

# **Rules and Regulations of the Erasmus+ Program recruitment for study mobility abroad to universities from the European Union and associated countries**

## **I. DEFINITIONS**

1. **Universities from the area of the European Union and associated countries** – foreign universities with which the University of Economics in Katowice (UEKat) has concluded an agreement within the framework of the Erasmus+ program.
2. **Erasmus+ scholarship** – funds from the Erasmus+ program, which the student receives, intended to cover the increased costs of living and accommodation abroad. Students staying on an Erasmus scholarship+ retain the right to receive any other scholarships awarded to them, i.e., Rector's scholarship, need-based scholarship, etc.
3. **Sending institution** – the University of Economics in Katowice (UEKat), which is the university directing the student for mobility as part of the Erasmus+ program.
4. **Receiving institution** – the partner institution hosting an UEKat student for an exchange as part of the Erasmus+ program.
5. **International Relations Office at UEKat (BWM for short in Polish)** – a unit that implements international mobility for UEKat students and employees and handles the arrivals of students and employees from foreign universities.
6. **The appropriate Dean/Vice-Dean of the UEKat** – the Dean or Vice-Dean of the School of Undergraduate and Graduate Studies.
7. **University Erasmus+ Program Coordinator** – head of the International Programs Office at UEKat, acting as the Rector's Representative for implementing the Erasmus+ program.
8. **National Agency of the Erasmus+ Program and European Solidarity Corps (NA for short in Polish)** – the representative of the European Commission in Poland.

## **II. GENERAL CONDITIONS FOR ERASMUS+ PROGRAM STUDY MOBILITY**

1. A student can only be directed to a university with which UEKat has concluded an Erasmus+ inter-institutional agreement. The receiving institution must have the so-called ECHE Charter (Erasmus Charter for Higher Education), valid for the academic year in which the mobility will be implemented.
2. All full-time and part-time studies students admitted to the undergraduate program (except for students of the 6th and 7th semester of the 3.5-year Logistics program – details of restrictions below), and the graduate program can apply for scholarships in the Erasmus+ program.
3. A UEKat student with citizenship other than that of a member state of the European Union or the European Economic Area must check the rules relating to entry into the receiving country in connection with their planned stay there as an Erasmus+ participant.
4. Within the framework of the Erasmus+ program, each student is granted a 12-month "mobility capital" per study cycle (including mobility carried out at other Institutions). The minimum length of study mobility at the receiving institution is 2 months (60 days). A student applies for one semester of mobility.

5. A student may apply to extend their stay at the receiving institution for another semester within the same academic year if they can do so as part of their "mobility capital," with no guarantee of receiving a scholarship for this period. Funding for the stay is subject to the funds allocated to the sending institution by the National Agency.
6. Switzerland – Swiss government scholarships. Recruitment of students to institutions in Switzerland follows the general rules of the Erasmus+ project.

### III. RECRUITMENT

1. International Relations (BWM) conducts the primary study mobility recruitment for the following academic year. If it has free funds after the primary recruitment is completed, it may conduct supplementary recruitment
2. BWM conducts the primary recruitment once a year, in late March/early April, to qualify students for mobility in the following academic year. If vacancies remain in the receiving institutions after the primary recruitment is completed and funding remains, BWM shall conduct additional recruitment in late May/early June or October (only for summer semester mobility).
3. Information about recruitment dates, rules and criteria for applying for scholarship from the Erasmus+ program, foreign institutions, number of places, level of proficiency in the language of instruction, documents required from candidates, deadline and place for submission of documents, rules for recognition of courses are made public on the BWM website before the start of recruitment.
4. **Primary recruitment** in March and additional recruitment in May/June each year is open to:
  - students of full-time and part-time studies;
  - students in the 1st year of undergraduate studies students – mobility possible only in the summer semester of the following academic year;
  - students in the 2nd year of undergraduate studies students – mobility possible in the winter or summer semester of the following academic year;
  - students in the 3rd year of undergraduate studies (except students of 3.5 years of the Logistics Program) – mobility is possible only in the summer semester of the following academic year (provided that the student begins a graduate-level program);

Students in the 6th semester of the 3.5-year engineering program in Logistics are not eligible for recruitment;

- 1st year of the graduate study program – mobility is possible in the winter or summer semester of the following academic year;
  - The 1st semester of a 1.5-year master's degree program in Logistics (master's degree in engineering) – departure possible in the winter or summer semester of the following academic year.
5. **Additional recruitment** in October each year may be joined by students of:
    - I. full-time and part-time studies;
    - II. 2nd and 3rd year of undergraduate studies

Students in the 7th semester of the 3.5-year engineering program in Logistics are not eligible for recruitment;

### III. 1st and 2nd year of graduate studies

6. To join the recruitment process, a student is required to complete and submit an online application by the deadline (link provided to students on the BWM website informing about the current recruitment process), indicate 4 receiving institutions where they would like to study, in order of their preference, and attach to the application the documents required by the selected institutions.

