



QUALIFICATION PROCEDURE FOR STUDENTS, DOCTORAL STUDENTS AND RECENT GRADUATES OF  
THE UNIVERSITY OF LIFE SCIENCES IN LUBLIN  
**SMT-STUDENT MOBILITY FOR TRAINEESHIP**  
**ERASMUS + PROGRAMME**  
HIGHER EDUCATION (K1 ACTION)  
PROJECT NO. 2023-1-PL01-KA131-HED-000119757  
ACADEMIC YEAR 2024/2025

The qualifying body is the International Exchange Committee which consists of an Erasmus+ Faculty Coordinator, Erasmus+ Institutional Coordinator, and an International Exchange officer.

Students, doctoral students, and recent graduates are referred as students in this document.  
University of Life Sciences in Lublin is referred to as ULSL.  
International Exchange Office is referred to as IEO.

## I. GENERAL CONDITIONS

1. The purpose of the student mobility for a traineeship is to undertake practical training related to their field of study. The traineeship must ensure the opportunity to acquire competencies relevant to the student's specific area of education.

The Erasmus+ Programme scholarship is awarded for traineeship directly linked to subjects that prepare participants for a specific profession.

2. The mobility of a student to a receiving institution must be completed by the end of July 2025. Mobilities scheduled beyond the dates specified in the agreement **2023-1-PL01-KA131-HED-000119757** will be carried out under the subsequent financial agreement. Any changes regarding the funding of mobility under the new agreement will be published on [ERASMUS+ ULSL WEBSITE](#).

3. The types of Erasmus+ mobilities for traineeship:

- long-term mobility for traineeship - cannot be shorter than 2 months and longer than one academic year
- short-term mobility for traineeship (blended mobility with short-term physical mobility) - the physical mobility must last from 5 to 30 days at the receiving institution. Additionally, a virtual component is mandatory. In case of short-term doctoral mobility, a virtual component is optional, except in cases where it is an integral part of a programme implemented under a BIP (Blended Intensive Program).

4. The start date of the mobility period - the first day the Participant should be physically present at the receiving institution, and the end date of mobility - the last day the Participant should be physically present at the receiving institution (including the time for cultural preparation, orientation days or a language course indicated by the receiving institution).

5. The mobility financing is granted only for the period of physical stay at the receiving institution.

6. The traineeship may be:

- ❖ **Mandatory** – an integral part of ULSL study programme .
- ❖ **Optional** – not an integral part of ULSL study programme but providing an opportunity to acquire additional competencies and skills.

7. A traineeship abroad requires the student to work full-time at the receiving institution, with the workload agreed upon with the employer (typically between 35 and 40 hours per week).

8. Institutions providing traineeship must be located in a country participating in the Erasmus+ programme (27 European Union countries, 3 EFTA countries: Iceland, Liechtenstein, Norway, as well as Turkey and the Republic of North Macedonia) or in partner countries, and may include:

- foreign enterprises/companies, museums, etc.
- scientific and research institutions
- non-profit organizations
- universities holding the Erasmus Charter for Higher Education (2021–2027)
- other institutions: government administration units, museums, hospitals, finance departments, etc.
- Polish institutions based abroad, provided that the working language is not Polish

The traineeship **cannot** be carried out in:

- European Union institutions
- institutions managing European Union programmes

9. At each of the three levels of education, a student can participate in one or more mobilities lasting a total of up to 12 months (including studies and traineeship combined). Students enrolled in long-cycle Master's programs (e.g., Veterinary Medicine) are entitled to mobilities with a total duration of up to 24 months during the entire course of study. Participants in Doctoral Schools are entitled to use 12 months of mobility capital.

10. A student can participate in a maximum of 3 short-term mobilities for studies and traineeship combined (including BIP - Blended Intensive Programme) within a single academic year.

11. Short-term mobility consists of both physical and virtual components. The dates of these components (physical and virtual) for different BIPs in which the student wishes to participate cannot overlap. This rule also applies to doctoral mobilities carried out as part of a BIP.

12. There must be a time gap of at least 5 working days between consecutive mobilities of the same student, regardless of the type or duration of the mobility.

## II. Graduate mobilities

Final-year students (who do not plan to continue their studies) are eligible to apply for a traineeship, referred to as a graduate traineeship, which they can undertake after graduation.

