

RULES OF ADMISSION OF WROCLAW UNIVERSITY OF SCIENCE AND TECHNOLOGY FOR STUDENT'S ENROLLMENT AS PART OF THE ERASMUS+ PROGRAMME TO COUNTRIES INCLUDED IN THE 2024/2025 PROGRAMME

(duration of the activity: 1.06.2024 – 30.09.2025)

1. The Rules specified herein refer to student mobilities (long-term mobilities) within the Erasmus+ Programme, exchange with countries participating in the programme for the academic year 2024/2025 (Winter semester and Summer semester).
2. Students are allowed to go to more than one mobility, subject to item 4.
3. The minimum period of studies at a foreign university is 2 months.
4. The maximum total length of stay on an exchange (mobility capital) is 12 months on each of the 3 cycle of studies:
 - 1st cycle degree studies: max. 12 months
 - 2nd cycle degree studies: max. 12 months
 - 3rd cycle degree studies: max. 12 months

Earlier participation in LLP-Erasmus, Erasmus+ (KA103 and KA107) and Erasmus Mundus programmes is also counted as part of the mobility capital.

5. The study programme during an exchange must be part of the curriculum.
6. The exchange length is calculated with an accuracy to 1 day.
7. Only Wrocław University of Science and Technology students that meet the following formal requirements may apply for participation in the Erasmus+ Programme:
 - a) During admission they are registered Wrocław University of Science and Technology students of 1st cycle, 2nd cycle or doctoral studies/studies at the Doctoral School. This also concerns part-time students but not postgraduate students.
 - b) On the start of the exchange period they must be students of at least second year of 1st cycle degree studies or students of the first year of second-degree studies or doctoral studies/studies at the Doctoral School. A student studying in two or more fields of study can apply only from one field of study in which the above conditions are met;
 - c) During the entire exchange period at the receiving university/institution they must be registered students of 1st, 2nd cycle or doctoral studies/studies at the Doctoral School, as well as have the status of an active student. Additionally, they cannot take the diploma exam before the end of the exchange.
 - d) Students that start their mobility in the academic year in which they complete their studies in the Winter semester may only apply for a mobility either in the Winter semester (last semester of 1st cycle degree studies) or the Summer semester (first semester of the 2nd cycle degree studies). This is possible only if the Faculty (Dean or Faculty Coordinator) agrees for mobility in such period and that the student will continue his/her studies on the 2nd cycle at the same faculty that he/she has been admitted and the exchange can start only after the student has received the status of the 2nd cycle degree studies.
 - e) During admission and at the start of the mobility, no disciplinary action must have been taken against him/her and no disciplinary procedure must be conducted against him/her.
 - f) At the start of the mobility and during it, the student may not be at any kind of leave (dean's leave, sick leave, internship leave, parental leave) at the field of study they are going for the exchange.



- g) They can have the citizenship of any country, to be entitled to the mobility they just need to be part of the Wrocław University of Science and Technology academic community (it must be their home university)
 - h) It is not possible to go to a country of which the student has citizenship.
8. Students/doctoral students qualified for exchange are obliged to learn about provisions relating to entry on the territory of the receiving country in conjunction with their planned stay as Erasmus+ fellows.
 9. The mobility may not result in the extension of the study period at Wrocław University of Science and Technology.
 10. The admission will start with a university-wide information meeting that will take place on 24 January 2024. In case not all the funds or places/scholarships are distributed, an additional second admission date may be announced.
 11. The following university-wide criteria for qualifying candidates for mobility shall be established:
 - a) Grade point average (basing on a certificate from the Dean's Office)
 - b) A minimum of B2.2 or B2E level language skills in the language of instruction of the student's partner university. Language skills certificates issued by other universities will be assessed a case-by-case basis. The University will accept only students with appropriate language skills allowing them to study in the language agreed upon with the partner university.
 12. Detailed rules of qualification of students and doctoral students for the Erasmus+ Programme will be established by the individual faculties and announced by Faculty Coordinators (appointed by the Deans) on an appropriate website. The faculties can, within the general rules of the Programme, establish additional, individual qualification criteria for students.
 13. A candidate should submit the language certificate to the Faculty Coordinator (original for visual inspection) no later than 3 days before the drafting of candidate lists at the faculties. A copy of the document should be attached to the application documents, submitted to the International Relations Office. A list of language skills certificates accepted in the admission process is available on the Department of Foreign Languages' (Studium Języków Obcych) website.
 14. Students that do not have the necessary language skill certificate will take exams organized by the International Relations Office. Students that already took the exams with positive result (up to 2 years back) are exempt from this prerequisite.
 15. Foreign language exam at B2 level will be held on 09 March 2024
The place and time of the exam will be announced by the International Relations Office on the website: www.dwm.pwr.edu.pl.
 16. Students qualified for mobility are encouraged to take online OLS tests before departure and after return. The aim of the tests is for the students to self-assess and their results do not affect the decision of granting the mobility.
 17. Erasmus+ Programme Faculty Coordinators draw up lists of students pre-qualified for the mobility (main lists) and reserve lists and send them along with admission protocols, to the International Relations Office.
 18. The maximum number of students qualified for mobility from a particular faculty depends on the agreed number of places at the partner universities, specified in bilateral agreements between the faculty and the partner university. The list of partner universities will be announced on 31 January 2024.
 19. Students may be admitted for mobility only to universities from the list of partner institutions for a given faculty and a given academic year. In the case of university-wide agreements (concluded without specifying a particular faculty) the faculty that is the preceding year received a student from the partner university will have the priority in the admission process.



