

TERMS AND CONDITIONS OF STUDENT MOBILITY FOR STUDY AND TRAINEESHIP IN THE FRAMEWORK OF ERASMUS+ PROGRAMME FOR STUDENTS OF WSB UNIVERSITY.

The body qualified for the program is the Selection Committee for mobility of students and teaching staff, hereinafter referred to as the Committee, appointed by the Rector with an ordinance No. 58/2012/2013 in order to carry out the competition procedure. The Committee consists of the **Vice-Rector for International Cooperation, Language Centre Coordinator and Erasmus+ Programme Coordinator.**

1. FORMAL CRITERIA

A student must:

- be officially registered at the faculty entitled to awarding the title of Bachelor, Master, or Doctor;
- have the first year of study completed*;
- have a good GPA of the latest year of study** at least 4,00*** - GPA must be officially confirmed by the Dean's office;
- pass an internal English language exam on the level ensuring free communication;
- knowledge of other foreign languages is an additional advantage;

Traineeship abroad for graduates:

- it is possible for graduates to participate in Erasmus+ traineeship abroad on the condition that the student applies for an Erasmus+ grant before the end of their study program, i.e. before defending a thesis. A student becomes a graduate on the day of defending their thesis. A traineeship of that sort may take place within 12 months from completing a study program, and the length of the traineeship is added to the amount of time spent during previous traineeship during the current study program. Application for a graduate's traineeship abroad takes part during the last year of study.

** In case a Master program student has received a Bachelor degree at WSB University, they may take part in the program even during the first year of Master study. In that case, GPA of the last year of Bachelor program is taken into account.*

*** An application may be sent by a first-year student who has not completed the first year of studies by the time they are applying. However, in case their application is successful, they must have finished the first year of studies before beginning the traineeship abroad, and they must bring to the International Relations Office the confirmation of completion of the first year of studies from the Dean's office.*

**** In case there are no applicants with GPA 4.0, candidates with GPA lower than 4.0 may be taken into consideration.*

2. TRAINEESHIP AND STUDY ABROAD

1. University's criteria

- Basic criteria of candidate selection:
 - GPA of the latest year of study, preceding the traineeship/study abroad;
 - Knowledge of English/other foreign language applicable in the country selected for traineeship/study abroad.

- Additional criteria of candidate selection:
 - Participation in international projects, including help in organizing support activities for incoming Erasmus+ students/acting as a buddy mentor etc.;
 - Scientific accomplishments and academic activity,

Extra criteria - priorities:

- in the case when two or more students have obtained the same number of points in recruitment, the priority for going abroad within the Erasmus+ program is given to a student participating in the Erasmus+ for the first time,
- if two or more students have obtained the same number of points in recruitment and all participate in the programme with the scholarship for the first time or have all received this scholarship the same number of times, being awarded a scholarship will be considered individually.

Evaluation form

GPA	
Number of points	
2	from 4.0 to 4.3
3	from 4.4 to 4.6
4	from 4.7 to 5.0
Knowledge of a foreign language in which classes abroad will be conducted (the number of points from the language test determines the qualification to a given level of the scale)	
2	50-75 points
3	76-86 points
4	87-100 points
Participation in international programs/projects	
1	None
0	Participation
Scientific accomplishments and academic activity	
0	None
1	Accomplishments/activity

Criterion	Description	Points
GPA	GPA from the course of studies confirmed by a certificate from the dean's office	2-4
Knowledge of a foreign language in which classes abroad will be conducted	Knowledge of the language in which most of the classes at the host university are conducted (in the case of an equal number of classes in the given languages, the more important is the knowledge of the language of instruction which is at the same time the official language of the given country), confirmed by appropriate certificates or language test	2-4

Participation in international programs/projects	Participation in scientific, educational or artistic events in the international environment (including assistance in organizing the stay of foreign students of the Erasmus+ program), confirmed by certificates or by the opinion of a scientific supervisor	0-1
Scientific achievements and academic activity	initiating or participating in activities leading to the development or promotion of the WSB University (including assistance in organizing the stay of foreign students of the Erasmus+ program), confirmed by the organizer's certificates or opinion; achievements in the field of science, culture, sport or social activity, confirmed by certificates or organizer's opinion	0-1
MAXIMUM POSSIBLE NUMBER OF POINTS		10

3. DURATION OF MOBILITY FOR STUDY OR TRAINEESHIP

At each of the three levels of study, the student can take advantage of mobility lasting up to 12 months in total. The minimum period of mobility for study and for traineeship is 2 months. The month means 30 calendar days.

