



### **3. Rules for the recruitment of students in the academic year 2024/2025**

1. Recruitment of students for studies and placements under the Erasmus+ programme takes place at university level. Candidates are approved by the Erasmus+ Programme Qualification Committee; the committee is composed of three persons: the *Rector, Quaestor, the Dean's Office Manager or other persons indicated in the Erasmus+ Programme Regulations.*
2. Duration of the student's trip to:
  - a. The apprenticeship has a minimum of 2 months of physical mobility and a maximum of 12 months,
  - b. studies is a minimum of one semester (no less than 3 months) of physical mobility and a maximum of 2 semesters.
3. Student eligibility:
  - a. for the winter semester 2024/2025 and placements in summer 2025 expires on 28 February 2025, (it is possible to extend the application deadline by an additional 30 days from the publication date of the Erasmus+ University Rules 2024/2025, if the rules are published later than 20 February).
  - b. for the summer semester and for internships expires on 31 December 2023.
  - c. Recruitment for the following semesters ends similarly at the end of February and December.
  - d. In the event that there are not enough candidates by the aforementioned deadlines, the Commission will meet on other dates to examine and nominate candidates in chronological order of late applicants until the available funds are exhausted.
4. The Erasmus+ Programme Selection Committee shall verify the applications submitted within 7 days from the application deadline. Candidates are subject to evaluation according to point 6b. Recruitment documents submitted after the deadline will be considered on condition that there are free funds, according to the order of application.
5. Students should:
  - e-mail your desire to go to [internationaloffice@powislanska.edu.pl](mailto:internationaloffice@powislanska.edu.pl) or [erasmus@powislanska.edu.pl](mailto:erasmus@powislanska.edu.pl) in order to agree on a suitable host university and to verify the proposed internship programme; in case of insufficient number of places at the selected partner university, the order of application of qualified students is decisive; - follow the step-by-step instructions at <https://powislanska.edu.pl/umiedzynarodowienie/erasmus/student2/studia/>.



- fill in a correct and complete Online Learning Agreement OLS 3.0 can be found at [www.learning-agreement.eu](http://www.learning-agreement.eu) following the Step by Step instructions (until Erasmus Without Papers is fully implemented, paper documents are also acceptable)
- deliver the Application to the Pro Vice Chancellor for Teaching and Student Affairs to the Dean's Office - this document is at <https://powislanska.edu.pl/umiedzynarodowienie/erasmus/student2/studia/> following the step-by-step instructions

6. Recruitment Criteria:

- a. The Erasmus+ Programme Eligibility Committee analyses the application forms submitted.
- b. The following are taken into account:
  - i. availability of places at partner universities,
  - ii. knowledge of a foreign language on the basis of the most recent pass mark in a language course according to a score:

Evaluation	Points
5,0	5
4,5	4,5
4,0	4
3,5	3,5
3,0	3

- iii. grade point average for the last completed semester of study
- iv. opinion of the Vice-Chancellor (from 0 to 2 points)
- v. Social activities (0 to 3 points)
- vi. Once all the criteria have been met, the coordinator will nominate the student for the trip. The maximum number of points achieved by the student is 15. To qualify for the trip, the student should obtain no less than 7 points.
- c. Students are admitted to the main and reserve lists. The number of places on the main list is limited by the amount of funding available for the academic year and the number of student mobilities agreed with the partner universities in bilateral agreements.



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- d. The minutes containing the description of the criteria applied, the list of qualified students shall be communicated by the Erasmus+ Coordinator to the students within 14 days of the Committee meeting.
  - e. Students who are not qualified for the trip due to limited funding from the university will be placed on a reserve list. The University or the Consortium will apply to the NA for additional funds for the above-mentioned trips.
  - f. In the event of students resigning from the trip, students from the reserve list are accepted in their place first.
  - g. The student may write an appeal against the results of the recruitment to the Rector.
7. The amount of the scholarship is approved by the Erasmus+ Programme Coordinator, in accordance with the Erasmus+ Programme funding rules.
  8. Students who have not accounted for previous mobility despite being reminded in writing at least three times within 30 days of the end of the mobility must expect a negative assessment of their application.
  9. Students who have not cleared their trip (questionnaire, OLS test, Confirmation of stay, After the mobility, Transcript of records) within 60 days after the end of their mobility, despite reminders from the University, must reckon with a very negative assessment of their application and lack of the possibility of another mobility from PSW.
  10. Students are informed about BIPs recruitment through news on [www.powislanska.edu.pl](http://www.powislanska.edu.pl). After the partner university invites our students to participate, we publish an invitation to apply according to the organiser's rules for students from the corresponding field of study. Students on short-term mobility are recruited in accordance with the recruitment rules for short-term mobility presented in a separate document.