- a) Only *recent graduates* are eligible for graduate traineeship.
- b) To qualify as a recent graduate, a student must apply for the traineeship ("be recruited") during their final year of studies, meaning they must hold student status at the time of application.
- c) The student must submit their application documents for the traineeship before the completion of their studies.

The completion of studies is defined in the academic regulations as, for example:

- "Completion of studies occurs on the date of passing the diploma examination," or
  - "The date of graduation is the date of the diploma examination; in the case of Veterinary Medicine, the date of completing the last course required by the curriculum."
- d) The period of mobility as a recent graduate is included in the "mobility capital" assigned to the given level of education (degree cycle).

- e) The graduate traineeship must be completed **within 12 months of graduation**.
- f) A graduate may be recruited in one academic year and carry out the traineeship in the following academic year; however, the traineeship period must still fall within 12 months of graduation

### An example of the calculation of the Graduate Traineeship Period

A student defended their thesis on **June 14, 2024**.

- **Recruited:** May 25, 2024 (academic year 2023/2024)
- **Graduate traineeship planned for:** academic year 2024/2025
- According to programme rules, activities for 2024/2025 must be completed by **July 31, 2025** (as per the agreement for 2023, for instance).
- **End date of the graduate traineeship:** June 13, 2025.

### **III. MOBILITY CAPITAL (MOBILITY LIMIT) – CALCULATION**

The duration of a traineeship is included in the total mobility time for the level of education (study level) during which the student was qualified for such mobility. If the mobility limit has already been exhausted, the individual cannot participate in further mobilities.

#### Example 1:

A student in a Bachelor's programme spent 9 months abroad during their studies as part of the Erasmus+ programme. They can still undertake a 'recent graduate' traineeship after graduation, but only for 3 months, as that is the remaining time within their 12-month limit.

#### Example 2:

A Master's student who has spent a total of 12 months abroad during their studies has fully exhausted their mobility limit. They will not be eligible for additional mobilities.

### Renewal of Mobility Limit After Advancing to a Higher Education Cycle

If a student completes a Bachelor's degree (first-cycle studies) and enrolls in a Master's program, their mobility limit will reset to **12 months** for the new level of education.

If the student enrolls in a **long-cycle Master's program** (e.g., Veterinary Medicine), their mobility capital for the entire program will amount to **24 months**.

The total duration of all study and traineeship mobility periods, including short-term mobilities, graduate traineeship, and Blended Intensive Programmes (BIPs), is summed up.

Unused mobility capital from one study level cannot be transferred to another.

Students should plan their mobilities carefully to maximize the benefits of their mobility capital while adhering to programme rules.

### **IV. ERASMUS+ CALL FOR MOBILITIES FOR TRAINEESHIP**

1. **Information about the student application process will be available online** on the [ERASMUS+ ULSL WEBSITE](#), on ULSL social media platforms and disseminated during informational meetings for students and coordinators.
2. Recruitment for mobility programs will be conducted annually alongside admissions for studies within the following periods:

**January to March** – applications for the winter semester and the entire academic year.

**September to October** – applications for the summer semester..

The exact start and end dates of the application periods will be determined and announced in advance.

3. Additional recruitment rounds will be announced as financial resources allow.
4. Any changes to recruitment deadlines will be announced on ULSL Erasmus+ programme website in the form of an official statement issued by the university's legal representative for the Erasmus+ programme.
5. The qualification procedure will ensure equal rights for women and men and people with fewer opportunities.

#### **V. FORMAL ELIGIBILITY CRITERIA**

1. Students may apply for mobility and scholarships if they meet the following requirements:
  - ❖ they are enrolled in a full-time or part-time study program, for all study cycles throughout the entire duration of the mobility, regardless of their citizenship
  - ❖ At the time of departure, they are at least in their **third semester** of first-cycle studies
  - ❖ They are not on academic leave (e.g., dean's leave) or otherwise on a break from studies during the mobility period
  - ❖ They have a high-grade point average in their transcript of records for the entire course of study
  - ❖ They have a good command of the language of instruction at the receiving university (at least B1)
  - ❖ They have not exceeded Erasmus+ mobility limit for their study cycle (12 months for each study cycle and 24 months for long-cycle master's studies)
  - ❖ They apply for a traineeship relevant to their field of study.
  - ❖ The traineeship does not conflict with completing their studies within the timeline outlined in their study program.
2. A student with a different than an EU or European Economic Area citizenship is obliged to check the entry rules for participants of Erasmus+ programme binding at the territory of the host country before the start of their mobility.

