

# **Rules and Regulations of the Erasmus+ Programme recruitment for study mobility abroad to universities from the European Union and associated countries, effective from 2026/2027**

## **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+ Programme.
2. **Erasmus+ scholarship** – funds from the Erasmus+ Programme, 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 a student for mobility as part of the Erasmus+ Programme.
4. **Receiving institution** – a partner institution hosting a UEKat student for an exchange as part of the Erasmus+ Programme.
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+ Programme Coordinator** – head of the International Programs Office at UEKat, acting as the Rector's Representative for implementing the Erasmus+ Programme.
8. **National Agency of the Erasmus+ Programme and European Solidarity Corps (NA for short in Polish)** – the representative of the European Commission in Poland.

## **II. GENERAL CONDITIONS FOR ERASMUS+ PROGRAMME 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+ Programme.
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+ Programme, 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– GENERAL RULES

1. International Relations (BWM) conducts the primary recruitment once a year, in late March/early April, to qualify students for mobility in the following academic year.
2. In the event of funds being made available due to student resignations or receipt of additional funds, BWM may decide to:
  - a) grant the released funds to a specific number of students who meet the grade point average criterion and/or
  - b) conduct additional recruitment.

The relevant information shall be sent by email.

3. Information about recruitment dates, rules and criteria for applying for scholarship from the Erasmus+ Programme, 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 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) – mobility is possible in the winter or summer semester of the following academic year.
5. In the event of additional recruitment in October or November, the following students are eligible to apply:
    - 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 1st and 2nd year of graduate studies

#### **IV. RECRUITMENT CRITERIA AND STAGES**

1. 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, such as a photo and a language certificate, according to the guidelines provided in the file containing the criteria for individual partner universities.
2. After the recruitment system closes, BWM employees verify the applications submitted by students in terms of formal requirements and, if they meet the formal requirements, compile a list of candidates, which is forwarded to the Office for School of Undergraduate and Graduate Studies for the purpose of calculating the grade average. Students with a grade point average of 4.0 or higher receive a recommendation from the Dean, and their applications shall be taken into account when assigning universities in the recruitment system. Students with a grade point average of less than 4.0 or whose grade point average has not been provided by the Office for School of Undergraduate and Graduate Studies due to an unfinished semester shall not be eligible for the Erasmus+ Programme.
3. The primary criteria for eligibility to participate in the recruitment process and the university assignment in the system 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) in the case of international students whose home university does not use a grade point average or whose grading scale differs from that of UEKat, BWM shall apply a percentage scale, and the average percentage required to qualify for admission must correspond to an average of 4.0.
  - c) 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);
  - d) student status at the University of Economics in Katowice;
  - e) settlement of all completed trips within the framework of international programs and bilateral agreements, except for mobility implemented during recruitment. During the main recruitment process, students participating in mobility programs can only apply for a trip in the summer semester of the following academic year, while in the additional recruitment process in October, they are not eligible to apply, except for double degree programs.
4. Additional criteria required after being qualified are as follows:
  - a) the supervisor's consent confirmed by email (if applying for a trip during the last semester of studies) – provided by the student after the institution has been assigned;
  - b) confirmation of admission to graduate studies in the case of applying in the last semester of an undergraduate program;
5. To the students who meet all the eligibility criteria listed in IV (3), 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.

6. After the system assigns students with a grade point average of 4.0 or higher to universities, BWM shall compile a ranking list of students in order of highest grade point average and qualify the selected group of students, taking into account the funds available at the recruitment stage.
7. Students who qualify for a scholarship shall receive an email informing them of the need to confirm their acceptance of the university and the scholarship. Failure to confirm within the specified time limit equals to the student's withdrawal from the Erasmus+ Programme.
8. Other students shall receive an email informing them that their mobility cannot be funded. They have the right to apply (by email) for mobility with a so-called "zero scholarship" (without funding) within 7 days of receiving the email informing them that their mobility cannot be funded. In case of the release of funds (III [2] [a]), BWM may decide to allocate the funds to finance a specified number of mobility programs with a "zero scholarship." Information on the allocation of funds shall be sent to students by email no later than one month before the end of mobility.
9. BWM shall immediately email students not qualified for formal reasons. They shall be entitled to appeal this decision (see VI).
10. If a student who has been awarded a scholarship from the Erasmus+ Programme resigns from mobility to an institution they have selected during the recruitment process, they lose the possibility of participating in subsequent recruitments in the next academic year.
11. The University Erasmus+ Programme Coordinator grants the final eligibility for the trip, and then the Vice-Rector for Teaching and International Relations approves the list of eligible students.
12. 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.
13. A foreigner qualified for the Erasmus+ Programme must have a legalized residence in the Republic of Poland.

#### **V. 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.
2. Failure to submit an appeal within the specified time limit equals to the student's acceptance of the decision sent by BWM.

#### **VI. 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.

#### **VII. 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/or 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.

#### **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>.