



QUALIFICATION PROCEDURE FOR STUDENTS AND DOCTORAL STUDENTS<sup>1</sup> OF

THE UNIVERSITY OF LIFE SCIENCES IN LUBLIN

**SMS-STUDENT MOBILITY FOR STUDIES**

**ERASMUS + PROGRAMME**

**HIGHER EDUCATION (K1 ACTION)**

PROJECT NO. 2025-1-PL01-KA131-HED-000308477

ACADEMIC YEAR 2025/2026<sup>2</sup> AND 2026/2027

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 are referred to as students in this document.

University of Life Sciences in Lublin is referred to as USL.

International Exchange Office is referred to as IEO.

## I. GENERAL CONDITIONS

1. Erasmus+ mobility for studies is only possible to the universities that are ERASMUS University Charter holders in the academic year 2025/2026 and 2026/2027.
2. An Erasmus+ bilateral agreement must be signed between the sending and the receiving university ([ERASMUS-OUTGOING STUDENTS-PARTNER UNIVERSITIES](#))
3. The purpose of the mobility for studies is to cover most of the study programme at the receiving university (to achieve the same learning outcomes) to have it later recognised at the sending university.
4. The mobility for studies must be completed by July 31, 2026, including travel days after mobility.
5. After the funds from Agreement No. 2025-1-PL01-KA131-HED-000308477 have been used, the University, by a declaration of the University's legal representative for the Erasmus+ programme, will enable the implementation of mobility under the subsequent agreement.
6. Any changes regarding mobility financing under the new project will be published on USL Erasmus website.
7. The types of Erasmus+ mobilities for studies:

<sup>1</sup> A doctoral student is a person enrolled in a doctoral school.

<sup>2</sup> After the funds from Agreement 2024-1-PL01-KA131-HED-000200019 have been exhausted, or in the case of mobilities whose duration extends beyond the eligibility dates of the KA131-2024 agreement, by decision of the University, student mobilities carried out in the academic years 2025/2026 and 2026/2027 will be financed under Agreement 2025-1-PL01-KA131-HED-000308477 and in accordance with the rules applicable to that agreement.

If the number of students qualified for mobility exceeds the funding available under this agreement, and in the case of mobilities whose duration extends beyond the eligibility dates of Agreement 2025-1-PL01-KA131-HED-000308477, mobilities will be implemented in the order of the ranking list of students qualified for mobility under the subsequent funding agreement.

- long-term mobility for studies - cannot be shorter than 2 months and longer than one academic year.
- short-term mobility for studies (blended mobility with short-term physical mobility) - the physical mobility must last from 5 to 30 days at the receiving university. Additionally, a virtual component is mandatory. In the case of short-term doctoral mobility, a virtual component is optional. In the case of Blended Intensive Programme (BIP), a virtual component is always mandatory.

8. The start date of the mobility period - the first day the Participant should be physically present at the receiving university, and the end date of mobility - the last day the Participant should be physically present at the receiving university (including the time for cultural preparation, orientation days or a language course indicated by the receiving university).
9. The mobility financing is granted only for the period of physical stay at the receiving university.
10. At each of the three study levels, the Participant may undertake one or more mobilities with a combined duration of up to 12 months (including studies and traineeship). 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 for the entire course of study. Participants of Doctoral Schools have 12 months of mobility capital available to them.
11. Within one academic year, a student may undertake a maximum of 3 mobilities (including short- and long-term mobilities, for studies and traineeships, as well as BIP – Blended Intensive Programme), with short-term mobilities being possible only to EU countries.
12. A short-term mobility consists of both a physical and a virtual component. The virtual component may be carried out before or after the physical mobility period. The programme of the virtual component must be precisely described in the Online Learning Agreement for Studies (OLA), including the exact dates of its implementation. The period of the virtual component must not overlap with another physical mobility or with the virtual component of another mobility undertaken by the same student.
13. The time interval between individual mobilities of the same student should be at least 15 working days, regardless of the type and duration of the mobilities.

