



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

Regarding the recruitment and organization of KBU student mobility for traineeship under the Erasmus+ program to the Program Countries in the academic year 2022/2023 and 2023/2024 - KA 103-2020, KA 131-2021

I hereby introduce the following **"Rules for the recruitment and organization of KBU students mobility for traineeship under the Erasmus+ program to Program Countries in the academic year 2022/2023 and 2023/2024 - KA 103-2020, KA 131-2021"**, which are attached to of this Order.

The order comes into force on the day of signing.

**Rules for the recruitment and organization of KBU students mobility for traineeship
under the Erasmus+ program to Program Countries in the academic year 2022/2023
and 2023/2024 - KA 103-2020, KA 131-2021**

§1

General rules

1. These rules have been prepared based on:
 - a) Erasmus+ Program Guide 2022-2023
 - b) Erasmus + Financial agreement KA103 - 2019 for the university with attachments. Documents available at:
www.erasmusplus.org.pl/dokumenty/szkolnictwo-higher
2. Student mobility can be carried out:
 - a) as part of offers coordinated by the International Relations Department of the University (offers of IO KBU).
 - b) as individual foreign traineeships of KBU students/graduates in selected and selected institutions abroad, with which the student agrees on all terms and conditions of the traineeship and organizational issues related to it.
3. The host institution must be located abroad, in a country participating in the Erasmus+ program, which include: 28 European Union Member States; Iceland, Liechtenstein, Norway; Turkey; Former Yugoslav Republic of Macedonia.
4. It is not possible to change the host institution during the internship.
5. **An Erasmus+ traineeship abroad cannot be carried out in: EU institutions and other EU bodies**, including specialized agencies (the list of these institutions is available on the website: https://europa.eu/european-union/about-eu/institutions-bodies_pl); organizations managing EU programmes, e.g. Erasmus+ National Agencies (to avoid possible conflicts of interest or double funding).
6. The traineeship program is agreed before the student's departure. Approval is made by 3 parties: the student, the host institution and KBU by signing the Agreement on the Traineeship Program (LA) (template to be downloaded at www.gwsh.pl/erasmus).
7. The University determines the duration of the traineeship due to the needs of the traineeship program, the student's mobility capital and the availability of Erasmus+

funds for this purpose, i.e. the expected duration of the internship is from 2 to 4 months, however, 30 days are considered to be 1 month.

8. The student's traineeship stay at the host institution must begin and end between June 1 and September 30.
9. The traineeship may be a compulsory or additional (optional) or graduate traineeship from the point of view of the educational program, but it should always guarantee the student the opportunity to acquire competences related to his field of study at KBU and his personal development needs.
10. The practice will be carried out on a full-time basis.
11. In the case of students applying for mobility in the last year of studies, the mobility should not interfere with the timely completion of studies.
12. Before leaving, the student must close all credit and examination sessions preceding the current session or the Individual Session Schedule granted by the University.
13. The qualification procedure ensures equal opportunities for men and women, as well as for people with disabilities.
14. A student qualified for mobility where he/she conducts traineeships in English, German, French, Spanish, Dutch, Portuguese, Bulgarian, Croatian, Czech, Danish, Finnish, Greek, Romanian, Slovak, Swedish, Hungarian or Italian is obliged to join before a trip to the online language assessment of the European Commission on the OLS platform. A similar test will also be carried out after the student returns from the exchange. Taking both tests (before mobility and after return) is compulsory.
15. Before leaving, and after agreeing on the Traineeship Program Agreement (LA), the student signs an appropriate co-financing agreement with KBU. The trip (with or without a scholarship) may be carried out only if the student accepts all the provisions of this agreement.
16. Due to its nature, the graduate traineeship will not be included in the Diploma Supplement, nor will the student obtain ECTS points for it.
17. Erasmus+ Online Language Courses (OLS).
 - a) Erasmus+ students must pass OLS language assessments before being granted access to the Online Language Course (OLS).
 - b) all Erasmus+ students who have taken the language assessment will be able to take a free language course on the OLS online platform.

