

Attachment no. 1 to the Instruction no. 1 142/2018 of the Dean of the Wrocław University of Environmental and Life Sciences

**Regulations concerning the management of visits organized for students, doctoral students, graduates and employees of the Wrocław University of Environmental and Life Sciences**  
**under the Erasmus + programme**

These regulations were prepared based on the Regulation (EU) No. 1288/2013 issued by the European Parliament and of the Council on the 11<sup>th</sup> of December 2013 establishing “Erasmus +”: the EU programme for education, training, youth and sport and repealing Decision No. 1719/2006/EC, 1720/2006/EC and 1298/2008/EC (Official Journal of the European Union L 347 issued on 20.12.2013)

§ 1

These Regulations establish the rules for servicing the visits of BA/BSc, MA/MSc and PhD students (doctoral students) and students of long-cycle master's studies, the so-called “recent graduates”, hereinafter referred to as graduates and employees of the Wrocław University of Environmental and Life Sciences, hereinafter referred to as WUELS or the University. The visits are to take place in the countries which belong to the programme and in partner countries. Under these regulations the term service is to be understood as recruitment, management and settlement of trips/visits under the Erasmus + programme.

**I General Provisions**

§ 2

1. The Erasmus + Programme is operated by the International Relations Department, hereinafter referred to as the Department.
2. The Department makes basic information concerning the possibility of mobility of BA/BSc, MA/MSc and PhD students (doctoral students) and long-cycle master’s studies as well as graduates and employees public on the University's website.
3. Detailed explanations concerning a specific visit are provided by the Department.

§ 3

Candidates are selected centrally.

§ 4

1. Grant under the Erasmus + programme fund for a particular academic year is awarded observing the rules determined by the National Agency of the Erasmus + Programme in Warsaw, hereinafter referred to as NA.

2. Co-financing of mobility of students and doctoral students with disabilities as well as students in a difficult financial situation is granted using the funds of the Operational Programme Knowledge Education Development (hereinafter referred to as OP KED), in accordance with the rules established by NA. The rules concerning co-financing visits under OP KED are indicated in detail in Chapter VIII of these Regulations.

3. Information concerning the detailed rules for a particular academic year is published on the University's website after concluding the Financial Agreement with NA for a particular academic year.

#### § 5

The university refers students, doctoral students, graduates and employees to visits with or without a scholarship. All visits are subject to the same procedure of recruitment, routing and settlement of the visit. The scholarship-based visits are possible if the University has funds assigned for this purpose. On the other hand, visits without scholarships are possible if the funds are used up and the student/doctoral student/graduate/employee is interested in leaving, despite the lack of possibility of being granted the scholarship.

#### § 6

The costs of a foreign visit of a student/doctoral student may be co-financed using the faculty funds upon the request of the person who is to leave. The request is to be submitted to the head of the faculty after returning from another country. Only documented travel costs in the amount not exceeding PLN 450 can be reimbursed, unless the faculty dean decides to increase this amount. Possibility of co-financing foreign travel costs does not apply to graduates.

#### § 7

The Erasmus + scholarship holder is obliged to insure himself/herself against accidents and the insurance has to cover the period of the visit (including travel time). Such an individual has to obtain appropriate health insurance prior to going abroad. If it is required due to the specific character of the receiving unit, the recipient is additionally required to have third party liability insurance. Each time, the University is to include an appropriate provision concerning the requirement to have a defined type of insurance in the individual Financial Agreement concluded with the scholarship holder.

#### § 8

1. The period of studies realized under the Erasmus + programme cannot be shorter than 3 months (namely, 90 days) and longer than 12 months (with 1 month consisting of 30 days) during the same academic year.

2. The period of internship realized under the Erasmus + programme cannot be shorter than 2 months (namely, 60 days) and longer than 12 months (with 1 month consisting of 30 days) during the same academic year. The maximum period of internship for a particular academic year depends on

the funds allocated to the Wrocław University of Environmental and Life Sciences by the NA for a particular academic year.