## **II. ERASMUS+ CALL FOR MOBILITIES FOR STUDIES**

1. Information about the student application process will be available online on the Erasmus+ programme website at [ULSL ERASMUS + WEBSITE](#), on ULSL social media platforms and disseminated during informational meetings for students and coordinators.

Applications for all long-term mobilities are conducted annually within the following periods:

- **January to February/March** – applications for the winter semester and the entire academic year.
- **September to October** – applications for the summer semester
- **March** – additional supplementary recruitment for long-term study mobilities (winter semester or full academic year) for students who were admitted to second-cycle degree programmes at ULSL in the winter recruitment.

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

For short-term mobilities, applications will be conducted on an ongoing basis and announced separately for each BIP offer received from partner universities.

If the call for applications for a BIP has not been published on ULSL website , it will not be possible to obtain funding from the Erasmus+ programme.

Any changes regarding the application deadlines will be announced on ULSL website.

2. The qualification procedure will ensure equal rights for women and men and people with fewer opportunities.

### **III. FORMAL CRITERIA**

1. Students are entitled to apply for Erasmus+ mobility for studies if:

- ❖ They are full-time/part-time ULSL students, regardless of their citizenship
- ❖ They are at least in their third semester of first-cycle studies at the time of mobility (not applicable to BIP mobilities)
- ❖ They are not on dean's leave or any other leave 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)
- ❖ Applicants must apply for the mobility while being students of the study cycle during which the mobility is planned. It is not possible for a first-cycle student to apply for a mobility whose dates fall after the completion of the current study cycle.

And if:

- ❖ The study abroad mobility does not interfere with completing their studies within the timeframe specified in the study plan.
- ❖ At the time of departure, they have no more than one conditional exam. In justified cases, the Faculty Coordinator, in consultation with the Dean of the Faculty, may decide otherwise.
- ❖ The dates of the mobility for studies and traineeship of the same student do not overlap, except for study mobilities combined with a traineeship.
- ❖ Their mobility does not last longer than their study period (in case of doctoral studies, not later than the day of their doctoral dissertation submission)

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.

### **IV. 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 receiving university (at least B1)

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

**EVALUATION FORM**

POINTS	CRITERIA
<b>A GRADE-POINT AVERAGE</b>	
0	BELOW 2,99
1	3,0 - 3,24
2	3,25 -3,49
4	3,5 -3,74
6	3,75 - 3,99
9	4,0 – 4,24
12	4,25 – 4,49
15	4,5 – 4,74
18	4,75 and more
Taking part in international programmes/projects	
0	NO
1	YES
Being active in scientific clubs, student organizations, including USL Study Buddy programme	
0	NO
1	YES
<b>OTHER ACHIEVEMENTS</b>	
0	NO
1	YES

**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).

GRADE	POINTS AWARDED AT EACH LANGUAGE LEVEL					
	C2 Fluent	C1 Advanced	B2+	B2 Upper - Intermediate	B1+	B1 Inter medi ate
5,0	15	13	11	9	7	5
4,5	14	12	10	8	6	4
4,0	13	11	9	7	5	3
3,5	12	10	8	6	4	2
3,0	11	9	7	5	3	1

CRITERIA	DESCRIPTION	AWARDED POINTS
A GRADE-POINT AVERAGE	FOR THE LAST COMPLETED SEMESTER	0 - 18
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.  Certificates, confirmations, or letters of recommendation documenting academic, educational, sports, or other activities. Maximum of 3 documents.	0 - 1

OTHER ACHIEVEMENTS	OTHER THAN MENTIONED ABOVE.	0 - 1
<b>TOTAL POINTS</b>		<b>36</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.

