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**THE RULES OF RECRUITING STUDENTS FOR STUDIES OR TRAINEESHIPS**

**UNDER THE ERASMUS+ PROGRAMME**

**WITH PROGRAMME COUNTRIES AND WITH PARTNER COUNTRIES**

**2019/2020**

**GENERAL INFORMATION**

1. The Erasmus+ mobility constitutes the part of studies at the International University of Logistics and Transport in Wroclaw (the IULT).
2. Erasmus + mobilities are divided into mobilities to program countries and mobilities to partner countries
3. Outgoing students maintain the status of the student as well as all rights concerned, including the right to receive the beforehand granted financial support from the IULT.
4. The mobilities are defined for 1 semester (minimum 90 days). They can be prolonged to 1 academic year under the condition of the University’s Erasmus+ Coordinator and the Vice-Dean’s acceptance. The additional semester can be financed by the Erasmus+ Programme or be a non-refundable one, depending on the budget of the programme. In case of a will to prolong mobility, the student must obtain the consent of the Erasmus + coordinator at both the sending and receiving universities, as well as the consent of the home university's Dean, after presenting the transcript of records from the previous semester and preparing the annex to the Learning Agreement. The student should express the wish to extend the trip not later than 2 weeks before the beginning of the new semester (in the case of the mobility for studies) and 2 weeks before the planned end of mobility (in the case of the mobility for traineeship).
5. **Outgoing students participating in the Erasmus+ Programme** on the basis of an application submitted to the Rector **can be given a discount of minimum 50% of the tuition fee at the IULT for the semester of their mobility.**
6. Candidates applying for the mobility have to fulfill all of the following criteria:
* have the current status of the IULT students with all the financial matters sorted
* have completed at least the first year of study for the 1st cycle studies (2 semesters) and the first semester of study for the 2nd cycle studies
* cannot be on a dean’s leave while participating in the mobility
* obtain a high grade point average of all the finished semesters of study as well as be advanced or fluent in the foreign language demanded by the university he/she wants to study at
* demonstrate additional activity or interest in the field of Logistics, Transport, Management or Civil Engineering
1. The differences in curricula are defined by the Vice-Dean in cooperation with the University’s Erasmus+ Coordinator, in accordance with the currently valid curriculum at the student’s major.
2. During the mobility, the outgoing students have to achieve the amount of ECTS points determined in the Learning Agreement.
3. The financial support will be transferred to the indicated bank account in two installments: 80% no later than on the first day of mobility and 20% within 45 days after the mobility has been completed, under the condition of meeting all the requirements determined in the rules and the Learning Agreement.
4. The IULT undertakes to regards the mobility period as equivalent to the studies at the IULT. Therefore, the mobility does not prolong the duration of studies, under the condition of completing the Learning Agreement programme, determined prior to the mobility as well as making up for any differences in curricula.
5. The duration of a traineeship mobility is 2 months (60 days) and cannot overlap with the study and examination periods.

**RECRUTIMENT PROCESS**

**THE RECRUITMENT PROCESS FOR THE WINTER SEMESTER LASTS FROM MARCH 15TH UNTIL APRIL 10TH.**

**THE RECRUITMENT PROCESS FOR THE SUMMER SEMESTER LASTS FROM SEPTEMBER 14TH UNTIL OCTOBER 31TH.**

The candidates applying for the mobility within the Erasmus+ programme have to submit all the required documents to the International Cooperation Office (room 117). **The complete set of documents includes:**

* The Student Application Form for Studies OR The Student Application Form for Traineeships
* CV in accordance with the Europass template (to be created under the following link: <https://europass.cedefop.europa.eu/pl/documents/curriculum-vitae>)
* Cover Letter in English explaining why you want to take part in the mobility and what advantages you expect to get from it
* 1 passport/ID photograph
* Confirmation of the Grade Point Average from the Student’s Office – (Bachelor students: a confirmation of the Grade Point Average from 2 previous semesters; Master students: a confirmation of the Grade Point Average from 1 previous semester)
* A copy of an English certificate at a minimum B2 level (e.g. IELTS)
* \*Additionally: documents certifying the candidate’s outstanding activity at the IULT (e.g. Student Association Membership Confirmation); documents certifying the candidate’s extra-curricular activity related to their studies (e.g. Recommendation Letter from an employer, Traineeship Certificate)

