Co-funded by the Erasmus+ Programme of the European Union

WROCŁAWSKA AKADEMIA BIZNESU W NAUKACH STOSOWANYCH

REGULATIONS OF

Student trips for studies and internships abroad, subsidized by the Erasmus+ program for the competition of applications 2023.

These regulations are based on the legal basis of the Erasmus Plus Program - Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013, establishing "Erasmus +": the EU program for education, training, youth and sport and repealing decisions 1719/2006 / EC, 1720/2006 / EC and 1298/2008 / EC, having regard to the Treaty on the Functioning of the European Union, and in particular Article 165 sec. 4 and art. 166 paragraph. 4.

Chapter I
General provisions

§ 1

1) In these Regulations, study and internship trips abroad shall be understood as foreign trips carried out by students of the Wroclaw Business University of Applied Sciences within the framework of the Erasmus Plus program, financed or subsidized by the funds at the disposal of the University.
(2) Regulations specify:
a) Rules of recruitment of students of the Wroclaw Academy of Business in Applied Sciences for studies and internships abroad,
b) Rules of organizing study or internships trips abroad,
c) Rules for the completion of studies or internships abroad,
d) Accounting principles for studies and internships abroad,
e) Rules of financing and settling the trip.

Chapter II
Recruitment for studying and doing internships abroad

§ 2

1. Recruitment for a trip within the framework of the Erasmus program takes place under surveillance of the Qualification Committee. Number of students qualified for a particular exchange program is dependent on the amount of financial means provided to Wroclaw Business University of Applied Sciences by National Agency of Erasmus program per the current academical year and on the number of places on partnered universities determined in reciprocal arrangements between Wroclaw Business University of Applied Sciences and partner universities.

§ 3

1. Scholarship within the framework of the Erasmus program can be given to both students of full-time studies and students of half-time studies, who have passed through at least one semester of learning at Wroclaw Business University of Applied Sciences. A student who is applying for the program (candidate) must meet these formal requirements:
   a) be a citizen of a country permitted to partake in European Union's program (which also applies to partner countries, neighboring the UE, for example from the internationally acknowledged territory of Ukraine) or have a refugee status or acquire a right for a permanent stay within a country partaking in the program,
   b) have the status of a student at Wroclaw Business University of Applied Sciences (applicable for the first-time students),
   c) have the status of a student at Wroclaw Business University of Applied Sciences, with possible additional requirements when:
   - going to study abroad, a student must be accepted to study for at least the second year of bachelor degree studies,
   - going abroad for internship requires passing every subject planned for the candidate in that particular academical year excluding the summer-semester planned internships.
   In case of going abroad for an internship, graduates are allowed to partake, as long as they get recruited for the program within their last year of studies and as long as they go through and finish the internship within one year's time of them graduating,
   d) is not on a dean's leave,
   e) have not been charged with a disciplinary penalty by the University,
   f) has no financial arrears (towards the University),
   g) shows command of a foreign language required to undertake studies / internships at a partner university / host institution, at a communicative level and / or in accordance with the inter-university agreement,
   h) has successfully passed through the qualifying procedure, which is described in detail in *Statute of student exchanges and internships abroad.*

§ 4

1. Within the framework of the Erasmus Plus program it's possible to study and do an internship abroad.
2. Studying abroad takes place in one of the partner universities.
3. The length of the period a student stays at a partner university can range from 3 to 12 months (with the period of doing an internship built into it being placed within those same time constrains, if a student has one planned). The period of doing an internship abroad can last from 2 up to 12 months
4. A single student can take part in periods of being mobile for the maximum of 12 months per level of education (bachelors, master's), independently from the amount of different actions and kinds of activities regarding the extent of mobility (length of one's studies or length of one's internship or the combined time of both). Partaking in the program without financial support is accounted into that period.
5. The candidate must travel to a country partaking in the program, which cannot be the same country as the one where the parental academy is located and cannot be the country where the student lives.

§ 5

1. A student applying for the exchange program completes the online survey on the website: https://wab.edu.pl/erasmus/.

2. Application form must have:

a) Specification of the type of a trip in which the student intends to participate,

b) personal data of the candidate, contact details, home address, phone number, cycle information, whether they're studying full time or part-time, the year of studies that they're on and the major of their studies,

c) Information regarding their grade point average from the last year proceeding the mobility, confirmed by an employee of COS,

d) List of three universities where a student is willing to study abroad (in case of applying for studies abroad)

e) Information regarding their level of familiarity with a foreign language,

f) Affirmation of not being late with payments for studying at Wroclaw Business University of Applied Sciences on the day of submitting the form, confirmed by the bursary of WAB.

3. Coordinator of the Erasmus program runs formal evaluation process of the candidates' applications and chooses candidates for further proceedings, which is conducted by the Qualification Committee based on analysis of the online forms previously submitted by the students.

§ 6

1. Selection of candidates is proceeded by the Qualification Committee instituted by the VICE-RECTOR for SCIENCE AND INTERNATIONAL RELATIONS at WAB with members chosen by the Prorector.

