

REGULATIONS

Student mobility for studies and internships abroad co-funded by the Erasmus+ Programme in the 2024 call for proposals

dated 18.09.2024.

These regulations are based on the legal basis for the Erasmus+ Programme i.e. Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021 establishing Erasmus+ Programme: the Union Programme for Education and Training, Youth and Sport and repealing Regulation (EU) No. 1288/2013 (OJ. EU. L. 2021. No. 189, p. 1)

Chapter I

General provisions

§ 1

1. Study (SMS) and practice (SMP) trips abroad are understood in these Regulations to mean foreign trips carried out by students of the Wrocław Business University of Applied Sciences within the Erasmus+ Programme, financed or co-financed from funds at the disposal of the University.
2. The Regulations specify:
 - a) the rules for recruiting students of the Wrocław Business University of Applied Sciences for study and practice abroad,
 - b) the rules for organizing a study or internship trip abroad,
 - c) rules for studying or practicing abroad,
 - d) principles of accounting for study and practice abroad,
 - e) the principles of financing and accounting for the trip.

Chapter II

Recruitment for studies and internships abroad

§ 2

1. Recruitment for the Erasmus+ Programme trip is carried out under the supervision of the Qualification Committee. The number of students qualified for an exchange within one trip depends on the amount of funds granted to the Wrocław Business University of Applied Sciences by the National Agency of the Erasmus+ Programme and the European Solidarity Corps for a given academic year and on the number of places at partner universities specified in bilateral agreements concluded with the Wrocław Business University of Applied Sciences.



§ 3

2. A student who meets the following **formal criteria** may apply for a scholarship under the Erasmus+ Programme:
- a) at the time of applying for a scholarship within the Erasmus+ Programme has the status of a student of the Wroclaw Business University of Applied Sciences (full-time or part-time studies),
 - b) at the time of applying for a scholarship under the Erasmus+ Programme, the student has completed at least one semester of study at the Wroclaw Business University of Applied Sciences,
 - c) is a citizen of a country eligible to participate in the European Union programme (including, but not limited to: partner countries neighboring the EU, e.g., the territory of Ukraine recognized by international law) or has official refugee status, or the right of permanent residence on the territory of a country participating in the program,
 - d) the student is located on the territory of Poland (applies to students taking the trip for the first time),
 - e) IN CASE:
 - departure to study, is required to pass all the subjects included in the candidate's study plan
 - internship trip, is required to pass all the subjects included in the candidate's study plan for the academic year excluding the internship scheduled for completion in the summer semester,
 - in the case of an internship trip, graduates are allowed to participate, as long as they are recruited for the trip during their final year of study and complete their internship abroad within one year of graduation,
 - f) is not on dean's leave,
 - g) is not charged with a disciplinary penalty imposed by the University,
 - h) has no financial arrears to the University,
 - i) demonstrates knowledge of the foreign language required for study/internship at the partner university/receiving institution at the level of at least communicative and/or in accordance with the inter-university agreement,
 - j) the candidate's grade point average for the last semester of study is a minimum of 3.6,
 - k) the total duration of mobility (SMS or SMP) completed by the student under the Erasmus+ Programme for undergraduate studies does not exceed 12 months,
 - l) the total time of mobility (SMS or SMP) completed by the student under the Erasmus+ Programme in the case of second degree studies does not exceed 12 months.



3. In addition, **factual and informational criteria** are taken into account:

- a) the usefulness of the study or practice data for the further development of the student,
- b) the participant's previous participation in the Erasmus+ Programme.

§ 4

1. In the Erasmus+ Programme it is possible to go abroad for study and practice.
2. The study trip takes place to one of the University's partner universities.
3. The period of study at the partner university can last from 2 to 12 months (including the period of practice included in the period of study abroad, if it is planned).
4. The duration of an internship abroad can last from 2 to 12 months.
5. One student may participate in mobility periods with a total maximum duration of up to 12 months per study cycle (I, II level), regardless of the number and type of mobility activities (study duration or placement duration or combined study and placement duration). Participation in the programme without funding is included in this period.
6. Mobility must take place to a participating country other than the country in which the home university is located and other than the country in which the student resides during his/her studies.