In the case of students transferring to study at WSB University from another university who have made mobility within the framework of the Erasmus+ program in the previous university, mobility periods accumulate.

4. REQUIRED DOCUMENTS

Any student interested in applying for Erasmus mobility submits the following documents to the International Office:

- Registration form available for download at <https://wsb.edu.pl/en/student/erasmus/outgoing>
- A confirmation of the GPA of the whole year of studies from the Dean's office,
- English test result confirming the student's level of English,
- An interview conducted in English for purposes of evaluating student's motivation and level of communication in English,
- optional – additional information (teacher recommendation, certificates from internships, voluntary work or participation in conferences, other documents certifying student's accomplishments).

5. DEADLINES

Applications for student mobility under Erasmus+ program in a given academic year are accepted until 28.02 the previous year. If the University receives additional Erasmus+ funds for mobility in a given academic year or for unused places, additional recruitment will be carried out.

The deadline for submitting documents in the framework of additional recruitment will be announced by the International Office on the website each time, social media and by e-mailing to students.

The recruitment results are made public.

6. SELECTION PROCEDURE

The selection procedure consists of two stages: a) pre-selection of candidates on the

basis of submitted documents, b) language test, c) motivational interview in English. On the basis of the selection results, a list of students qualified and a waiting list will be prepared.

7. ANNOUNCING RESULTS

Within 21 days after closing the proceedings, the Commission draws up the report on the recruitment procedure together with the list of candidates qualified for mobility and the reserve list.

8. APPEAL PROCEDURE

The student is entitled to appeal against the committee's decision within 7 days from the date of the official list of people qualified for the scholarship. The appeal body is the Vice-Rector for International Cooperation.

9. PARTNER UNIVERSITIES

As part of the Erasmus+ program, students can apply for mobility in program countries (i.e. in the EU countries) and in some partner countries from other regions of the world (non-EU countries).

- 27 European Union countries,
- EFTA / EEA countries: Iceland, Liechtenstein, Norway;
- EU candidate countries: Turkey, the former Yugoslav Republic of Macedonia; Serbia
- partner countries of the Erasmus+ program: <https://erasmus-plus.ec.europa.eu/programme-guide/part-a/eligible-countries>

10. ERASMUS+ GRANT

Long term mobilities

Amount of grant depends on the country where the mobility will take place. Information about rates of grant for mobility to program countries:

Country groups	Mobility for study / per month in €
<u>Group 1</u> – Denmark, Finland, Ireland, Island, Lichtenstein, Luxemburg, Norway, Sweden, Faroe Islands, Switzerland, UK	670 €
<u>Group 2</u> – Austria, Belgium, Cyprus, France, Greece, Spain, Netherlands, Malta, Germany, Portugal, Italy, Andorra, Monaco, San Marino, Vatican	670 €
<u>Group 3</u> – Bulgaria, Croatia, Czech Republic, Estonia, FYROM (Macedonia), Lithuania, Latvia, Romania, Serbia, Slovakia, Slovenia, Hungary, Turkey	600 €

Country groups	Mobility for traineeship / per month in €
<u>Group 1</u> – Denmark, Finland, Ireland, Island, Lichtenstein, Luxemburg, Norway, Sweden, Faroe Islands, Switzerland, UK	820 €
<u>Group 2</u> – Austria, Belgium, Cyprus, France, Greece, Spain, Netherlands, Malta, Germany, Portugal, Italy, Andorra, Monaco, San Marino, Vatican	820 €
<u>Group 3</u> – Bulgaria, Croatia, Czech Republic, Estonia, FYROM (Macedonia), Lithuania, Latvia, Romania, Serbia, Slovakia, Slovenia, Hungary, Turkey	750 €

Erasmus+ grant for study or traineeship to be done in partner countries is **700 EUR** per month.

Short term mobilities (blended-mobilities)

Duration of mobility	Mobility grant per day in €	Mobility grant top up for fewer opportunities in €
5-14 day of physical activity	79 €	100 €
15-30 day of physical activity	56 €	150 €

Green travel grant

Students who decide to contribute to reducing their carbon footprint and use low-carbon emission means of transport such as train, bus or car sharing to travel to their mobility place, are entitled to receive one-off bonus payment of **50 EUR**. Payment of the grant will be verified against train/bus ticket and an individual green travel declaration.