2. While evaluating and choosing the candidates who will partake in the exchange program the Qualification Committee takes into account following criteria:

a) a student's average since they've begun studying at a university,

b) a student's level of familiarity with the foreign language which is required as the main lecture language, in which a student will be pursuing education at the partner university, confirmed by a test held at the University or confirmed by a certification from another institution,

c) usefulness of the particular course or internship for the subsequent personal development of the student,

d) previous involvement in the Erasmus+ program.

3. The scoring system used for evaluation of the criteria from paragraph 6, point 2:

a) Student's average within the range of:

- 4.50 – 5.00 = 2 points,
- 4.00 – 4.49 = 1 points,
- 3, 50 – 3, 99 = 0 points,
- 3.00 – 3, 49 = 0 point,
- below 3.00 = 0 points;

b) Level of familiarity with a foreign language:

- advanced vocational – 3 points,
- advanced- 2 points,
- above average - 1 points,
- average - 0 points,
- below average - 0 point,,
- basic - 0 points;

c) Usefulness of the exchange program for further personal development of the candidate:

- most desirable – 3 points,
- purposeful– 2 points,

- useful – 1 point,
- unaffecting – 0 points.

d) Previous involvement in the Erasmus+ program:
- lack of involvement – 3 points,
- involvement in a singular previous program – 1 point,
- involvement multiple times – 0 points,

§ 7

1. The admission commission has the right to change the student's selected partner university if it decides that the study program at another university is more compatible with their major of study and / or if it results from the allocation of places at partner universities.
2. After the Prorector approves the list of students qualified for studying and/or doing an internship abroad, Qualification Committee announces the list of qualified candidates to the students.
3. In the event of students resigning from the basic lists, the vacant places will be allocated to students from the reserve lists in the order presented on the list.
4. In case of WAB not receiving enough funds to finance every aspect of the trip abroad for all qualified students, the scholarship for the exchange program will be given to those who qualified with most points.
5. Students can also partake in the Erasmus Plus program without a student grant (with a zero grant). In such a case, all regulations from the statute below are meant to be in use.
6. Students who resign from the mobility during the qualification process for studying abroad (non-force majeure resignment) will result in no possibility of any Erasmus+ mobility.

Chapter III
Organization of studying and/or doing an internship abroad programs

§ 8

1. A student who, by the decision of Qualification Committee, has gotten qualified for partaking in the Erasmus Plus program is obliged to cooperate with the Coordinator of the Erasmus program by taking part in scheduled meetings and by completing every procedure appointed by the Coordinator, which are necessary for organizing the student's participation in the program.
2. A student qualified, by the Qualification Committee, for studying abroad within the framework of the Erasmus Plus program agrees and accepts the agreement regarding the realization of subjects (1st attachment to the Statute). The Vice-Rector for Science and International Relations accepts the agreement on the implementation of subjects and, at the same time, sets a list of subjects to be implemented at WAB. Before leaving for studies, the student determines the method and date of completing the course at WAB with the teacher. Completion of the course must take place no later than before the end of the semester in which the trip is carried out.
3. On the basis of the agreement regarding the implementation of subjects during studies abroad, approved by the Vice-Rector for Science and International Relations, the student

prepares an agreement on the study program, the so-called Learning Agreement for Studies (Annex 2 of the Statue). When deciding on the subjects substitute for those on WAB, which are being realized at the partner university, a student should make decisions based on the concurrence of the education path. There's a possibility of substituting multiple subjects realized at WAB with just one realized at a partner university. The deciding factors for it are as follows: concurrence of results of the education provided by those subjects and number of ECTS credits. If the substitute subject is not credited, the student is required to complete each of the assigned subjects at the WAB. The minimum number of ECTS credits that must be obtained abroad is 20.
It is not allowed to realize a diploma seminar, a diploma subject nor a diploma internship at a partner university. The diploma seminar and the subject of diploma should be carried out at WAB. However, it is possible to complete an internship abroad
4. Before leaving for the partner university, a student must:
a) sign with Wroclaw Business University of Applied Sciences: a financial agreement (3rd attachment to the Statute), an agreement regarding their program of studies, sometimes called the *Learning Agreement for Studies* (2nd attachment to the Statute) – in case of leaving for studies abroad or the agreement for doing an internship abroad *Learning Agreement for Traineeships* (4th attachment to the Statute) – in case of taking part in an internship abroad,
b) submit a proof of insurance; the minimal range of insurance covers basic health insurance, at least in the matter of covering the costs of treatment, necessity for return to the country and the necessary medical interventions for the time of staying at the foreign institution and during the travel, as well as personal accident insurance including death, search and rescue, and liability insurance,
c) submit or fill online (OLA) to the office of the Coordinator of the Erasmus program the following forms signed by the enrolling institution: *Learning Agreement for Studies* – in case of leaving for studies abroad or the agreement for doing an internship abroad *Learning Agreement for Traineeships* – in case of taking part in an internship abroad.
5. Departure of a student for studies or internship abroad is dependent on the approval of their nomination by the enrolling party – partner university/institution, based on the forms required in the program.