3. Each student may use the “mobility capital” (12 months, with 1 month understood as 30 days) for mobility (studies + internships) at any level of studies (BA/BSc, MA/MSc and PhD studies). In case of the Faculty of Veterinary Medicine (long-cycle MA/MSc studies), the aforementioned “mobility capital” amounts to a total of 24 months (studies + internships).
4. "Mobility capital" is reduced by the periods of mobility (with or without a scholarship) realized within a particular level of studies. What is more, the student's prior participation in the Erasmus *Lifelong Learning Programme* is deducted from the “mobility capital” (Erasmus LLP), if it considered the same level of studies.
5. A student/doctoral student cannot apply for funding using the Erasmus + programme budget during the leave, for example, dean's leave, maternity's leave, etc.
6. A person receiving funding from the Erasmus + programme budget undertakes to observe the rules determined in the individual Financial Agreement concluded with the University in a strict manner.

## **II Rules of recruiting students for studies**

### § 9

1. Student visits aimed at undertaking studies can be realized with foreign universities which have concluded agreements for a particular academic year with the Wrocław University of Environmental and Life Sciences.
2. Students of the BA/BSc, MA/MSc and PhD studies and long-cycle master's studies who have not used the “mobility capital” may apply for recruitment. The visit may take place at the earliest after the student completes the first year of BA/BSc studies.
3. Recruitment of candidates takes place after the end of the examination session in the winter semester in the academic year preceding the visit. Information concerning the date and rules of recruitment is provided in the form of an announcement published on the university's website.
4. Individuals interested in going abroad should provide the Department an “Application Form” together with a certificate or a document confirming the knowledge of a foreign language. Individuals who do not submit a certificate/attestation when submitting documents to the Department are registered for an interview verifying the knowledge of a foreign language. Additionally, one can submit a certificate confirming organizational and/or academic activity, issued by supervisors of research clubs, student and sports organizations, etc. The doctoral student submits a visit plan together with its assessment issued by the research supervisor/thesis advisor and the head of doctoral studies. The aforementioned documents must be submitted within the time frame specified by the Department.

5. Candidates are selected by the recruitment commission. The aforementioned commission consists of: vice-rector for research and foreign cooperation as chairman of the commission or, based on his/her authorization, the head of the Department of International Relations, a representative of the dean of each faculty operating within the University's framework, a student representative, the university coordinator and an employee of the Department. A minimum of 7 people is required.

6. The following criteria are taken into account when selecting candidates:

1) grade average from the beginning of studies, when the candidate is a BA/BSc and MA/MSc student and student at long-cycle master's studies, according to the following results:

4.50 – 5.00 = 4 points,

4.00 – 4.49 = 3 points,

3.50 - 3.99 = 2 points,

3,00 - 3.49 = 1 point,

below 3.00 = 0 points;

2) grade average from the beginning of studies, when the candidate is a BA/BSc and MA/MSc student and student at long-cycle master's studies, according to the following results:

4.50 – 5.00 = 4 points,

4.00 – 4.49 = 3 points,

3.50 – 3.99 = 2 points,

3,00 – 3.49 = 1 point,

below 3.00 = 0 points;

3) the grade obtained for the visit plan granted by the research supervisor/thesis advisor, when the candidate is a doctoral student, according to the following results:

4.50 – 5.00 = 4 points,

4.00 – 4.49 = 3 points,

3.50 – 3.99 = 2 points,

3.00 – 3.49 = 1 point,

below 3.00 = 0 points;

1) the grade obtained for the visit plan granted by the head of doctoral studies, when the candidate is a doctoral student, according to the following results:

4.50 – 5.00 = 4 points,

4.00 – 4.49 = 3 points,

3.50 – 3.99 = 2 points,

3.00 – 3.49 = 1 point,

below 3,00 = 0 points;

2) level of knowledge of the required foreign language according to the following results:

C1 – C2 – 5 points,

B2 – 3 - 4 points, depending on obtained score

B1 – 2 points.

Additionally, 2 points are awarded for the knowledge of a foreign language recognized as the official language of a particular country in addition to English, e.g. Dutch in Belgium and the Netherlands, Spanish in Spain, etc. In such a situation, the candidate should demonstrate knowledge of a foreign language at a minimum A2 level. The number of foreign languages included in the scores taken into account cannot exceed 2. 6) of the candidate's activity:

a) research activity (publications, research clubs) - maximum 3 points,

b) organizational activity - 2 points.

7. The protocol is prepared to record the meeting of the recruitment commission The aforementioned protocol includes a list of shortlisted candidates (main list). In case there are more applications than available spots, a reserve list is created. If a qualified candidate resigns from a visit, the candidate is removed from the reserve list.