#### **VI. UNIVERSITY SELECTION CRITERIA FOR CANDIDATES (IN ORDER OF IMPORTANCE)**

##### **1. BASIC SELECTION CRITERIA:**

- ❖ Academic performance (high grade point average from the most recent completed semester, confirmed by the appropriate Dean's Office or Doctoral School)
- ❖ Proficiency in the foreign language of instruction at the level required by the host university (at least B1)
- ❖ The dates of the mobility for studies and traineeship of the same student do not overlap

##### **2. ADDITIONAL CRITERIA CONSIDERED FOR CANDIDATES WITH SIMILAR QUALIFICATIONS:**

- ❖ Participation in international programs/projects
- ❖ Activity for the university, involvement in scientific clubs, student organizations, including mentoring international Erasmus+ students studying at the University of Life Sciences in Lublin
- ❖ Other achievements
- ❖ CV
- ❖ A traineeship is relevant to their field of study

#### **EVALUATION FORM**

POINTS	CRITERIA
<b>A GRADE-POINT AVERAGE</b>	
0	BELOW 2,99
1	3,0 - 3,49
2	3,5 - 3,99
4	4,0 - 4,49
6	4,5 AND MORE
<b>Taking part in international programmes/projects</b>	
0	NO
1	YES
<b>Being active in scientific clubs, student organisations, including ULSL Study Buddy programme</b>	
0	NO
1	YES
<b>OTHER ACHIEVEMENTS</b>	
0	NO
1	YES
<b>CV</b>	
0	A POORLY -PREPARED CV
1	A WELL -PREPARED CV

<b>Proficiency in the language of instruction (the qualification for a given level is determined by a document confirming language proficiency, specifying the level and grade).</b>				
GRADE	<b>POINTS AWARDED AT EACH LANGUAGE LEVEL</b>			
	<b>C1 Advanced</b>	<b>B2+ Upper- Intermediate</b>	<b>B2 Intermediate</b>	<b>B1 Pre- Intermediate</b>
5,0	15	13	12	9
4,5	13	11	10	7
4,0	11	9	8	5
3,5	9	7	6	3
3,0	7	5	4	1

CRITERIA	DESCRIPTION	AWARDED POINTS
A GRADE-POINT AVERAGE	FOR THE LAST COMPLETED SEMESTER	0 - 6
LANGUAGE OF INSTRUCTION COMPETENCE	A CERTIFICATE REQUIRED	1 - 15

TAKING PART IN INTERNATIONAL PROGRAMMES / PROJECTS	EDUCATIONAL, SCIENTIFIC, ART, SPORT INTERNATIONAL PROJECTS	0 - 1
Activity for the university, involvement in scientific clubs, student organizations, including mentoring international Erasmus+ students studying at the University of Life Sciences in Lublin	NO MORE THAN 3 RECOMMENDATION LETTERS ISSUED BY UNIVERSITY STAFF	0 - 1
OTHER ACHIEVEMENTS <sup>1</sup>	OTHER THAN MENTIONED ABOVE	0 - 1
CV	TRANSPARENCY, ADEQUACY, INCLUDING ALL REQUIRED ELEMENTS	0 - 1
<b>TOTAL POINTS</b>		<b>25</b>

Candidates will be evaluated and selected for mobility based on the assessment of the documents submitted by the candidates in IEO. An interview is not foreseen.

## VII. TRAINEESHIP PLACEMENT

1. Students are responsible for independently seeking traineeship placements.
2. It is possible to undertake traineeship at partner universities or other foreign universities units, such as veterinary clinics, laboratories, experimental farms, research stations, and other units affiliated with universities. In such cases, the student should independently contact the university (via the Erasmus office or the specific university unit) to arrange the details of the mobility.
3. For placements at the receiving institutions (excluding foreign universities), the student must send the chosen institution a document to be completed:
  - **Letter of Intent (LI):** A document confirming the institution's willingness to host the student for the traineeship. If possible, it should be prepared on the official letterhead of the receiving institution.
    - The LI specifies the traineeship location, the planned dates, and the requirements for candidates.

