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**THE INTERNATIONAL UNIVERSITY
OF LOGISTICS AND TRANSPORT
IN WROCLAW**

**THE RULES OF RECRUITING STUDENTS FOR STUDIES OR TRAINEESHIPS
UNDER THE ERASMUS+ PROGRAMME WITH PROGRAMME COUNTRIES
AND WITH PARTNER COUNTRIES 2025/2026**

GENERAL INFORMATION

1. The Erasmus+ mobility constitutes the part of studies at the International University of Logistics and Transport in Wrocław (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 on the tuition fee at the IULT for the semester of their mobility. The amount of the discount is decided by the Rector, based on the fulfillment of requirements by the student.
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 sortedhave 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 or Management
7. 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.
8. During the mobility, the outgoing students have to achieve the amount of ECTS points determined in the Learning Agreement.
9. 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.
10. 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.
11. 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 SUMMER SEMESTER LASTS UNTIL NOVEMBER 15TH

THE RECRUITMENT PROCESS FOR THE WINTER SEMESTER LASTS UNTIL JUNE 15TH

The candidates applying for the mobility within the Erasmus+ programme have to submit all the required documents to the International Cooperation Office (room 212). 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
- 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)

Each candidate must also attend an interview in English with the Recruitment Committee at a date set by the University Erasmus+ Coordinator. The selection of candidates for the mobility is carried out by the Recruitment Committee, which includes the Dean, the University Erasmus+ Coordinator, and the Erasmus+ contact person from the Office of International Cooperation.

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 Recruitment Committee:

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:

Mobility with Program Countries. Student Mobility for Studies (SMS)

Program countries belonging to a given group	Monthly scholarship rate in EUR
Group 1: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Lichtenstein, Luxembourg, Netherlands, Norway, Sweden	670 €
Group 2: Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain	670 €
Group 3: Bulgaria, Croatia, Hungary, Lithuania, Macedonia, Poland, Romania, Serbia, Turkey	600 €

Mobility with Program Countries. Student Mobility for Placement (SMT)

Program countries belonging to a given group	Monthly scholarship rate in EUR
Group 1: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Lichtenstein, Luxembourg, Netherlands, Norway, Sweden	820 €
Group 2: Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain	820 €
Group 3: Bulgaria, Croatia, Hungary, Lithuania, Macedonia, Poland, Romania, Serbia, Turkey	750 €

LONG-TERM MOBILITIES OF PARTICIPANTS WITH FEWER OPPORTUNITIES: an additional €250 per month, regardless of the type of long-term mobility (for studies or traineeship, to a programme country or a partner country).

	Travel Support	
Partner Countries	Distance	Amount
	10 – 99km	28 EUR
	100 – 499km	211 EUR
	500 – 1999 km	309 EUR
	2000 – 2999 km	395 EUR
	3000 – 3999 km	580 EUR
	4000 – 7999 km	1188 EUR
	8000 km <	1735 EUR

BEFORE THE MOBILITY

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

For Studies:

- The Nominee Application Form for Studies
- A copy of a passport/ID
- A copy of health insurance valid for the whole time of mobility:
 - health insurance
 - liability insurance
 - accident insurance
- A written application to the Dean for the arrangement of the curriculum
- Online Learning Agreement

For Traineeships:

- The Nominee Application Form for Traineeships
- A copy of a passport/ID
- A copy of health insurance valid for the whole time of mobility:
 - health insurance
 - liability insurance
 - accident insurance
- Learning Agreement for Traineeships

Polish citizens are required to register their mobility in the Odysseusz 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 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:

Studies:

- Confirmation of Exchange from the host university/Traineeship Certificate
- Transcript of Records from the host university
- 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.

Traineeships:

- Learning Agreement for Traineeships (After the mobility section)
- Confirmation of Exchange
- 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.