- c) mobility participants - Erasmus+ students who, after the first language proficiency test in the main language of instruction and work, are classified at level B2 or higher, will be able to take the OLS language course in this language or in another local language of a given country, provided that it is available in OLS.
- d) access for the implementation of OLS language courses must be used in the period between the first and second language assessment in the OLS system, before and during the mobility by selected participants.
- e) by signing the mobility agreement, mobility participants undertake to take both language proficiency tests in the OLS system (before and at the end of the mobility period) and to complete the OLS language course, if they have been awarded one.

§2

Individual traineeships abroad

1. The student independently applies for traineeships at the institution of his choice and the University does not guarantee the student's admission to the above mentioned institutions practice in this institution.
2. The student organizes travel, accommodation, insurance and other issues related to obtaining a visa/residence permit. IO of KBU provides support and advisory and information assistance in this regard.
3. A student carrying out individual traineeships abroad, after being qualified by the university's qualifying committee and before leaving, is obliged to formulate a detailed traineeship program with the host institution in accordance with field of study in the Traineeship Program Agreement form. The acceptance of this Agreement by the University is a prerequisite for the implementation of the mobility.
4. The University does not settle student-employer disputes.

§3

Recruitment method and criteria

1. The assessment of candidates consists of 3 stages:
 - a) formal pre-selection on the basis of submitted application documents,
 - b) university selection including an interview and language test,
 - c) selection carried out by the host institution, which may also include an interview.

In the case of individual traineeships, the assessment of candidates ends at stage (2), subject to the provisions of §2.
2. The student-candidate must meet the following formal criteria:
 - a) have **an active KBU student status**, i.e. be registered as a student of first or second cycle studies, uniform master's studies or as a doctoral student; the student may not stay (during the scholarship) on dean's leave or be on leave.
 - b) in the case of graduate traineeships, qualification for these traineeships must take place during the course of studies (in the final year).
 - c) **mobility capital not exceeded**, i.e. one student may participate in mobility periods with a total maximum duration of up to 12 months for each study cycle, regardless of the number and types of mobility activities. Participation without EU funding is included in this maximum duration. The duration of the traineeship for recent graduates is a maximum of 12 months within the study cycle for which they are applying for the traineeship.
3. The profile of the host institution and the relationship between the traineeship and the field of study, in accordance with §1.9 of this regulation, is the criterion to be assessed. In the event of failure to comply with the above criterion, the student's application is rejected.
4. Basic University criteria:
 - a) knowledge of the foreign language in which the traineeship is carried out at least at an intermediate level (European level of language proficiency: B1).
 - b) in the case of English, the level of knowledge of this language will be checked during the recruitment process - a written language test or an interview with a teacher of a given language. In the case of other languages, its knowledge should be documented.

- c) language certificates may be the basis for exempting the student from the test/interview. For knowledge of the language at a certain level, the student receives points:
 - **advanced:** C1 - 10 points; C2 - 11 points
 - **intermediate:** B1-7 points; B2 - 8 points
 - **basic:** A1, A2 - no possibility of leaving.
 - d) character predispositions required for an independent longer stay abroad (e.g. other trips abroad, social, charitable, economic activity).
 - e) statement of the above predisposition is based on 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 contained in the application - max. 10 points
 - f) high motivation of the student to complete the traineeship abroad, manifested, among others, in the student's awareness of the type of tasks undertaken during the traineeship, the purpose of the trip and others - max. 6 points
 - g) satisfactory academic results (global grade point average from studies). 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 interview.
 - h) when evaluating the student, the course of the applicant's studies 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.
- 5. Traineeships to the applicant's country of origin will not be considered priority (very low priority).
 - 6. Preferential treatment will be given to students from less privileged backgrounds socio-economic (including refugees, asylum seekers and migrants).
 - 7. Criteria of the receiving institution: The host institution for traineeships may specify its additional ones requirements (e.g. additional language, language level, experience and others) in relation to candidate.
 - 8. In the case of mobility from the offer of IO KBU:
 - additional requirements are included in the offer announcement of a given practice,

- the host institution may ultimately accept candidates for practices, among others based on the assessment of the student's predisposition to practice at position, your needs and the number of available places.