#### V. APPLICATION DOCUMENTS

1. To apply for mobility students are asked to submit the following documents to IEO (both in a Word file via email and hard copies):

- ❖ **SMS 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 requirements, will be referred by IEO staff to a language school for a placement test to assess their proficiency in English or the mobility language of instruction
  - If the certificate confirming a student's foreign language proficiency indicates only the level of language competence and does not include a grade, the grade is assumed to be 4.0.
  - Students enrolled in full-degree studies conducted in English may document their knowledge of English at a minimum level of B1 with the certificate / document that they submitted to the University during the recruitment process for full-degree studies conducted in English.
- ❖ **Additional information** (recommendations), if applicable: e.g. conference participation certificates, internship certificates, international volunteering certificates. Maximum of 3 documents.
- ❖ **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
- ❖ **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) valid for the entire mobility period
- ❖ **A declaration by the student confirming that they have children under the age of 8** (i.e. persons whose children had not reached the age of 8 on the date the applicant submitted the recruitment documents to the IEO or whose child/children were born by the start date of the mobility) – together with the child's birth certificate (for inspection) – if applicable.
- ❖ **A declaration by the student confirming that they exercise the right to asylum or hold refugee status in Poland** – together with official documents confirming the above-mentioned status (for inspection) – if applicable. The document should be valid for the entire mobility period.

2. The documents are available on USL Erasmus website.

3. In the event of a low number of applications, IEO will open an additional call.

## **VI. QUALIFICATION PROCEDURE**

1. The selection of candidates is carried out by the International Exchange Committee based on the submitted documents referred to in point V after the call for applications is closed. The committee creates a descending select list of accepted candidates along with a reserve list.

**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 studies in the event of the resignation from the students previously selected.

3. The reserve list:

It is recommended that students indicate their choice of 3 receiving universities in their application forms. In the event of not being accepted to their preferred destinations, they will be offered vacant slots at the universities that have not been indicated in their application forms. If not approved, their applications will be moved to the reserve list.

4. IEO is responsible for the application process of students for the mobilities for studies under the Erasmus+ programme.

## **VII. QUALIFICATION RESULTS ANNOUNCEMENT**

1. Students will be notified individually by IEO via e-mail if they have been accepted for the mobility for studies 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.

### **VIII. 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 IEO staff.
3. The decision of the legal representative of the University for the Erasmus+ programme is final and cannot be appealed.

### **IX. COMPLAINTS AND REQUESTS**

1. All complaints and requests should be submitted directly to the IEO, either orally, in writing, by phone, or by email.
2. The IEO consider complaints and requests as promptly as possible, but no later than 30 days from the date on which an IEO staff member receives the complaint/request.

### **X. NOMINATION AND QUALIFICATION RULES AT THE RECEIVING UNIVERSITY**

1. Nomination of students is done by IEO

2. A student can contact the receiving university independently in order to familiarise themselves with the qualification procedure. The receiving university may require their own application documents e.g.

- **Application Form**
- **OLA (On-line Learning Agreement for Studies)** – a form completed online by the student based on the Agreement Card approved by their Faculty Coordinator.
- **Accommodation Form** - Students should also familiarize themselves with the rules for granting accommodation at a receiving university and, if the university requires it, attach a completed accommodation form to the documents.

**NOTE !** A student is obliged to check nomination and application deadlines and the internal application procedure at the receiving university. The deadlines may vary at different universities.

All the relevant information can mostly be found on the Erasmus+ website of the receiving university.

## XI. BEFORE MOBILITY

**NOTE!** The full completion of the agreed study program guarantees automatic recognition of the foreign study period by the University of Life Sciences in Lublin. This means that the study period at the receiving university will be considered equivalent to the study period at the University of Life Sciences in Lublin.

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

- ❖ **AGREEMENT CARD** - a document created by a student with the help of their Faculty Coordinator/Director of the Doctoral School. An Agreement Card is an integral part of OLA (On-Line Learning Agreement for Studies). It contains, in one column, a list of all courses valid in a given semester at the USL and specifies, in the other column, which courses listed in their OLA and completed successfully at the receiving institution will be recognized at USL after their mobility.

When preparing an Agreement Card, the provisions contained in Regulation No. 17 of the Rector of the University of Life Sciences in Lublin, dated February 19, 2024 should be followed.

All the documents should also be sent in editable version to IEO via email.

