP) is a short intensive study programme which combines physical mobility with a virtual component facilitating a collaborative online learning exchange and teamwork. It is aimed towards students, doctoral students, as well as academic and administrative staff. BIP's should provide added value compared to existing study programmes and courses as they incorporate specialized subject matter which exceeds standard curriculum of corresponding study programmes, and they use innovative teaching approach bringing together learners from different countries by means of online communication.

physical mobility – physical stay abroad at the organizing (coordinating) HEI in order to carry out the programme agreed, lasting from 5 days to 30 days of programme duration excluding the travel.

virtual mobility (component) – the online part of BIP period intended for teamwork and sharing e-learning experience, carried out entirely outside the country of the coordinating HEI. The duration of the virtual component is not defined.

mobility capital (for students) – the number of months of mobility carried out at the host university or organization abroad, in accord with the rules of Erasmus+ and/or Erasmus Mundus Programme (with or without scholarship).

sustainable means of transport (green travel) – the travel that uses low-emissions means of transport, such as bus, train or car-pooling (defined as sharing the same car, route and destination by two or more people).

Eligibility criteria for BIP mobility, in which UL acts as a partner in the co-creation of the BIP.

To carry out BIP mobility activities, an Erasmus+ inter-institutional agreement should be signed, providing short-term mobility options with coordinating HEI. If possible, the agreement should be signed with the EWP (Erasmus Without Paper) system.

1. The UL unit interested in the participation of its employees or students in a blended intensive program should submit to the International Relations Office (via email to bwz@uni.lodz.pl or in paper form) an application form for participation in the BIP together with an invitation letter for cooperation issued by the BIP's coordinating HEI.
2. Within 3 weeks of receipt of the application form, the IRO will inform the UL unit about the

allocated funds or the lack thereof.

3. If the funds are allocated, the UL unit should, recruit candidates for participation in BIP and subsequently submit to IRO (via email to bwz@uni.lodz.pl or in paper form) a list of eligible participants in the BIP together with a recruitment protocol.
4. In order to carry out the recruitment, the head/employee of the teaching/organizational unit appoints a recruitment commission (minimum 2 persons), hereinafter called the Commission. The Commission board includes: the faculty coordinator for the international exchange, an employee of a particular unit or other appointed persons. Detailed rules for the eligibility of employees, students, doctoral students of the Doctoral Schools in the particular UL units are set by the Commission. At the opening of the recruitment, each particular unit will make public and transparent information including the rules and criteria for applying for participation in the BIP as well as all documents required from candidates, the time and place of submitting the documents, the composition of the Commission, the procedure and the deadline for appeals and rules for recognition of ECTS credits to students (minimum 3 ECTS).
5. Postgraduate non-degree students are not eligible to participate in the recruitment.
6. A student/doctoral student may be granted a BIP mobility if he/she has sufficient mobility capital. The mobility capital for each degree programme (BA, MA or PhD) is 360 days or 720 days for a Master's degree programme. In each case the period the student stayed as an Erasmus+ and/or Erasmus Mundus scholar on a given degree programme in the past (with or without a scholarship, at another university or organization) will be deducted from the maximum total mobility capital.
7. The Commission must receive students'/doctoral students' statements on previous participation in the Erasmus+ and/or Erasmus Mundus programme.
8. The UL employee may be granted a short-term teaching mobility (STA) or (STT) with an obligatory physical and virtual component within BIP, provided that adequate funds are available in the project budget. In the case of a STA mobility, the academic teacher is required to conduct a minimum of 8 teaching hours during the physical part of the mobility lasting up to 1 week, or proportionally more in case the physical part of the mobility will last longer than a period of 1 week. They should first apply for BIP as part of the University's regular calls for teaching (STA) and training (STT) mobilities. If the post-qualification pool of funds for STA and STT remains unused, the staff member will be eligible for funding under this policy.
9. For organizing the trip to participate in the BIP, the participant (student, doctoral student, employee) may not draw other funds from the European Union.
10. In case UE funds are not allocated for the organization of the BIP, it means only suspension of the provision of the grant from Erasmus+ funds. The unit's participation in the BIP may be carried out in a different mode and on different financial terms, upon the approval of the dean/head of the organizational unit.
11. The BIP covered by these rules must be carried out (both physical and virtual component) during the term of the Agreement between UL and NA of the Erasmus+ Programme and the

European Solidarity Corps, i.e. 01.11.2024 – 31.07.2026.

12. In accordance with the requirements of the Erasmus+ program, Commissions are required to keep for a period of 7 years from the date of eligibility, the documents of all candidates who applied within the recruitment either in paper or electronic form.
13. Along with the protocol on the eligibility of students and employees, the UL unit is obliged to submit to IRO forms of people eligible for the mobility within the framework of the co-organized BIP, indicating in case of employees whether the person will participate in the blended intensive program teaching mobility (STA) or will take part in a training (STT).

Forms of financing short-term mobilities within the framework of blended intensive programmes (BIP) co-organized by units of the UL:

STUDENTS/DOCTORAL STUDENTS OF UL - STAY

1. The amount of the scholarship for students/doctoral students eligible for short-term mobility under BIP regardless of the country of departure is **79 EUR/day** for 5 to 14 days of stay and 56 EUR/day for 15 to 30 days of stay. **It is stipulated that due to fund limits, funding at UL will be granted for a maximum of 6 days of on-site stay according to the approved programme plus days for travel (if applicable).**
2. Students/doctoral students with a disability certificate and/or receiving a social allowance at the University of Lodz at the moment of eligibility or mobility, additionally receive a single lump sum of **100 EUR**, regardless of the country of departure and the length of stay (proof of this is required).

