



Erasmus+



**THE RULES OF RECRUITING STUDENTS FOR STUDIES OR TRAINEESHIPS  
UNDER THE ERASMUS+ PROGRAMME  
WITH PROGRAMME COUNTRIES AND WITH PARTNER COUNTRIES  
2018/2019**

**GENERAL INFORMATION**

1. The Erasmus+ mobility constitutes the part of studies at the International University of Logistics and Transport in Wrocław (the IULT).
2. 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.
3. The mobilities are defined for 1 semester. 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.
4. **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.**
5. 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 1<sup>st</sup> cycle studies (2 semesters) and the first semester of study for the 2<sup>nd</sup> 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
6. 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.
7. During the mobility, the outgoing students have to achieve the amount of ECTS points determined in the Learning Agreement.
8. 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.
9. 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.
10. The duration of a traineeship mobility is 2 months (60 days) and cannot overlap with the study and examination periods.

**RECRUITMENT PROCESS**

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

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

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:

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

Particular Countries Group	Individual support per month in EURO
<u>Group 1:</u> Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden, United Kingdom	500 €
<u>Group 2:</u> Austria, Belgium, Cyprus, France, Greece, Spain, the Netherlands, Malta, Germany, Portugal, Italy	450 €
<u>Group 3:</u> 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
<u>Group 1:</u> Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden, United Kingdom	600 €
<u>Group 2:</u> Austria, Belgium, Cyprus, France, Greece, Spain, the Netherlands, Malta, Germany, Portugal, Italy	550 €
<u>Group 3:</u> 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.

#### **PROGRAMME UNIVERSITIES**

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

## **PARTNER UNIVERSITIES**

No.	Country	City	University
1.	Serbia	Nisz	University of Niš

## **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.