



## **Powiślański University**

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# **1. Rules for the implementation of student mobility for studies and placements (long-term) in the academic year 2023/2024**

## **I. Rules for students' mobility for studies under the Erasmus+ programme**

1. The exchange of students for SMS studies can only take place with a university that has an ECHE (valid for the academic year in question) with a university from a programme country or with a partner university with which a bilateral agreement providing for student exchange has been signed.
2. A student qualified for an Erasmus+ trip must meet the following formal criteria:
  - a. have the status of a student on a bachelor's, master's or master's degree programme;
  - b. be a student in at least the second year of a first degree programme at the time of departure.
  - c. have student status at the time of qualification for the placement as a student or graduate and the placement must be completed within 12 months of graduation.
3. The minimum period of stay at the partner university refers only to the study period and does not include the time of any language preparation or placement. Residence:
  - a. of an individual student at a partner university must be started and completed between 1 June 2023 and 31 May 2025.
  - b. A student at a partner university to complete part of their studies may not be shorter than 3 months or the full shortest cycle of study (e.g. a trimester or semester) and may not be longer than 1 academic year.
4. Students with a certificate of disability can apply for additional funding. Details at [www.erasmusplus.org.pl](http://www.erasmusplus.org.pl)
5. The Vice-Rector for Teaching and Student Affairs, on behalf of the home university, accepts the Learning Agreement (LA) in the EWP system. In consultation with the Student, he/she establishes a list of subjects to be completed at home and abroad and initiates the online Learning Agreement for acceptance by the three parties at [www.learning-agreement.eu](http://www.learning-agreement.eu).
6. An Erasmus+ scholarship is awarded solely for the purpose of completing part of a specific Bachelor's/Engineering, Master's or PhD programme at a partner university.
7. The Vice-Chancellor for Teaching and Student Affairs, on behalf of the home university, accepts the Learning Agreement (LA) of students from partner countries and programme countries if an OLA exchange is not possible.
8. A written contract shall be drawn up with each student selected for an Erasmus+ trip.
9. If the trip is funded by an Erasmus Consortium of which the University is a member, the Consortium Coordinator may be a party to the financial agreement with the Beneficiary.
10. A student qualified for the trip receives an Erasmus+ Student Card. The content of the Erasmus+ Student Charter is also available at [erasmusplus.org.pl](http://erasmusplus.org.pl). By applying (submitting the OLA), the student undertakes to familiarise himself/herself with the Erasmus+ Student Charter.
11. A student qualified for the mobility shall receive a grant, the amount of which is announced in the document "Principles of funding and payment of grants under the Erasmus+



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Programme for a given academic year". In the case of the availability of free funds from two budgets (university or consortium), the University may decide on the chronological order of the funds used in order to fully utilise them, which may result in adequate funding rules for the year.

12. The scholarship received by an individual student is intended to cover additional costs related to travel and stay at a partner university (travel costs, language preparation, increased costs of living abroad). The scholarship is not intended to cover the full costs associated with travel and living abroad.
13. The transfer of the scholarship to the student can only take place on condition that the student accepts all the terms of the agreement. The amount of the scholarship is expressed in EUR and will be paid in a manner agreed between the parties. When agreeing the method of payment of the scholarship, the university takes into account the NA's recommendation that part of the scholarship should be paid to the student before his/her departure and the rest in instalments depending on the length of stay. The university may decide not to pay the whole of the scholarship due before the end of the stay at the partner university, but only after submitting all the documents required by the home university upon return from the partner university.
14. All rules (except those relating to the scholarship awarded) also apply to students who, having fulfilled all formal and quality criteria, participate in mobility without receiving a scholarship (Erasmus+ students without a scholarship).
15. A student qualified for mobility should be guaranteed credit for the period of studies completed at the partner university on condition that the necessary number of ECTS credits is obtained. For each student leaving under the Erasmus+ programme, the Erasmus+ programme coordinator, in agreement with the Vice-Rector for Teaching and Student Affairs, must agree before departure an individual study programme to be realised at the partner university in the form of a document entitled "Learning Agreement". - Learning Agreement (LA) signed by the three parties: the home university, the host university and the student. Any changes made to the Learning Agreement by either party must be made in writing.
16. Changes to the LA - upon commencement of studies, if any changes to the LA are necessary, the student is obliged to inform the Coordinator and the Vice-Rector immediately, within 14 days of the start of mobility. All changes must be approved by the Prorector for Teaching and Student Affairs and the Erasmus+ Programme Coordinator and must be in writing. The Online Learning Agreement OLS 3.0 is prepared by the student in consultation with the Pro-Vice-Chancellor or the Course Coordinator. OLA 3.0 is available at [www.learning-agreement.eu](http://www.learning-agreement.eu). Until the implementation of the EWP by the university in Europe, it is exceptionally possible to prepare a paper version of the LA.
17. The Coordinator, together with the Pro-Vice-Chancellor, will make every effort to ensure that, in drawing up the LA, significant curriculum differences from the teaching standards for the course of study in question are avoided. In cases where these differences are unavoidable, they must be identified prior to departure and the home university and the student should agree on a date and method of completion.
18. At the end of their stay at the partner university, students will be informed that they must receive a written certificate of their stay at the partner university together with a list of



