

Annex 1. Participation in the Erasmus+ Students Mobility for Studies Program

Step 1. Recruitment Procedure and the required documents

- 1) Recruitment meeting for prospective candidates participating in the subsequent academic year, both in the winter and summer semester, shall take place at the end of February/ early March in the year preceding the mobility. Information about recruitment appears c.a. one month earlier on the Internet webpage www.cwz.wsg.byd.pl and on ISAPS.
- 2) Prior to the recruitment meeting the prospective candidates shall submit to the Erasmus+ University Coordinator a set of required documents, including as follows:
 - filled in and signed application form;
 - CV in English;
 - Cover letter in English;
 - Certificate from Student Service Office (SSO) with information about the grade point average from the last closed semester;
 - certificate confirming additional achievements and activities of the student;
 - opinion about the student prepared by an academic teacher.
- 3) We strongly advise that the prospective candidates read the reports of the students, who have already participated in the Erasmus+ Student Mobility for Studies Program. Their reports may be accessed on the Internet webpage of the International Relations Office at <http://www.cwz.wsg.byd.pl/studenci-za-granica.47.html>
- 4) Following the submission of the documents, the candidates receive via e-mail information about the date and place of the interview. The interview is carried out in English.

Prospective candidates are evaluated in accordance with the following selection criteria:

- grade point average from the last closed year – weight 40%
 - the interview, including also the competence of the English language or the language of instruction at the receiving University (in exceptional cases, if the language of instruction is not English) – weight 40%;
 - additional achievements and activities of the students, including activities for the benefit of the University – weight 20%.
- 5) Successful applicants shall be informed about the results of the process of recruitment via e-mail, at the latest two weeks following the recruitment meeting.

Step 2. Information to the Receiving Higher Education Institution

- 1) The student, who has received information about her/his approval for the participation in the Erasmus+ Student Mobility for Studies Program, is required to confirm the names of the Receiving Higher Education Institution, wherein she/he wishes to study under the Erasmus+ Program. The Erasmus+ University Coordinator sends the information about the nomination to partner University selected by the student in order to start the recruitment procedure at the particular Receiving Higher Education Institution abroad.
- 2) Prior the exchange, the most important document that must be drafted is the Learning Agreement that is prepared in cooperation with the Receiving Institution and the Erasmus+ University Coordinator, which sets out the program of the studies to be followed abroad with the educational components/ subjects that need to be successfully completed (student is required to obtain credits from these subjects).
- 3) During the mobility (within 30 days), the student shall have the right to make amendments in the Learning Agreement in cooperation with the Receiving Institution and the Erasmus+ University Coordinator at the home University.
- 4) The candidates who have been approved for the mobility should prior to the mobility arrange their health insurance abroad. The University recommends that the student apply to the Regional branch of the National Health Fund for issuing of the European Health Insurance Card. It is recommended that the student take out liability insurance and accident insurance.
- 5) Student applying for participation in the Erasmus+ Student Mobility for Studies Program shall have the right to a reduction of the tuition fee. Information about reduction of tuition fees may be obtained from the Erasmus+ University Coordinator.

Step 3. Signing of the Agreement between the student and the University of Economy

- 1) Following the receipt from the Receiving Institution of the information confirming of approval of the student for the purpose of studying under the Erasmus+ Student Mobility for Studies Program, it is necessary to report at the Erasmus+ University Coordinator at the University of Economy in order to sign the Financial Agreement.
- 2) Immediately following the signature of the Financial Agreement onto the bank account of the student allocated is 90% of the awarded grant for the mobility. The subsequent 10% of the grant the student shall receive after return on condition that the student presents to home University the package of the documents associated with the final settlement of the mobility.
- 3) Prior to the participation in the mobility, the student shall read **Erasmus+ Student Charter**.
- 4) The student shall receive onto the e-mail address indicated in the Financial Agreement a link to the Erasmus+ Online Linguistic Support (OLS). It is mandatory for the student to fill in language assessment test on the OLS platform prior to the mobility. OLS assists the participants who participate in the Erasmus+ Student Mobility for Studies Program to learn foreign languages. In addition, selected participants may take

part in the language course online to improve their language competence. Students, who do not receive an invitation to carry out language assessment are required to contact Erasmus + University Coordinator.

Step 4. Studies at the foreign University

- 1) Student may at any time during the mobility period at the foreign University refer to the Erasmus+ Office at the Receiving University or contact the International Relations Office at the University of Economy with any issue that is important to her/him.
- 2) The stay at the Receiving University shall be as long as is has been stipulated in the Agreement between the University of Economy and the Student. The mobility period may be shortened on in exceptional cases, that is to say, in cases of *force majeure* (death of a relative, an accident, serious illness), etc.) and provided that the student receives a written consent of the Erasmus+ University Coordinator at the University of Economy.
- 3) Stays under the Erasmus+ Student Mobility for Studies Program may not be shorter than 90 days. If the mobility of the student takes place during the final year of the studies (B.A. or M.A. course of studies), the student is required to contact her/ his Supervisor at the University of Economy and to present to her/him the successive steps of the B.A. or M.A. thesis in dates indicated by the Supervisor.
- 4) The aggregate duration of the mobility period, including earlier participation in the activities under Erasmus+ Program (the so called Mobility Capital) may not exceed 12 months within one cycle of studies, including stays with no grant or earlier participation in Erasmus+ program, LLP-Erasmus, Erasmus Mundus (with a grant).

Step 5. Formalities after return

- 1) Following the participation in Erasmus+ Student Mobility for Studies, students are required to present a package of documents signed by the Receiving University, including:
 - **Learning Agreement**
 - **Transcript of Records**
 - **Confirmation Letter/ Certificate of Attendance**
- 2) Student shall receive onto the e-mail indicated in the Financial Agreement a link to the Report of the participant. It is mandatory for the student to fill in the Report in order to settle the entire mobility period at the Receiving University. If you have not received an invitation to fill in the Report, or if you have any problems with understanding the questions do not hesitate to contact the Erasmus+ University Coordinator.
- 3) The student is also required to carry out the language assessment test on time following the return from the exchange on the OLS platform. The link to the platform shall be sent onto the e-mail address indicated by the student in the Financial Agreement. Filling in of the language assessment test is a necessary precondition for a positive settlement of the entire mobility of the student. If you do not receive an

invitation to carry out the language assessment test do not hesitate to contact the Erasmus+ University Coordinator.

- 4) Settlement of the mobility of the student at the Receiving University is possible upon presentation by the student or receipt from the Receiving University of the Transcript of Records. On the basis of the Transcript of Records and the provision in the Learning Agreement referring to the evaluation system, the International Relations Office sends information about the credits obtained by the student at the Receiving University to the Research and Didactic Unit of the student, Student Service Office, and Student Supervisor. The mobility period under the Erasmus+ Program shall be written in the Achievements of the Student in the Diploma Supplement.
- 5) If the student does not obtain the required amount of ECTS points during the studies at the Receiving University abroad, the student shall upon the return to the University of Economy report at the Institute where the student is studying with a request to indicate the subjects from which the student is required to obtain a credit in order to make up for the missing ECTS points. If, however, the student has obtained more ECTS points than is required (30 ECTS points per semester) the University of Economy shall acknowledge them as additional points in the Diploma Supplement.
- 6) Each and every student is also required to write a Report from the mobility either in English or Polish. The report shall have at minimum 3600 characters and 10 photographs with their descriptions. The report shall be sent within 30 days from the date of the return from the mobility to the following address: dsm@byd.pl. The report shall be edited on the Internet webpage of the International Relations Office.