

**UNIVERSITY QUALIFICATION AND IMPLEMENTATION PROCEDURE FOR STUDENT MOBILITIES**  
**Student Mobility for STUDIES/TRAINEESHIP**  
**FROM PARTNER COUNTRIES TO UNIVERSITY OF LIFE SCIENCES IN LUBLIN**

**PROJECT NO.: 2020-1-PL01-KA107-078970**

### **I. General conditions**

1. Student mobility can be carried out with universities from the following partner countries: Albania, Moldova and Ukraine with which University of Life Sciences in Lublin (ULSL) has previously signed the Interinstitutional Agreement. The list of Interinstitutional Agreements is available on the International Exchange Office (IEO) website.

Expected number of SMS/SMT (Student Mobility for Studies/Traineeship) mobilities to be carried out within the project - 3 mobilities

Country	SMS/SMT
Albania	1
Moldova	1
Ukraine	1

2. The aim of student mobility is the participation in lectures, classes and traineeship activities offered by ULSL.
3. A student mobility should take place between 22 February 2021 and 30 June 2022.
4. The deadline for submitting the documents is:
  - ❖ 15 June for winter semester and the whole academic year,
  - ❖ 15 November for summer semester
5. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> cycle students are eligible to participate in the Erasmus+ programme.
6. Student mobility for studies/traineeship under Erasmus+ programme cannot exceed 12 months in total for each study cycle respectively.
7. A standard mobility for studies at ULSL under Erasmus + programme is one semester, however not shorter than 3 months. The financial support is awarded for a maximum period of 5 months.

### **II. Information campaign and recruitment procedure**

1. Information on the recruitment procedure will be available on the ULSL Erasmus+ website and sent by email to the person responsible at Partner Institution

### **III. Qualification procedure**

1. The first stage of qualification takes place in a foreign institution. The foreign institution should prepare its own qualification procedures.
2. Partner University Qualification Procedure should be available on their website.
3. Student Application Form is to be sent to ULSL by partner institution after completing the first stage of qualification according to procedures defined by the sending institution. The foreign

- institution should prepare its own qualification procedures, which should include among others the following criteria: student's average grade and the knowledge of the country's language to which student is applying for or in which classes will be conducted. In case of criteria met equally by two or more students the priority will be given to students with special needs or students from poor socio-economic background.
4. The Sending University will prepare a waiting list of candidates. In case of the resignation of the candidates previously accepted, the University will nominate another person from the waiting list.
  5. The protocols of the qualification procedure containing a list of candidates short-listed by partner institution along with the Application Forms will be forwarded to the ULSL IEO.
  6. In order to take part in the qualification procedure at ULSL, students from partner countries must complete the Application Form and Learning Agreement available on the ULSL IEO website. What is more, students must submit a confirmation of their English language skills (minimum "communicative," or B2 according to CEFR Common European Framework of Reference for Languages), a photocopy of Passport, and a photocopy of health insurance document (English version).
  7. Learning Agreement terms enable student to complete one semester consistent with the student's field of study. Student should acquire 20 ECTS points per semester at ULSL. Course catalogue is available on ULSL Erasmus website.
  8. Lists of incoming students to ULSL under Erasmus + programme for mobility with partner countries are established by Erasmus+ Institutional Coordinator and partner universities, on the basis of applications handed to ULSL IEO. The application documents of foreign student are accepted by: Faculty Coordinator and Erasmus+ Institutional Coordinator, by signing Learning Agreement and Application Form.
  9. The information about acceptance of student (letter of acceptance) will be sent via email both to the coordinator responsible for the qualification procedure in partner university and the student.
  10. Qualification of incoming students under the Erasmus + Programme can be subject to minor changes in the event of the additional guidance from the Foundation for the Development of the Education System.

#### **IV. Distribution of unused or additional funds**

1. If the funds within the project are not spent, the Vice-Rector for University Development may announce an additional deadline of application, other than the one specified in point I. Continuous qualification is allowed.

#### **V. Implementation procedure**

1. Students accepted for mobilities at ULSL must report themselves directly to the IEO upon their arrival at ULSL in order to comply with all the formalities described in the implementation rules for incoming students under Erasmus + programme.
2. The student is obliged to sign the attendance list at ULSL IEO once a month during the entire mobility period.
3. In case of student's resignation from the scholarship awarded, both sending and receiving institution shall be notified thereof in writing no later than 2 weeks after the announcement of the list of students accepted for the programme.

4. The process of making any changes to the Learning Agreement must be finished no later than one month after the commencement of the semester at ULSL.
5. The student shall settle the mobility at IEO for the whole study period specified in the grant agreement before leaving ULSL.
6. In case of receiving additional guidelines from the Foundation for the Development of the Education System, ULSL reserves the right to change the regulations concerning the procedure for incoming students from Partner Countries under the Erasmus+ Programme.

#### VI. Insurance and visa

1. The student should be insured for the period of travel and stay at ULSL. The insurance for the entire mobility period should include: medical expenses, accident insurance and additionally liability insurance.
2. The insurance conditions are governed by an agreement between ULSL and the student, where the conditions for travelling abroad and its financing are specified. A student is obliged to provide a copy of the above-mentioned insurance (English version) before their arrival at ULSL.
3. A student concludes health insurance policy on his/her own and covers its costs. Additionally, the student covers the costs related to getting a visa.

#### VII. Mobility settlement

1. A student coming to ULSL is obliged to settle the mobility before returning to home institution. A student must receive a Confirmation of stay and Transcript of Records from ULSL. The said documents are issued and signed by the Faculty Coordinator and Erasmus+ Institutional Coordinator.
2. Before the end of study period at ULSL, the student is obliged to complete the Clearance Sheet. The document shall be submitted to the ULSL IEO.
3. An additional condition for settlement of the mobility at ULSL is the completion of the online report *EU-survey*. The link to EU-survey will be sent to student's e-mail address indicated in the agreement. The time to submit a report is 10 days from the moment of receiving the request.

#### VIII. Additional information

The office must be notified in writing of any changes or cancellations.

University of Life Sciences in Lublin (ULSL)  
 International Exchange Office (IEO)  
 15 Akademicka St., 20-950 Lublin, Poland  
 Room no. 309, 3rd Floor, Main Library, phone +48 (81) 445 65 73  
 mgr Izabela Wolska, [izabela.wolska@up.lublin.pl](mailto:izabela.wolska@up.lublin.pl)  
 Erasmus+ Institutional Coordinator



Erasmus+  
 Institutional Coordinator  
*Izabela Wolska*  
 mgr Izabela Wolska

Erasmus+ Institutional Coordinator  
 mgr Izabela Wolska

PROREKTOR  
 ds. Rozwoju Uczelni  
*Adam Waško*  
 dr hab. Adam Waško  
 prof. uczelni

Vice-Rector for University Development  
 dr hab. Adam Waško

