



**Rector's Order
of September 1, 2022**

regarding the recruitment of KBU students for academic mobility to complete part of their studies at a foreign partner university under the Erasmus+ program to the Program Countries in the academic year 2022/23 and 2023/24 - KA 131-2020, KA 131-2021

I hereby introduce the following "Rules of recruitment of KBU students for trips to complete part of their studies at a foreign partner university under the Erasmus+ program to Program Countries in the academic year 2022/23 and 2023/24 - KA 131-2020, KA 131-2021", which constitute attachment to this Ordinance.

The order comes into force on the day of signing.



Rules for recruiting KBU students for academic mobility to complete part of their studies at a foreign partner university under the Erasmus+ program in the academic year 2022/23 and 2023/24 - KA 131-2020, KA 131-2021 - mobility with countries program

§1

General principles of the recruitment process

1. Study trips abroad are carried out in accordance with the rules of the Erasmus+ program.
2. Information about the Erasmus+ program in AG is published on the website <https://www.gwsh.pl/erasmus/erasmus-w-gwsh.html>
3. Student exchange may be carried out only and exclusively with a foreign university that has an Erasmus University Card valid in a given academic year, and with which an interinstitutional agreement providing for student exchange has been signed.
4. The student's stay at the host institution must start and end between June 1, 2020 and June 1, 2020. and October 31, 2023.
5. The minimum duration of the study mobility under the Erasmus+ program is 4 (four) full months. The required period of stay at a foreign partner university is 1 or 2 semesters. The longest possible stay is 12 months in the full cycle of education. Recruitment takes place initially for one semester. During the stay, the student may submit an application for the extension of Erasmus+ studies in accordance with the university rules.
6. It is possible to make multiple trips. The total length of the student's stay abroad for studies and/or internships within one cycle of studies is a maximum of 12 months. A student of uniform master's studies may go abroad for studies and/or internships for a total maximum period of 24 months throughout the entire cycle of education.
7. Before leaving, the student must close all credit and examination sessions preceding the semester of the trip or have an Individual Session Schedule granted by the University, or extend the session. Students of the second year of first-cycle studies are obliged to close the examination session for semesters 1 and 2 before leaving.
8. In the case of students applying for mobility in the last year of studies, a provision is applied that states that the mobility should not interfere with the timely completion of studies. In the case of students in the last year of studies scheduled to end in February, the trip should take place in the winter semester. Students qualified for mobility in the last

semester must individually obtain the consent of their promoter before leaving. The university may refuse permission for mobility in the last semester of studies if there are grounds for untimely completion of studies.

9. In the qualification procedure, equal opportunities for men and women and people with disabilities are ensured.

§2

Recruitment method and criteria

1. The assessment of candidates consists of 3 stages: (1) formal pre-selection on the basis of submitted application documents, (2) language test/exam, (3) proper selection including an interview.
2. The student must meet the following formal criteria:
 - a) have active KBU student status, i.e. be registered as a student of first-cycle, second-cycle or uniform master's studies for the entire duration of the scholarship stay;
 - b) be (at the time of departure) a student of at least the second year of first-cycle studies (bachelor/engineer);
 - c) the student may not stay (during the scholarship) on dean's leave or be on leave.
3. The student must know the foreign language in which the classes will be conducted at the host university at an appropriate level. The required level of a foreign language is determined by the host foreign university. This level can be checked during the recruitment process. Language certificates or diplomas of completion of philological studies are the basis for exempting the student from the test/interview.

For knowledge of the language at a certain level², the student receives points:

- a) advanced: C1 - 10 points; C2 - 11 pts
 - b) intermediate: B1-7 points; B2 - 8 pts
 - c) basic: A1, A2 - no possibility of leaving.
4. The student should show satisfactory results in learning. The average from studies is the number of points (max. 5 points) added to the student in the recruitment process to the number of points obtained during the qualification procedure. When evaluating a student, the applicant's course of study is also taken into account through a recommendation

(positive/negative/conditional with an indication of the condition) of the Head of the Student Service Office or an authorized person. The minimum acceptable average is 3.0, unless the Commission decides otherwise due to other achievements, professional, social or other activities.

