

Rules and Regulations of recruitment and implementation of study mobility abroad within the framework of bilateral agreements from the 2026/2027 academic year

I. DEFINITIONS

1. **Receiving institution** – a foreign university with which the University of Economics in Katowice (UEKat) has concluded a bilateral agreement.
2. **Sending institution** – the University of Economics in Katowice (UEKat), which is the university directing a student for mobility without a scholarship.
3. **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.
4. **The appropriate Dean/Vice-Dean of the UEKat** – the Dean or Vice-Dean of the School of Undergraduate and Graduate Studies.
5. **Departure without a scholarship** - means that there is no funding to cover the cost of travel and stay abroad, but the student is exempt from paying tuition fees at the receiving institution but pays tuition fees at the sending institution.

II. GENERAL CONDITIONS FOR STUDY MOBILITY

1. A student can only be directed to a university with which UEKat has concluded a bilateral agreement valid for the academic year in which the mobility shall be implemented.
2. All full-time and part-time students of UEKat who have been admitted to first-cycle studies (except for students in the 6th and 7th semester of the 3.5-year engineering program in Logistics – see detailed restrictions below) and second-cycle studies are eligible to apply for an international mobility.

III. RECRUITMENT

1. BWM is recruiting for study mobility for the following academic year.
2. Primary recruitment is conducted by BWM once a year, in late March/early April. BWM may also conduct additional recruitment in September/October.
3. Information about recruitment dates, rules and criteria for applying for mobility, 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 on the BWM website before the start of recruitment

4. The recruitment process requires submission of the following documents by the deadline indicated by BWM:

- application form;
- confirmation of knowledge of the language of instruction at the receiving institution at a minimum of B2 level (CEFR or equivalent);
- additional documents, such as: cover letter, transcript of records, etc.

5. BWM shall also conduct an interview to verify the student's foreign language knowledge and predisposition to study abroad.

6. Primary recruitment in March/April is open to:

- students of full-time and part-time studies;
- students in the 1st year of undergraduate studies – mobility possible only in the summer semester of the following academic year;
- students in the 2nd year of undergraduate studies – 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.

Recruitment in September/October each year is open to:

- students of full-time and part-time studies;
- students of 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;

- students of the 1st and 2nd year of graduate studies program.

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 receives the Dean's recommendation.
2. The essential criteria for qualifying students for the 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 an official certificate or certificate from a language instructor, if necessary (the language of instruction and the language requirements for each receiving university are included in the criteria file provided at the recruitment stage);
3. Additional criteria required after receiving the qualification:
 - a) consent of the thesis supervisor confirmed by email (if applying for mobility during the last semester of study) – provided by the student after the university is assigned;
 - b) settlement of all completed mobilities within the framework of international programs and bilateral agreements, except for mobility conducted during recruitment. In the main recruitment, students currently participating in mobility can apply for a stay only in the spring semester of the following academic year, whereas in the recruitment at the turn of September/October they are not eligible to apply.
4. BWM assigns the university indicated in the application form for students who meet all the qualification criteria. Information about qualification and the assigned university is sent to the student by e-mail by a BWM employee. The student must confirm by email acceptance or rejection to the university.
5. The qualification criterion for mobility shall be the average of the sum of points from the various stages of recruitment, i.e., verified grade point average, application documents, and interview (if required). If students receive the same number of points, the order of application shall determine qualification.
6. The University Erasmus+ Program Coordinator grants the final eligibility for the mobility, and then the Vice-Rector for Teaching and International Relations approves the list of eligible students.

7. In the event of resignation from an international study mobility program (including Erasmus+), the student is not allowed to participate in the next recruitment, unless the resignation was due to a documented important personal reason.

V. APPEAL AGAINST ELIGIBILITY RESULTS

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.

VI. CONDITIONS FOR THE IMPLEMENTATION OF STUDY MOBILITY

1. A student qualified for the mobility is obliged to select courses at the host university totaling 30 ECTS or the equivalent. In justified cases, the relevant Vice-Dean may agree to a lower number of credits if it does not disrupt the educational process at UEKat, e.g., repeating a semester, not submitting a bachelor's/master's dissertation on time.
2. Prior to departure to the receiving institution, a student shall, with due care, make course arrangements with the appropriate Dean/Vice-Dean and complete the Learning Agreement (LA) for the number of credits equivalent to 30 ECTS. Approval of the LA by an authorized person means the student is entitled to full credit recognition for all courses successfully completed at the receiving institution. The student also has the right to make changes to the previously approved LA within 4 weeks of the start of mobility according to the agreement unless a different deadline is set by the receiving institution. The relevant Dean/Vice-Dean has the right not to recognize a foreign course that has not been approved by the changes to the LA.
3. A student designated for the host university is obliged to sign the agreement at BWM. Failure to sign the agreement by the beginning of the academic year/semester at the receiving institution may be considered a resignation from mobility and constitutes grounds for removal from the list of those qualified for mobility.
4. No later than the date of signing the contract, a student must purchase private insurance valid for the entire period of stay and travel, covering medical expenses, accidents, transportation costs to/from medical facilities and costs of transporting the deceased to their home country.
5. A student must check the rules for entry into the host country (regarding visa and medical matters in particular).

6. A student qualified for mobility must complete it in the destination country.

VII. AMENDMENTS TO THE ABOVEMENTIONED RULES

1. Any changes to the abovementioned rules require the approval of the Vice-Rector for Teaching and International Relations.
2. In cases not specified above, the Vice-Rector for Teaching and International Relations shall make the decision.

VIII. 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>.