

## STUDENT AND DOCTORAL STUDENT RECRUITMENT RULES FOR EXCHANGE STUDIES UNDER THE STUDENT EXCHANGE PROGRAMME

### A. GENERAL EXCHANGE RULES

1. The duration of the exchange may be one or two semesters, depending on the provisions of the bilateral agreement between Wrocław University of Science and Technology (WrocławTech) and the partner university.
2. Extension of the exchange period requires the consent of both institutions and may not exceed one academic year (two semesters).
3. A student or doctoral student has the right to participate in the programme more than once. However, priority to participate in the exchange is given to students or doctoral students who have not yet participated in the Student Exchange programme.
4. Priority for mobility is given to students or doctoral students with a higher level of knowledge of English or another language in which classes will be held. In the case of the same level of language knowledge, priority for mobility is given to the student or doctoral student with a higher Grade Point Average (GPA).
5. Only a student or doctoral student of WrocławTech who meets the following formal criteria can apply for participation in the Student Exchange Programme:
  - a) At the time of recruitment, he is officially registered in first-cycle, second-cycle studies, or at the Doctoral School at WrocławTech. These rights are also available to part-time students (the offer does not apply to postgraduate students).
  - b) At the time of departure, he or she must be a student of at least the second year of first-cycle studies, a first-year student of second-cycle studies, or a first-year doctoral student;
  - c) A student studying two or more fields of study may apply only to one field of study in which the above conditions are met.
  - d) During the entire stay at the host university, he must be registered as a first- or second-cycle student or a doctoral student of the Doctoral School;
  - e) During recruitment and at the time of departure, the student or doctoral student cannot be subject to a disciplinary penalty or be subject to disciplinary proceedings against him;
  - f) At the time of departure and during their stay, the student or doctoral student cannot be on dean's, professional, health, or parental leave in the field of study from which he or she is going on exchange;
  - g) May have citizenship of any country in the world; eligibility for mobility depends on membership in the academic community of Wrocław University of Science and Technology.
6. A student or doctoral student going on exchange is obliged to familiarize himself or herself with the regulations regarding entry into the territory of the host country in connection with the planned stay as a student of the Student Exchange programme.

### B. RECRUITMENT RULES

7. Documents for the Student Exchange Programme should be submitted to the International Relations Office within the deadlines set by the partner universities.
8. Detailed rules for qualifying students for studies under the programme are available on the CRM website: [wroclaw.tech/exchangeoffer](http://wroclaw.tech/exchangeoffer)
9. The Faculty Coordinator or Dean of the Doctoral School is selecting candidates, taking into account the following evaluation criteria:
  - a. Grade Point Average (GPA) based on a certificate from the Dean's Office or Doctoral School Office;
  - b. Level of knowledge of English or another language in which classes will be conducted.

10. Requirements regarding knowledge of a foreign language:  
Confirmed knowledge of the foreign language in which classes will be conducted at the student/doctoral student's partner university, at a minimum level of B2 (e.g., entry in the student book, confirmation of the language from SJO, IELTS certificate, Cambridge, etc.). It does not apply to people studying at WrocławTech in English who apply for the Student Exchange Programme at a university that offers courses in English. Additional language criteria required by partner universities are available in the recruitment rules published on their websites.
11. The ultimate prerequisite for participation in the Student Exchange Programme is an acceptance of his candidature by the partner university on the basis of application documents submitted by a student to CRM office.
12. A student or doctoral student may apply to a maximum of two universities in a given semester.
13. The list of documents required by WrocławTech and the Partner Universities can be found at: [wroclaw.tech/exchangeoffer](http://wroclaw.tech/exchangeoffer).
14. After returning from the exchange, the student or doctoral student is obliged to complete the survey available in the IRC system within 30 days before the start of the next semester.
15. After returning from the exchange, the student or doctoral student is obliged to provide the "Transcript of Records" list of grades received from the host university to the Dean's Office or Office of the Doctoral School for the purpose of settlement of the exchange.

#### C. VISA

16. The sending university undertakes, to the best of its capabilities, to assist the student or doctoral student in the visa application process.

#### D. FINANCE

17. Each student or doctoral student is responsible for covering the costs of living, accommodation, travel, health insurance, personal accident and travel insurance, and other expenses that may arise in connection with the exchange.
18. A student or doctoral student will continue to pay tuition fees to the home institution, but there will be no requirement to pay tuition or admission fees at the host institution. None of the institutions will require the payment of additional fees for teaching services or tuition fees. However, a student or doctoral student taking part in an exchange incurs small costs related to, for example, administrative fees, insurance, membership in student associations, and the use of photocopies and laboratory materials on an equal footing with local students.
19. A student or doctoral student who is entitled to receive another type of scholarship at WrocławTech (e.g., scientific or social) retains the right to receive it.

#### E. INSURANCE

20. Each student or doctoral student is obliged to obtain travel insurance. The insurance should cover medical costs, personal accident insurance, travel insurance costs, and third-party liability insurance.
21. Before the mobility, a copy of the insurance policy shall be delivered to the International Relations Office.

Wrocław, date,

signature

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**POLITECHNIKA WROCŁAWSKA**  
**CENTRUM RELACJI MIĘDZYNARODOWYCH**  
Wybrzeże St. Wyspiańskiego 27  
50-370 Wrocław  
NIP 8960005851 (3)

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KIEROWNIK  
Biuro Mobilności Studenckiej  
mgr Julia Bohdziewicz