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Regulations of the ECIU University Research Mobility Fund

§1 General provisions

1. These Regulations define the principles, conditions and procedure for granting financial resources under the ECIU University Research Mobility Fund (RMF) for academic teachers and PhD students of the Lodz University of Technology (TUL). The Fund operates within the NAWA Support of European Universities Programme in the Project entitled: "Academic Partnership of Lodz University of Technology and ECIU – A New Dimension of Excellence and Collaboration" (decision no. BPI/WUE/2024/1/00025/DEC/02)
2. The main objective of the RMF is to intensify international scientific cooperation and the mobility of academic staff and PhD students of the Lodz University of Technology to the universities and partner institutions of the ECIU.
3. RMF is dedicated to the implementation of the following specific objectives of the Project:
 - 1) increase of the mobility level,
 - 2) acquisition of competences by project participants,
 - 3) strengthening the position of TUL in ECIU as an initiator of innovative solutions in the field of joint scientific research,
 - 4) building a positive image of TUL in ECIU.

§2 Terms and abbreviations

Terms and abbreviations used in these Regulations mean:

- 1) BENEFICIARY – Lodz University of Technology.
- 2) RSC – Research Support Centre of TUL.
- 3) ECIU – European Consortium of Innovative Universities.
- 4) FUND – financial resources for the mobility of TUL staff and PhD students
- 5) PROJECT MANAGER – a person managing the Project.
- 6) COMPETENCES - a separate set of learning/studying outcomes that have been verified in the verification process in accordance with the requirements established for a given competence, relating in particular to the learning outcomes that make it up.
- 7) NAWA – National Agency for Academic Exchange.
- 8) PROGRAMME – a Support Programme of European Universities – 2024 recruitment.
- 9) PROJECT – the Project entitled "TUL/ECIU Academic partnership - a new dimension of excellence and cooperation".
- 10) PARTICIPANT of the PROJECTU – academic teacher or PhD student of TUL conducting mobility under RMF.

§3 The objective of the grant

1. You can apply for financial resources under the Fund for short term mobilities including: scientific internships, courses, trainings, lectures, study visits and other mobilities in order to establish or expand scientific cooperation with one of the following ECIU universities and partner institutions:
 - 1) Dublin City University (Ireland)
 - 2) Hamburg University of Technology (Germany)
 - 3) Institut National des Sciences Appliquées (France)
 - 4) Kaunas University of Technology (Lithuania)
 - 5) Linköping University (Sweden)



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- 6) Tampere University (Finland)
 - 7) Universitat Autònoma de Barcelona (Spain)
 - 8) University of Aveiro (Portugal)
 - 9) University of Stavanger (Norway)
 - 10) University of Trento (Italy)
 - 11) University of Twente (the Netherlands)
 - 12) Tecnológico de Monterrey (Mexico)
2. The financial resources may be applied for under the Fund by:
 - 1) academic teachers employed in the group of research or research-teaching staff, with a doctoral degree or an equivalent degree obtained abroad at least, for whom the Lodz University of Technology is the primary place of work,
 - 2) PhD students of the Interdisciplinary Doctoral School of the Lodz University of Technology.
 3. There will be two editions of the Fund: in 2025 and 2026. Each of them will consist of the following stages:

STAGE I

Announcement of the competition along with the recruitment conditions

Preparation of applications for mobility

Advertising and communication actions

STAGE II

Verification and evaluation of applications

Announcement of the results

Meetings with scholarship holders – defining of the standard requirements for a given mobility

Advertising and communication actions

STAGE III

Mobility

Promotion and communication actions

STAGE IV

Reporting on mobility

Verification of competences acquired by the scholarship holders during mobility

Summary and advertising actions, dissemination of results of implemented mobilities

Final Report of the edition
 4. The Fund will cover the cost of trips lasting from 7 to 14 days (including 2 days travel maximum) for a minimum of 34 participants.
 5. TUL will cover the following expenses of the mobility:
 - 1) lump-sum subsistence and accommodation costs, depending on the number of mobility days and the destination country, in accordance with the table in Appendix no. 2,
 - 2) lump sum travel costs (i.e. travel, insurance), depending on the destination country, in accordance with the table in Appendix no. 2.
 6. In addition to the funding referred to in §3, section 5, TUL will award the Participant a lump sum scholarship, depending on the number of mobility days and the category of eligible persons, in accordance with the table in Annex no. 2.