1. The University of Life Sciences in Lublin will take an individualized approach both in terms of selecting courses offered at the receiving university that can serve as equivalents to the courses in the programme, and in terms of the order/timing of completing the courses required by the sending university.
2. If there are compulsory courses for the student at the University of Life Sciences in Lublin, it is necessary to complete courses at the receiving university that enable the achievement of similar learning outcomes.
3. If this is not possible, the course will be considered a curricular difference, and the conditions and deadline for completing this course will be determined by the Dean or the Faculty Coordinator/Director of the Doctoral School in consultation with the teacher of the given course (an appropriate notification in Agreement Card is required). Before signing the Learning Agreement, the Faculty Coordinator will agree with the teacher on the method of completing the courses that constitute the curricular difference. This will be done in writing or via email.
4. The selection of courses for completion is ultimately determined by the Dean in consultation with the Faculty Coordinator of the Erasmus+ programme or the Director of the Doctoral School. The final decision regarding the selection of courses in terms of content is made by the Faculty Coordinator/Director of the Doctoral School.
5. The method of including language courses in the Learning Agreement and their completion is governed by Regulation No. 17 of the Rector of the University of Life Sciences in Lublin, dated February 19, 2024.
6. Agreement Card, signed by the Faculty Coordinator, along with any amendments to Agreement Card, will be delivered to the Dean's Office/Doctoral School by the IEO staff.

### **NOTE!**

Students accepted for a full academic year who have planned to complete compulsory courses (as scheduled in USL for winter semester) in the summer semester at the receiving university are required to take a re-sit exam or assessment at the receiving university. In justified cases, upon the student's written request, the Dean may grant permission for the student to take the re-sit exam at the sending university and determine the format of the exam or assessment.

7. Students who are not citizens of the European Union, should enquire on their own which documents they will need to legalize their stay in another country outside Poland.

#### ❖ INSURANCE COVERAGE

### XII. INSURANCE

1. Each student is obliged to obtain a health insurance coverage valid in the country of study 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 university.
4. The participant undertakes to obtain a liability insurance to cover damages caused by the participant at the place of study. The participant is responsible for checking whether the receiving university 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 university, 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 university.
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 Grant Agreement.
9. Students who are not citizens of the European Union and do not hold EHIC card or its equivalent, should enquire on their own which insurance they need to purchase to properly secure their stay outside Poland.

### XIII. 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

#### **XIV. 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 university (Acceptance Letter), if the university issues one
  - a hard copy of Agreement Card signed both by the Faculty Coordinator/Director of the Doctoral School and by the mobility participant.
  - Online Learning Agreement for Studies (OLA) approved and signed by all parties . If the partner university is unable to sign the OLA in the system, the student shall submit to the IEO a paper version of the LAS completed on the basis of the Learning Agreement, signed by all parties, with the original signature of the ULSL Faculty Coordinator and the mobility participant. The signature of the responsible person at the partner university may be provided in scanned form.
  - 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 at IEO no later than 21 days before the planned start of mobility.

#### **XV. 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 studies within the period agreed in Financial Agreement
  - complete the study programme specified in the On-Line Learning Agreement for Studies (OLA) confirmed by Transcript of Records issued by the receiving university
  - purchase insurance policy covering at least medical costs, accident and liability insurance
  - notify IEO immediately of any changes to the previously planned study 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.

## XVI. 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, students with disabilities, students confirming that they have children under the age of 8, students confirming that they exercise the right to asylum or hold refugee status in Poland) will receive an increased mobility scholarship from the Erasmus+ programme funds. Information on the scholarship rates is available on the Erasmus+ ULSL website. The scholarship will be paid in EURO.

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
- **A declaration by the student confirming that they have children under the age of 8** (i.e. persons whose children had not reached the age of 8 on the date the applicant submitted the recruitment documents to the IEO or whose child/children were born by the start date of the mobility) – together with the child's birth certificate (for inspection) – if applicable.
- **A declaration by the student confirming that they exercise the right to asylum or hold refugee status in Poland** – together with official documents confirming the above-mentioned status (for inspection) – if applicable, valid for the entire mobility period.