8. If there is a smaller number of applications than available spots, an additional recruitment of candidates is announced.

9. Information concerning the additional recruitment of candidates is made public by the Department, prior to the end of the calendar year preceding the visit.

10. The decision concerning the additional selection of candidates is made by the Vice-rector for Research and International Cooperation upon consultation with the Faculty Dean, taking into account the criteria referred to point 6 of this paragraph.

11. The recruited individuals are informed about the results of the recruitment process by the Department via e-mail on the date indicated on the university's website during each academic year.

12. Candidates can file an appeal against the decision made by the recruitment commission addressed to the Vice-rector for Research and International Cooperation within seven days of receiving information from the Department.

### III Implementation of student visits aimed at undertaking studies

#### § 10

1. A student qualified for the visit can apply for an individual course of study.
2. A disabled student and a student who is in a difficult financial situation, who was qualified for the visit, receives financial support from the OP KED (PO WER). The aforementioned support is regulated in Chapter VIII of these Regulations.
3. The submission of the required documents: *Learning Agreement* and *Recognition Sheet* containing subjects to be studied at a foreign university and their equivalents at the Wrocław University of Environmental and Life Sciences by the student constitutes a condition of participation. In case of students, approval of the *Learning Agreement* by the appropriate Vice-rector is required.

In case of doctoral students, approval of the *Learning Agreement* by the academic supervisor/thesis advisor and the head of doctoral studies is required.

4. A student of part-time studies or other paid form of studies has an obligation pay fees to the Wrocław University of Environmental and Life Sciences observing the agreed rules for paying the aforementioned fees for the period of studying abroad under the Erasmus + programme as well.
5. A student who is still studying retains the right to benefit from national scholarships or loans if he/she acquired the right to such benefits prior to his/her departure.
6. The student is exempt from the obligation to pay the tuition fee at the host university, regardless of whether the student in question receives a scholarship or not.
7. Prior to leaving, the student concludes an individual Financial Agreement with the University. The attachments to the agreement are as follows: an insurance policy covering the period of travel and studies, this includes health and accident insurance, and a Learning Agreement. Prior to leaving, the student must complete a language proficiency test using the *Online Linguistic Support* (OLS) platform, following the provisions of the Financial Agreement.
8. The University transfers the amount of the grant to the student's account in the amount and under the conditions determined in the individual Financial Agreement concluded with the University prior to going abroad.
9. During the stay at a foreign university, there is a possibility of introducing changes to the LA document within 1 month from the beginning of the semester. Changes are made by introducing *Changes to the Original Learning Agreement*. Such changes require the consent of the vice-rector responsible for completing the semester.

10. Extending the study stay by an additional semester at a foreign university requires the approval of the appropriate vice-dean and university coordinator as well as signing an Annex to the agreement determining the amount of additional funds granted or, in case of lack of funds, extending the stay without a scholarship.
11. Shortening the period of stay is possible provided that the minimum period of study stay (namely, 90 days) is observed. The flexibility rule applies, namely the paid grant is not returnable if the stay is shortened by a maximum of 5 days. A visit shorter than 90 days requires full reimbursement of the scholarship received, unless the stay at the foreign university was interrupted due to the so-called "force majeure". In this case, NA makes a decision concerning the terms of the grant.
12. Not later than 2 weeks after returning from abroad, the student has the following obligations:
  - 1) to provide the Department with a certificate confirming the length of stay at university ,
  - 2) provide the Department and the Dean's Office with a *Transcript of Records* from a foreign university
  - 3) complete an individual participant report concerning the EU Survey
  - 4) complete the language proficiency test - using the OLS platform.

A person who does not meet the aforementioned requirements will be obliged to reimburse the funding received by the University.

If the confirmed period of stay in the host organization is shorter than the period specified in the individual agreement or an attachment to the agreement, but the minimum duration of stay abroad is observed, the amount of the grant is to be reduced accordingly and the participant will reimburse the difference to the indicated account of the University observing determined time limits.

13. Not later than 2 weeks after returning from abroad, the student/doctoral student has to present the Department with a financial settlement in accordance with the individual Financial Agreement. An individual who does not meet the aforementioned requirement will be obliged to return the grant received by the University.