7. The Qualification Committee may grant the Project Participant additional funds to cover actual costs related to research preparation for the trips (e.g. preparation of samples that will be analyzed at the host institution) or costs of access to laboratories, databases, licenses, software, etc. depending on the availability of funds in the Project and taking into account the justification of such costs presented by the Participant. In the event of granting the funding, the Participant will be obliged to present invoices confirming the actual costs incurred. The funds will be transferred only after the Participant presents the invoices and they are approved by the Financial Office.

§4 Recruitment – general information

1. Project participants will be selected in a competition procedure according to the participant qualification criteria specified in §6 below by a Committee appointed by the Project Manager.
2. RSC is responsible for the publication of project editions.
3. The publication regarding each edition, information on promotion of mobility and its outcomes will be shared using the following communication channels: TUL newsletter, e-mail, TUL's and ECIU's website, RSC sub-website, LinkedIn, or FB, etc.

§5 Recruitment – procedure of application

1. Applicant, in compliance with the principles set out in the publication regarding the recruitment under the ECIU Research Mobility Fund, submits the following documents necessary to carry out the recruitment:
 - 1) Completed application form (Appendix no. 1),
 - 2) Invitation to participate in the mobility from the ECIU partner institution and, if applicable, consent to use the laboratories etc.
2. Documents should be submitted both in the electronic version (to the e-mail address: rncwn@adm.p.lodz.pl) or hard copy to RSC on the date presented in the publication on the mobility.
3. Applications submitted after the deadline specified in the announcement will not be evaluated by the Qualification Committee.
4. Funding can be obtained only once every 2 editions.
5. After the application deadline it will not be possible to supplement it unless the Qualification Committee requests it.
6. Submission of an application for the Funding constitutes the acceptance of these Regulations and the obligation to comply with them.

§6 Recruitment – procedure of the evaluation of the application and Project participant qualification

1. The Qualification Committee appointed by the Project Manager will evaluate applications. The Committee will consist of:
 - 1) Project Manager or the person appointed by her.
 - 2) TUL Vice-Rector for Science or the person appointed by him.
 - 3) Director of RSC or the person appointed by her.
 - 4) Representative of RSC – secretary.
2. A member of the Committee who is a direct supervisor or assistant supervisor of a Candidate is not allowed to evaluate his/her application.



3. Recruitment will be in accordance with the rules of impartiality, non-classification and transparency, respecting the principles of equal rights and equal opportunities.
4. The evaluation of each application will be based on the following criteria:
 - 1) purpose of the visit and planned scientific activity (50%),
 - 2) expected effects of the visit (40%),
 - 3) justification of the scholarship costs in relation to the activities planned (10%).
5. After the evaluation of applications the Qualification Committee will prepare a report consisting of 3 lists:
 - 1) positive evaluation list - people qualified for the Project,
 - 2) positive evaluation list – people unqualified for the Project due to the lack of places or funds (reserve list),
 - 3) negative evaluation list – people unqualified for the Project.

The Report will be signed by all members of the Committee.
6. Applicants will receive information about their qualification for the program or a negative decision to the official e-mail address provided in the application form within 18 days after the recruitment process. Participants qualified for mobility will also receive information about the date of the pre-mobility meeting.
7. A candidate not qualified for funding has the right to appeal the decision of the committee within 5 days from the receipt of the official e-mail address. This applies only to candidates who have obtained more than 70% of the evaluation.
8. In case of a Project Participant's withdrawal from mobility, the Qualification Committee will qualify a person from the reserve list.
9. Candidates who due to special individual needs, including disability, require special support in the recruitment process and implementation of the Project are asked to report this fact to RSC. The support will be provided to the greatest extent possible, according to TUL organizational, technical and financial possibilities.

§7 Recruitment – ranking list and pre-mobility actions

1. The Qualification Committee, basing on the candidates qualification report, will publish a ranking list in the selected communication channels referred to in §4, section 3.
2. Each qualified Project Participant will have an individual meeting with the Verification Team referred to in §7, section 4, during which the standard requirements for a given mobility will be specified.
3. Defining of the standard requirements involves defining of the competences planned for a given mobility, i.e. a set of learning outcomes specified in the categories: knowledge, skills and social competences/attitudes, along with information on the criteria and methods for verification of these outcomes.
4. The following representatives of the Verification Team will participate in the pre-mobility meeting:
 - 1) The Representative of the appropriate scientific discipline,
 - 2) The direct Supervisor of the Project Participant,
 - 3) The representative of RSC – secretary.
5. Pre-mobility meeting can be held online.
6. The Project Participant can start the mobility after the meeting referred to in §7, section 2.



