



# Lodz University of Technology

## Regulations for the implementation and cofinancing of mobilities within the ECIUn+ project carried out by Lodz University of Technology

### §1 Glossary of Terms Used in the Regulations

1. **TUL** – Lodz University of Technology, located at 116 Zeromskiego Street, a partner in the Project.
2. **ECIU** - European Consortium of Innovative Universities, of which TUL is a member.
3. **EACEA** - European Education and Culture Executive Agency, commissioner of the ECIUn+ Project.
4. **Project** - ECIUn+ project financed by the Erasmus+ programme, implemented by ECIU under the agreement with EACEA (project 101089422).
5. **Mobility** - a trip of a TUL student, doctoral student or employee to a foreign institution in order to participate in an event organised as a part of the project.
6. **Grant** - the amount of funding awarded in the form of a scholarship.
7. **Candidate** - a person who submits an application for mobility.
8. **Participant** - a person who has been selected to participate in a mobility following the recruitment procedure set out in this document.
9. **The Grant Service Office (BOG)** - the unit responsible for recruiting mobility participants.
10. **Institutional Coordinator** - the institutional coordinator of the ECIU at TUL.
11. **Event** - a specific event (meeting, learning opportunity, other event) within the ECIU for which a mobility grant can be obtained.

### §2 Key Information About the Project

1. The activities in the ECIUn+ Project are carried out by Lodz University of Technology within the framework of Grant Agreement Project 101089422 - ECIUn+.
2. The project runs from 1 November 2022 to 31 October 2026.
3. The aim of the project is to strengthen cooperation within the ECIU.
4. The regulations outlined in this document set out the rules for implementation and funding of mobilities in the project.
5. The Institutional Coordinator's office and the ECIU office at TUL are located at the International Cooperation Centre at TUL, 36 Zwirki St., 90-539 Lodz, building A16, 2<sup>nd</sup> floor:
  - Room 201: Institutional Coordinator, +48 42 638 38 21
  - Room 206: ECIU office at TUL, [eciuroffice@adm.p.lodz.pl](mailto:eciuroffice@adm.p.lodz.pl), +48 42 638 38 49/72
  - Website: <https://www.eciu.p.lodz.pl>.

### §3 Participants of Mobility

1. The following individuals can participate in mobility:
  - TUL employees
  - TUL students
  - TUL doctoral students, including participants of TUL's Interdisciplinary Doctoral School and participants of doctoral studies.
2. The participant must demonstrate knowledge of a foreign language (i.e. the language used during the mobility) corresponding to at least B2 level.

#### **§4 Conditions of participation in a Mobility**

1. The events for which a mobility grant may be awarded are specifically outlined each time by the ECIU or the Institutional Coordinator.
2. The grant amount for mobility is determined by the ECIU. In other cases, the decision regarding the amount of the grant is made by the project manager in cooperation with the Institutional Coordinator.
3. The grant is a form of travel and accommodation funding. It is awarded as a fixed lump sum. The amount of funding may or may not cover all the costs associated with the mobility. Any outstanding costs are the responsibility of the participant.
4. Since reimbursement is made as a lump sum, TUL will not require participants to present documents confirming travel or accommodation expenses incurred.

#### **§5 Recruitment of Participants**

1. As the events for which a grant may be obtained are usually announced by the ECIU and tend to vary widely, an adequate unit/office will be selected for the recruitment of participants for each mobility activity, depending on the nature of the event for which the grant has been awarded. The selected unit will act as the Grant Service Office.
2. An announcement regarding the event and the possibility of obtaining a mobility grant will be published on [eciu.p.lodz.pl](http://eciu.p.lodz.pl) or [engage.eciu.eu](http://engage.eciu.eu).
3. The following information about candidates for mobility activities will be formally verified during the recruitment process:
  - a) confirmation of their status as TUL employees/students/doctoral students
  - b) compliance with the specific requirements for the event
  - c) confirmation that all necessary documents are submitted and are complete and correct
  - d) compliance with any additional requirements set by the ECIU (if applicable).
4. The list of selected candidates will be forwarded to the ECIU. The final decision regarding the selection of successful participants is made predominantly by the ECIU. This decision is based on the profile of the candidate and their suitability for the event as well as on the order of applications. The recruitment rules are set out by the ECIU on a per-project basis and are available to view at the Grant Service Office.
5. Recruitment rules and requirements for potential participants of the mobility activity may vary depending on the event and are outlined by the ECIU or the Project manager in cooperation with the Institutional Coordinator.
6. Recruitment of participants will be carried out according to a schedule determined by the ECIU or the event organiser.
7. Applications should be submitted to the Grant Service Office relevant to the event in question. If not all positions are filled, supplementary recruitment will be announced. Updated information on available places will be posted on [www.eciu.p.lodz.pl](http://www.eciu.p.lodz.pl) or [engage.eciu.eu](http://engage.eciu.eu).
8. Recruitment of mobility participants will be conducted in accordance with the principles of impartiality, openness, and transparency, as well as respecting equal rights and equal opportunities.
9. Participation in the recruitment process signifies acceptance of these regulations.