STAFF MEMBERS OF UL – STAY

3. UL employees receive a scholarship according to daily rates depending on the country of departure for a maximum of 5 days of stay by the host university. People with a recognised disability will be able to apply for additional funds. The amount of the additional funds will be determined by the university on the basis of an application submitted by the person with a disability to the Rector's Representative for International Exchange Programmes. The application must be sent to the NA as soon as the person is qualified for the trip and no later than 4 weeks before the disabled participant's departure.

Groups of countries	Daily grant amount in EUR
Group 1 – Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, the Netherlands, Norway, Sweden and the programme non-associated countries from regions 13 and 14;	190 €
Group 2 – Cyprus, Czech Republic, Estonia, Greece, Spain, Latvia, Malta, Portugal, Slovakia, Slovenia;	170 €

Group 3 – Bulgaria, Croatia, Lithuania, Northern Macedonia, Romania, Serbia, Türkiye, Hungary	148 €
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STUDENTS/DOCTORAL STUDENTS/UL STAFF MEMBERS – travel

4. All participants shall receive a lump sum for travel costs in accordance with the table below. The amount of the lump sum depends on the distance between the place of commencement of travel, which is the seat of the UL, and the destination and the choice of the means of transport. The distance of one-way travel must be taken into account in order to calculate the lump sum payable for the return journey. A distance calculator developed by the European Commission and made available on the Erasmus+ programme website will be used to calculate the distance: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

Distance	Amount for travel by bus, train or shared car (green travel)	Amount for standard travel
10 to 99 kilometers:	56 € per participant	28 € per participant
100 to 499 kilometers:	285 € per participant	211 € per participant
500 to 1 999 kilometers:	417 € per participant	309 € per participant
2 000 to 2 999 kilometers:	535 € per participant	395 € per participant
3 000 to 3 999 kilometers:	785 € per participant	580 € per participant
4 000 to 7 999 kilometers:	1188 € per participant	1188 € per participant
8 000 kilometers or more:	1735 € per participant	1735 € per participant

For journeys of up to 499 km, participants should use low-emission modes of transport.

5. All participants are entitled to receive individual support for subsistence costs during travel before and after the activity (at the flat rate of the grant). Participants receiving a standard travel amount may receive the maximum individual support for 2 days of travel and participants receiving a green travel amount may receive the maximum individual support for 6 days of travel. The green travel must be round trip travel and must be documented by an appropriate statement (carpooling) or tickets with daily dates.

The following distance ranges will apply to the calculation of the number of days for the duration of the travel:

10 – 1999 km flat rate for a maximum of 2 travel days;
 2000 – 2999 km flat rate for a maximum of 4 travel days;
 3000 – 8000 km flat rate for a maximum of 6 travel days.

6. A UL student/doctoral student/employee qualified for short-term mobility under the BIP is obliged to sign a scholarship agreement at the IRO UL, after submitting the relevant documents required by the IRO UL 1 month prior to departure. In case of student mobilities, the necessary documents are: LAS, a copy of the EHIC card or other insurance, a confirmation from Service Centre for Students and PhD Candidates (COSiD) on receiving a social scholarship or a certificate of the degree of disability and a scholarship transfer form, GDPR. In case of employee mobilities, the necessary documents are: form for a trip abroad (zgłoszenie wyjazdu za granicę (S)), Staff Mobility Agreement, order for transfer of grant, GDPR.
7. Upon the completion of the BIP, in order to account for the mobility at IRO, each participant obligatorily submits a Confirmation of Stay indicating the daily dates of both components completed and fills in a survey received by email after the completed BIP mobility.
8. The hereby rules have been approved by the Vice-Rector for Internationalisation of Science and Education, Prof. dr hab. Katarzyna de Lazari-Radek.

Information clause on the processing of personal data in the framework of the international exchange programmes

1. The Administrator (Controller) of your personal data is the University of Lodz, based at: Narutowicza 68, 90-136 Lodz, Poland;
2. In any case, you may contact the UL Data Protection Officer (DPO) by email: iod@uni.lodz.pl
3. Your personal data is collected and processed for the purposes of:
 - recruitment/ eligibility for mobility (including studies, traineeship, teaching/training mobility/Blended Mobility Programmes) in the framework of the international exchange programmes;
 - documentation of your mobility under the international exchange programmes – in case of successful recruitment/eligibility for mobility.
4. Your personal data will be processed on the basis of Regulation (EU) No. 1288/2013 of the European Parliament and of the Council establishing "Erasmus+": the Union Programme for Education, Training, Youth and Sport and repealing Decisions No. 1719/2006/EC, 1720/2006/EC and 1298/2008/EC in case of recruitment/eligibility of employees/students/doctoral students for mobilities under the Erasmus+ program or another regulation in the case of a mobility under another international exchange program and internal regulations adopted at the UL;
5. Access to your data can be granted to third parties and competent authorities based on provisions of applicable laws or contractual agreements that UL is party to;

6. Your personal data will be stored in accordance with the provisions of the act on national archival resources and archives of the state, other laws and internal UL regulations;
7. You have the right to:
 - access your data;
 - rectify it if it is inconsistent with the factual circumstances;
 - demand its deletion, limit its processing or transfer – in cases provided by law;
 - object to processing of your data;
 - file a complaint with national data protection authority, i.e. the President of Personal Data Protection Office with their registered office in Warsaw (Address: Stawki 2);
8. Providing your personal data is voluntary but necessary to meet the aims described in point 3.

Your personal data will be processed in accordance with the Article 6 Part 1 Points (b) and (c) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – GDPR).