

**THE FINANCIAL PROCEDURE FOR INCOMING STUDENTS**  
**PARTNER COUNTRIES MOBILITY**  
**(The Balkans, Eastern Partnership, Africa, Russia, Asia Latin America),**  
**ERASMUS+ PROGRAMME**  
**PROJECT NUMBER 2018-1-PL01-KA107-049190**

1. Scholarship rates applicable for the incoming students from partner countries:

Name of University	Monthly individual support	Travel distance lump sum
University of Tlemcen, University of Mostaganem (Algeria)	800 EUR per participant	360 EUR per participant
National Polytechnic University of Armenia (Armenia)	800 EUR per participant	360 EUR per participant
Belarusian National Technical University (Belarus)	800 EUR per participant	275 EUR per participant
Georgian Technical University (Georgia)	800 EUR per participant	275 EUR per participant
Royal University of Phnom Penh (Cambodia)	800 EUR per participant	1500 EUR per participant
Ibn Tofail University (Morocco)	800 EUR per participant	530 EUR per participant
University Moulay Ismail, Abdelmalek Essaâdi University (Morocco)	800 EUR per participant	360 EUR per participant
Kuban State University, People's Friendship University of Russia (Russia)	800 EUR per participant	275 EUR per participant
University of Sfax (Tunisia)	800 EUR per participant	360 EUR per participant
National University of Water Management and nature Resources Use (Ukraine)	800 EUR per participant	180 EUR per participant

2. The standard student's mobility at Lublin University of Technology (hereinafter LUT) under Erasmus + Programme is one semester within one academic year. The minimal duration of mobility is one semester, however not less than 3 months. The maximum duration of the financial support during one academic year is 10 months.
3. It is possible to prolong the mobility at LUT. In that case, the rates of monthly scholarship, specified in point 1, are used. The student can prolong the mobility from winter to summer semester. The application for extension is possible at the latest one month before the termination of the mobility. The decision concerning the prolonged mobility at LUT should be made in a period that allows student to complete necessary formalities which are obligatory to legalize the

prolonged stay in Poland. The condition of extension is the receipt, by LUT, of proper funding, that is Erasmus+ funds.

4. The scholarship amount will be counted to an accuracy of one day. Each month equals 30 days. Student's stay at LUT can be reduced up to 5 days and this will not change the amount of the scholarship. *Mobility Tool* will be applied for the scholarship settlement.
5. The beginning of the mobility set down in the agreement shall be the student's first day at LUT. It will be a welcome meeting day or the first day of a language course.
6. The termination date shall be the last day of the student's stay at LUT. This date will be determined on the basis of the Letter of Acceptance, according to the *Mobility Tool* system.
7. The student shall receive a monthly scholarship of 800 euros and lump sum on the travel expenses on the basis of the Travel Distance Calculator of European Commission. The amount of the scholarship is expressed in euro, in total numbers. Funding is transferred to the bank account specified by the student in the Grant Agreement.
8. In justified cases (long distance between a partner university and LUT), LUT may provide support to the student and cover the travel cost (airline ticket, economic class, partner university – Warsaw – partner university). Conditions of the support will be stated in the Grant Agreement.
9. The student is obliged to submit the original Grant Agreement and the declaration of individual account to the International Exchange Office of LUT, on the basis of which the scholarship will be issued in two installments 70% and 30% of the full amount of the scholarship, respectively. Detailed terms of payments shall be included in the Grant Agreement.
10. The total amount of paid scholarship must be justified by a real period of student's stay at LUT but it cannot exceed the amount established in the Grant Agreement between the student and LUT. The real stay will be established on the basis of arrival and departure date which are specified in the transcript of records or the confirmation of study period issued by LUT.
11. In order to settle the mobility students must submit a confirmation of study period and transcript of records to the IEO as well as to complete an *on-line EU survey* no later than 10 days from receiving the request to do it. A student who fails to submit an individual report may be requested by LUT for partial or full reimbursement of the EU scholarship.
12. Submission of the *on-line EU survey* shall be treated as a request for the last instalment, which LUT will pay within 20 calendar days.
13. Reimbursement of additional cost bore due to a students' disability, where appropriate, will be made on the basis of financial proofs submitted by a student, confirming the additional cost, to the amount stated in the decision of allocation of additional support related to disability (real cost reimbursement).
14. In the case of having breached the conditions of the grant agreement between student and LUT and not carrying out the mobility activity for studies, received scholarship must be returned by

student partially or totally according to terms specified in Grant Agreement. The decision about the return is made by Vice-Rector for Students' Affairs.

15. The other rules concerning financial conditions of students mobilities from partner countries (Balkans, The Eastern Partnership, Africa, Russia, Asia, Latin America) under Erasmus + Programme, are regulated by the Rector of LUT Regulation No. R 25/2015 of 13 April 2015 on the conditions and procedures of accepting foreign students under Erasmus + Programme, international programs and bilateral agreements.
16. LUT reserves the right to change regulations concerning the process of incoming students from partner countries (Balkans, The Eastern Partnership, Africa, Russia, Asia, Latin America) under Erasmus + Programme in case of receiving additional guidelines from the Foundation for the Development of the Education System.

LUBLIN UNIVERSITY OF TECHNOLOGY  
Office of International Education  
Nadbystrzycka 38D Str., 20-618 Lublin, Poland  
tel: +48 81 538 46 53, fax +48 81 538 47 92