**Additional student’s activity:**

* documents certifying the candidate’s outstanding activity at the IULT (e.g. Student Association Membership Confirmation)
* documents certifying the candidates’ extra-curricular activities related to their studies (e.g. confirmation of a training, recommendation letter from an employer, Traineeship Certificate)

Also, each candidate has to take part in an English language interview conducted by the Head of the Language Department on a date settled by the Head and the University’s Erasmus+ Coordinator.

The candidates’ evaluation shall be made by the following Recruitment Committee: the Vice-Dean, the University’s Erasmus+ Coordinator and the Erasmus+ Contact Person from the International Cooperation Office.

Students with the highest Grade Point Average and the best language skills who have not participated in the Erasmus or Erasmus+ Programme will have priority in the grading process. Those with the outstanding performance at the IULT will also be given a priority.

**EVALUATION CRITERIA**

Criterion 1: Grade Point Average

below 4.0 – 0 points

4.0 - 4.29 – 5 points

4.3 - 4.6 – 10 points

4.6 - 5.0 – 15 points

Criterion 2. Language interview with the Head of the Language Department:

5.0 – 15 points

4.5 – 10 points

4.0 – 8 points

3.5 – 5 points

3.0 – 3 points

2.0 – cannot be qualified for the mobility

Criterion 3. Additional student’s activity: Max. 10 points awarded discretionarily by the Recruitment Committee.

**There is a possibility to take part in the mobility without Erasmus+ funding** in case of lack of the sufficient financial resources in accordance with the programme regulations.

**Students benefiting from the social support or the disability grant** submit a relevant confirmation from the IULT Financial Office.

**THE AMOUNT OF THE SCHOLARSHIP**

According to the European Commission’s guidelines presented in the “Erasmus+ Programme Guide”, the Polish National Agency liaising with the Ministry of Education has set the following scholarship rates:

PROGRAMME COUNTRIES:

**TABLE A – STUDENT MOBILITIES FOR STUDIES (SMS)**

|  |  |
| --- | --- |
| **Particular Countries Group** | **Individual support per month in EURO** |
| Group 1: Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden, United Kingdom | 500 € |
| Group 2: Austria, Belgium, Cyprus, France, Greece, Spain, the Netherlands, Malta, Germany, Portugal, Italy | 450 € |
| Group 3: Bulgaria, Croatia, the Czech Republic, Estonia, FYROM (Former Yugoslav Republic of Macedonia), Lithuania, Latvia, Romania, Slovakia, Slovenia, Turkey, Hungary. | 350 € |

**TABLE B – STUDENT MOBILITIES FOR INTERNSHIPS (SMP)**

|  |  |
| --- | --- |
| **Particular Countries Group** | **Individual support per month in EURO** |
| Group 1: Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden, United Kingdom | 600 € |
| Group 2: Austria, Belgium, Cyprus, France, Greece, Spain, the Netherlands, Malta, Germany, Portugal, Italy | 550 € |
| Group 3: Bulgaria, Croatia, the Czech Republic, Estonia, FYROM (Former Yugoslav Republic of Macedonia), Lithuania, Latvia, Romania, Slovakia, Slovenia, Turkey, Hungary. | 500 € |

Students with disabilities receive an additional support for medical expenses abroad in accordance with the programme regulations.