## VIII. APPLICATION DOCUMENTS

1. To apply for mobility students are asked to submit the following documents to International Exchange Office - IEO (both in a Word file via email and hard copies):
  - **SMT APPLICATION FORM** – signed by an appropriate Dean's office as a confirmation of a grade -point average and possible conditional exams.
  - **CV** in English along with the documents confirming the information contained therein

- **LANGUAGE CERTIFICATE** (minimum B1 level)– it can be:
  - ✓ an international language exam certificate,
  - ✓ a certificate issued by relevant institutions confirming the completion of a language course, certificate issued by the Center for Foreign Language Teaching and Certification (CNJOiC) of the University of Life Sciences in Lublin confirming passing the central language exam (it is necessary to specify the course level (minimum B1) and the final exam grade).
  - ✓ International Baccalaureate confirming a foreign language proficiency, issued in English
  - ✓ Students who do not have a certificate, confirmation, or do not meet the above-mentioned points, will be referred by the BMA staff to a language school for a placement test to assess their proficiency in English or the language in which the mobility will take place.
  
- **ADDITIONAL INFORMATION (RECOMMENDATIONS)**, if applicable: e.g. conference participation certificates, internship certificates, international volunteering certificates
- **TRANSCRIPT OF RECORDS** issued by ULSL Dean's Office – it should specify the grades from all the semesters completed so far. In order to facilitate the preparation of the document, it is advisable to download the Grade List from the Virtual Dean's Office
- **LETTER OF INTENT (LI)** not applicable for the traineeship at the University units
- A document confirming eligibility for ULSL social scholarship in the semester preceding the mobility (if applicable).
- A disability certificate or an equivalent document (if applicable).

2. The documents are available on ULSL Erasmus website. In the event of a low number of applications, IEO will open an additional call.

#### **IX. APPLICATION PROCEDURE**

1. The selection of candidates is carried out by the International Exchange Committee based on the submitted documents referred above after the call for applications is closed. The committee creates a descending select list of accepted candidates along with a reserve list. In the case of continuous recruitment, the decision regarding the mobility will be based on the order of applications and the availability of financial resources.

#### **NOTE!**

The documents that are incomplete or do not meet formal requirements will not be considered by the committee!

2. The procedure in the event of resignation:

The applicants from a reserve list will be qualified for the mobility for traineeship in the event of the resignation from the students previously selected.

International Exchange Office is responsible for the application process of students for the mobilities for traineeship under the Erasmus+ programme.

#### **X. QUALIFICATION RESULTS ANNOUNCEMENT**

1. Students will be notified individually by IEO via e-mail if they have been accepted for the mobility for traineeship within 7 days of closing the selection procedure.
2. Upon closing the selection procedure, the qualification protocols will be made along with a select and reserve list.
3. Students qualified for mobility will receive a decision on the granted funding only after the University of Life Sciences in Lublin signs an agreement with the National Agency of the Erasmus+ Programme, which will specify the amount of funds allocated to the university and the number of mobilities that can be carried out.
4. In the case of insufficient funds allocated by the FRSE, the legal representative of the University for the Erasmus+ programme will establish additional criteria regarding the scholarship payment period. The most important criteria for awarding the scholarship will be, in order: language proficiency and grade point average.

#### **XI. APPEAL PROCEDURE**

1. In the case of not being selected for mobility, the student has the right to appeal the decision in writing. The appellate body is the legal representative of the University for the Erasmus+ programme. The appeal must be submitted in writing to the IEO within 7 days of receiving the information about not being selected for mobility or being placed on the reserve list.
2. The legal representative of the University for the Erasmus+ programme may change the decision of the Committee if the candidate proves that the Committee did not consider documents or information included in the application that could significantly alter the candidate's assessment or if formal errors were made. The appellate body does not re-evaluate applications and, when making a decision, may consult with the staff of the office.
3. The decision of the legal representative of the University for the Erasmus+ programme is final and cannot be appealed.