§4

Application documents required

1. KBU application form - published at www.gwsh.pl/erasmus,
2. Acceptance letter - consent of the host institution to accept the candidate for Erasmus+ traineeship along with an indication of the traineeship profile (date, tasks) and commitment to maintain the appropriate quality of the traineeship - according to pattern posted on the site www.gwsh.pl/erasmus.
3. Confirmation of student status and grade point average (issued by the Student Service Office),
4. The University Erasmus+ Coordinator at KBU has the right to require the submission of additional application documents resulting from the nature of the applicant's field of study and the Regulations of traineeships and the Rector's thematic Ordinances in force at the University.
5. Possibly additional documents required in the traineeship offer announcement from the IO offer.
6. Documents confirming the knowledge of the language in which the traineeship is carried out - if the applicant has one.

§5

Application deadlines

Mobilities from the IO offer and individual traineeships

1. Applications are accepted on the following dates:
 - a) 01/06 – 30/06 (1st round)
 - b) 04/11 - 31/12 (2nd round)
 - c) 3/02–31/03 (3rd round)

If the funds available from the Erasmus+ program are not used for this purpose within the above-mentioned rounds, the University Erasmus+ Coordinator may designate further rounds. If the free funds in a given round run out, the next ones listed above will be suspended or the recruitment will take place on the reserve list.

2. The number of places available under the Erasmus+ program is limited

§6

Commission and appeals procedure

1. The university committee evaluating student applications includes the Dean of the International Affairs or the Dean of the Faculty, the University Erasmus+ Coordinator, the Head of the Education Organization Center or an authorized person and a representative Student Council. The Rector may appoint additional persons to the Committee or change its composition if it is required for the appropriate substantive and organizational assessment of the submitted application.
2. As a result of the evaluation of candidates, a descending ranking list is created, which allows for the preparation of the outgoing list and the reserve list depending on the number of available places and funds from the Erasmus+ program for this purpose. A student qualified on the reserve list may be placed on the list of persons qualified for mobility in a situation where persons on this list resign from the mobility on their own or fail to complete all the formalities related to the mobility within the prescribed period.
3. Candidates are informed about the Commission's decision by e-mail to the candidate's e-mail address indicated in the application form. The information is sent by the University Erasmus+ Coordinator.
4. Candidates have the right to appeal against the Commission's decision within 7 days from the date of sending the Commission's decision to the candidate. This appeal should be made in writing.
5. The appeal is settled within 14 working days, and the decision is communicated to the candidate in writing.

§7

Extension of the period of stay

1. Extension of the traineeship in the host institution under the Erasmus+ program is possible only within one academic year.
2. Extension of the traineeship stay takes place at the student's written request submitted within 3 weeks before the expiry of the originally agreed period of stay. The application should be properly justified and include the proposed program of traineeship for the extension period.
3. If the student allows for the possibility of extending the stay without the Erasmus+ scholarship, this should be included in the application.
4. In order to extend the stay on Erasmus+ traineeship, a written consent of the host foreign institution for the extension and a positive assessment of the work performed during the traineeship must be obtained. This consent and assessment should be attached to the student's application for renewal.
5. The application may be submitted via e-mail, in the form of a scan of a document to the address int.office@gwsh.pl or sent by post to the address of IO.
6. The decision to extend the period of stay is made on the basis of the student's justification for the application, analysis of the traineeship program for the extension period, the student's course of study at KBU, mobility capital held, number of points obtained in the recruitment process.
7. The university has the right to grant consent for an extension of the fulfillment of additional conditions by the student.
8. In the case of obtaining KBU's consent for extension, it is required:
 - a) signing an annex to the agreement, indicating whether the further stay (extension period) will be financed from the Erasmus+ Program funds.
 - b) agreeing and signing an annex to the LEARNING AGREEMENT FOR TRAINEESHIPS for the extension period (traineeship program for the extension period)
 - c) individual insurance (medical costs, accident insurance, liability insurance) for the duration of a prolonged stay at a foreign university.
 - d) contact the University Erasmus Coordinator in order to agree on issues related to the course of studies
9. The extension period is financed in accordance with the university's rules for financing student mobility under the Erasmus+ program in the academic year 2022/23 and