20. Students that have not qualified for the mobility, may submit a written appeal to the dean of the faculty within the time limit determined in the admission schedule.
21. Students placed on the reserve lists may apply only for mobility to the universities that they have been assigned to in the admission process if students from the main lists qualified for the same university, resign.
22. During the admission process, a student can choose a maximum of 2 universities. A change of university can be made only in case of unforeseen reasons or lack of courses in a particular language the student has knowledge of.
23. In case of resignation from the mobility (excluding unforeseen reasons), the student must inform the Erasmus+ Institutional Coordinator, the Faculty Coordinator and the partner university, no later than 3 months before the start of the mobility. If the student does not inform about the resignation within the above mentioned time period, it will be reported to the Faculty Coordinator, who will decide whether the student can participate in the next Erasmus+ exchange admission.
24. Students qualified for mobility, until 29 April 2024 (mobilities for the Winter semester and the entire academic year) and between 4 and 13 May 2024 (mobilities for the Summer semester), submit in the IRC system a set of filled-in-application documents for only one partner university.

The set of documents consists of:

- a) Online registration in the IRC system,
 - b) Application Form with the GDPR clause, filled in digitally, signed by the student,
 - c) Learning Agreement (agreement on the programme of courses), signed by the faculty coordinator and/or the dean of a given faculty (if required). The limit of ECTS credits is established by the faculty, the minimum number of ECTS credits that the student should collect is 15 per semester. Any changes to the Learning Agreement must be contained in the Changes to Learning Agreement document and confirmed by the Faculty Coordinator no later than 3 weeks from the beginning of the mobility at the partner university. The student will be accounted for by the faculty for the accomplishment of the study programme.
 - d) Document confirming foreign language skills (a photocopy of the certificate or an Usos system printout with a grade, accepted and signed by the Dean's Office if the language course was passed at B2.2 level or ended with a passed exam at B2E level). The list of accepted certificates is on the website of the Department of Foreign Languages (Studium Języków Obcych).
25. The final condition for a student's participation in the Programme is the acceptance of his candidature by the partner university basing on the documents sent by him/her (before the deadline established by the university) to the university and signing a financial agreement with the International Relations Office before the mobility. The student may submit an application to another university provided that it has free places at the indicated faculty and field of study and that the submission deadline at the university is observed, only if the student's application at the first choice partner university has rejected or there is no possibility of arranging a suitable programme of courses.
 26. A student qualified for the mobility may receive a scholarship, in the form of a subsidy for the cost of travel and stay for the real period of time of study at the partner university. The amount of scholarship, length of the period of financed stay, the monthly rates and documents needed for conclusion of the agreement are announced by the Faculty Coordinator in the Rules of financing of student mobilities within the Erasmus+KA131 Programme ("Zasady dofinansowanie wyjazdów na studia w ramach Programu Erasmus+KA131") for the given academic year, which will be announced no later than on 30 June 2024.




27. A student going for mobility with a scholarship is obliged to sign a financial agreement at the International Relations Office at least 2 weeks before the beginning of the mobility. Failing to sign the agreement on a date agreed with the International Relations Office will be treated as a resignation from the obtaining the scholarship.
28. Each student qualified to obtain the Erasmus+ scholarship must submit, before signing the financial agreement, a statement in writing on his/her participation in the past, on the current level of studies, in the LLP-Erasmus, Erasmus+ (studies or traineeship), Erasmus Mundus, Erasmus+ with partner countries (KA107/KA171) programmes, no matter if he/she received a scholarship and if it was granted by the Wrocław University of Science and Technology or another university.
29. In the time the student receives an Erasmus+ scholarship, he/she may not obtain another scholarship financed from the EU funds for covering the same costs.
30. Students that are entitled to receive other kinds of scholarships at Wrocław University of Science and Technology (e.g. academic scholarship, social grant) retain these rights.
31. Students that are entitled to receive a social grant at Wrocław University of Science and Technology during the recruitment process, based on a certificate issued by the Office of Social Aids, delivered to the International Relations Office no later than May 15, 2024, as well as those with a declared disability (based on a valid disability certificate) will be entitled to receive additional funding from the Erasmus+ programme. A student who receives an additional grant has the same rights and obligations as any Erasmus+ participant.
32. Students with a disability certificate may, at least one month before the start of the mobility, apply for additional financial aid from the National Agency for the Erasmus+ Programme, basing on an application accepted by the University Erasmus+ Programme Coordinator and Rector's Proxy for Persons With Disabilities. The aid will be accounted on the basis of real incurred costs (invoices, receipts, etc.) More information is available at International Relations Office's website: <http://dwm.pwr.edu.pl/studia/>.
33. All information related to participation in the Erasmus+ Programme, as well as a detailed admission schedule, are available on the International Relations Office's website.
34. In case not referred to in these Rules, final decisions will be taken by the University Erasmus+ Coordinator at Wrocław University of Science and Technology.
35. These Rules enter onto force on the day of approval by the University Erasmus+ Programme Coordinator.


Wrocław, 9 January 2024

Approved by:

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