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UNIVERSITY QUALIFICATION AND IMPLEMENTATION PROCEDURE

Student Mobilities for STUDIES/ TRAINEESHIP

FROM PARTNER COUNTRIES TO UNIVERSITY OF LIFE SCIENCES IN LUBLIN

PROJECT NO.: 2025-1-PL01-KA171-HED-000321716

I. General conditions

1. Student mobility can be carried out with the universities from the following partner countries:
Albania, Georgia and Moldova based on the Inter-institutional Agreements previously signed between partners. The list of Inter-institutional 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 – 6 mobilities

Country	Number of SMS/SMT mobilities
Albania	4
Moldova	2

2. The aim of student mobility is to participate in lectures, classes or traineeship activities offered by ULSL.
3. A student mobility should end no later than on 31 July 2027.
4. The nomination deadline for studies and traineeship is:
 - ❖ 15 May for winter semester and the whole academic year,
 - ❖ 15 October for summer semester
5. The application deadline for studies and traineeship is (to submit the documents):
 - ❖ 15 June for winter semester and the whole academic year,
 - ❖ 15 November for summer semester
6. The ongoing qualification for traineeship mobilities is possible only on condition that the funds to finance the traineeship mobilities are still available.
7. 1st, 2nd and 3rd cycle students are eligible to participate in the Erasmus+ programme.
8. A student mobility in the frame of Erasmus+ programme cannot exceed 12 months in total for each study cycle respectively.
9. A standard student mobility at ULSL in the frame of Erasmus + programme is one semester, however not shorter than 2 months (60 CONSECUTIVE DAYS, 1 MONTH EQUAL TO 30 DAYS). The financial support is awarded for a maximum period of 5 months.

10. The mobility for studies is treated as of higher priority in qualification process.

II. Information campaign and qualification procedure

1. Information on the qualification 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 which should include among others the following criteria: student's average grade and the level of the language of instruction. In case of criteria met equally by two or more students, priority will be given to students who have actively participated in international programmes and projects, demonstrated engagement in university activities, including scientific clubs and student organizations, provided support to incoming Erasmus+ students at the University, and have other outstanding academic or extracurricular achievements. All candidates should be treated equally and should not be discriminated because of their special needs or socio-economic background. Partner University Qualification Procedure should be available on their website. The qualification procedure should also include among others appeal procedure and the timeframe and method of announcement of the selection results at the sending institution.
2. After completing the first stage of the selection process in accordance with the procedures established by the sending institution, the partner institution shall submit the nomination protocol together with the application documents of the nominated students to ULSL.
3. The sending institution will prepare a waiting list of candidates. In case of the resignation of the candidates previously accepted, the sending institution will nominate another person from the waiting list.
4. In order to take part in the qualification procedure at ULSL students from partner countries should complete [APPLICATION DOCUMENTS](#) (to be downloaded from ULSL IEO website).
5. [Erasmus+ COURSE catalogue](#) is available on ULSL Erasmus website. Student should acquire at least 20 ECTS points per semester at ULSL (student mobility for study).
6. On the request of the sending institution, the letter of acceptance will be issued to the student accepted by ULSL and sent via email both to the coordinator responsible for the qualification procedure in partner university and the student.
7. The qualification of incoming students can be subject to minor changes in case of the additional guidelines from the Foundation for the Development of the Education System.

IV. Inclusion support

1. INCLUSION SUPPORT FOR PARTICIPANTS WITH DISABILITIES - FOR ALL TYPES OF MOBILITIES

Participants with documented disabilities may apply for additional financial support funded under the Erasmus+ Programme.

An application for funding of anticipated additional costs directly related to the participant's disability must be submitted to the National Agency (NA) through the coordinating Erasmus Office at University of Life Sciences in Lublin.

The application must be endorsed by the **Institutional Erasmus+ Coordinator** of the sending institution and the **Disability Support Officer** (or equivalent representative responsible for students and staff with disabilities), and subsequently by the **Institutional Erasmus+ Coordinator** of the receiving institution.

The application should be submitted to the Erasmus Office of the receiving institution immediately after the participant has been selected for mobility and no later than six weeks before the start of the mobility period.

The application should include all anticipated additional costs directly related to the participant's disability, such as the cost of a personal assistant/caregiver or the cost of special learning materials and support equipment required during the mobility period.

The decision on whether to grant additional funding, as well as the amount awarded, is made by Polish National Agency upon assessment of the application.

The receiving institution will inform the mobility participant applying for disability-related support of the amount of additional funding awarded.

Participants who receive additional funding from the National Agency to cover disability-related costs are required to submit a financial report and supporting documentation for the awarded funds upon completion.

V. Distribution of unused or additional funds

1. If the funds within the project are not spent after the first call, partner universities should make additional calls for staff mobilities. An ongoing qualification is allowed.

VI. Implementation procedure

1. Students accepted for studies 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 in the frame of Erasmus + programme. Every partner university student qualified to participate in the mobility at ULSL is required to sign a financial agreement with ULSL, where the conditions of the mobility and its financing are specified.
2. 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 mobilities.
3. Any changes to the Learning Agreement must be made no later than one month after the commencement of the semester at ULSL.
4. Students shall settle their mobilities at IEO for the whole study period specified in the Financial Agreement before leaving ULSL.
5. In case of receiving additional guidelines from the Foundation for the Development of the Education System, ULSL reserves the right to change the regulations regarding the procedure for incoming students from Partner Countries in the frame of the Erasmus+ Programme.

VII. Insurance and visa

1. Students 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 liability insurance.
2. The responsible party for taking the insurance coverage and visa arrangements is a student. He/she is obliged to provide a copy of the above-mentioned insurance (English version) before arriving at ULSL.

VIII. Mobility settlement

1. A student coming to ULSL is obliged to settle the mobility before returning to home institution. A student will receive a Confirmation of stay and Transcript of Records/Trainee Certificate from ULSL duly signed.
2. A student is obliged to submit the participant report on their mobility experience (via the online EUSurvey tool). The link to EU-survey will be sent to student's e-mail address indicated in the Financial Agreement. The time to submit a report is 10 days from the moment of receiving the request.

IX. Additional information

The International Exchange 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

Erasmus+ Institutional Coordinator

[Izabela Wolska, Izabela.Wolska@up.lublin.pl](mailto:Izabela.Wolska@up.lublin.pl)

Erasmus+
Institutional Coordinator

mgr Izabela Wolska

Erasmus+ Institutional Coordinator

PROREKTOR
p.s. Kadr


prof. dr hab. Andrzej Marczyk

Vice-rector for Human Resources