

The principles of realization students' exchanges and foreign practice referring to Erasmus+ programme and PO WER in the academic year 2020/2021.

1. A student who is qualified for an exchange/internship within Erasmus+/PO WER programme should meet the following formal criteria:

- being formally registered at I or II cycle study, regardless their citizenship;
- being a student of full-time, part time or on-line study programme;
- being a student of at least second academic year in the moment of exchange/internship;
- not being a student on study programme financed from EU Funds. This applies for mobilities for study, the student may participate in mobilities for traineeship during holidays;
- being an adult (at least 18 years old);
- having an active student's status – he cannot be (during the mobility) on a Dean's leave or be removed from students' list. **Graduates** of College of Administration and Enterprise, who have possibility to participate in foreign internship within Erasmus+ in 12 months after graduation **are an exception**;
- (applies only for students who has already participated in Erasmus+ at WSPA or another university) still having available at least 2 months (concerning traineeships) or 3 months (concerning study) from the whole 12 months that can be used in the Erasmus+ programme during each study level;
- (suitable only for PO WER) meeting requirements enabling application for social scholarship for people in a difficult material situation or people with assessed disability. Detailed information about principles of obtaining social scholarship and other scholarships are in the section "Scholarships" on the University College of Administration and Enterprise's website and it is updated before the start of each academic year: <https://wspa.pl/stypendia/>.

A stay in a hosting institution has to be commenced and finished between the 1st of June 2020 and 31st of May 2022.

A stay in a hosting university cannot be shorter than 3 months (90 days). Minimal period of stay on a traineeship is 2 months (60 days).

2. Scholarship of Erasmus+/PO WER is granted to realize a part of a specified programme of bachelor/engineer/master degree study at an affiliate college, whereby it is a form of subsidy, not an entire coverage of costs related to staying abroad.

3. Scholarship of Erasmus+/PO WER, in case of internship, is granted to enable taking part in a practice related to student's training course, whereby it is a form of subsidy, not an entire coverage of costs related to staying abroad. The practical placement abroad can be recognized as mandatory provided that it meets specified requirements (i.a. it is strictly related to the faculty).

4. While recruiting students for placements the college takes into consideration: student's results, foreign language's level, previous participation in mobility programmes (Erasmus, Erasmus+, FSS, PO WER), activity in students' communities and in favour of the college, lack of substantial contraindications (reprehension, low frequency in class attendance, numerous failed exams, conditional or commission exams etc.). The fulfillment of conditions mentioned in the previous agreement will be

particularly taken into consideration, i.a. promptness, gained number of ECTS, total duration, hosting university coordinator's opinion, resignations, cancellations, substantial shortening of previous mobility etc. Students going for a placement/study for the first time and students of the last year will take precedence. Students who during previous participation in the Erasmus+/PO WER programmes (mobility for study) gained 0-5ECTS and/or behaved disreputably, will not be allowed to apply for another mobility within the Erasmus+/PO WER organized by WSPA.

5. It is guaranteed to each student qualified to the trip that the period of studies done at the partner university is recognized as completed and as equivalent with the period of study at the home university. Before signing the agreement home university should make sure if study programme prepared for the student in affiliate hosting university guarantees, that this basic principle of exchange shall be respected. In case of possible programme differences there is a probability of completing a part of the courses after returning from the exchange. Student will be provided with information on possible differences. There is a maximal care taken so the number of subjects to complete was as lowest as possible. For each student going on a placement with Erasmus+ there will be an individual study programme designed before the departure to realize in a partner university in the form of a document: "Learning Agreement for Studies" signed by three parts: home university, hosting institution and the student. All changes implemented to LA by each part require written confirmation. Implementing potential changes shall be ended by the first month dating from beginning of classes at the hosting university. In case of WSPA having free funds, the student can apply for extending their stay by the following semester (of the same academic year). Changes in the period of stay together with a list of additional courses have to be included in a part „During the mobility" LA and confirmed by each part. The following instalment of scholarship is payed after receiving a Transcript of Records for the previous semester by WSPA.

