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## **7. Rules for the recruitment of students for studies abroad and short-term internships abroad 5-30 days with a virtual module under the Erasmus+ programme in the academic year 2023/2024**

1. Recruitment of students for study abroad and placements abroad under the Erasmus+ Programme takes place at university level. Applications are approved by the Erasmus+ Programme Qualification Committee, consisting of: *Rector, Economist, Head of the Dean's Office or other persons designated by the Regulations for the implementation of the Erasmus+ Programme.*
2. Duration of the student's trip to:
  - The SMT Blended internship/workshop is a minimum of 5 days and a maximum of 30 days of physical mobility with a mandatory virtual module,
  - BIP - the SMS Blended trip type is a minimum of 5 days and a maximum of 30 days of physical mobility with a mandatory virtual module and the acquisition of a minimum of 3 ECTS credits.
3. Student eligibility:
  - a. The university informs about invitations to BIPs organised by partner universities as well as about workshops and short-term blended placements via: MS Teams "Announcements for students" - 2 channels: for Polish as well as foreign students; news on the university website <https://powislanska.edu.pl/umiedzynarodowienie/erasmus/ogloszenia-erasmus/>
  - b. It is possible for students to leave on their own to find BIPs and workshops correlated with their programme of study that guarantee the fulfilment of the graduate profile. Eligibility for implementation through a decision taken by the Erasmus+ Programme Eligibility Committee will depend on the availability of funding to finance the trip and the receipt of a Learning Agreement approved by the three parties,
  - c. Students are qualified on a first-come, first-served basis and their applications are accepted by the host institution,
  - d. In the event that the list of candidates is not closed by the host institution and there are more candidates than available places, the Erasmus+ Programme Admissions Committee will consider applications according to the following criteria:
    - number of days/months of Erasmus+ mobility capital used so far by the applicant student,
    - the number of Erasmus+ study or placement placements completed by the applicant student,
    - student's contribution to the development of internationalisation, dissemination of Erasmus+ results, support for incoming students, taking part in the 'guide, helper - for incoming international students' initiative,
    - grade point average,
    - priority is given to students applying under 3b.
4. In parallel to the recruitment for SMT-B and SMS-B trips, the university is recruiting with the following deadlines for SMS and SMT long-term trips, resulting in a change in the availability of funds over time.
5. Application deadlines:
  - a. If the university receives an invitation or organises a short-term mobility (5-30 days) jointly with a foreign university, the deadline for applying for SMT-B Workshops or SMS-B BIPs is then indicated in the invitations published in the news on <https://powislanska.edu.pl/umiedzynarodowienie/erasmus/ogloszenia-erasmus/> or in the



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- groups on MS Teams. The Erasmus+ Eligibility Committee will decide on the basis of the aforementioned criteria.
- b. If a student individually finds an invitation to a BIP or SMT-B workshop, their application will be considered on a first-come, first-served basis, subject to the availability of funds.
  - c. Due to overlapping KA131 budgets and reallocation within the consortium after 12 months, each subsequent recruitment will take place until 28 February or 31 December of the following year, until the availability of funds for PSW students from all KA131 budgets is exhausted.
6. 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 3d. Recruitment documents submitted after the deadline will be considered on the condition that there are free funds, according to the order of application.
7. Students should:
- a. apply for the trip by email to [internationaloffice@psw.kwidzyn.edu.pl](mailto:internationaloffice@psw.kwidzyn.edu.pl) or [erasmusplus@psw.kwidzyn.edu.pl](mailto:erasmusplus@psw.kwidzyn.edu.pl), in case of insufficient number of places at the chosen partner university, the order of application of qualified students is decisive; taking into account the criteria in point 3d,
  - b. follow the Guidelines - Step by Step which can be found at <https://powislanska.edu.pl/umiedzynarodowienie/erasmus/student2/studia/> and the Erasmus+ Programme Rules published annually at <https://powislanska.edu.pl/umiedzynarodowienie/dokumenty-erasmus-plus/>.
  - c. complete a correct and complete Online Learning Agreement, which can be found at [www.learning-agreement.eu](http://www.learning-agreement.eu) (or a paper Learning Agreement for Practical Training) according to the Step by Step instructions (until the full implementation of Erasmus Without Papers, i.e. 31.12.2022, a paper version of the documents is also acceptable, and after this date a paper version is only acceptable if the student or the Host Institution is unable to use the system (PSW is prepared as a University to handle OLA through EWP),
  - d. submit an application to the Dean's Office to the Pro Vice-Chancellor's Office in accordance with the template on <https://powislanska.edu.pl/umiedzynarodowienie/erasmus/student2/studia/> and with the Step by Step instructions.
8. Procedure:
- a. The protocol containing the description of the criteria applied, the list of qualified students shall be communicated by the Erasmus+ Programme Coordinator to the students immediately and the SMS-B and SMT-B trips shall be implemented according to the order of acceptance by the host institutions subject to point 3d,
  - b. Students who are not qualified for the trip due to limited funding from the university are placed on a reserve list. The University or the Consortium will apply to the NA for additional funds for the above-mentioned trips,
  - c. In the event of students resigning from the trip, students from the reserve list are accepted in their place first,
  - d. The student may write an appeal against the results of the recruitment to the Rector.



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9. The amount of the scholarship is approved by the Erasmus+ Programme Coordinator, in accordance with the Erasmus+ Programme Principles for Funding. The University's funding rules for student mobility are available at [powislanska.edu.pl](http://powislanska.edu.pl) under Erasmus+ documents. Students leave with the earliest available KA131 budget.
10. They receive a negative assessment:
  - a. Students who have not accounted for previous mobility despite being reminded in writing at least three times within 30 days after the end of the mobility,
  - b. Students who, within 60 days after the end of their mobility, despite reminders from the university, have not cleared the trip (questionnaire, OLS test, Confirmation, After the mobility, Transcript of records) receive a negative evaluation of their application and lose the possibility of further trips from the PSW.