

**RULES OF ADMISSION OF WROCLAW UNIVERSITY OF SCIENCE AND TECHNOLOGY STUDENTS  
GOING FOR STUDIES AS PART OF THE ERASMUS+ PROGRAMME TO COUNTRIES INCLUDED IN THE  
2023/2024 PROGRAMME**

(duration of the activity: 01.06.2023 – 30.09.2024)

1. The Rules specified herein refer to student mobilities (long-term mobilities) within the Erasmus+ Programme, exchange with countries participating in the programme for the academic year 2023/2024 (Winter semester and Summer semester).
2. Students are allowed to go to more than one mobility, subject to item 4.
3. The minimum period of studies at a foreign university is 2 months.
4. The maximum total length of stay on an exchange (mobility capital) is 12 months on each of the 3 cycle of studies:
  - 1<sup>st</sup> cycle degree studies: max. 12 months,
  - 2<sup>nd</sup> cycle degree studies: max. 12 months
  - doctoral studies: max. 12 months.

Earlier participation in LLP-Erasmus, Erasmus+ (KA103 and KA107) and Erasmus Mundus programmes is also counted as part of the mobility capital.

5. The study programme during an exchange must be part of the curriculum.
6. The exchange length is calculated with an accuracy to 1 day.
7. Only Wrocław University of Science and Technology students that meet the following formal requirements may apply for participation in the Erasmus+ Programme:
  - a) During admission they are registered Wrocław University of Science and Technology students of 1<sup>st</sup> cycle, 2<sup>nd</sup> cycle or doctoral studies/studies at the Doctoral School. This also concerns part-time students but not postgraduate students.
  - b) On the start of the exchange period they must be students of at least second year of 1<sup>st</sup> cycle degree studies or students of the first year of second-cycle degree studies or doctoral studies/studies at the Doctoral School.
  - c) During the entire exchange period at the receiving university/institution they must be registered students of 1<sup>st</sup>, 2<sup>nd</sup> cycle or doctoral studies/studies at the Doctoral School, as well as have the status of an active student. Additionally, they cannot take the diploma exam before the end of the exchange.
  - d) Students that start their mobility in the academic year in which they complete their studies in the Winter semester may only apply for a mobility either in the Winter semester (last semester of 1<sup>st</sup> cycle degree studies) or the Summer semester (first semester of 2<sup>nd</sup> cycle degree studies). This is possible only if the Faculty (Dean or Faculty Coordinator) agrees for mobility in such period and that the student will continue his/her studies on the 2<sup>nd</sup> cycle at the same faculty that he/she has been admitted and the exchange can start only after the student has received the status of 2<sup>nd</sup> cycle degree studies.
  - e) During admission and at the start of the mobility, no disciplinary action must have been taken against him/her and no disciplinary procedure must be conducted against him/her.

- f) At the start of the mobility and during it, the student may not be on any kind of leave (dean's leave, sick leave, internship leave, parental leave) at the field of study they are going for the exchange.
  - g) They can have the citizenship of any country, to be entitled to the mobility they just need to be part of the Wrocław University of Science and Technology academic community (it must be their home university).
8. Students/doctoral students qualified for exchange are obliged to learn about provisions relating to entry on the territory of the receiving country in conjunction with their planned stay as Erasmus+ fellows.
  9. The mobility may not result in the extension of the study period at Wrocław University of Science and Technology.
  10. The admission will start with a university-wide information meeting that will take place on 17 January 2023 at 1:00 PM in room AC, D-20 building. In the case not all the funds or places/scholarships are distributed, an additional second admission date may be announced.
  11. The following university-wide criteria for qualifying candidates for mobility shall be established:
    - a) Grade point average (basing on a certificate from the Dean's Office)
    - b) A minimum of B2.2 or B2E level language skills in the language of instruction of the student's partner university. Language skills certificates issued by other universities will be assessed on a case-by-case basis. The University will accept only students with appropriate language skills allowing them to study in the language agreed upon with the partner university.
  12. Detailed rules of qualification of students and doctoral students for the Erasmus+ Programme will be established by the individual faculties and announced by Faculty Coordinators (appointed by the Deans) on an appropriate website. The faculties can, within the general rules of the Programme, establish additional, individual qualification criteria for students.
  13. A candidate should submit the language certificate to the Faculty Coordinator (original for visual inspection) no later than 3 days before the drafting of candidate lists at the faculties. A scan of the document should be uploaded in the IRC system. A list of language skills certificates accepted in the admission process is available on the Department of Foreign Languages' (Studium Języków Obcych) website.
  14. Students that don't have the necessary language skill certificates will take exams organized by the International Relations Office. Students that already took the exams with positive result (up to 2 years back) are exempt from this prerequisite.
  15. Foreign language exam at B2 level will be held on 11 March 2023  
The place and time of the exam will be announced by the International Relations Office on the website: [www.dwm.pwr.edu.pl](http://www.dwm.pwr.edu.pl).
  16. A mandatory linguistic preparation in one of the following languages is established:
    - English
    - French
    - German
    - Spanish
    - Italian
    - Dutch
    - Czech

- Danish
- Greek
- Portuguese
- Swedish
- Bulgarian
- Croatian
- Hungarian
- Romanian
- Slovakian
- Finnish
- Estonian
- Irish
- Lithuanian
- Latvian
- Maltese
- Slovenian,

depending on the language of instruction of the receiving university, using the Online Linguistic Support (OLS) tool.

Students qualified for mobility are obliged to take online OLS tests before departure and after return. The aim of the tests is for the students to self-assess and their results do not affect the decision of granting the mobility. Taking the test after return is one of the conditions for paying the last instalment of the grant. Links to the tests will be sent on students' e-mails provided during the admission process.