Each student leaving for a practice in Erasmus+ will have an individual practice programme arranged to realize in the hosting institution in form of a document: "Learning Agreement for Traineeship", signed by three parts: home university, hosting institution and the student. All changes implemented to LA by each part require written confirmation. Implementing potential changes shall be ended by the first month dating from completing the practice.

The European Credit Transfer and Accumulation System's (ECTS) procedures shall be applied for recognition of student's performance while in the hosting institution.

6. The student is informed that it is necessary to obtain from the partner university a written statement on the student's time of stay at that university/institution and a list of the completed courses/practice and obtained marks in the Transcript of Records (ToR)/confirmation of completing programme's guidelines of practice with its assessment issued by the coordinator of practice in the hosting institution in „After Mobility" part.

7. In cases of practice placement, the home university, the host institution and the student qualified for the placement should be acquainted with the Practice Quality Commitment of Erasmus+ - a standard document specifying the tasks and duties of each party as concerns organising student's practice.

8. Practice cannot be realized in:

- European Union institutions;
- the institutions managing the programs financed with the European Union;
- in the diplomatic missions of the student's home country;

9. If all the conditions agreed in a written form in LA are met by the student, the period of study and courses/passes/exams shall be credited and perceived as equal to the appropriate period of study and courses/passes/exams in home university.

A decision on whether the student has met the conditions settled is made by the home university on consultation with the host institution. The home university can also decide whether the student's failure to meet the given conditions makes it necessary for the student to return part or all of the scholarship. The student does not have to return full grant if any condition defined as "force majeure" occurs (i.e. a situation beyond the student's control, related to a serious illness or an accident). To be able to qualify a specific case as "force majeure" it is necessary to obtain a written permission from Erasmus+ National Agency.

If all the conditions agreed in a written form in LA are met by the student, the period of practice shall be credited and perceived as equal to the appropriate period of practice at home university. If the practice is not an integral part of the study at home university, the university should note the fact of its realization at least in a supplement of the diploma.

10. No tuition fees shall be requested by the hosting university (tuition, subscription, examination, library fees, laboratory fees etc.). Charging some fees (insurance, participation in students associations, using copy machines etc.) is allowed at the same rate and under the same principles as it is set for the local students. Any cases of violating the principle of not charging tuition fees by the hosting university should be reported to Erasmus+ National Agency.

11. The payment of national grants (e.g. social, for learning achievements, other), to which were credited before student's placement, will be continued during their stay at the affiliate university. The student should be guaranteed to be entitled to apply for national grants also after their return to the home university.

12. In the course of their study, on each level of education, the student can realize study/-ies or practice/-es abroad within Erasmus+ programme.

Total lengths of SMS and SMP stays on each level of education cannot exceed a sum of 12 months, whereby the number of months is not prolonged in case of studying at two or more universities.

13. The university can decide about prolonging student's stay both in case of practice and study (if the number of 12 months is not exceeded and free funds are available). The decision about prolonging is made by the home university after obtaining the acceptance from the partner university. The decision has to be made before the end of previously planned period of stay. Extending cannot exceed the duration of the agreement. The student applying for extending their stay shall apply to the International Office.

14. Every student qualified for a placement within Erasmus+/PO WER has an agreement prepared in written form.

15. All principles, except for those related to the granted scholarship, are referring also to the student which by meeting all formal and quality criteria takes part in the placement, but they are not granted with a scholarship (Erasmus+ student without a grant). There can be an additional recruitment concerning placements without a grant.

The student will be informed about the obligation to acquire a document entitling to receive medical assistance on the UE or EEA territory and additional insurance; individual insurance including costs of possible additional medical interventions or transport to the home country, costs of treatment, the

consequences of accidents, civil liability, travel insurance and insurance during stay in the partner institution.