14. If all the conditions determined in writing are met by the student, the period of studies/courses/credits/examinations will be recognized and perceived as equivalent to the relevant period of studies/courses/credits/exams at the Wroclaw University of Environmental and Life Sciences.

#### **IV Rules concerning the recruitment of students, doctoral students and graduates for internships**

##### **§ 11**

1. Students of BA/BSC and MA/MSC as well as long-cycle full-time and part-time master's studies, doctoral students and graduates of the Wroclaw University of Environmental and Life Sciences may apply for an internship. Students/PhD students of the first year of studies may benefit from the



- placement program. In case of students, such visit is possible after completing the first semester of studies.
2. Internship visits of students, doctoral students and graduates may be realized in institutions/enterprises abroad selected by candidates.
  3. The internship must guarantee the possibility of acquiring competences corresponding to the field of study.
  4. Recruitment of graduates starts during the last year of studies, namely prior to their graduation. Such individuals complete their internship within a period not exceeding 1 year from the date of graduation, determined in the regulations of studies, taking into account the possible final date of visit specified in the agreement concluded between the University and NA, namely by the 30<sup>th</sup> of September of a particular year.
  5. A person interested in the visit provides the Department with an “Application Form” (with the consent of the Dean/Vice-rector), a letter of intent from the host unit and documents confirming the knowledge of a foreign language, within the time limit determined by the Department. Additionally, a student applying for a placement submits a certificate of student status.
  6. Recruitment of candidates takes place after the end of the examination session in the winter semester in the academic year preceding the visit. Information concerning the date and rules of recruitment is provided in the form of an advertisement published on the university's website. Recruitment lasts until the funds are used up or till mid-June in the academic year during which the visit takes place.
  7. The vice-rector for research and cooperation with foreign countries makes a decision on qualifying for the visit, based on the consent provided in the “Application Form” by the appropriate Vice-rector, bearing in mind the knowledge of a foreign language and the order of applications. In case of students, the average grade confirmed by the dean's office constitutes an additional requirement and in case of doctoral students - the research supervisor/thesis advisor's opinion concerning the suitability of the placement, taking into account the topic/field of the doctoral dissertation and the consent of the head of doctoral studies.
  8. The minimum duration of internships is 60 days. Priority is given to students and PhD students declaring a stay for 90 days.
  9. If one does not qualify for the visit, the student/doctoral student can file an appeal addressed to the Vice-rector for Research and International Cooperation within 7 days from the date of receiving information from the Office.

## **V Realization of internships for students, PhD students and graduates**

### § 12



1. Prior to leaving, the student/doctoral student/graduate concludes an individual financial agreement with the University. The attachments to the agreement include: travel and visit insurance, this includes health, accident and liability insurance, and the Learning Agreement for Internships. Before leaving, the student/graduate/doctoral student has to pass the language proficiency test using the OLS platform, in accordance with the Financial Agreement.
2. The University transfers the grant to the account of the student/graduate/doctoral student before this individual goes abroad, in the amount and under the conditions determined in the individual financial agreement concluded with the University.
3. A disabled student/doctoral student experiencing a difficult financial situation and qualified for the visit receives funding from the OP KED. It is regulated in Chapter VIII of these Regulations. Support from OP KED does not apply to internships for graduates.
4. The doctoral student submits an application concerning a foreign delegation in the EOD system applicable at the University, in accordance with the applicable procedure.
5. Extending the internship period requires an approval of the appropriate vice-rector and the signing of an appropriate attachment to the individual Financial Agreement, determining the amount of additional funds allocated or, if there are no funds, extending the stay without a scholarship.
6. During the internship, the student/doctoral student/graduate retains the right to benefit from national scholarships or loans he/she was awarded prior to the departure.
7. Not later than 2 weeks after returning from abroad, the student/doctoral student/graduate has to meet the following obligations:
  - 1) provide the Department with a certificate issued by a foreign institution/enterprise confirming the completion of the internship and realization of its assumptions - and in case of a student/doctoral student this certificate has to be additionally delivered to the dean's office;
  - 2) complete an individual *EU Survey* participant report
  - 3) complete the language proficiency test (final) - using the OLS platform
  - 4) make a financial settlement of the visit, in accordance with the applicable model document - in the Department.

