

The principles of student exchanges for foreign study and traineeship within the framework of the Erasmus+ Program valid for the academic year 2023/2024.

1. A student who is qualified for an exchange/traineeship within Erasmus+ 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 at least sophomore in the moment of study exchange/traineeship start;
- 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 – 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 while studying at 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;

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. Erasmus+ scholarship is granted to realize a part of a specified programme of bachelor/ engineer/ master degree study at an affiliated university, and is a form of subsidy, not an entire coverage of costs related to the stay abroad.

3. Erasmus+ scholarship, in case of internship, is granted to enable taking part in a traineeship related to student's training course, and is a form of subsidy, not an entire coverage of costs related to the stay abroad. The practical placement abroad can be recognized as mandatory if meets specified requirements (i.a. it is strictly related to the faculty). To confirm such a possibility, student has to contact with WSPA's traineeship unit for final approval.

4. While recruiting students for placements WSPA 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 those in favor of WSPA, 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 (if applicable) 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+ organized by WSPA.

5. It is guaranteed to each student qualified to the Erasmus+ mobility that the period of studies done at the partner university will be recognized 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 necessity 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. There will be an individual study programme designed before the departure - "Learning Agreement for Studies" (LA) - signed by three parties: home university, hosting institution and the student. All changes implemented to LA by each part require written confirmation. Implementing any changes shall be finished by the end of first month, dating from classes start at the hosting university. In case of WSPA having free funds, the student can apply for extending their stay by the following semester (valid only for the same academic year). Changes in the period of stay together with a list of additional courses have to be included in a part of LA's „During the mobility” and confirmed by each party. The following instalment of scholarship is payed after receiving by WSPA the Transcript of Records for the previous semester.

Each student leaving for traineeship will have an individual traineeship program in the form of "Learning Agreement for Traineeship" (LA), signed by three parties: home university, host institution and student. All changes implemented to LA by each party requires written confirmation. Implementing any changes shall be finished 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 receive from the partner university a certificate confirming one's duration of stay and list of completed courses in the form of Transcript of Records (ToR)/confirmation of completing program's guidelines of traineeship made by the hosting institution in the LA „After Mobility” part.

7. In cases of traineeship home university, host institution and 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.

8. Traineeship cannot be done in:

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

9. If all the conditions agreed in LA are met by the student, the period of study and courses/exams shall be credited and perceived as equal to the appropriate period of study and courses/exams at home university. The decision on whether the student has met the conditions settled is made by the home university in 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 (e.g. not attending any classes at host university and not taking any exams is equal to being disqualified as Erasmus+ scholar and results in full scholarship return).

The student does not have to return full grant if any condition defined as "force majeure" occurs (i.e. the situation beyond student's control, related to a serious illness, an accident, etc.). 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 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 grant, for learning achievements, etc) will be continued during student’s stay at the affiliate university. Student is guaranteed to be entitled to apply for national grants also after return from study exchange.

12. In the course of study, on each level of education, the student can realize study or/and traineeships abroad within the Erasmus+ programme. Total lengths of mobilities for study and traineeship 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 in case of both 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 receiving acceptance letter 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 traineeship within Erasmus+ 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 traineeship, but are not granted with scholarship (Erasmus+ student without a grant). There can be an additional recruitment concerning placements without a grant.

Student will be informed about the obligation to acquire 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 bank account number to which the granted money is transferred.

17. Students who were accepted for study/traineeship fill in 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

During the mobility: In case of necessity to make changes in *Learning Agreement* related to study programme, the student is obliged to fill in 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)
- Duration of stay confirmation (arrival date – departure date)
- Certificate - After the mobility part of LA (mobility for traineeship)
- Erasmus+ Student survey/report filled online

The scholarship may be issued to the student only after accepting all provisions of the agreement and being accepted by the partner university. Erasmus+ 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+ scholarship for study/traineeship in academic year 2023/2024 is precisely defined within the group of countries where the hosting university is placed and it ranges from 450EUR to 550EUR monthly (in case of mobility for study), or from 600EUR to 700EUR (in case of mobility for traineeship). Erasmus+ scholarships are awarded according to academic achievements, language proficiency level (language of study/practice), additional activities in favor of the university and previous participation in the programme. Exact amount of money is generated in an electronic system "Beneficiary Module" and calculated according to the exact length of stay (rate 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 250 EUR monthly. Payment of this grant shall take place after the Scholarship Department confirms that the student is eligible for social grant.

20. Any subsequent extensions of stay, according to the principles of Erasmus+ program, 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 the initial mobility.
21. Students, who were recruited for a mobility during the last year of their study, can still do traineeship as recent graduates. It has to end not later than within 12 months after defending their thesis.
22. Students with certified degree of disability can apply through the university for additional grant to cover 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. Ultimate clearance of the length of stay at the university is made based on the 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 to become Erasmus+ scholars, who 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 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@wspa.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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