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§8 MOBILITY and rules for the verification of the learning outcomes of the scholarship holders after mobility

1. The mobility of each Project Participant will begin after the meeting referred to in §7, section, and will end upon the completion of the project.
2. Before the mobility the Project Participant is obliged to sign the Contract referred to in §9.
3. The Contract specifies the methods of financial settlements related to the mobility.
4. After the mobility the scholarship holders will:
 - 1) prepare a Mobility Report (Appendix No. 3), which will present in detail the activities carried out during the mobility and further plans for cooperation with the host institution,
 - 2) submit the original Certificate issued by the ECIU host institution, which confirms the Participant's stay in the institution and the mobility date. The Certificate template is attached as Appendix No. 4.

The documents listed above will be forwarded to the Task Coordinator, RSC, in the electronic version to the e-mail address specified in the announcement of the edition and in hard copy within 21 days after the mobility, but not later than:

Edition I – 28th of November, 2025

Edition II – 1st of September, 2026

5. After mobility each Participant will undergo the verification of the acquired competences:

Edition I until 19th of December, 2025

Edition II until 18th of September, 2026

6. The Verification Team referred to in §7, section 4, will verify the competences acquired by the project participants after mobility, based on the standard requirements specified before departure.
7. In the process of evaluation referred to in §8, section 6, the separation of functions between the education process and the verification of competences will be maintained. The evaluation will be carried out by a representative of a given scientific discipline who did not support the Project Participant.
8. Project Participants will be informed about the verification date in the electronic form, by e-mail to their professional address.

§9 Conclusion of the Contract

1. The Contract will be concluded with the Participants of the project.
2. The Beneficiary may terminate the agreement with the Project Participant with an immediate effect if:
 - 1) The information provided in the application form proves to be false,
 - 2) The Project Participant does not fulfill the obligations specified in the Agreement.
3. Alongside signing the contract the Project Participant is also obligated to fill out the following document on NAWA website:
 - 1) Declaration of participation in the project,
 - 2) Project participant personal data form,
 - 3) Information clause of the managing institution,



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- 4) Information clause of the intermediary institution.

After filling them out the document must be provided in pdf form, via e-mail on the day of their generation.

4. The Mobility Application Form of the Project Participant will constitute an integral part of the funding contract.

§10 Responsibilities of the mobility participant

1. After the contract signature, the Project Participant is obliged to start the procedure of application for a trip abroad applicable at the Lodz University of Technology (via the SAPort system) not later than 1 month before the planned date of departure.
2. Each Project Participant is obliged to register in the NAWA system before the verification meeting referred to in §7, section 4 and 5. The information required for Registration will be sent to the Participant by e-mail.
3. The Project Participant will be obliged to undergo a procedure of acquired competences verification in accordance with the standard requirements specified before departure.
4. In the case of mobility carried out by a research team, each team member will be subject to a separate verification procedure.
5. Each document submitted to RSC by the Project Participant must be original and must include the logos of the European Funds, Republic of Poland, EU and NAWA.
6. The Project Participant will be obliged to carry out promotional and information activities: dissemination of promotional materials or participation in promotional meetings at the Lodz University of Technology, in the final summary meeting of the edition, the purpose of which will be to disseminate information on the possibility of using the Mobility Fund and on the results of mobility, as well as support in preparation of information on the mobilities already completed, which will be shared in selected communication channels.

§11 Final provisions

1. These Regulations enter into force on the 8th of December, 2026.
2. The Beneficiary may make changes to the Regulations, if necessary, which result from changes in the Programme guidelines or changes in generally applicable law that affect the implementation of the Programme.
3. In case of disputes and matters not regulated by the Regulations, the decision of the Project Manager prevails.

Appendixes to the Provisions:

Appendix 1 – Application form

Appendix 2 – Lump sums table

Appendix 3 – Mobility report

Appendix 4 – Template of the Certificate