5. Priority will be given to candidates who leave for the first time. Mobility under the LLP-Erasmus or Erasmus+ program is also included here.
6. The student should show appropriate character predispositions related to independent trips abroad, e.g.: maturity, communicativeness, entrepreneurship, diligence. These predispositions are checked on the basis of the interview, the candidate's application documents, involvement in the social life of the University or student organizations, additional achievements of the candidate and other advantages included in the CV - max. 10 points (evaluated by each member of the Committee).
7. The student should be able to justify his willingness to go abroad and the choice of a foreign university - max. 6 points (evaluated by each member of the Committee). The student should adequately justify his willingness to go abroad and the choice of a foreign university - max. 6 points (evaluated by each member of the Committee).
8. The student should have general knowledge about the home university - max. 3 points (evaluated by each member of the Committee). These points will be summed up and a descending ranking list is created, which allows for the preparation of an outgoing list and a reserve list. The Commission may impose on the qualified student the conditions necessary to be met before the mobility in order for the mobility to be carried out. A student qualified for the reserve list may be placed on the list of persons qualified for mobility in a situation where persons on this list resign or fail to complete all the formalities related to the mobility within the prescribed period.

§3

Application deadlines

1. The first deadline for applications **first round** for academic mobility in the semester
 - a) **winter** semestr lasts **from March 1 to April 30**
 - b) **summer** semestr lasts **from September 1 to October 30**

2. In the case of a small number of applications in the first round, the **second round** for academic mobility will start in the semester
 - a) **winter**, student applications will be accepted **from May 5 to June 22**
 - b) **summer**, student applications will be accepted **from November 2 to December 22.**

If the limit of places for study trips during the above-mentioned rounds is not exhausted, the third round of recruitment may be carried out. Subsequent recruitment rounds (e.g. in the fall) depend on the number of inexhaustible and available places for study trips. The decision to open subsequent recruitment rounds is made by the University Coordinator of the Erasmus+ Programme.

§4

Required application documents:

1. Application form - Attachment No. 1;
2. Certificate of student status with information on the average grade for studies completed so far. Candidates - second-cycle students without a grade point average at the time of recruitment (ongoing examination session for sem.1), submit a copy of the supplement to the first-cycle diploma.
3. In the case of a student who previously went on a scholarship from the LLP-Erasmus or Erasmus+ Program, a copy of a certificate from a foreign university or another document confirming the length of stay on a scholarship should be submitted.
4. Additionally, on an optional basis, the student may submit other documents that he considers important in the qualification process, e.g. language certificates, references, diplomas, etc.

§5

Qualification Committee and appeal procedure

1. The Qualification Committee, evaluating students' applications, is composed of: Dean of International Affairs as the Chairman, University Erasmus+ Coordinator, Head of the Education Organization Center and a representative of the KBU Student Council.

2. Interviews will be held with the candidates applying on dates, about which the student will be informed by e-mail to the address indicated in his application form. After consulting all members of the Commission, the dates of the interviews are set by the University Erasmus+ Coordinator.
3. Within 14 days of closing the procedure, a report on the qualification procedure is drawn up together with a list of candidates qualified for mobility and a reserve list.
4. Candidates are informed about the results of the qualification procedure individually to the Internet address (e-mail) indicated in the application form. Qualified candidates receive the Decision on Eligibility and Awarding the Erasmus+ Scholarship.
5. Candidates have the right to appeal against the decision of the selection committee within 14 days from the date of sending the decision. The appeal should be submitted in writing to the Chairman of the Recruitment Committee.
6. If the Chairman accepts the arguments of the appeal or if new, significant circumstances are presented for the resolution of the case, he may, at the request of the student or on his own initiative, appoint the Appeals Committee.

§8

Other arrangements

1. By submitting an application for mobility for Erasmus+ studies, the student declares that he has read this document.
2. In matters not covered by these Rules, in disputes and issues related to the implementation of these trips, the provisions of the Guide and the agreement referred to in the point above shall apply. These documents will take precedence over this Policy.
3. The University reserves the right to introduce changes in the content of these Rules, which may result from any new arrangements/changes provided on an ongoing basis by the European Commission and the Foundation for the Development of the Education System.

Attachments:

1. Application form