

RULES OF ADMISSION OF WROCLAW UNIVERSITY OF SCIENCE AND TECHNOLOGY FOR STUDENT'S ENROLLMENT AS PART OF THE ERASMUS+ PROGRAMME 2025/2026

(duration of the activity: 01.10.2025 - 30.09.2026)

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 2025/2026 (winter semester and summer semester).
2. Students may apply for long-term mobility for studies one time only in the 2025/2026 academic year, subject to point 4 below. In the 2025/2026 academic year, students may apply for short-term mobility, traineeship or post graduate internship (subject to point 4 below), provided that they have settled their previous mobility.
3. The minimum period of studies at a foreign university is 2 months (whereby 1 month is interpreted as 30 days).
4. The maximum total length of stay on an exchange (mobility capital) is 12 months (whereby 1 month is interpreted as 30 days) 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/KA131 and KA107/KA171) and Erasmus Mundus programmes is also counted as part of the mobility capital on each cycle of studies, including mobility at another university.

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 the 1st cycle, 2nd cycle, or doctoral studies/studies at the Doctoral School. This also concerns part-time students, but does not refer to 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 the 1st cycle, 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 or submit their doctoral thesis before the end of the exchange;
 - d) Students that start their mobility in the academic year in which they complete their 1st cycle degree studies in the winter semester may only apply for a mobility either in the winter semester (the last semester of the 1st cycle degree studies) or in the summer semester (the 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 to and the exchange can start only after the student has received the status of the 2nd cycle degree student;

- e) During admission and at the start of the mobility, the student must not be subject to disciplinary sanctions or disciplinary procedure;
 - f) At the start of and during the mobility, the student must not be on any kind of leave (Dean's leave, sick leave, internship leave, parental leave) in the field of study in which they are applying for an 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 an exchange are obliged to learn about regulations relating to entry onto the territory of the receiving country in connection with their planned stay as Erasmus+ participants.
 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 23 January 2025. 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 (based on a certificate from the Dean's Office);
 - b) A minimum of B2.2 or B2E level language skills in the language of instruction at the partner university of student's choice. Language certificates issued by other universities will be assessed on a case-by-case basis. The University will accept only students with appropriate language skills that allow them to study in the language agreed upon with the partner university.
 12. The Admissions Committee at a faculty consists of the Faculty Coordinator and members appointed by the Dean of the Faculty.
 13. Detailed rules of student admission for the Erasmus+ Programme will be established by 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 admission criteria for students.
 14. A candidate should submit a language certificate to the Faculty Coordinator (the original document 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 Center for International Relations. A list of language certificates accepted in the admission process is available on the Department of Foreign Languages' (Stodium Języków Obcych) website.
 15. Students who do not hold the necessary language certificate will take a language exam organized by the Center for International Relations. Students who have already taken a language exam with positive result (up to 2 years back) are exempt from this requirement.
 16. A foreign language exam at B2 level will be held on 15 March 2025.
The place and time of the exam will be announced by the Center for International Relations on its website: <https://crm.pwr.edu.pl/en/>
 17. Students qualified for mobility are encouraged to use Online Linguistic Support, and take language tests before departure. The tests are designed for student self-assessment.
 18. Faculty Coordinators for the Erasmus+ Programme draw up lists of students pre-qualified for the mobility (main lists), as well as reserve lists, and send them along with admission protocols to the Center for International Relations.

19. The maximum number of students qualified for mobility from a particular faculty depends on the agreed number of places at partner universities, specified in bilateral agreements between faculties and partner universities. The list of partner universities will be announced on 31 January 2025.
20. 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 in the preceding year received a student from a partner university will have priority in the admission process.
21. 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.
22. 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.
23. 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 circumstances, or lack of courses in a particular language that the student is fluent in.
24. In case of resignation from the mobility (excluding unforeseen circumstances), 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 the above-mentioned parties about his/her resignation within the above-specified time period, his/her failure to comply with this rule will be reported to the Faculty Coordinator who will then decide whether the student can participate in the next Erasmus+ exchange admission.
25. Students qualified for mobility are obliged to register in the IRC online system within specified deadlines:
 - until 30 April 2025 (mobilities for the winter semester and the entire academic year)
 - until 30 November 2025 (mobilities for the summer semester)

The online registration includes the completion of the following documents:

- a) Application Form with the GDPR clause, filled in digitally and signed by the student;
- b) Learning Agreement (agreement on the programme of courses), signed by the Faculty Coordinator and/or the Dean of the Faculty (if required). The limit of ECTS credits is defined by a given faculty. The minimum number of ECTS credits that the student should obtain at a partner university during mobility is 15 ECTS per semester. Any changes to the Learning Agreement must be described in the 'Changes to Learning Agreement' document and approved 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 his/her faculty as to the completion of the study programme;
- c) Document confirming foreign language skills (a photocopy of the language certificate or the USOS system printout with a grade, approved and signed by the Dean's Office if the student received a pass in a language course at B2.2 level, or passed a language exam at B2E level). The list of accepted language certificates can be found on the website of the Department of Foreign Languages (Studium Języków Obcych).