§ 5

1. A student applying for the trip shall fill out an online application form at: <https://wab.edu.pl/en/for-student/erasmus/>
2. The application form shall include the following items:
 - a. candidate's personal information, contact information, information about the cycle, mode of study, year and field of study,
 - b. grade point average from the last semester of study,
 - c. a list of three universities where the student would like to study (in the case of a college application),
 - d. preliminary information about the knowledge (level) of the English language.
3. A sample of the application form can be found in Appendix No. 5 to the Regulations.
4. The Erasmus+ Programme Coordinator conducts the process of formal evaluation of applications and selects candidates for further proceedings, which are carried out by the Selection Committee on the basis of the analysis of previously submitted online application forms by students and data from the relevant departments of the university (Dean's Office, Bursar's Office, language department).



§ 6

1. The selection of candidates shall be made by a Selection Committee appointed by the WAB Vice-Rector for Science and International Relations.
2. When evaluating and selecting candidates for the trip, the Selection Committee shall take into account: consideration **of the formal and content and information criteria** referred to in § 3 of these Regulations.
3. When evaluating the criteria listed in § 6(2) of the Regulations, the following applies.
4. Scores:
 - a) grade point average in the range:
 - 4.50 – 5.00 = 3 points,
 - 4.00 – 4.49 = 2 points,
 - 3.60 – 3.99 = 1 point,
 - below 3.60 = does not meet formal criteria,
 - b) language skills at the level:
 - advanced industry = 3 points,
 - advanced = 2 points,
 - higher average = 1 point,
 - secondary and below = does not meet the formal criteria,
 - c) the suitability of the trip for the further development of the student:
 - highly coveted = 3 points,
 - useful = 2 points,
 - useful = 1 point,
 - indifferent = 0 points,
 - d) the student's previous participation in Erasmus+:
 - no participation = 3 points,
 - one-time participation = 1 point,
 - two mobility and more = 0 points
 - total time spent on mobility (SMS and/or SMP) by a student in a degree programme I or II degree more than 12 months = does not meet formal criteria.

§ 7

1. The Selection Committee has the right to change the student's chosen partner university if it deems that the programme of study at another university is more compatible with the student's field of study and/or if it results from the distribution of places at partner universities.
2. After approval of the list of students qualified to go on a study tour and/or internship by the WAB Vice-Rector for Science and International Relations, the Selection Committee shall make the aforementioned list known to the students.
3. In the event of resignation of students from the basic lists, the vacated places will be allocated to students from the reserve lists according to the order on the list.
4. In the event that the WAB obtains an insufficient pool of funds to allow them to finance the trips of all qualified students, the scholarship for the trip will be awarded to students who received the highest number of points and are in the highest places according to the ranking lists from the recruitment process.
5. Students have the opportunity to implement a trip within the Erasmus+ Programme without a grant (with the so-called zero grant) by financing the trip on their own. In this case, all the regulations of the programme and the rules described in these regulations apply.

Chapter III

Arranging a study or internship trip abroad

§ 8

1. A student who, by the decision of the Selection Committee, has been qualified for departure within the Erasmus+ Programme is obliged to cooperate with the Erasmus+ Programme Coordinator or persons designated by him/her, taking part in designated meetings and taking all organizational actions indicated by him/her necessary for organizing their trip.
2. The student qualified by the Selection Committee for a study trip within the Erasmus+ Programme agrees and accepts the agreement on the implementation of the subjects (Appendix No. 1 of the Regulations). The Vice-Rector for Science and International Relations, accepting the agreement on the realization of subjects, at the same time determines the list of subjects to be realized at WAB. Before leaving for studies, the student agrees on the method and date of completing the subject in WAB with the course instructor. Credit for the course must be given no later than by the end of the semester in which the trip is implemented.
3. On the basis of the agreement approved by the Vice-Rector for Science and International Relations, the student prepares an agreement on the programme of study abroad, the so-called *Learning Agreement for Studies* (Appendix No. 2 of the Regulations). When determining substitutes at the host university for subjects realized at WAB, one should be guided by the convergence of learning outcomes. It is possible to replace several subjects realized at WAB with one substitute at the host university. This is determined by the convergence of learning



outcomes and the number of ECTS credits. If the substitute is not passed, the student is obliged to pass each of the assigned subjects at WAB. The minimum number of ECTS to be obtained abroad is 21.