Chapter IV
Undergoing studies or doing an internship abroad

§ 9

1. If, after arriving at the partner university, the student, for reasons beyond their control, will not be able to pursue the subjects included in the Learning Agreement for Studies and/or would like to pursue other/additional subjects, they are obliged to notify the Erasmus Program Coordinator at the home university of this fact.
2. Each and every change made to the Learning Agreement for Studies can only be done in the written form, with the agreement of all the sides. No further changes can be done at a term later than 30 days from the start of the semester at the partner university.
3. A student who is studying at a partner university within the framework of the Erasmus program is bound to follow both the Statute of their parental academy and the Statute of the partner university.
4. A student is obliged to go through registration of residence in the country, in which they are to study or do an internship within the framework of the Erasmus program.

5. A student who does not have Polish citizenship or citizenship of another EU member state is obliged to check whether and to what extent they are subjected to visa requirements in the country to which they want to go on a scholarship. The student is obliged to submit the visa application early enough so that, until the decision on granting/refusing the visa is obtained, the student will not incur costs in connection with the planned scholarship trip.

Chapter V
Processing the record of studying and doing an internship abroad

§ 10

1. After the end of the agreed period of study, the student receives a Transcript of Records issued by the host university, containing grades along with ECTS credits, as well as a certificate confirming the length of the student's stay (starting and ending date at the host institution), as part of the Erasmus program Plus. These documents are the basis for recognizing the period of study at the partner university. They must be delivered to the Erasmus Coordinator as soon as they are received.
2. After the end of the agreed internship period, the student receives a Traineeships certificate confirming the length of the student's stay at the departure (start and end date of the stay at the host institution), under the Erasmus Plus program, issued by the host institution. This document is the basis for the recognition of the practice. It must be delivered to the Erasmus Coordinator immediately upon receipt.
3. Credit for the period spent on studying/doing an internship within the framework of the Erasmus program is given with regard to the ECTS system of transferring tools.
4. Studying abroad, including the subjects passed at the partner university as well as the internship realized abroad, are counted into the Diploma Supplement.
5. The decision on the recognition of the period of study / internship abroad is made by the Vice-Rector for Science and International Relations. The principle of full recognition of the period of study / internship completed abroad applies. This means that the period is credited if the student has obtained the number of points corresponding to the completion of the given period of study at the host university in accordance with the study program agreement. If the above condition is not met, the Vice-Rector for Science and International Relations decides on further studies, depending on the number of ECTS credits obtained, in accordance with the relevant provision of the Study Regulations of the home university.

§ 11

1. A student who departs for studies abroad in the winter semester may apply for staying there for a second, summer semester, as long as the summer semester isn't the last of their study cycle. In this case of mobility in the last summer semester or prolonging the mobility in the last semester of studies, it is required and necessary to apply the declaration for defending the thesis in re-sit exam session (*Declaration_defence*).
2. Prolongation for another semester of studies within the framework of the Erasmus program is accomplished by student's written request, submitted at least a month before the completion of the period of mobility, after having gained approval of the partnered universities' coordinator.
3. A student staying for the next semester at the partner university is required to sign the changes to the study program agreement, agreed and approved by the Vice-Rector for Study Matters and International Cooperation and an annex to the financial agreement

(in the case of co-financing further stay), and to complete the formalities indicated in § 8.

§ 12

1. A student who departs for doing an internship abroad may apply for prolongation of their stay at the latest a month before the original completion date of the period of mobility.
2. A student who has gained approval for prolongation of their stay is obliged to sign an appendix to the financial agreement (in case of subsidization of the prolonged stay), in addition to fulfilling the formalities stated in § 8.

Chapter VI
Financial settlements

§ 13

1. The student's use of the trips referred to in these Statute does not release him from the obligation of paying tuition fees at WAB during their stay at the study / internship abroad.
2. Students have the chance to take part in the Erasmus Plus program without a grant. In such a case, each and every regulation of the program and rules of this Statute are in force.
3. In case of:
   -not taking up the studies/internship defined in the *Learning Agreement*,
   - early return from the host university / practice unjustified by higher power,
   -not submitting the *Transcript of Records*,
   -not submitting the final language proficiency test
   Students are obliged to reimburse their scholarship. Reimbursement of the scholarship will not be required from a student if the circumstances are not of their doing (higher power being in motion). In such a case, it is necessary to submit an appropriate request supported by an attestation to the Vice-Rector of the University.

Chapter VII
Final provisions

§ 14

1. Previously in force Statute regarding student trips for studies and internships abroad is repealed.
2. This Statute regarding student trips for studies and internships abroad enters into force on the day of signing by the Vice-Rector.

Vice-Rector
for Science and International Cooperation
Prof. Marta Drozdowska, PhD