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courses passed and grades obtained in the form of a "Transcript of Records". - Transcript of Records (TR).

19. If all the conditions agreed in writing are met by the student, the period of study/ subjects/ credits/ examinations will be recognised and treated as equivalent to the corresponding period of study/ subjects/ credits/ examinations at the home university. The decision as to whether the agreed conditions have been met by the student is taken by the home university after consultation with the host university. In case of non-compliance, the home university will decide on the extent of the credit.
20. Principles for recognition of learning outcomes:  
<https://powislanska.edu.pl/umiedzynarodowienie/erasmus/student2/grading-system/>
21. If the student terminates the period of study abroad before three months have elapsed, he/she is required to repay the grant in full. The student will not be required to repay the grant in the event of circumstances beyond his/her control, referred to as "force majeure". In this case, it is necessary to obtain written permission from the National Agency, based on documentation sent by the student.
22. The host university may not require the student to pay tuition fees (tuition fees, registration fees, examination fees, fees for the use of laboratories, libraries, etc.). The charging of certain fees (insurance, membership of student organisations, use of photocopier, etc.) is allowed under the same conditions as for local students. If a student pays tuition fees at his/her home university, he/she is obliged to continue these fees while studying at the partner university. Any cases of violation of the principle of not charging tuition fees by the host university should be reported to the National Agency and the Erasmus+ Programme Coordinator.
23. The payment of any national grants (social grants, performance grants, other) to which the student has become entitled before departure will continue during the student's stay at the partner university. The student should be guaranteed the right to apply for national scholarships also after returning to the home university.
24. The student is required to have insurance for the duration of their travel and stay at the partner university:
  - in the case of travel to EU countries, the European Health Card issued by the National Health Service;
  - in the case of travel to Turkey and other countries outside the EU, other insurance recognised in that country;
  - in the case of students without an EHIC, other additional individual insurance taken out by the student to cover possible medical expenses. A copy of the insurance must be submitted to the Coordinator before departure.
25. Upon return from the partner university, the student is required to complete the Online Survey.
26. Students who will use one of the twenty-four languages taught at [Erasmusplusols.eu](http://Erasmusplusols.eu) during their studies or placements abroad can take advantage of online language courses offered by the European Commission's central online language support system. So-called licences enabling them to benefit from online language preparation are granted by their home university. Online language preparation can also be used by graduates going on an Erasmus+ placement/internship. Any student studying or working in one of these languages



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is also required to complete language proficiency tests before departure and on return from study abroad. Completion of these tests is essential in order to receive a scholarship. Students who will be using other languages during their studies or placement abroad can take other types of language courses, such as those provided by the host universities.

27. Students are required to take a language exam on the OLS platform before and after returning from their studies under penalty of return of the grant.
28. Upon return from the partner university, the student must provide a transcript of credits and proof of time to the dean's office in order to receive credit, and ensure that an entry is made in the diploma supplement.