4. The diploma seminar, the diploma subject and the internship are not allowed as substitutes at the host university. The diploma seminar and the diploma subject must be realized at WAB. However, it is possible to realize the internship abroad.

5. Before leaving under the Erasmus+ Programme the student is required to:

- a) sign with the Wroclaw Business University of Applied Sciences: a financial agreement (Appendix No. 3 of the Regulations), a *Learning Agreement for Studies* (Appendix No. 2 of the Regulations) – in the case of departure for studies, or a *Learning Agreement for Traineeships* (Appendix No. 4 of the Regulations). *Learning Agreement for Traineeships* (Appendix No. 4 to the Regulations) – in case of departure for practice,
- b) submit proof of insurance; minimum coverage shall include basic health insurance, at least for medical expenses, the need for repatriation and required medical interventions for the duration of the stay at the host institution and travel, as well as accident insurance including death, search and rescue, and liability insurance,
- c) submit or complete online (OLA) to the BWZ office signed by the host institution: *Learning Agreement for Studies* – in the case of a study trip, or *Learning Agreement for Traineeships* – in the case of an internship trip.

6. A student's departure for study or practice abroad depends on the acceptance of his/her candidacy by the host party – the partner university/institution, based on the required programme documents.

Chapter IV

Doing a study or internship abroad

§ 9

1. If, after arriving at the partner university, for reasons beyond his/her control the student will not be able to complete the subjects included in the *Learning Agreement for Studies* and/or would like to complete other/additional subjects, he/she is obliged to notify the Erasmus+ Programme Coordinator of the Wroclaw Business University of Applied Sciences of this fact within 14 days from the beginning of the semester.

2. Any changes to the study programme agreement may be made only with the consent of all parties expressed in writing under pain of invalidity, but no later than 30 days from the beginning of the semester at the partner university.



3. A student who pursues studies at a partner university within the framework of the Erasmus+ Programme is bound by the Regulations of the Wrocław Business University of Applied Sciences and the Regulations of the partner university.
4. The student is required to register in the country where he/she is studying or doing an Erasmus+ placement.
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 he/she is subject to visa requirements in the country to which he/she wants to go for a scholarship. The student is obliged to submit a visa application early enough so that by the time of obtaining a decision on granting/refusing a visa, the student will not incur costs in connection with the of the planned scholarship trip.

Chapter V

Accounting for studies and internships abroad

§ 10

1. Upon completion of the agreed period of study, the student receives a transcript of records (*Transcript of Records*) issued by the host university, including grades with ECTS points, as well as a certificate certifying the length of the student's stay abroad (start and end date of stay at the host institution), under the Erasmus+ Programme. These documents are the basis for recognition of the period of study carried out at the partner university. They should be provided to the Erasmus+ Programme Coordinator immediately upon receipt.
2. At the end of the agreed period of practice, the student receives a *Traineeships Certificate* with certification of the length of the student's stay on the trip (start and end date of stay at the host institution), under the Erasmus+ Programme, issued by the host institution. This document is the basis for recognition of the internship. It should be provided to the Erasmus+ Programme Coordinator immediately upon receipt.
3. Credit for the period of study/practice within the framework of the Erasmus+ trip is made taking into account the ECTS transfer tool system.
4. The study abroad along with the subjects passed at the partner university and the internship completed abroad shall be included in the diploma supplement.
5. The decision on the recognition of the period of study/practicum abroad shall be made by the competent Vice-Rector of the University. The principle of full recognition of the period of study/internship completed abroad is in force. This means that the period is credited if the student has earned the number of credits corresponding to the credit for the period of study at the host university in accordance with the study agreement. If the above condition is not met, the Vice-Rector for Science and International Relations decides on further study, depending on the number of ECTS credits earned, in accordance with the relevant provision of the Study Regulations of the home university.