Please note: In addition to submitting their application to the Center for International Relations, students are obliged to send a complete set of documents to the partner university, in compliance with the requirements and deadlines of the partner university.

26. The final condition for student participation in the Programme is the acceptance of his/ her candidature by the partner university based on the documents the student submitted (before the deadline established by the partner university) to the university, as well as the signing of the co-financing agreement with the Center for International Relations before the start of 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 partner university is observed, only if the student's application at the first choice partner university has been rejected, or there is no possibility of arranging a suitable programme of courses.
27. A student qualified for the mobility may receive a scholarship in the form of a subsidy for the costs of travel and stay, for the actual period of study at the partner university. The amount of scholarship, the length of the period of co-financed stay, the monthly rates, and documents needed to conclude the agreement, are announced by the Erasmus+ Institutional Coordinator in the 'Rules of co-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 published no later than 30 June 2025.
28. A student applying for mobility with a scholarship is obliged to sign a co-financing agreement at the Center for International Relations at least 2 weeks before the beginning of the mobility. Failure to sign the co-financing agreement on a date agreed upon with the Center for International Relations will be treated as student resignation from the scholarship.
29. Before signing the co-financing agreement, each student qualified for the Erasmus+ scholarship must submit a written statement on his/her previous participation in the following programmes on the current level of studies (including studies at another university): the LLP-Erasmus, Erasmus+ (studies or traineeships), Erasmus Mundus, Erasmus+ with partner countries (KA171), no matter if he/she eventually received a scholarship, or if it was granted by the Wrocław University of Science and Technology or any other university.
30. During the period of receiving the Erasmus+ scholarship, the student cannot receive any other scholarship financed from the EU funds for covering the same costs.
31. Students who are eligible to receive other kinds of scholarships at the Wrocław University of Science and Technology (e.g. academic scholarship, social grant) retain these rights.
32. Students may receive additional funding from the Erasmus+ Programme in the amount of 250 EUR per month of studying abroad, in compliance with the rules of co-financing of student mobilities in the academic year 2025/2026.
In order to receive additional funding, the student is obliged to submit the following documents during the admission process:
- a certificate issued by the Office of Social Aid, delivered to the Center for International Relations no later than the date of agreement conclusion,
 - a valid disability certificate, delivered to the Center for International Relations no later than the date of agreement conclusion.
- A student who receives additional funding has the same rights and obligations as any other Erasmus+ participant.
33. Students with a disability certificate may apply for additional financial aid from the National Agency for the Erasmus+ Programme, no later than 5 weeks before the start of the mobility, basing on an application approved by the Erasmus+ Institutional Coordinator and the Rector's Proxy for Accessibility. The aid will be accounted on the basis of real incurred costs (invoices, receipts, etc.) More information is available on the Center for International Relations website: <https://crm.pwr.edu.pl/en/>.
34. A student of part-time studies, or other fee-based studies, is obliged to pay due fees to the Wrocław University of Science and Technology, in compliance with the established rules and

regulations for student fees, and this also applies to the period spent studying abroad within the Erasmus+ Programme.

35. At the student's request, the university, in consultation with the other parties involved, may decide to extend the duration of the mobility period abroad within the Erasmus+ Programme. The extension is only possible at the same university. To use this option, the student must submit an application for extension to the Erasmus+ Institutional Coordinator, along with the consents of: the Faculty Coordinator, the Dean, and the host institution. The application must be submitted by 31.12.2024. The mobility extension must take place before the end of student exchange, at least 30 days before the original end date.
36. All information regarding the participation in the Erasmus+ Programme, as well as a detailed admission schedule, are available on the website of the Center for International Relations.
37. In matters not regulated by these 'Rules of Admission', final decisions are made by the Erasmus+ Institutional Coordinator at the Wrocław University of Science and Technology.
38. These 'Rules of Admission' enter into force on the day of their approval by the Vice-Rector for External Relations at the Wrocław University of Science and Technology.

Wrocław, 07 January 2025

Approved by:

Julia Bohdziewicz, MSc.
Erasmus+ Institutional Coordinator

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