PARTNER CONTRIES:

Individual support: **700 EURO** per month

Travel costs: according to the distance calculator (<https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en>)

**PROGRAMME UNIVERSITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Country** | **City** | **University** |
| **1.** | Bulgaria | Sofia | Todor Kableshkov Higher School of Transport |
| **2.** | Belgium | Leuven | KU Leuven |
| **3.** | the Czech Republic | Pardubice | University of Pardubice |
| **4.** | the Czech Republic | Přerov | Vysoká škola logistiky o.p.s. - College of Logistics |
| **5.** | France | Nancy | Universitè de Lorraine |
| **6.** | France | Metz | Ecole Nationale d’Ingènieurs de Metz |
| **7.** | France | Nancy | ICN Business School |
| **8.** | Germany | Freising | Weihenstephan-Triesdorf University of Applied Sciences |
| **9.** | Germany | Fulda | Hochschule Fulda |
| **10.** | Germany | Dresden | Hochschule für Technik und Wirtschaft Dresden – University of Applied Sciences |
| **11.** | Holland | Rotterdam | Hogeschool Rotterdam |
| **12.** | Hungary | Gyöngyös | Karoly Robert College |
| **13.** | Lithuania | Kaunas | Kaunas University of Technology |
| **14.** | Lithuania | Vilnius | Vilnius Gediminas Technical University |
| **15.** | Portugal | Santarèm | Instituto Politècnico de Santarèm |
| **16.** | Slovakia | Trenčín | Trenčianska univerzita Alexandra Dubčeka v Trenčíne |
| **17.** | Slovakia | Žilina | Žilinská Univerzita v Žiline |
| **18.** | Spain | Leon | University of Leon |
| **19.** | Turkey | Amasya | Amasya University |
| **20.** | Turkey | Ankara | University of Turkish Aeronautical Association |
| **21.** | Turkey | Ankara | Atilim University |
| **22.** | Turkey | Diyarbakir | Selahaddin Eyyubi University |
| **23.** | Turkey | Istambul | Istanbul Kemerburgaz University |
| **24.** | Turkey | Istambul | Beykent University Istanbul |
| **25.** | Turkey | Izmir | Yaşar University |

**PARTNER UNIVERSITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Country** | **City** | **University** |
| **1.** | Serbia | Nisz | University of Niš |
| **2.** | Morocco | Agadir | Polytechnic School of Agadir |

**BEFORE THE MOBILITY**

After being nominated for the Erasmus+ exchange, a student has to submit the following documents to the International Cooperation Office:

* The Nominee Application Form for Studies OR The Nominee Application Form for Traineeships
* The Application Form from the host university
* A copy of a passport/ID
* A copy of health insurance valid for the whole time of mobility:
	+ - health insurance – obligatory
		- liability insurance – recommended
		- accident insurance– recommended
* Letter of Acceptance from the host university/ company
* A written application to the Vice-Dean for the arrangement of the curriculum - a basis for filling in the Learning Agreement
* Learning Agreement for Studies OR Learning Agreement for Traineeships
* The first OLS language test (programme countries only)
* Grant Agreement between the student and IULT (2 copies)

Polish citizens are required to register their mobility in the Odyseusz service run by the Ministry of Foreign Affairs.

All changes to the programme of studies carried out at the receiving institution must be immediately consulted with the Vice-Dean on the basis of the sample letters attached.

**AFTER THE MOBILITY**

After returning to Poland, a student has to submit the following documents to the International Cooperation Office:

* Learning Agreement for Studies OR Learning Agreement for Traineeships (2 copies)
* Confirmation of Exchange from the host university/Traineeship Certificate
* Transcript of Records from the host university/Logbook Internship
* The second OLS language test (programme countries only)
* EU Survey
* An individual report summarizing the Erasmus+ exchange which may take any form – a written description with pictures, a presentation with pictures, a short film, etc. It should be prepared either in Polish or in English.

**APPEAL PROCEDURE:**

It is the candidate’s right to submit an appeal within 14 days from the day when the information regarding the participation in the mobility was announced. The appeal along with the statement of reasons in paper shall be submitted in person or sent by regular post/courier to the Rector of the IULT via the Recruitment Committee. Appeal proceeding shall be introduced only in case of a violation of the recruitment process regulation caused by the University.