



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

Regarding the mobility of KBU students in order to complete part of their studies at a foreign partner university 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 implementation of mobilities of KBU students to complete part of their studies at a foreign partner university 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 this Regulation.

The order comes into force on the day of signing.



**Rules for the implementation of KBU student mobility to study
in order to complete part of their studies at a foreign partner university
under the Erasmus+ program in the academic year 2022/2023 and 2023/24, KA 103-
2020, KA 131-2021 - mobility with program countries**

I. These rules have been prepared based on:

- a. Erasmus+ Program Guide 2020-2022
- b. Erasmus + Financial agreement KA103 with attachments.

Documents available at: <https://erasmus-plus.ec.europa.eu/pl/document/erasmus-programmeguide-2022-version-1>

II. Preparation for departure

1. Before the student's departure to the partner university, the parties, i.e. the sending university, the host university and the student, sign the "Agreement on the Study Program", the so-called Learning Agreement (LA), specifying the student's ability to study individual subjects at the host university. Along with the "Agreement on the curriculum", the student receives information about equivalent subjects at KBU.
2. A student may apply for an Individual Education Program (IPK) or an Individual Study Program (IPS) and an Individual Session Schedule (IRS) in accordance with the rules and procedure in force at the University.
3. A student qualified for mobility where he studies 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 mobility 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.
4. Before leaving and after agreeing on the Agreement on the study program (LA)- the student signs an appropriate contract for co-financing with KBU. The mobility (with or without a scholarship) may be carried out only if the student accepts all provisions of this agreement.

II. During your stay:

1. After arriving at a foreign university, the student may introduce changes to the Agreement about the study program (LA).
2. These changes should be reported at the beginning of mobility, i.e. up to 1 month after arrival.
3. Any changes to the KBU must be made in writing, i.e. be made using Learning Agreement form - part "During the Mobility" and be accepted by 3 parties: the student, the sending and the host university.

III. Extension of stay

1. Extending the stay at the host institution under the Erasmus + program is possible only within one academic year.
2. Extension of the student's stay at the university for the summer semester takes place at the student's written request (according to the KBU template - Appendix 1) submitted by November 30, of the (the date of receipt of the application counts). The University Erasmus Coordinator may decide on additional deadlines for submitting the application. These dates will be announced on the website www.gwsh.pl/erasmus .
3. Extending the stay at studies for shorter periods takes place at the student's written request (according to the KBU template - Appendix 1) submitted within 4 weeks before the end of the originally agreed period of stay.
4. The consent of the host foreign university for this extension must be obtained before submitting the application to KBU.
5. The application can be submitted by e-mail, as a scan of the document (int.office@gwsh.pl) or sent by post to the address of IO KBU.
6. The decision, i.e. consent or lack of consent, is made on the basis of the following criteria: the student's justification for the application for extension of stay, the student's course of study at KBU and the grade obtained in the qualification for a given trip.
7. The university has the right to consent to the extension provided that the student meets additional conditions.
8. A student wishing to extend his/her stay for the summer semester should at least:
 - a. take the winter session at a foreign university and pass exams in the subjects agreed in the Learning Agreement for the semester. winter;

9. In the case of obtaining the KBU's consent for the extension and meeting certain conditions

1) The University may:

- a. Amend the agreement on co-financing during mobility abroad to include a longer stay, provided that it is possible with the amount of co-financing at the University's disposal;
- b. or agree with the student during mobility abroad that the additional number of days will be considered as a period of zero funding (period of stay not covered by funding).

In each of the above cases, it is required to sign an annex to the co-financing agreement.

2) The student is obliged to:

- a. agreeing on a new Learning Agreement for the next semester (applies to the extension to the summer semester).
- b. individual insurance (medical costs, accident insurance, liability insurance) for the duration of the extended stay at a foreign university.
- c. contact the University Erasmus+ Coordinator in order to agree on issues related to the course of study at KBU.

10. Financing of the extension period is carried out in accordance with the university 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.

11. After obtaining information about the conditions or lack of financing for the additional period, the student may resign from the extension; resignation is required in writing (e.g. e-mail).

12. All decisions must be made before the expiry of the originally agreed period of stay.

13. The person coordinating the extension of the stay on the part of KBU is the University Erasmus+ Coordinator.

14. 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.

IV. Erasmus+ Online Language Courses (OLS).

1. Prior to obtaining a license to deliver an online language course (OLS), Erasmus+ students must pass the OLS language proficiency tests.




3. All Erasmus+ students who have taken the language assessment will be able to take a free language course on the OLS online platform.
4. 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 that it is available in OLS.
5. Licenses for the implementation of OLS language courses must be used in the period between the first and second language proficiency tests in the OLS system, before and during the mobility by selected participants.
6. 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.

V. Other arrangements

1. By submitting an application for Erasmus+ studies, the student declares that he/she has read these Rules
2. In matters not covered by these Rules, in disputes and issues related to the implementation of these mobilities, the provisions of the documents referred to in point I above shall apply, which will take precedence over these Rules.
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.

Attachment:

	<p style="text-align: center;">ERASMUS+ PROGRAMME</p> <p style="text-align: center;">Application for Extension of Erasmus study period</p> <p style="text-align: center;"><i>Wniosek o przedłużenie okresu studiów Erasmus</i></p>
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- PART 1 – ERASMUS STUDY

Name of sending institution, Erasmus code		
Name of receiving institution, Erasmus code		
Previously agreed duration of Erasmus study period	from	till
Extended duration of Erasmus study period (okres przedłużenia):	from*	till

** the first day of extension should be a day after the last day of previously agreed duration; no break in the study period is allowed; (pierwszy dzień przedłużenia to kolejny dzień po ostatnim dniu pierwotnie uzgodnionego okresu studiów; przerwy w okresie studiów nie są dopuszczalne)*

ADDITIONAL NOTES (if required)

STUDENT'S CONFIRMATION

I would like to prolong the Erasmus study period at the above mentioned receiving institution.

Date:

Signature:.....

CONFIRMATION OF RECEIVING INSTITUTION

This is to certify that the above mentioned student is accepted to extend his/her Erasmus study period at our institution.

Date:

Signature/Stamp:.....
Erasmus department/Institutional Coordinator

CONFIRMATION OF SENDING INSTITUTION

We agree / don't agree** to prolong the student's Erasmus study period at the mentioned above receiving institution.

Date: Signature/Stamp:.....

INFORMATION ONLY FOR HOME UNIVERSITY

– PART 2-to be completed only by a student

1. Please justify your request

**Do you allow the possibility of extending the stay without a scholarship?
Please mark as appropriate:**

YES NO

Date

Signature:.....

- PART 3 – to be completed only by a home university

1. Renewal conditions imposed on the student and other endorsements

or 2. Reasons for refusal to extend the stay / rejection of the application

Date

KBU:

