

PARTICIPATION RULES FOR THE ERASMUS+ PROGRAMME KA 107 MEDICAL UNIVERSITY OF LODZ AND UNIVERSITY OF NOVI SAD

THE ACADEMIC YEAR 2018/2019. STUDYING ABROAD.

Students of Medical University of Lodz going to University of Novi Sad.

I. Recruitment to student mobility within Erasmus + programme.

1. Students can apply to realize a part of their studies within the Erasmus+ KA 107 Programme if:

- they are registered students of the Medical University of Lodz (during the qualification and their entire stay abroad)
- they are not and they won't be on a dean's leave during the qualification and their entire stay at the partner university
- they have completed:
 - ✓ students of uniform Master's degree studies: their first year of studies and they completed the academic year preceding their trip abroad (the trip can be realized after the second academic year)
 - ✓ students of the first degree studies (first cycle students): their first year of studies and they completed the academic year preceding their trip abroad (the trip can be realized after the second academic year)
- students of the second degree studies (second cycle students) and doctoral students can apply for the international study mobility on their first year; students of the last year of the first cycle, second cycle, uniform and doctoral studies who apply for mobility during the last semester of their studies can only apply for it with the permission of their thesis supervisor (promoter)
- they have the citizenship of a country authorized to participate in the Erasmus+ Programme, or they have the right for permanent residence or refugee status
- students during their final year of the first cycle studies can only apply for the programme if they continue their studies in the second cycle programme at the Medical University of Lodz (before the departure the students are required to present a declaration from their respective dean's office stating they will continue the second cycle studies, at the Foreign Affairs Office)

2. Studying abroad should not collide with completing studies within the date predicted in the studies plan.

3. In spite of the number of areas of study and home universities, a student during his/her studies can realize several student mobility studies and mobility practices for a period not exceeding 12 months in each study cycle (first cycle, second cycle, doctoral studies) e.g. 2 x 6

months or 3 x 4 months including mobilities that have already been realized within the Erasmus Programme (mobility with the right to a mobility grant and without it). Students of uniform Master's degree studies and of such areas as medicine can leave for a period that does not exceed 24 months.

4. The main criteria in the qualification process for study mobility within the Erasmus+ Programme are:

- ✓ Mean grade from the last completed year of studies preceding the academic year 2018/2019, when the recruitment is held, none lower than 3,25 (max. 5 points).
The mean grade should be calculated by the rules presented in § 26 item 3 of the valid Rules and Regulations of The Medical University of Lodz : "The mean of all the term grades is calculated as an arithmetic mean of the grades (including failed grades) obtained as exams and credits for the courses indicated by the Dean taken during the semester." and in § 26 item 4 „The mean grade is calculated with: 1) The grade of exam before the Examination Board, ignoring the failed grade of the questioned exam(...); 2) The second positive grade obtained by the student, in the case of repeating the passed exam". The rules for students who started their studies before 01.10.2010 are in § 16 item 2 in association with item 1 and § 36 item 2 of Rules and Regulations of The Medical University of Lodz established by the decision of the Senate of the Medical University of Lodz no 36/2003 on 27.03.2007: the mean of the year's grades is an arithmetic mean of grades obtained at exams (including failed grades);

When it is impossible to calculate a mean grade for 2017/2018 the Admissions Committee will accept a mean grade from 2016/2017 during the application process.

For 3rd cycle students the Admissions Committee will accept diploma evaluation from long-cycle Master's degree program or 2nd cycle program.

The grade from the foreign language exam/certificate is multiplied by 1,5 (max. 8,25 points). The student is required to sit the exam/certificate of the language of the country where he will be studying or a different language specified by the host university. The foreign language exam is organized by the Foreign Language Centre (Centrum Nauczania Języków Obcych UM). Subscriptions for the exam are conducted in Foreign Language Centre MU from the moment of announcement the exam date. Student can pass the exam from several different languages. Advanced Certificate in English (and similar Certificate from other language) exempt from the exam. Certificates are collected and accepted at the Foreign Language Centre of Medical University of Lodz.