#### **XII. FINANCIAL SUPPORT – ERASMUS+ SCHOLARSHIP, INCLUDING STUDENTS "WITH FEWER OPPORTUNITIES"**

1. All students accepted for mobility, including students "with fewer opportunities" (those in a difficult financial situation and students with disabilities) will receive an increased mobility scholarship from the Erasmus+ programme funds. Information on the scholarship rates is available on the Erasmus+ ULSL website.
2. At the time of applying for a traineeship, the student is required to submit the following documents along with their application:
  - A document confirming eligibility for receiving a social scholarship in the semester preceding the mobility (e.g., **Decision on the awarding of the social scholarship** or a **Certificate confirming the receipt of the social scholarship** issued by the Student Scholarships Office) – if applicable.
  - A **certificate of disability status**, valid for the entire mobility period.
3. The scholarship will be paid in EURO.
4. The scholarship will be transferred to the student's bank account only if they accept all the terms of the Financial Agreement, and also:
  - provide an EHIC card and an insurance policy
  - complete the online language proficiency test in the OLS system - if required.
5. The scholarship does not cover the full cost of living abroad.
6. The individual support (scholarship) is intended solely as a contribution towards the costs related to travel and stay abroad. The student may use the scholarship to cover part of the costs of insurance, accommodation, living expenses, and other costs related to their stay in another country.



7. The amount of the scholarship paid to a student depends on the country of destination (long-term mobility) and/or the duration of mobility.
8. During the period of receiving the Erasmus scholarship, the student cannot receive any other scholarship funded by European Union funds
9. The Erasmus+ scholarship will be paid to the student only for the period of physical mobility.

### **XIII. BEFORE MOBILITY**

1. A student accepted for their mobility submits at IEO the following documents:

- **Learning Agreement for Traineeship (LAT)**

Each student must agree on an individual traineeship programme to be completed at the receiving institution. This programme will be signed by three parties: the responsible persons at the home university, the receiving institution, and the student.

Completion of the agreed-upon **mandatory traineeship programme** ensures its recognition and credit as equivalent to the required traineeship period at the university (the traineeship will be recorded in the student's academic record).

An **optional traineeship**, recognized as bringing relevant learning outcomes (offering opportunities to gain additional competencies and skills), will be credited to the student's academic achievements, and its completion will be noted in the **Diploma Supplement** under the "Additional Information" section.

- **Insurance:** As per the guidelines outlined in this document.

### **XIV. NOMINATION AND QUALIFICATION RULES AT THE RECEIVING INSTITUTION**

1. The student qualified for the mobility is responsible for contacting the designated person at the receiving institution and independently preparing the application documents required by the receiving institution (if applicable).

### **XV. INSURANCE**

1. Each student is obliged to obtain a health insurance coverage valid in the country of traineeship in/outside the EU (in another EU country - to obtain European Health Insurance Card, in non-EU countries to purchase a private insurance corresponding in scope to European Health Insurance). They should be insured for the duration of travel to and from and stay at the receiving institution. Insurance coverage shall include at minimum a health insurance, a liability insurance and an accident insurance.
2. The coverage of the European Health Insurance Card or private insurance may not be sufficient, especially in case of specific medical intervention or transport to the country, therefore a complementary private insurance is recommended. In addition to the above, insurance against loss or theft of documents, travel tickets and luggage is also recommended.
3. The responsible party for taking the insurance coverage is the mobility participant. The participant declares that he/she has been informed about the obligation to have adequate insurance coverage for the period of travel and stay at the receiving institution.
4. The participant undertakes to obtain a liability insurance to cover damages caused by the participant at the place of traineeship. The participant is responsible for checking whether the receiving institution provides at least compulsory liability insurance for damages caused by the participant at the place of mobility. If national regulations do not impose such an obligation on the receiving institution, it is not obliged to provide the participant with such insurance.

5. The participant undertakes to obtain accident insurance covering at least damages caused to the student at the place of mobility, if it is not covered by the receiving institution.
6. It is mandatory to familiarise himself/herself with the scope of their own insurance policy.
7. Students are recommended to get familiar with EURO26 or ISIC card option.
8. Each student undertakes to submit at IEO their insurance coverage: name of the insurer, policy number, insurance conditions. The confirmation of an insurance coverage purchased by the mobility participant shall be submitted in IEO not later than one week before the start of mobility period or sent via email (a good-quality scan copy). The copy of the insurance coverage purchased by the mobility participant is an integral part of Financial Agreement.

