



Erasmus+ Programme

The rules for enrolment to student mobility for studies and internship under Erasmus+ Programme to EU and Non—EU Countries (KA103 & KA107) in the academic year 2017/2018.

The rules apply to:

- 1. Student mobility for studies and internship programmes for students**
- 2. Teachers who are to give lectures, and employees who are to obtain training**

Re 1.

1. The body responsible for the qualification procedure is the Enrolment Committee appointed by the Vice-Rector for International Cooperation.
2. The formal criteria are specified in Annex III to the Agreement between Collegium Civitas and the National Agency for Erasmus+ Programme for a given academic year.
3. The university criteria regarding

a) study abroad

- grade point average for the last completed semester of study

Grading scale: <4.00 – 0 pts, 4.00-4.24 – 1 pt, 4.25-4.49 – 2 pts, 4.5-4.74 – 3 pts, 4.75 – 4.99 – 4 pts, > 4.99 – 5 pts

- confirmed knowledge of a foreign language 0-2 pts

- social activities for the university and the community 0-3 pts

- the motivation to study abroad 0-2 pts

- in case of a large number of applicants, those who have not participated in the Erasmus+ Programme have priority

- students who apply for an extra allowance on top of Erasmus scholarship on the basis of their right to receive a maintenance grant (mobility in the EU) are required to include in their application form the information about receiving the maintenance grant

b) internship (in the EU)

- the motivation to participate in internship (those who find an internship entity on their own have priority)

- year of study (senior students have priority)

- grade point average for the last completed semester of study

Grading scale: <4.00 – 0 pts, 4.00-4.24 – 1 pt, 4.25-4.49 – 2 pts, 4.5-4.74 – 3 pts, 4.75 – 4.99 – 4 pts, > 4.99 – 5 pts

- students' awards/disciplinary punishments

- in case of a large number of applicants, those who have not participated in the Erasmus+ Programme have priority

All components are assessed jointly.

4. Enrolment committee of the programme may invite a candidate for an interview.

5. Students may be accepted to take part in the exchange program on condition he/she obtains positive results during the previous examination sessions. Application of a candidate who is supposed to take a conditional exam will be rejected.

6. Enrolment Committee does not state the minimum point level, scholarships will be granted to students who fulfil the above mentioned requirements and according to the availability of the funds allocated to Collegium Civitas by the National Agency of the Erasmus + programme.
7. Assessment of candidates is based on the submitted applications.
8. Within 7 days from the committee session, the minutes of the meeting will be drawn up together with the list of candidates who qualified for the scholarship.
9. The student has the right to appeal against the decision within 7 days from the day of drawing up the list of students qualified. The appellate authority is the Rector of Collegium Civitas.
10. A list of available places at foreign universities can be accessed in the International Relations Office of Collegium Civitas and from the website www.civitas.edu.pl/nasi_zagraniczni_partnerzy
11. Those students who have not yet participated in the Erasmus+ Programme have priority.

Re 2.

The rules for qualification for a scholarship are based on the regulation of the Rector of Collegium Civitas.

I hereby approve the above:

dr Paulina Codogni

Vice-Rector for International Relations