#### **§6 Selection procedure for Mobility Participants**

1. Application for participation in the project is made by submitting all the required documents to the Grant Service Office either in person or by e-mail by the date specified in the announcement.
2. Should one of the selected participants cancel their participation in the event, supplementary recruitment will be carried out.

3. A selected participant who receives a positive grant decision will be awarded a travel grant in the amount determined by the ECIU, following these regulations. The amount of the grant is determined individually for each event.
4. Each Candidate will be informed of the decision individually via email by the Grant Service Office.
5. In accordance with Article 13, paragraphs 1 & 2 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), OJ EU.L.2016.119.1, the International Cooperation Centre informs that:
  - a) The controller of the Candidate's personal data is Lodz University of Technology, address: 116 Zeromskiego Street, 90-924 Lodz.
  - b) The controller has appointed a Data Protection Officer, e-mail: rbi@adm.p.lodz.pl, tel. 426312039.
  - c) The participant's personal data will be stored for the period necessary to fulfil data processing requirements.
  - d) The participant's personal data may be shared with the ECIU and the organisers of the event in which the participant has agreed to take part.

#### **§7 Rules for carrying out Mobility & Participants' Obligations**

1. After receiving the grant approval, the participant should contact the Grant Service Office to discuss the next steps.
2. The grant amount will be transferred to the bank account specified by the participant. The date and method of transfer will be provided by the Grant Service Office. The participant is not required to keep records of actual costs incurred, such as receipts or invoices.
3. Upon completion of the mobility activity, the participant should obtain a confirmation of their participation in the event in the form of a certificate or other document issued by the host institution.
4. Within 10 working days of completion of the mobility, the participant must present the aforementioned certificate or other document of attendance in the event to the Grant Service Office either in person, by e-mail or by post (via registered mail).
5. Upon completion of the mobility, the participant is required to share photos, videos and/or reports recorded during the event with the ECIU office at TUL with the required by law consents to make these materials publicly available.
6. Should the participant cancel their participation in the event after receiving the grant, they are obliged to inform the Grant Service Office immediately and return the grant in full within 10 working days of communicating the cancellation.
7. The participant must return the grant if they:
  - a) do not participate in the mobility activity,
  - b) fail to provide a certificate of participation in the event or another document, as described in point 3,
  - c) violate the rules set out in this document.

#### **§8 Force majeure**

1. The participant of a mobility should be released from liability for failure to fulfil their obligations under these regulations in the event of force majeure.
2. Force majeure is defined as an event or combination of events beyond the participant's control which prevents or seriously impedes their ability to fulfil obligations, which they could not foresee or prevent despite exercising due diligence.

3. The Participant may invoke force majeure only if they immediately notify the Grant Service Office of such events. The participant must contact the Grant Service Office in writing within 3 days of the occurrence of force majeure. They should describe the situation or event, its expected duration, and predicted consequences.
4. The Participant must take the necessary measures to limit the damage caused by force majeure and to make every effort to resume the implementation of the Agreement as soon as possible.
5. Should force majeure prevent the implementation of a mobility, the participant ought to provide the Grant Service Office with proof of the expenses incurred (e.g. an invoice for a conference fee), any documents available which would confirm the occurrence of force majeure as well as information on the countermeasures undertaken by the participant. The participant should reach an agreement with the Grant Service Office regarding the best way of sharing such information.
6. In the event of force majeure preventing the implementation of a mobility, the only costs that may be reimbursed to the participant are expenses that are impossible to be recovered despite the participant's attempts to do so.
7. The final decision regarding the approval of expenses incurred by the participant as eligible costs (see point 6) will be made by the project manager.
8. To limit the damage caused by force majeure, the project manager may make additional decisions regarding the implementation of specific rules for the organisation, execution and settlement of a mobility activity by the participant.

#### § 9 Final remarks

1. These regulations shall enter into force on the date of signature and are valid for the duration of the project.
2. These regulations have been drawn up in two language versions: Polish and English.
3. In regard to matters not covered by these regulations, the relevant rules of the ECIU and the provisions arising from the acts of Polish and EU law shall apply.

rektor  
Politechniki Łódzkiej

Prof. dr hab. inż. Krzysztof Józwik

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Rector of Lodz University of Technology