#### **XVI. OLS (ONLINE LANGUAGE SUPPORT)**

1. A student qualified for mobility may complete a language proficiency test in the language of instruction chosen for their mobility, provided that this language is available in the EU Academy system.
2. A student may voluntarily participate in language courses in any foreign languages available on the OLS platform.
3. More information is available on the ULSL Erasmus+ website in the tab dedicated to OLS

#### **XVII. FINANCIAL AGREEMENT**

1. A student will sign a financial agreement for their mobility after submitting the following to IEO:
  - a written acceptance from the receiving institution (Acceptance Letter or Letter of Intent),
  - Learning Agreement for Traineeship (LAT) approved and signed by all parties
  - a scanned copy of European Health Insurance Card (EHIC) or other equivalent insurance policy (EU and non-EU countries)
  - Insurance policy (covering accident and liability insurance, medical costs)
2. The travel and financial documents must be submitted to the IEO within one month of the announcement of the mobility selection results at the University of Life Sciences in Lublin.

#### **XVIII. FINANCIAL AGREEMENT – to be continued**

1. Financial Agreement with the University is the last document that a student signs before their mobility. Financial Agreement specifies the rights and obligations of both parties regarding this particular mobility and scholarship amount. Financial Agreement is signed by ULSL legal representative for the Erasmus+ programme on behalf of University of Life Sciences in Lublin.
2. Financial Agreement obliges a student to:
  - complete their traineeship within the period agreed in Financial Agreement
  - complete the traineeship programme specified in LAT confirmed by Traineeship Certificate, Confirmation of Stay and Transcript of Work issued by the receiving institution
  - purchase insurance policy covering at least medical costs, accident and liability insurance
  - notify IEO immediately of any changes to the previously planned traineeship programme
3. The Financial Agreement is drawn up in two identical copies, one for the university and one for the student. The scholarship is paid based on the Financial Agreement. The scholarship payment is made in accordance with the terms specified in the Financial Agreement.
4. Failure to sign the Financial Agreement by the start of the academic year/semester at the receiving university may be considered as a withdrawal from the awarded Erasmus funds and may result in removal from the list of Erasmus scholarship recipients for the given academic year. At the time of signing the Financial Agreement, the student may have at most one conditional exam. In justified cases, the Faculty Coordinator

may make an exception. In such cases, an additional written consent for the mobility, issued by the Dean or Faculty Coordinator, is required.

5. The **Traineeship Quality Commitment**, which outlines the rules for the traineeship and the commitments of each party – the university, the student, and the receiving institution – is attached to the **Letter of Intent**.

6. A student planning to carry out their mobility at a university is not required to submit the Letter of Intent signed by the host university. In such cases, the student must download the **Quality Commitment** from the Erasmus+ UP website in Lublin and present it to the receiving institution for signature.

#### **XIX. FINANCIAL AID, TUITION FEES**

1. University scholarships (e.g. social scholarships, Rector's scholarship, etc.), to which students were entitled before their Erasmus+ mobilities, will be paid to them on the same schedule as before their mobilities.
2. The payment of University scholarships (e.g., social scholarships, Rector's scholarship, etc.) to which the student was entitled before the departure will continue during their stay at the receiving institution.
3. Part-time students entitled to Erasmus+ mobilities are exempt from tuition fees paid for ULSL studies for one or two semesters they study at the receiving institution within Erasmus+ programme.

#### **XX. ADDITIONAL DOCUMENTS**

1. IEO issues the following additional documents for each student:

- Certificate for the partner institution
- Document for legalization of stay

#### **XXI. STUDENT RIGHTS AND OBLIGATIONS:**

1. Erasmus+ students at the receiving university have the same rights and obligations as local students. They should not be asked to pay any fees (tuition fees, registration fees, examination fees, fees for the use of laboratories, libraries, etc.) as long as these fees are not obligatory to local students.
2. Certain fees (to issue a student ID, for student insurance, membership in student organisations, the use of a printer, etc.) are allowed only if applicable also to local students.

#### **XXII. EXTENSION OF THE MOBILITY PERIOD**

1. An extension of the traineeship is possible only within the framework of a single financial agreement with the National Agency of the Erasmus+ programme.
2. Additional funding for the extended period of stay at the host institution is not guaranteed.
3. The extension procedure should be initiated during the traineeship, so that the annex to the financial agreement is signed by the student and the ULSL legal representative for the Erasmus+ programme on behalf of University of Life Sciences in Lublin before the original agreement expires.
4. To extend the stay, the following steps must be taken:
  - Obtain approval from the Faculty Coordinator.
  - Submit a request to the University Erasmus+ Coordinator for the extension of the stay abroad. The request must include a justification for the extension and the exact dates of the planned stay. These dates will be used to calculate the grant.
  - Provide a confirmation from the receiving institution accepting the extension of the stay – **Application for Extension of Traineeship Period**.
  - Be prepared to finance the extended stay from personal funds, if necessary.