3. The scholarship will be awarded to the student/doctoral student only provided that they accept all the terms and conditions of the agreement, and furthermore:

- provide all required recruitment and travel documents, including the EHIC card and insurance policy (liability, accident, and medical expenses), as well as documents proving membership in the "fewer opportunities groups", if applicable.

4. The scholarship does not cover the full cost of living abroad.

5. The scholarship shall be paid in EUR.

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, including travel days.

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

1. A student/doctoral student participating in the Erasmus+ Programme does not lose any rights granted by the home institution, in particular the right to receive scholarship benefits.

2. The payment of national scholarships (e.g. social scholarships, the Rector's scholarship, etc.) to which the student became entitled prior to departure shall be continued during the period of mobility at the host institution abroad. The payment of such benefits shall be made by the home institution, as applicable.

3. A student of part-time degree programme studies who continues their education under the Erasmus+ Programme is not required to pay the tuition fee for the semester completed at the host institution abroad. In such a case, the student is obliged to notify the relevant Dean's Office of the planned mobility in writing.

4. A student enrolled in degree programmes conducted in English, who continues their education under the Erasmus+ Programme, may be partially or fully exempt from the tuition fee for the semester completed at the host institution abroad. In such a case, the student is required to submit an application, endorsed by the Dean, to the Vice-Rector for Student Affairs and Education, and to notify the relevant Dean's Office in writing.

5. A full-time degree programme student is required to pay fees to the University of Life Sciences in Lublin for courses or modules included in the study programme and relevant admission cohort which were not successfully completed at the host partner institution and which, in accordance with the Learning Agreement for Studies, the student is obliged to complete at the University of Life Sciences in Lublin.

6. A student of part-time degree programme studies and a student enrolled in degree programmes conducted in English are required to pay fees to the University of Life Sciences in Lublin for courses or modules included in the study programme and relevant admission cohort which were not completed or not successfully passed at the host partner institution and which, in accordance with the Learning Agreement for Studies, the student is obliged to complete at the University of Life Sciences in Lublin.

## **XVIII. ADDITIONAL DOCUMENTS**

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

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

## **XIX. 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.

## **XX. CHANGES TO ONLINE LEARNING AGREEMENT FOR STUDIES (COLA) OR EXTENSION OF THE MOBILITY PERIOD**

### **Changes to Online Learning Agreement for Studies (COLA) and Agreement Card Changes**

1. It is possible to introduce changes to OLA (delete, change or add new courses) within 1 month upon starting the courses at the receiving university.

Students are obliged to notify both sending and receiving university Faculty Coordinators and IEO of possible changes to OLA.

Students prepare Agreement Card – Changes and COLA in consultation with their Faculty Coordinator both at the sending and receiving university.

Agreement Card Changes is signed by ULSL Faculty Coordinator and a student. The document should be scanned and sent via email to IEO.

COLA is signed by: the student, the responsible person from the sending university and the receiving university. If the partner university is unable to sign COLA in the system, the student must submit to IEO a paper version of the amended Learning Agreement for Studies (LAS), completed on the basis of Agreement Card Changes, and signed by all parties. In the case of an amended LAS, the University accepts a high-quality scan of the document with all required signatures.

2. Students are obliged to inform IEO and their Faculty Coordinator if they are not planning to introduce any changes to OLA.
3. It is possible to extend mobility period for studies only within one, the same academic year provided it will not exceed the time frame of the project and that students do not exceed their mobility capital.
4. If possible, the student should settle each semester completed at the receiving university and promptly send the settlement documents to the IEO. The student should inform the IEO if they are unable to settle the winter semester completed at the receiving university (e.g., due to system limitations at the receiving university).
5. The procedure for extending the mobility period should be initiated during the first semester so that Annex to the Financial Agreement is signed by the student and the University's legal representative for the Erasmus+ programme before the original agreement expires.
6. Additional funding for the extended stay at the receiving university is not guaranteed. It is important to consider the necessity of financing the second semester individual costs from personal funds.
7. The steps students need to take to extend their Erasmus+ mobility:
  - Obtain the consent of ULSL Faculty Coordinator
  - Submit an extension of mobility application to ULSL institutional Coordinator. The application must include justification and the exact dates of the planned mobility extension.
  - Application for Extension of Study Period - to be signed by the Coordinator of the receiving university and on the part of ULSL: Faculty Coordinator and Institutional Coordinator
  - An Agreement Card and Online Learning Agreement for the extended semester
  - If possible, settle the winter semester by providing IEO with Confirmation of Stay, Transcript of Records.