§ 11

1. A student going to study abroad in the winter semester may apply to stay for the second (summer) semester, as long as the summer semester is not the last semester of the study cycle. In the case of departure/extension of departure in the last semester of the study cycle, it is required to submit a statement of commitment to defend the thesis in the correction session (sample statement is attached as Appendix No. 6. to the Regulations).
2. Extension for another semester of study under Erasmus+ is made is done at the written request of the student, through a recruitment form made available with the with the start of the next recruitment for the summer semester in a given academic year.
3. The student, remaining for another semester at the partner university, is obliged to sign the changes to the study programme agreement agreed upon and approved by the Vice-Rector for Science and International Relations and an annex to the financial agreement (in the case of funding for further stay), as well as complete the formalities indicated in § 8.

§ 12

1. A student going on a placement may apply for an extension of the period of stay no later than one month before the date of the original end of mobility. Extension of stay is possible for graduate students for up to 4 months. The request is considered on a case-by-case basis and depends on the possibility of subsidizing a longer stay from Erasmus+.
2. A student who has been granted permission to extend his/her stay is required to sign an addendum to the financial agreement (in the case of funding for further stay) and complete the formalities indicated in § 8.

Chapter VI

Financial settlements

§ 13

1. The use by a student of the trips referred to in these Regulations does not exempt him/her from the obligation to pay tuition fees at WAB during his/her stay on studies/internships abroad.
2. Students have the opportunity to implement a trip within the Erasmus+ Programme without a grant. In this case, all regulations of the programme and the rules of these regulations apply.
3. In case of:
 - not to undertake the study/practice specified in the *Learning Agreement*,
 - early return from the host university/internship not justified by force majeure,
 - failure to submit a final report,
 - failure to take the final language proficiency test;



The student is obliged to immediately return the scholarship. Return of the scholarship will not be required of the student in the event of circumstances beyond his/her control beyond his/her control (force majeure). In this case, it is necessary to submit an appropriate application supported by certificates to the Vice-Rector of the University.

4. Financial support is calculated in accordance with the funding rules contained in the Erasmus+ Programme Guide.

5. The amount of the student's subsidy consists of the amount of subsidized travel expenses and the amount of subsidy for residence costs.

6. Travel expenses:

- a) The amount of funding for travel costs from the place of departure, where the University is based to the place of arrival where the host organization is based, is a unit rate determined on the basis of the host country's membership in a specific group (Group 1, Group 2, Group 3), the amount of which depends on the travel distance. Travel distance is determined using an online distance calculator available on the European Commission's website (<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>). Participants in mobility that is up to 500 km from the WAB headquarters are required to travel by low-emission means of transport (i.e. carpooling, motorcycle, bus, train, bicycle, ship).
- b) The number of additional travel days allocated (one way) depends on the distance separating the headquarters of the WAB from the place of arrival where the host organization is based, calculated using the online calculator available at the European Commission (EC) website: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm and documenting overnight accommodation in the case of organic travel, according to the following distribution:

Distance from WAB to Host Organization	Number of additional days (one-way) using low-emission modes of transportation (Green Travel)	Number of additional days (one way), travel by non-low-carbon means of transport
500 km and	1	_____
501-3000 km	1 or 2 in the case of a documented overnight stay	1
3001 km or more	1 or 3 in the case of a documented overnight stay	1

Vice-Rector
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Prof. Marta Duzdowska, PhD





Chapter VIII

Final provisions

§ 14

1. These Regulations shall apply only to student travel for study and practice abroad under the Agreement named: "Erasmus+ Grant Agreement. Project 2024-1-PL01-KA131-HED-000206816" dated 06.09.2024.
2. These Regulations on trips to study and practice abroad shall come into force as of the date of signature.


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