- ✓ Additional criteria:
 - Publications :

- * In reviewed journals on the Master Journal List with the IF – 0,5 point for the first one and extra 0,25 point for the second one and 0,1 point for the every next one.
- * In reviewed foreign journals- 0,3 point for the first one and extra 0,15 for the second one and 0,1 point for every next one.
- * In Polish journals on the MNiSW list – 0,2 point for the first one and extra 0,1 for every next one
- Projects awarded during symposiums, scientific congresses, conferences or scientific contests
 - * International level -0,5 point for the first one and extra 0,25 point for the second one and 0,1 point for every next one.
 - * National level -0,3 point for the first one and extra 0,15 point for the second one 0,1 point for every next one.
 - * University level- 0,2 point for the first one and extra 0,1 for every next one.
- Active participation in scientific congresses and symposiums
 - * International –0,5 point for the first one and extra 0,25 for the second one and 0,1 point for every next one.
 - * National – 0,3 point for the first one and 0,15 point for the second one and extra 0,1 point for every next one.
 - * University - 0,2 point for the first one and extra 0,1 for every next one.
- Participation in research-interest groups – at least 1 year- 0,5 point confirmed by the Group Coordinator
- Students that participate in Erasmus programme for the first time will get 1point.
- 1 point for the significant participation in activities for incoming Erasmus students. Erasmus Administrative Coordinator will grant the point on the base of the application.

5. If more than one candidate achieves the same number of points, the conclusive criterium is the mean grade. If the mean grade is identical, the conclusive criterium are the additional criterium and finally the decision of the Admissions Committee.

6. The Admissions Committee consisting with Institutional Erasmus Coordinator and employee of International Relations Office approved candidates during one meeting.

7. A student can appeal against the decision of the Admissions Committee. The appeal should be submitted within 7 days after receiving the decision, to the Vice-rector of Organizational and Student Affairs.

8. A student can appeal against the decision of the Vice-rector of Organizational and Student Affairs within 7days.

9. Students applying for Traineeship in Erasmus+ mobility program should deliver following documents in Foreign Affairs Office (ul. Muszyńskiego 2, 2nd floor, room 3.07) :

Filled "Application form for candidates for study mobility Erasmus + Programme. Studying abroad KA 107 "

10. The Admissions Committee determines the length of the study period at the foreign university for each candidate however all 5 students will receive 5 months scholarship.
11. The Medical University of Lodz conducts only one recruitment in an academic year. Vacant places and places left by resigning students can be used by students from the reserve list or (if there are no candidates left on the reserve list) by students prolonging their period of stay abroad or by students chosen by coordinators departmental and institutional without the necessity of preparing an additional recruitment. In case there are a lot of vacant places the MUL can organize an additional recruitment.
12. All the rules (except for those concerning the awarded scholarship) also relate to those students who meet all the formal and qualitative criteria and participate in the mobility without receiving scholarships (Erasmus+ students without a scholarship).
13. International student mobility is organized by the International Relations Office (ul. Muszyńskiego 2, 2nd floor, room 3.07).
14. All the students approved for student mobility within the Erasmus+ Programme are required to fill and submit at the International Relations Office (ul. Muszyńskiego 2, 2nd floor, room 3.07) the following documents:
 - Learning Agreement containing the agreed foreign study programme
 - Other documents required by the host university
15. Each student approved for student mobility within the Erasmus+ Programme should contact the host university in order to send all the required documents when it is due.
16. With each approved student for student mobility In the Erasmus+ Programme there will be a written agreement prepared, explaining each sides obligations.
17. Each student approved for the mobility will receive an Erasmus+ Student Charter delivered to the university by the National Agency.
18. The student should be insured for the period of the travel and stay at the partner university. Should possess valid Health Insurance European Card (ECUZ) and civil liability (OC) and Consequences of the Unfortunate Accidents (NNW).
19. It is possible to extend study period only if (without grant) both coordinators of Erasmus + programme from sending and host institution will agree. The student can extend the study period only at the university that he was accepted to during the qualification process. Specific presider will be define in separate document.
20. The student's resignation from the programme is possible only in the case of fortuitous events, unpredictable, emergency events. In other circumstances student loses a possibility to participate in re-applying for a scholarship and right to go abroad to study and practice under the Erasmus + programme in subsequent years

II. Funding rules for students participating in Erasmus + KA 107 mobility programme for studies.

1. Erasmus+ Programme scholarships are issued to cover any additional costs concerning the trip and stay at the partner university, costs of the trip itself, language preparation. The grant does not cover all the costs. The students approved for international study mobility accept the fact that they have to cover some of the living expenses themselves. The final amount of Erasmus+ financing shall be decided by the university based on a) a statement issued by the host university showing the actual period of stay in the target country. The university guarantees a scholarship for the originally established period of stay. A scholarship for any possible prolongations of stay is not guaranteed.