17. Erasmus+ Programme Faculty Coordinators draw up lists of students pre-qualified for the mobility (main lists) and reserve lists and send them, along with admission protocols, to the International Relations Office.
18. The maximum number of students qualified for mobility from a particular faculty depends on the agreed number of places at the partner universities, specified in bilateral agreements between the faculty and the partner university. The list of partner universities will be announced after the information meeting to be held on 23 January 2023.
19. Students may be admitted for mobility only to universities from the list of partner institutions for a given faculty and a given academic year. In the case of university-wide agreements (concluded without specifying a particular faculty) the faculty that in the preceding year received a student from the partner university will have priority in the admission process.
20. Students that have not qualified for mobility, may submit a written appeal to the dean of the faculty within the time limit determined in the admission schedule.
21. Students placed on the reserve lists may apply only for mobility to the universities that they have been assigned to in the admission process if students from the main lists, qualified for the same university, resign.
22. If the mobility is to last 2 semesters, it must be performed at the same university.
23. Students qualified for mobility, until 28 April 2023 (mobilities for the Winter semester and the entire academic year) and between 5 and 12 May 2023 (mobilities for the Summer

semester), submit in the IRC system a set of filled-in application documents for only one partner university.

The set of documents consists of:

- a) Online registration in the IRC system,
- b) Application Form with the GDPR clause, filled in using a computer and signed by the student,
- c) Learning Agreement, signed by the faculty coordinator and/or the dean of a given faculty (if required). The limit of ECTS credits is established by the faculty, the minimum number of ECTS credits that the student should collect is 15 per semester. Any changes to the Learning Agreement must be contained in the Changes to Learning Agreement document and confirmed by the Faculty Coordinator no later than 3 weeks from the beginning of the mobility at the partner university. The student will be accounted for by the faculty for the accomplishment of the study programme.
- d) Document confirming foreign language skills (a photocopy of the certificate or an Edukacja system printout with a grade, accepted and signed by the Dean's Office if the language course was passed at B2.2 level or ended with a passed exam at B2E level). The list of accepted certificates is on the website of the Department of Foreign Languages (Studium Języków Obcych).

**NOTICE:**

**In addition to submitting the application to the International Relations Office, the student is obliged to send a complete set of documents also to the partner university, in accordance with the requirements and deadlines established by the partner university.**

24. The final condition for a student's participation in the Programme is the acceptance of his candidature by the partner university basing on the documents sent by him/her (before the deadline established by the university) to the university and signing a financial agreement with the International Relations Office before the mobility. The student may submit an application to another university provided that it has free places at the indicated faculty and field of study and that the submission deadline at the university is observed, only if the student's application at the first choice partner university is rejected or there is no possibility of arranging a suitable programme of courses.
25. A student qualified for the mobility may receive a scholarship in the form of a grant covering the cost of travel and stay for the real period of time of study at the partner university. The amount of the scholarship, length of the period of financed stay, the monthly rates and documents needed for conclusion of the agreement are announced by the Faculty Coordinator in the Rules of financing of student mobilities within the Erasmus+ KA131 Programme („Zasady dofinansowania wyjazdów na studia w ramach Programu Erasmus+ KA131”) for the given academic year, which will be announced no later than on 30 June 2023.
26. A student going for mobility with a scholarship is obliged to sign a financial agreement at the International Relations Office at least 2 weeks before the beginning of the mobility. Failing to

- sign the agreement on a date agreed with the International Relations Office will be treated as resignation from obtaining the scholarship.
27. Each student qualified to obtain the Erasmus+ scholarship must submit, before signing the financial agreement, a statement in writing on his/her participation in the past, on the current level of studies, in the LLP-Erasmus, Erasmus+ (studies or internship), Erasmus Mundus, Erasmus+ with partner countries (KA107) programmes, no matter if he/she received a scholarship and if it was paid by Wrocław University of Science and Technology or another university.
  28. In the time the student receives an Erasmus+ scholarship, he/she may not obtain another scholarship financed from EU funds for covering the same costs.
  29. Students that are entitled to receive other kinds of scholarships at Wrocław University of Science and Technology (e.g. academic scholarship, social grant) retain these rights.
  30. Students that during the admission process are entitled to receive a social grant at Wrocław University of Science and Technology, basing on a certificate issued by the Office for Social Aid for Students and Doctoral Students submitted to the International Relations Office no later than on 15 May 2023, and also have a valid disability certificate, will be entitled to an additional Erasmus+ grant of 250 EUR for each month of their mobility, in accordance with the financing rules for 2023/2024. A student who receives such additional funding has the same rights and obligations as any other participant of the Erasmus+ Programme.
  31. Students with a disability certificate may, at least one month before the start of the mobility, apply for additional financial aid from the National Agency for the Erasmus+ Programme, basing on an application accepted by the University Erasmus+ Programme Coordinator and Rector's Proxy for Persons With Disabilities. The aid will be accounted on the basis of real incurred costs (invoices, receipts, etc.) More information is available at: <https://dwm.pwr.edu.pl/en/international-students/exchange-erasmus/outgoing/erasmus-studies/erasmus-recruitment-2023-2024>
  32. All information related to participation in the Erasmus+ Programme, as well as a detailed admission schedule, are available on the International Relations Office's website.
  33. In cases not referred to in these Rules, final decisions will be taken by the University Erasmus+ Programme Coordinator at Wrocław University of Science and Technology.
  34. These Rules enter into force on the day of approval by the University Erasmus+ Programme Coordinator.

Wrocław, 23 January 2023

KOORDYNATOR  
Uczelniany Programu Erasmus+  
*Nosaw*  
mgr Anna Nosal

Approved by: University Erasmus+ Programme Coordinator at Wrocław University of Science and Technology – Anna Nosal, MA.