## **II. Rules for the implementation of student placements under the Erasmus+ Programme**

1. A student qualified for an Erasmus+ trip must meet the following formal criteria:
  - have the status of a student in first-cycle or second-cycle studies, or as a student in uniform master's studies, or as a student in doctoral studies at a university party to this agreement for the entire duration of the scholarship stay;
  - a graduate student may be admitted, provided that he/she has applied during his/her studies
  - The internship must start and end up to 12 months after graduation.
2. The student's stay at the host institution must start and end between 1 June 2023 and 31 May 2025.
3. The student's stay (placement) in the partner institution - enterprise - may not be shorter than 2 months.
4. The internship programme is approved by the Pro Vice-Chancellor for Teaching and Student Affairs or the Internship Coordinator or the Erasmus+ Programme Coordinator.
5. An Erasmus+ grant is awarded to carry out a placement related to the student's field of study. The placement may be a compulsory or optional placement (from the point of view of the study programme), but it must always guarantee the possibility of acquiring competences related to the student's field of study at the home university.
6. An Erasmus+ placement grant should guarantee that the training is undertaken on a full-time basis.
7. In the process of recruiting students for mobility, the Erasmus+ Selection Committee takes into account the assessment according to the recruitment rules.
8. Each student qualified for mobility should be guaranteed full credit for the period/internship completed at the host institution and recognition as equivalent to the period of internship at the home university. The decision on the degree of compatibility and recognition as part of the compulsory placement is made by the Vice-Rector or the Placement Coordinator in the respective field of study.
9. For each outgoing Erasmus+ student, an individual placement programme to be carried out in the host institution will be agreed before departure in the form of a document - a Training Agreement (TA), signed by three parties: the home university, the host institution and the student. All changes made to the TA by any of the parties must be confirmed in writing.



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10. If an internship is not an integral part of the study programme at the home institution, the latter should ensure that, as a minimum, it is recorded in the diploma supplement.
11. The student will be informed of the necessity to receive from the host institution a confirmation of the fulfilment of the programme objectives of the placement with its assessment by the placement supervisor at the host institution and - if the period of stay is not entered in the TR - a written certificate of the student's period of stay at the institution.
12. If all the conditions agreed in writing in the TA are met by the student, the period of placement will be recognised and treated as equivalent to the corresponding period of placement in Poland.
13. Payment of national grants (e.g. social grants, performance grants, other) to which the student has become entitled before departure will continue during the student's stay at the partner university.
14. A written agreement will be drawn up with each student qualified for a trip within the Erasmus+ programme. If the trip is financed by the Erasmus Consortium of which the University is a member, the Consortium Coordinator may be a party to the financial agreement with the Beneficiary.
15. Every Erasmus+ outgoing student will receive an Erasmus+ Student Card.
16. The transfer of the scholarship to the student can only take place on condition that the student accepts all the terms of the agreement and provides the required documents. The preferred form of transfer of the scholarship is by bank transfer.
17. A student who is not a citizen of EU countries is required to legalise his/her stay in the destination country (student visa, residence card).
18. Payment of the pre-financing instalment in accordance with the financing agreement, point 4.1, is conditional on documentation for the sending University of the legalisation of the stay in the mobility country in accordance with the rules on the financing of mobility.
19. The student should be informed by the home university of the obligation to obtain a document authorising healthcare within the EU.
20. The University obliges the Student to take out third party insurance (medical expenses, accident insurance) for the duration of the journey and stay at the partner institution. The student is obliged to correctly fill in the relevant sections in the Training Programme and to fill in whether third-party insurance is required/provided, which is particularly important in the case of students going on placement. It must be clearly stated in the Training Programme whether the student has public liability insurance.
21. Upon return from the host institution, the student is obliged to fill in the Erasmus+ Scholarship Holder Questionnaire according to the template announced by the National Agency in the on-line survey system.
22. Students are required to take a language exam before and after returning from their placement under penalty of return of the grant!
23. Filling in the Erasmus+ Scholarship Holder Questionnaire in the online system is necessary for the financial settlement of the trip. The questionnaire is an obligatory element of the financial settlement of the scholarship.
24. Students who will use one of the twenty-four languages taught at [Erasmusplusols.eu](http://Erasmusplusols.eu) during their studies or placements abroad can take advantage of online language courses offered by the European Commission's central online language support system. So-called licences



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enabling them to benefit from online language preparation are granted by their home university. Online language preparation can also be used by graduates going on an Erasmus+ placement/internship. Every student studying or working in one of the above-mentioned languages is also required to complete language proficiency tests before departure and on return from study abroad. Completion of these tests is essential in order to receive a scholarship. Students who will be using other languages during their studies or placement abroad can take other types of language courses, such as those provided by the host universities.

25. The student must deliver the certificate and programme to the dean's office and ensure an entry in the diploma supplement.