2. Erasmus+ National Agency, based on the European Commission's guidelines, in agreement with the national authority for higher education, has defined following scholarships, applicable in the year 2018/2019 for mobility to partner countries that amount 700 Euro a month.

3. Students will receive also grant to cover travel costs as separate amount 275 Euro each student.

4. Each student will sign The Financial Agreement. Grant will be disbursed with rates:

I – 50% of the scholarship and travel cost grant will be disbursed 30 day from the date of signing The Financial Agreement

II – 45% of the scholarship payment will be related to resources available on Medical University of Lodz account needed to cover students scholarships and provided by Foundation Development System of Education

III – 5% of the scholarship will be paid 45 days after the term when student will bring to International Relations office all needed documents survey sent by Mobility Tool and also second recognition survey sent by the same programme.

5. In academic year 2018/2019 Medical University of Lodz will finance five months stay for study at the partner university. Funding for longer period of stay (more than 5 months to 9 months) depends on the extra funds proceeds from National Agency Erasmus + Programme.

III. Acceptation rules for students participating in Erasmus + mobility programme.

1. The University commits to recognize the learning outcomes of the traineeship upon satisfactory completion of the mobility programme. Each student leaving within the Erasmus+ Programme will receive an approved individual study programme to realize at the host university in the form of a „Learning Agreement (LA)” signed by three sides: Medical University, host university and the student. Any changes made in the Learning Agreement need to have a written form. In case of programme differences between the study programme of the MUL and the one in the Learning Agreement, the university (the appropriate dean for teaching) and the student decide on a date and form of completing the programme.

2. Each student is required to present to the MUL (International Relations Office, ul. Muszyńskiego 2, 2nd floor, room 3.07 and the proper dean's office) a document received at the end of the study mobility from the host university attesting his/her stay there and the list of realized courses and the obtained results in the form of a Transcript of Record – Section to be completed AFTER THE MOBILITY from the Learning Agreement for Studies/Recognition Outcomes.
3. On the basis of the Transcript of Records (Section to be completed AFTER THE MOBILITY from the Learning Agreement for Studies/Recognition Outcomes) provided by the student, the Medical University (Dean or Vice-dean for Teaching for the department) commits to credit the period of study/courses/exams, as equivalent to a period of study/courses/exams at the Medical University. The university can deny crediting if the student obtains dissatisfying results or does not meet requirements agreed upon between the sides.
4. ECTS credit or grades obtained by the student and confirmed by the Transcript of Records (Section to be completed AFTER THE MOBILITY from the Learning Agreement for Studies/Recognition Outcomes) will be, after crediting the period of study abroad, transferred to grades used by the Medical University according to the table below:

Oceny ECTS	Oceny Uniwersytetu Medycznego w Łodzi
A	5,0
B	4,5
C	4,0
D	3,5
E	3
F	2
FX	2

5. After returning from the host university the student is obliged to fill out the "Questionnaire for students that participate in Erasmus + KA 107 Programme" sent by Mobility Tool and also second recognition survey sent by the same programme.

Students of University of Novi Sad going to Medical University of Lodz

I. Recruitment to student mobility within Erasmus + programme.

1. Student recruitment for students incoming on Medical University of Lodz from University of Novi Sad will be provided by home university including condition from bilateral agreement about B1 English language level.

University of Novi Sad have own regulation about student application that includes all kind of mobility. In the selection process commission consider criteria: academic achievements, year of studies – ability to realize 60ects in the hosting institution, language level. Most of the students provides language certificates. Commission also analyze student willingness to go abroad by analyzing students motivation letters. Also during the qualification each students should provide University evaluation sheet with personal details.

2. For the recruitment on University of Novi Sad is responsible Vice- Dean Prof.Dr. Goran Stojiljkovic and International Officer Dubravka Klajić

3. Student that where selected by home institution should fulfill application procedure for incoming students on host university until 30 of May.

<http://en.umed.pl/studies/incoming-students/>

II. Funding rules for students participating in Erasmus + mobility programme for studies.

1. Erasmus+ Programme scholarships are issued to cover any additional costs concerning the trip and stay at the partner university, costs of the trip itself, language preparation. The grant does not cover all the costs. The students approved for international study mobility accepts the fact that they have to cover some of the living expenses themselves. The final Mount of Erasmus+ financing shall be decided by the university based on a) a statement issued by the host university showing the actual period of stay in the target country. The university guarantees a scholarship for the originally established period of stay. A scholarship for any possible prolongations of stay is not guaranteed.