2023/24, i.e. depending on the amount of funds available for this purpose, the student may receive a full scholarship for an additional period of stay or stay without a scholarship.

10. After receiving information on the conditions of financing the additional period, the student may resign from the extension.
11. All decisions must be made before the expiry of the originally agreed period of stay.
12. Without following the above procedure, if the confirmed period of stay is longer than the one specified in the co-financing agreement, the additional days will be considered as a period of zero co-financing.

§8

Changes in the traineeship program

1. Upon arrival at the foreign institution, the student may make changes to the Traineeship Agreement (LA) only in justified cases.
2. These changes should be reported at the beginning of mobility, i.e. up to 1 month after arrival.
3. Any changes to LA must be made in writing, i.e. be made using the Learning Agreement form - part "During the Mobility" and be accepted by 3 parties: the student, the sending university and the host institution.

§9

Settlement of the departure

1. The settlement of the Erasmus+ 2022/2023 and 2023/2024 scholarship (funding) is in the form of a substantive settlement and consists in providing specific documents.
The student is obliged to deliver to IO of KBU within 14 days from the return of documents according to the list below:
 - a) Agreement on the traineeship program in the AFTER MOBILITY section signed by all parties,
 - b) certificate of the period of stay and the implementation of the traineeship assumptions (Confirmation of Erasmus Student Placement)

- c) a copy of any certificate/attestation/reference letter obtained, etc.
 - d) completing the Erasmus on-line questionnaire to be completed after returning, received from the European Commission.
 - e) completing the online language proficiency test of the European Commission on the OLS platform (if applicable)
 - f) other documents, about which the student has been individually informed, necessary to complete the traineeship at KBU, resulting from the applicable Regulations of KBU Traineeships, e.g.: Student's training termination card, substantive report prepared by the trainee and confirmed by the host institution and others .
2. Lack of correct settlement, completion of a period shorter than the agreed period and failure to comply with any of the terms of the agreement signed by the student and the university in connection with the student's departure for the Erasmus+ traineeship may result in calling the student to return the scholarship or its part. Cases of "force majeure" are considered individually.

§10

Other arrangements

1. Before leaving and after agreeing on the Traineeship Program Agreement, the student signs an agreement with the KBU, the purpose of which is to define the obligations of each party in connection with the mobility for traineeship in the Erasmus+ program.
2. Before leaving, each student is obliged to insure himself against accidents (NNW), civil liability (OC) and obtain appropriate health insurance (medical costs) for the full duration of the trip and stay abroad. It is also recommended to purchase additional insurance coverage costs of medical interventions or transport to the country.
3. By submitting an application for Erasmus mobility, the student declares that he has read this Regulation and the Financing Rules for 2022/23 and 2023/24. Documents available on the website www.gwsh.pl/erasmus.
4. All rules, except for those relating to the awarded scholarship, also apply to a student who meets all the formal and quality criteria and participates in the mobility but does not receive a scholarship (Erasmus+ student without a scholarship).



5. In matters not covered by these Rules, in disputes and related to the implementation of these mobilities, the provisions of the documents referred to above in paragraph 1 point 1 shall apply, which will take precedence over these Rules.
6. The University reserves the right to make changes to 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.