An individual who does not meet the aforementioned requirements will be obliged to reimburse the funding received from the University.

Moreover, the obligation to reimburse the received funding applies to individuals who have not completed the minimum duration of the internship, namely, 60 days.

If the confirmed period of stay in the host organization is shorter than the period determined in the individual agreement or attachment to the agreement, the amount of the grant is to be reduced accordingly and the participant is to reimburse the indicated amount to the University's account

within the indicated time limit. This provision does not apply when internship was shortened by a maximum of 5 days, in accordance with the effective flexibility.

8. Not later than 2 weeks after returning from abroad, the doctoral student has to settle the stay in the EOD system as a foreign delegation observing the applicable rules. An individual who does not meet this requirement is to be required to reimburse the funding received from the University.

9. If the student/doctoral student/graduate meets all the conditions determined in writing, the internship is credited:

1) students/PhD students:

- as credit for a subject, in case of compulsory internships constituting an integral part of the studies;
- as an additional achievement included in the Diploma Supplement, in case of an optional internship;

2) graduates: issuance of the Europass Mobility certificate.

#### **VI Visits of academic teachers for the purpose of conducting didactic activities**

##### §13

1. Visits aimed at conducting didactic classes (lectures, seminars, workshops) can be realized at partner universities which have concluded agreements on the exchange of research and teaching staff with the Wrocław University of Environmental and Life Sciences for a particular academic year.

2. A visit to a foreign university can last from 2 days to 2 months, this time limit does not include the travel time. Funding from the Erasmus + budget allocated to the University for a particular academic year covers the period from 2 to 5 days, this does not include travel time. In each case, an academic teacher has an obligation of conducting a minimum of 8 hours of classes per week. In case of visits longer than one week, the number of compulsory classes is increased in proportion to the length of the period of visit.

3. Recruitment runs from the 1<sup>st</sup> of June of the academic year preceding the departure to the 31<sup>st</sup> of October of the academic year in which the departure is to take place or until the funds are used up. An individual interested in the visits submits an application for admission addressed to the Department together with the *Staff Mobility for Teaching Agreement*, containing the proposed programme of teaching at the host university.

4. The vice-rector for research and international cooperation makes a decision concerning admission, taking the following into account:

- 1) language competences,
- 2) professional experience,
- 3) planned didactic program.

Applications of individuals applying for the visit for the first time and the junior staff are treated as a priority.

5. Candidates can file an appeal against the decision made by the recruitment commission via the Vice-rector for Research and Foreign Relations within seven days of receiving information from the Department.
6. Prior to leaving, an academic teacher concludes an individual Financial Agreement with the University. The aforementioned agreement regulates the rights and obligations of the parties related to the preparation and realization of the trip in detail. *The Staff Mobility for Teaching Agreement* document, approved by the foreign host institution and the university coordinator and signed by the employee who is to leave constitutes an attachment to the agreement.
7. The amount granted for the visit is paid to the academic teacher prior to departure in the amount and in the manner determined in the Agreement referred to in point 6 of this paragraph.
8. A disabled employee has the right to receive an additional amount of co-financing to cover special needs related to his/her disability. The aforementioned amount is to be determined by the university based on an application submitted to the Office.
9. An employee who is to leave submits an application via the EOD system concerning a visit abroad in the form of a foreign delegation.
10. Not later than 2 weeks after returning from abroad, an academic teacher has the following obligations:
  - 1) to complete an individual participant report concerning an *EU Survey*,
  - 2) to provide the Office with a certificate of conducting classes and the length of visit, issued by the host institution,
  - 3) to settle the visit in the EOD system.

An individual who does not meet the aforementioned requirements will be obliged to reimburse the funding received by the University.

If the confirmed period of stay in the host organization is shorter than the period determined in the individual agreement or attachment to the agreement, the amount of the grant is to be reduced accordingly and the participant is to reimburse the difference to the indicated account of the University within a specified period.

## **VII Employee departures for training**

### **§ 14**

1. Staff mobility concerning training may be realized at universities participating in Programme and Partner Countries or non-academic institutions (for example, enterprises, research institutions, organizations) in order to improve skills, exchange experiences, expand knowledge in a particular field (participation in training, seminar, workshop, study visit, etc.). The individual must be an employee of the Wroclaw University of Environmental and Life Sciences employed under an employment agreement.