#### **NOTE!**

The application and **Application for Extension of Traineeship Period**, which do not contain the exact dates of the planned stay, will not be considered. Accurate dates are required to determine any additional funding.

Once the University of Life Sciences in Lublin approves the extension of the traineeship, the student will receive a certificate confirming their Erasmus+ student status for the extended period of the traineeship.

The original application (sent by post or a scan) must be submitted to the Erasmus+ office (IEO) no later than **one month before the original end date** of the traineeship as stated in the current financial agreement.

### **XXIII. SHORTENING OF YOUR MOBILITY PERIOD**

1. Shortening of mobility period may result in the need to return part of the scholarship amount.
2. The scholarship is awarded only for the period of physical mobility confirmed in writing by the receiving institution, but no longer than specified in the Financial Agreement.
3. If the student's mobility is shorter than 2 months (30 days counted as a month) in the case of long-term mobility and 5 consecutive days in the case of short-term mobility, the scholarship must be fully refunded. Mobility participants are obliged to notify IEO officer immediately about the shortening of the mobility period.

### **XXIV. DOCUMENTS TO BE SUBMITTED AT IEO AFTER MOBILITY**

1. Within 14 days upon returning from the receiving institution as specified in the Financial Agreement, students are obliged to submit at IEO the following:
  - **Traineeship Certificate** - A certificate confirming the completion of the traineeship programme requirements and specifying the exact period of the traineeship
  - **Confirmation of Stay and Transcript or Work** - a certificate confirming the exact period of the traineeship along with an evaluation issued by the traineeship supervisor at the host institution
  - PowerPoint presentation + photos from the mobility period
  - Mobility report (Word file)
  - EU Survey submitted

#### **NOTE !**

Before leaving the receiving institution make sure to check the documents issued by the receiving institution if they are correct

If necessary, contact the receiving institution to get them corrected.

### **XXV. SETTLEMENT OF TRAINEESHIP MOBILITY PERIOD IN THE DEAN'S OFFICE / DOCTORAL SCHOOL**

1. Upon receiving the correct settlement documents from the student, IEO officer, based on these, prepares the final settlement documents, which are then forwarded to the Dean's Office/Doctoral School Secretariat
  - **Document on the Recognition of the Period of Traineeship Completed Abroad** – indicates whether the period of traineeship completed abroad will be credited and recognized as equivalent to the period of traineeship at ULSL.
2. The copy of the document, once completed and signed by the Dean/Vice Dean/Director of the Doctoral School, are returned to IEO and added to the student's file. The settlement of the student at the Dean's Office/Doctoral School should be completed within 2 weeks from the date of receipt of these documents.

### **XXVI. ADDITIONAL INFORMATION**

The student is required to immediately notify IEO of any changes to personal information (residential address, ID number, phone number, etc.), changes related to the mobility, or cancellation of the mobility. All changes must be submitted in a written or email form.

#### NOTE!

The above recruitment and mobility procedures have been prepared based on the information and guidelines provided by the Foundation for the Development of the Education System – National Agency of the Erasmus+ Programme. Any changes or updates to the general conditions and student qualification criteria will be published on ULSL Erasmus website in the form of announcements/statements, with the date of publication indicated, after approval by the legal representative of the University for the Erasmus+ programme.

Once you, Erasmus+ Scholarship Holder, return and settle in, we encourage you to:

- Participate in **ERASMUS DAY** as a programme participant to promote student/PhD student mobility.
- Join the **Study Buddy** programme, which offers support and assistance to students coming to ULSL under the Erasmus+ programme.

Erasmus+  
Institutional Coordinator  
  
mgr Izabela Wolska

Erasmus+ Institutional Coordinator

mgr Izabela Wolska

PROREKTOR  
ds. Kadry

  
prof. dr hab. Andrzej Marczuk

Vice-rector for Human Resources

prof. dr hab. Andrzej Marczuk

---

International Exchange Office (IEO)

room 309, 3rd floor, ULSL Main Library building, tel. 445 65 73; [erasmus@up.lublin.pl](mailto:erasmus@up.lublin.pl)