Top-up grant for participants with fewer opportunities

Mobility participants who will be qualified as fewer opportunities participants, i.e. participants with disabilities, socially disadvantaged (with low family income), are entitled to receive a top-up inclusion grant of **250 EUR per month** as well as a grant for travel costs (in case of travelling for short-term mobility to EU country and non-EU country or in case of long-term mobility to non-EU country).

Travel grant for fewer opportunities participants

Distance	Erasmus+ grant available	Green travel
10 – 99 km	23 EUR per person	-
100 – 499 km	180 EUR per person	210 EUR per person

500 – 1999 km	275 EUR per person	320 EUR per person
2000 – 2999 km	360 EUR per person	410 EUR per person
3000 – 3999 km	530 EUR per person	610 EUR per person
4000 – 7999 km	820 EUR per person	-
8000 km and more	1500 EUR per person	-

Inclusion grant

For mobility participants that come from disadvantaged groups e.g. disabled persons, there is a possibility to apply for additional support which is necessary in order to carry out their mobility abroad i.e. to cover the cost of stay and travel of personal assistant, purchase of specialized equipment to facilitate mobility etc. This is based on a special application form, submitted to Program National Agency by the Home University Coordinator, against the real costs that have been incurred by the mobility participant.

11. SHORTENING OF MOBILITY AND FORCE MAJEURE

Please note that the minimum period of stay abroad required to obtain an Erasmus+ scholarship 2 months. Shortening the stay requires the return of a part of the scholarship, because the scholarship can be obtained only for the period actually spent at the partner university abroad (in accordance with the contract signed before departure and a certificate of stay brought from a host university).

Shortening of mobility – force majeure – in case a student undergoes a serious accident abroad or is seriously ill, it is possible to shorten the stay due to the so-called "Force majeure" case which is independent of the student. In this case, the student should immediately contact the International Office. For more details about 'Force majeure' case, please read: <https://wsb.edu.pl/en/student/erasmus/outgoing>

12. TRAINEESHIP DESTINATION

A student is recommended to find a place for an traineeship on their own in line with their field of study. They can also take advantage of one of the International Office's offers.

13. PREPARATION FOR MOBILITY

Before the student leaves for the partner university, three interested parties, i.e. the sending university, the host university and the student sign Online Learning Agreement for study (OLA) / Agreement on the traineeship, so-called Training Agreement (TA), in accordance with the Erasmus+ program model, including the possibility of studying the individual subjects at the host university. LA and TA are approved by the Deputy Dean of the relevant field of study.

The grant holder is obliged to complete an individual on-line EU survey and language test (assessment test) both before and after the mobility and to sign a financial agreement with the university.

14. RECRUITMENT RULES FOR PARTNER UNIVERSITIES

Students qualified for mobility prepare application documents for the partner university. The documents should be downloaded from the web-page and should include:

- Application form,
- Online Learning Agreement 3.0 (OLA) - <https://learning-agreement.eu/>

The student should also get acquainted with the rules of granting accommodation at the host university abroad. The student is responsible for finding accommodation in the country of staying.

The deadline for accepting documents depends on the partner university, so it is recommended the mobility participants should read the terms of acceptance beforehand (the date is usually published on the host university's website).

15. SIGNING ERASMUS+ GRANT AGREEMENT AND RECEIVING PERMISSION FOR MOBILITY

A student receives a permission to go for mobility with Erasmus+ grant and signs the grant agreement after submitting the following documents to the International Office:

- Letter of acceptance signed by a host university;
- original Learning Agreement/Training Agreement;
- copy of insurance

16. ONLINE LINGUISTIC SUPPORT

Before the beginning of the mobility period, a student qualified to participate in the mobility, with the exception of persons for whom a given language is the mother tongue, is obliged to complete the language test (assessment test) at the OLS Online Linguistic Support indicated by the University. Completion of this obligation is a prerequisite for a positive student settlement from the trip.

The student will participate in an on-line course in English or another language in which classes at the host institution will be conducted and will start immediately after receiving the license. The student is obliged to use the license for its intended purpose in the period between two online language proficiency tests. The participant is obliged to immediately inform the coordinator at the sending university if they are unable to attend the online language course for which he has received the license.

In case of students whose language level, according to the language test completed before the mobility, is below B1, the license for the language test is automatically given by the OLS system!

Tips as to how to use the OLS system are available at:
<http://erasmusplus.org.pl/online-linguistic-support/>.