2. A stay in a foreign institution may last from 2 days to 2 months. Funding from the Erasmus + programme budget allocated to the University for a particular academic year covers the period from 2 to 5 days, this does not include travel time.

3. Recruitment for mobility runs from the 1<sup>st</sup> of June in the academic year preceding the visit to the 31<sup>st</sup> of October in the academic year during which the visit is to take place or until the funds are used up. An individual interested in the visit submits an application for qualification for the visit addressed to the Department together with *the Staff Mobility for Training Agreement*, containing the proposed programme of stay in the host unit.

4. The Vice-rector for Research and Foreign Cooperation decides whether a candidate is qualified for the visit, taking into account:

- 1) language competences,
- 2) professional experience,
- 3) training program.

Applications of individuals applying for a visit for the first time and of junior staff are treated as a priority. Priority in granting funding is reserved to employees who are not academic teachers and teaching staff employed at the Foreign Language Centre.

Candidates can file an appeal against the decision of the recruitment commission addressed to the Vice-rector for Research and Foreign Cooperation within seven days of being notified by the Department.

5. Prior to the departure, the qualified employee concludes an Agreement with the University. This agreement regulates the rights and obligations of the parties connected to the preparation and realization of the visit in detail. *The Staff Mobility for Training Agreement* document, approved by the foreign host institution and the university coordinator and signed by the applying employee constitutes an attachment to the agreement.

6. A disabled employee has the right to receive an additional amount of co-financing to cover special needs related to his or her disability. This amount is to be determined by the university based on an application submitted to the Department.

7. A person qualified for a visit submits an application concerning a foreign delegation in the EOD.

8. The amount allocated for visit is paid prior to departure, in the amount and in the manner determined in the agreement referred to in point 5 of this paragraph.

9. Not later than 2 weeks after returning from abroad, an employee of the University has the following obligations:

- 1) to complete an individual participant report concerning an EU Survey ,

- 2) to provide the Department with a certificate concerning the length of the training completed, issued by the foreign host institution.

### **VIII Operational Programme „Knowledge Education Development” (PO WER)**

#### **§ 15**

1. The programme is addressed to disabled students and students in a difficult financial situation. The aforementioned programme covers:

- 1) mobility of students with the right to a "social allowance" designated for studies,
- 2) mobility of students with the right to a "social allowance" designated for internship,
- 3) mobility of disabled students designated for studies,
- 4) mobility of disabled students designated for internship.

Financial support is provided to BA/BSc, MA/MSc and PhD students and students of long-cycle master's studies. It does not apply to graduates.

2. Students who are eligible for a social scholarship are to benefit from the Erasmus + zero scholarship according to the rates stipulated by OP KED. Starting recruitment process concerning visits in a particular academic year, taking into account information concerning the received social scholarship in the Candidate's Application for the Scholarship constitutes the condition for receiving a scholarship from OP KED. Moreover, it is necessary to provide the Department with a certificate from the dean's office concerning the granted social scholarship for the current academic year.

3. Students who hold a disability certificate are to benefit from the Erasmus + scholarship following the rates stipulated by OP KED. Starting the recruitment concerning visits for a particular academic year, taking into account information concerning disability constitutes the condition for receiving a scholarship from OP KED programme. What is more, It is necessary to provide the Department with a copy of the certificate of disability.

In addition to the scholarship, students with a disability certificate may receive additional funds to satisfy the needs connected to disability (reimbursement of actual costs) after submitting relevant documents/evidence of payment to the Department. Actual costs include, for example: travel and stay of an accompanying person, salary of a local guardian, medical care, physiotherapy, medication, special teaching materials, special insurance.

4. information on co-financing from OP KED is included in the individual Participant's Financial Agreement concluded with the University.

### **IX Final provisions**

The programme is co-financed by the European Social Fund under the Knowledge Education Development Operational Programme, non-competitive project called *Improving competency of academic staff and the institution's potential in accepting people from abroad - Welcome to Poland*, implemented under the Measure specified in the application for co-financing of the project no. POWR.03.03.00-00-PN 14/18

§ 16

Regulations and changes to the regulations are introduced based on the rector's instructions.

Approved by

Dean

prof. dr hab. inż. Tadeusz Trziszka