16. Student is obliged to inform the university about every change in an account number to which the granted money is transferred from the moment of leaving to the ultimate clearing of the grant;

17. Students who were accepted for a scholarship placement fill and submit the following documents to the International Office:

Before leaving:

- The application form for study/traineeship available on the International Office's website
- Passport photo
- Confirmation of an active WSPA student status (Dean's Office)
- Confirmation of having no arrears in paying tuition fees (tuition fee for the semester/months of the mobility has to be paid in advance, before receiving first installment of the Erasmus+ scholarship)
- Grant Agreement for Erasmus+ study/traineeship
- *Learning Agreement* for Study/Traineeship (Before the mobility part)
- Language test filled online (before the start of study/practice)
- Copy of EHIC insurance including medical assistance (in case of EU citizens), additional insurance including accident insurance (in case of all students) and civil liability insurance mandatory in case of mobility for traineeship. Insurance must be valid in the whole period of travel and exchange in the country where student is going.
- Declaration of Erasmus+ participant
- Statement about meeting the criteria to benefit from financial aid (applies to PO WER programme)

During the mobility: In case of necessity to make changes in *Learning Agreement* related to study programme, the student is obliged to fill the form *Changes to the Originally Proposed Study Programme* and submit it to WSPA's International Office. Implementation of changes should be finished within one month dating from the start of classes at the hosting university.

After coming back the student is obliged to bring:

- Transcript of Records (mobility for study)
- Length of study confirmation (arrival date – departure date)
- Practice realization confirmation (Certificate in LA, After the mobility part and separately Confirmation concerning duration of stay)
- Language test filled online (after completing study/practice)
- Erasmus+ Student Survey filled online

The scholarship may be issued to the student only on the student accepting all provisions of the agreement and being accepted by the partner university. Erasmus+/PO WER grant is paid in two instalments (70% + 30%).

18. Fulfillment of these conditions does not mean an automatic grant with a scholarship.

The amount of an Erasmus+/PO WER scholarship for study/mobility placement in academic year 2020/2021 is precisely defined within the group of countries where the hosting university is placed and it ranges from 400EUR to 500EUR monthly (in case of mobility for study), or from 500EUR to 600EUR (in case of mobility for traineeship). Erasmus+ scholarships are awarded according to the order from ranking list set basing on academic achievement, language proficiency level (language of study/practice), additional activities in favour of the university and previous participation in the programme. Precise amount of money is generated in an electronic system MT+ based on a precise length of stay (per day).

19. Scholarship recipients, who are entitled to receive financial aid during their stay related to study, receive an additional grant from European Commission fund, an amount of 200 EUR monthly. Payment of this grant shall take place after the Scholarship Department confirms that the student meets the criteria of being a beneficiary of financial aid.

20. Any subsequent extensions of stay, according to the principles of Erasmus+, are specified as stays without a grant unless the university has free funds. Renewal of stay is related to settle in the "Learning Agreement for Study/Traineeship" for an additional period. The change should be agreed not later than within a month before the end of previous stay.

21. Students, who were recruited for a mobility during the last year of their study, can realize their mobility placement, which has to end not later than within 12 months after completing a final exam (keeping a date of the end of activity 2020/2021 dating 31st May 2022).

22. Students with determined degree of disability can apply through the university for a grant of real costs during their scholarship journey. The deadline of submissions is at least 45 days before the scheduled date of departure. The decision concerning receiving a grant of above mentioned costs does not depend on the university – it is made by the National Agency.

23. Ultimately clearance of the length of stay at the university is done basing on a statement received from the partner university, with flexibility including up to 5 days of difference. For the clearance's principles it is assumed that the month is 30 days long;

24. Students qualified for placements, which completed their studies within Erasmus, Erasmus+, PO WER or FSS at a different university than WSPA are obliged to present a statement about the length of stay in the International Office not later than within 30 days before signing the agreement concerning the mobility.

25. Candidates can appeal against the decision concerning grant within 14 days from achieving information about the outcome of the recruitment. The appeals should be sent in writing to the following e-mail address: internationaloffice@wsipa.pl

26. Scholarship mobilities are governed by the law and principles implemented by the European Commission and the National Agency for the Erasmus+ Programme - the Foundation for the Development of the Education System (FRSE).

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KANCLERZ