17. INDIVIDUAL EU SURVEY REPORT OF MOBILITY PARTICIPANT

The student qualified for mobility will complete the individual online EU survey at the latest within 30 days from the date of receiving the request for its submission. A student who does not submit an individual report may be called by the University for partial or full refund of the EU grant received. A student may be requested to submit a supplementary online report relating to the matter of academic recognition.

18. EXTENSION OF MOBILITY

Extension of mobility (within one academic year) is possible only if the university has unused funds from the Erasmus+ budget. In order to apply for extension of mobility, the student needs to apply to the home university Erasmus+ Program Coordinator with an application for extending the stay abroad (provide exact dates of the planned stay and justification). The application must be accompanied by a certificate from the partner university on accepting admission for the summer semester and the Online Learning Agreement proposal for the next period.

The application must be submitted to the International Office no later than a month before the ending date of the current semester according to the financial agreement.

Attention! An application will not be considered unless it states the exact dates of stay. The exact dates are obligatory to mention while applying for additional funding. **The approval for extension of mobility can be withdrawn if the student does not settle financial and academic matters of the previous semester.**

19. SHORTENING OF MOBILITY

Shortening the mobility may require the return of part or all of the grant received. Erasmus+ grant can be obtained only for the period that has actually been spent at a host university abroad, confirmed in writing by the host university. A student who has been staying at a host university for less than 2 months will be required to return the entire scholarship. If the student starts their mobility **5 days before** then initially planned in LA or in the Erasmus+ grant contract or finishes their mobility up to **5 days after** the initial end date, the amount of the grant received remains unchanged.

20. VIRTUAL OR BLENDED MOBILITY

In the case of virtual* or blended mobility to be done by the students which is allowed to be done by the student, Erasmus+ grant is only allowed when the student studies online while staying abroad in the host University. It is not possible to receive Erasmus+ grant while studying online in the host university from home university without travelling abroad.

**Pure virtual mobility is not allowed by Erasmus+ programme.*

21. OTHER INFORMATION

1. Insurance

Every Erasmus+ scholarship student must possess **European Health Insurance Card** issued by the **NFZ regional department** according to student's residence address. European Health Insurance Card (in Polish EKUZ) is a document enabling a student to use health services during staying in the European Union countries and in EFTA countries.

In order to obtain the card, a student must submit the following documents to a NFZ department: application form for the European Health Insurance Card, confirmation of studying abroad, documents confirming possessing NFZ health insurance. A student must have with them a valid student's ID card. More detailed information and application form for the European Health Insurance Card is available at:

<http://www.nfz.gov.pl/ue/>

Health insurance is not identical with insurance against accidents. Therefore, a scholarship student must buy additional **insurance against accidents**. It is also worth taking advantage of the insurance guaranteed by the **EURO 26** or **ISIC card**. More

information at <http://euro26.pl/> and <http://www.isic.pl/>

It is also recommended to buy civil liability insurance. **In case of Erasmus+ mobility for traineeship civil liability insurance is obligatory.**

The type and number of the insurance policy should be submitted to the International Office before signing the financial agreement.

21. CONTRACT AND THE AMOUNT OF SCHOLARSHIP

The contract is drawn up in two copies, one for the university and for the student. A scholarship is paid on the basis of a contract. The grant is paid in two parts: 80% before going on mobility and 20% respectively after the full set of documents confirming the mobility has been completed (point IV.3).

22. ERASMUS+ APP

We recommend all outgoing students to download a special Erasmus+ APP which will be helpful device during your mobility abroad:

- Structured information on the existing Erasmus+ Programmes
- Top tips for living away from home (general, country-specific and city-specific)
- Interactive checklists with a step by step guide throughout a mobility period
- Integration with the Online Learning Agreement
- A feed for news and local events and activities
- Integration with the Online Linguistic Support Platform

23. COMPLETION OF MOBILITY

Upon returning from the mobility, the student is obliged to submit the following documents to the International Office:

Mobility for study:

- Transcript of Records;
- confirmation of the exact mobility period abroad – Confirmation of Stay;
- confirmation of completion of *on-line EU survey* and of the *2nd assessment test*;
- mobility reports along with photo documentation.

Mobility for traineeship:

- certificate of passing the traineeship with a grade,
- confirmation of the exact exact mobility period abroad – Certificate of Traineeship,
- confirmation of completion of *on-line EU survey* and of the *2nd assessment test*,
- mobility report along with photo documentation.

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