**NOTE !** Applications for Extension of Study Period that do not include the exact dates of extended mobility period will not be considered.

Application for Extension of Study Period (scanned copy possible) must be submitted to IEO no later than one month before the end of the mobility specified in the current Financial Agreement.

#### **XXI. SHORTENING OF YOUR MOBILITY PERIOD AND WITHDRAWAL FROM MOBILITY**

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 university, 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.
4. In the event of withdrawal from mobility, the student is obliged to inform an employee of the International Exchange Office as soon as possible. The notification of withdrawal should be sent by e-mail. Subsequently, the student shall send a scan of the completed and signed document entitled "Declaration of withdrawal from studies under the Erasmus+ Programme" by e-mail to the International Exchange Office. The declaration template is available on the Erasmus+ ULSL website.
5. After the student's withdrawal from mobility has been accepted, an employee of the International Exchange Office shall send the mobility participant, by e-mail, a document requesting the repayment of the scholarship paid.

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

1. Within 14 days upon returning from the receiving university as specified in the Financial Agreement, students are obliged to submit at IEO the following (hard copies or scanned copies):
  - Confirmation of Stay
  - Transcript of Records
  - PowerPoint presentation + photos from the mobility period
  - Mobility report (Word file)
  - EU Survey submitted
2. A student who has written a thesis must additionally submit:
  - The thesis (in PDF format)
  - A summary of the thesis

Failure to submit the above-mentioned documents may result in the need to return the scholarship.

**NOTE !**

Before leaving the receiving university make sure to check the documents issued (Confirmation of Stay and Transcript of Records: the dates, the courses, ECTS points, grades)

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

### **XXIII. SETTLEMENT OF STUDY 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

- **Recognition Card** – confirms that the courses required of the student in the given semester at ULSL will be credited based on the courses completed at the receiving university. The Dean/Vice Dean/Director of the Doctoral School assigns grades for the courses required in the given semester at ULSL
- **Document on the Recognition of the Period of Studies Completed Abroad** – indicates whether the period of studies completed abroad will be credited and recognized as equivalent to the period of studies at ULSL.

2. Copies of both documents, 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's mobility at the Dean's Office/Doctoral School should be completed within 2 weeks from the date of receipt of these documents.

3. The basis for recognizing a student's/doctoral student's absence from classes at the University of Life Sciences in Lublin as justified, resulting from participation in a short-term BIP study mobility (lasting from 5 to 30 days), shall be:

a) before mobility:

- the BIP Agreement Form of the student/doctoral student, signed by the relevant Faculty Coordinator / Director of the Doctoral School;

b) after mobility:

- final documents issued by the receiving institution, submitted to the relevant Dean's Office / Doctoral School,  
or
- a certificate issued by the International Exchange Office, submitted to the relevant Dean's Office/ Doctoral School,

and additionally:

- settlement documents from the BIP mobility, submitted to the lecturers of the courses or modules from which the student/doctoral student was absent due to participation in the BIP mobility.

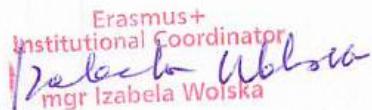
### XXIII. ADDITIONAL INFORMATION

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 USL 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/doctoral student mobility.
- Join the **Study Buddy** programme, which offers support and assistance to students coming to USL under the Erasmus+ programme.

Erasmus+  
Institutional Coordinator  
  
mgr Izabela Wolska

Erasmus+ Institutional Coordinator

mgr Izabela Wolska

PROREKTOR  
ds. Kadr  
  
prof. dr hab. Andrzej Marczuk

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