

ADMISSION REQUIREMENTS FOR INCOMING STUDENTS

FOR EXCHANGE FOR STUDIES

UNDER VISITING STUDENTS PROGRAMME

A. GENERAL RULES

1. The Visiting Students Programme (hereinafter VS) is intended for students from outside partner universities or those who have not been nominated by their home university under applicable agreements (e.g. Erasmus +, Exchange) at the Wroclaw University of Science and Technology (hereinafter referred to as PWr.).
2. Citizens of the Republic of Poland cannot participate in the VS programme.
3. The duration of the exchange may be one or two semesters, depending on the preferences of the applicant, without the possibility of obtaining a diploma from PWr.
4. The applicant undertakes education on a fee basis, i.e. a fee according to the rate for educational services in a given academic year, pays a one-off admission fee, which is not refundable if the applicant is not accepted by the Faculty.
5. The applicant initiates contact with home university regarding the possibility of recognizing courses at the home university on the basis of the Transcript of Records (hereinafter *ToR*) received from PWr.

B. ADMISSION REQUIREMENTS

6. Documents required in the recruitment process for the VS programme should be submitted in the Internet Recruitment System (hereinafter IRC) of the International Relations Office (hereinafter DWM) within the time limits set by DWM.
7. Detailed rules of qualifying applicants for studies under the VS programme and a list of documents are available on the DWM website: wroclaw.tech/visitingstudent;
8. Application process:
 1. Contacting DWM via the address: visiting@pwr.edu.pl;
 2. Entering the applicant's application to the IRC system by a DWM employee;
 3. The applicant attaches the following documents in the IRC system:
 - a) application form generated from the IRC system;
 - b) Learning Agreement (hereinafter LA) - a study plan signed by the applicant, prepared on the basis of a list of subjects available in English at wroclaw.tech/exchangeoffer. The signature of the home university is optional or completely left out;
 - c) Transcript of Records (*ToR*) - signed by the home university;
 - d) copy of ID card (for EU candidates) or passport (non-EU candidates);
 - e) proof of knowledge of the English language: B2 level minimum, according to [CEFR](http://www.cefres.eu).;
 - f) proof of health insurance;
 - g) confirmation of the student's status from the home university;
 - h) declaration of notification of the principles of charging for studies at PWr. and committing oneself to obey them;
 - i) declaration of not having Polish citizenship;
 - j) confirmation of payment of the application fee.
 4. Application has to be submitted to the IRC system within the time limit:
 - a) until May 15 - winter semester (beginning of studies in October);
 - b) until November 15 – summer semester (beginning of studies in February/March)

5. Application documents are assessed by the Erasmus+ faculty coordinator at PWr. In the event of a positive assessment, the applicant receives an initial Offer Letter with information about the necessity to pay a fee for educational services.
6. Accepted applicant:
 - a) when the payment for educational services is credited, the applicant receives an Acceptance Letter (hereinafter AL) and a signed study plan (LA) from the university;
 - b) registers in the JSOS/USOS student service system applicable at PWr;
 - c) may apply for a place in the student dormitory in the IRC system;
 - d) upon arrival, he/she pays a fee for the student ID, which he/she will obtain at the relevant dean's office;
 - e) after obtaining credits and passing exams, the applicant receives a list of final grades (ToR) from the faculty.
9. The final acceptance for the applicant's participation in the VS programme is its approval by the Faculty Coordinator, based on the documents submitted by the applicant to DWM.
10. The applicant can make changes to his study plan (LA) within two weeks from the beginning of the semester. If the change involves a reduction in the number of ECTS points, the fee for educational services will be reduced accordingly and the difference will be refunded to the applicant. Similarly, increasing the number of ECTS credits will result in an additional fee which should be paid immediately.

C. VISA

11. An applicant applying from outside the EU is obliged to complete all visa formalities. The university issues an Acceptance Letter (AL) to the applicant as the basis for admission to studies under the VS programme.

D. FINANCES

12. Each applicant is responsible for covering the costs of:
 - living;
 - accommodation;
 - travel;
 - and other expenses that may arise in connection with the student exchange participation.
13. During the VS programme, the applicant incurs costs related to, for example, administrative fees, membership in student associations and the use of photocopies, laboratory materials, on a par with local students.

E. INSURANCE

14. Each applicant is required to insure himself/herself for the trip. The insurance should cover medical expenses, accident insurance, travel insurance costs. Applicants from European Union countries are required to have an EHIC (European Health Insurance Card).
15. Upon arrival, the applicant is required to enter a document confirming his insurance into the IRC system.

Wrocław, date 01. 10. 2022

Signature _____

KIEROWNIK
Działu Współpracy Międzynarodowej

mgr Justyna Karosińska