### IV. ELIGIBILITY FOR MOBILITY

1. BWM staff verifies the applications submitted by students and, if they meet the formal requirements, compiles a list of candidates, which is forwarded to the Office for School of Undergraduate and Graduate Studies to calculate their grade point average. A candidate with an average equal to or greater than 4.0 is recommended to the Dean;
2. The essential criteria for qualifying students for the Erasmus+ Program mobility are:
  - a) a grade point average of at least 4.0 from all finished semesters up to and including the semester prior to recruitment or an average of at least 4.0 from the previous level of study;
  - b) knowledge of a foreign language at B2 (CEFR) level, documented by a certificate or certificate from a teacher, if necessary (the language of instruction and the language confirmation requirement for each receiving institution are included in the criteria file made available at the recruitment stage);
  - c) approval of a dual degree program manager/director (if so determined);
  - c) consent of the supervisor confirmed by email (if applying for mobility during the last semester of study) – provided by the student after the institution is assigned;
  - d) confirmation of admission to the graduate program if applying during the last semester of the undergraduate program;
  - e) settlement of all completed trips within the framework of international programs and bilateral agreements, except for mobility implemented during recruitment. During the primary and additional recruitment in May/June, students currently on mobility can only apply for mobility in the summer semester of the following academic year (except for dual degree studies), while in the additional recruitment in October, they are not allowed to apply.
3. To the students who meet all the eligibility criteria, the system assigns an institution by choice or by chance. The system works based on an algorithm that assigns institutions according to the grade point average. In the case of two students with the same average, the system considers the date of online application as another criterion.
4. If more students receive eligibility for the Erasmus+ program than the number of mobilities for which funding has been allocated, BWM shall award the scholarship to the candidates with the highest average. Despite their eligibility, the remaining candidates shall be informed that the mobility cannot be financed with Erasmus+ funds. Candidates who have not received a scholarship have the right to complete the mobility with the so-called "zero scholarship," i.e., without funding, if they declare such a desire to BWM during the eligibility process.
5. Information about the assigned university and the received eligibility for Erasmus+ with/without scholarship shall be sent to the candidate by BWM immediately after the recruitment process to the email address provided by the candidate in the online application. The student must confirm acceptance or rejection to the university within the deadline and in the form indicated by BWM. Failure to respond equals to the student's withdrawal from the Erasmus+ Program.
6. BWM shall immediately email students not qualified for formal reasons. They shall be entitled to appeal this decision (see Section VI).

7. If a student who has been awarded a scholarship from the Erasmus+ program resigns from mobility to an institution they have selected during the recruitment process, they lose the possibility of participating in subsequent recruitments in the same academic year.
8. If the cancellation of a previously awarded scholarship was due to a significant random event in the student's private life or the withdrawal of the recommendation by the relevant Dean/Vice-Dean, the student may participate in subsequent recruitments by the decision of the University Erasmus+ Program Coordinator.
9. The University Erasmus+ Program Coordinator grants the final eligibility for the trip, and then the Vice-Rector for Teaching and International Relations approves the list of eligible students.
10. In case of cancellation of mobility after accepting the scholarship, the student is obliged to inform BWM of the cancellation of mobility immediately and, after the nomination process to the receiving institution, the receiving institution.
11. A foreigner qualified for the Erasmus+ Program must have a legalized residence in the Republic of Poland.

#### **V. MOBILITY WINDOW**

As of the academic year 2023/2024, UEKat has launched the so-called "mobility window" based on Resolution No. 159/2020/2021 of September 28, 2021, covering the fifth semester of undergraduate studies, under which the study program for all majors includes free choice electives or internships and is recommended to all students wishing to do part of their studies or internships abroad. The mobility window covers students who began their studies at UEKat no earlier than in the academic year 2022/2023.

#### **VI. APPEAL AGAINST ELIGIBILITY RESULTS**

1. Students have the right to appeal the eligibility decision, or lack thereof, within 7 days of receiving information from BWM on the results. Appeals should be addressed to the Vice-Rector for Teaching and International Relations through BWM. The Vice-Rector has 14 days to make a decision, which is treated as final.

#### **VII. MOBILITY FOR DOCTORAL STUDENTS**

Mobility for doctoral students is based on individual arrangements with BWM after checking the availability of the teaching offer of the specific receiving institution.

#### **VIII. AMENDMENTS TO THE ABOVEMENTIONED RULES**

1. BWM reserves the right to amend the abovementioned rules during the project if changes are caused by the decision of the European Commission and the National Agency.
2. Any changes to the abovementioned rules require the approval of the Vice-Rector for Teaching and International Relations in consultation with the University Erasmus+ Program Coordinator.

#### **IX INFORMATION REGARDING DATA PROTECTION REGULATION (GDPR):**

The GDPR clause is available on the website of the International Relations Office at: <https://www.ue.katowice.pl/jednostki/biuro-wspolpracy-miedzynarodowej/rodo.html>.