2. Erasmus+ National Agency, based on the European Commission's guidelines, in agreement with the national authority for higher education, has defined following scholarships, applicable in the year 2018/2019 for mobility to partner countries that amount 800 Euro a moth.

3. Students will receive also grant to cover travel costs as separate amount 275 Euro each student.

4. Each student will sign The Financial Agreement. Grant will be disbursed wit rates:

I - equivalent to 2 months grant 1600 Euro and 275 Euro travel expenses will be paid within 30 days of signing the financial support agreement provided that the Medical University

received the first instalment of a grant from the Foundation for the Development of the Educational System.

II - The next instalment 800 Euro will be paid to student at the beginning of next month of stay at the host university provided that the Medical University received adequate instalment of a grant from the Foundation for the Development of the Educational System.

III - The next instalment 800 Euro will be paid to student at the beginning of next months of stay at the host university provided that the Medical University received adequate instalment of a grant from the Foundation for the Development of the Educational System

IV - The next instalment 700 Euro will be paid to students at the beginning of next months of stay at the host university provided that the Medical University received adequate instalment of a grant from the Foundation for the Development of the Educational System

V - The last instalment 100 Euro will be paid to students in the end of mobility period not later than 30 days after student will complete mobility procedure. Provide all necessary documents and fulfil both online mobility survey sent by Mobility Tool.

5. In academic year 2018/2019 Medical University of Lodz will finance five months stay for study at the partner university. Funding for longer period of stay (more than 5 months to 9 months) depends on the extra funds proceeds from National Agency Erasmus + Programme.

III. Acceptation rules for students participating in Erasmus + mobility programme.

1. The University commits to recognize the learning outcomes of the study period upon satisfactory completion of the mobility programme. Each student leaving within the Erasmus+ Programme will receive an approved individual study programme to realize at the host university in the form of a „Learning Agreement (LA)” signed by three sides: Medical University, host university and the student. List of courses will be check and verified by academic and administrative coordinators. Any changes made in the Learning Agreement need to have a written form. In case of programme differences between the study programme of the MUL and the one in the Learning Agreement, the university (the appropriate dean for teaching) and the student decide on a date and form of completing the programme. In case that some courses won't be available on the host institution student have several ways to pass the course: presentation, essay, participating seminars, participating lecturers, participation clinical classes in hospital to counteract course.

2. Each student is required to present to University of Novi Sad (International Officer – Dubravka Klajić) a document received at the end of the study mobility from the host university attesting his/her stay there and the list of realized courses and the obtained results in the form of a Transcript of Record – Section to be completed AFTER THE MOBILITY from the Learning Agreement for Studies/Recognition Outcomes.

3. On the basis of the Transcript of Records (Section to be completed AFTER THE MOBILITY from the Learning Agreement for Studies/Recognition Outcomes) provided by the student, University of Novi Sad (Coordinator, Dean or Vice-dean for Teaching for the department)

commits to credit the period of study/courses/exams, as equivalent to a period of study/courses/exams at the University of Novi Sad. Passing the course is when student participate lecturers, clinical classes and take required exam.

The university can deny crediting if the student obtains dissatisfying results or does not meet requirements agreed upon between the sides.

4. ECTS credit or grades obtained by the student and confirmed by the Transcript of Records(Section to be completed AFTER THE MOBILITY from the Learning Agreement for Studies/Recognition Outcomes) will be, after crediting the period of study abroad, transferred to grades used by the University of Novi Sad according to the table below:

Description of the institutional grading system:

<i>Grading scheme:</i>		
Grade	Grade distribution guidance	Percentage of the overall number o points (%)
10(A)	Excellent – with distinction	95-100
9 (B)	Excellent	85-94
8 (C)	Very good	75-84
7 (D)	Good	65-74
6 (E)	Sufficient	55-64
5 (F)	Insufficient - failed	to 54

5. After returning from the host university the student is obliged to fill out the “Questionnaire for students that participate in Erasmus + KA 107 Programme” survey sent by Mobility Tool and also second recognition survey sent by the same programme.

Approved:

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ŁÓDŹ, 14.05.2018