



Recruitment process for short-term foreign studies in the academic year 2014/2015 in the framework of CEEPUS (winter and summer semester), Erasmus and bilateral agreements (only summer semester).

International Programmes Office is announcing recruitment for foreign exchange programmes in the academic year 2014/2015 for the following programmes:

- CEEPUS (winter and summer semester)
- Erasmus (only summer semester – second intake)
- Bilateral agreements (only summer semester – second intake)

All students interested in participation in foreign exchange (short-term studies) are kindly asked to read carefully **General criteria for qualifying students for short-term foreign studies in the academic year 2014/2015.**

Information consist of requirements for recruitment process, basic elements taken into consideration during the process of qualification, criteria for grading scale, additional issues and requirements important within the process.

From January 2014 new program, Erasmus+ entered into force replacing existing programme Erasmus. This implies some changes and new opportunities for students.

Students can go abroad for 3 to 12 months (including a complementary traineeship period, if planned). The same student may receive grants for studying or being trained abroad totalling up to 12 months maximum per each cycle of study: during the first study cycle (Bachelor or equivalent) including the short-cycle (EQF levels 5 and 6), during the second study cycle (Master or equivalent – EQF level 7) and during the third cycle as doctoral candidate (Doctoral level or EQF level 8).

Recruitment stages

STAGE I - Registration and language qualification

Language qualification means to hand in a copy of relevant certificate and/or to take the relevant test organized by SJO (Studium Języków Obcych – University Language Centre). In this case applicants should:

Submit language certificate copies (if possible)	until April 30th, 2014
Registration for language tests www.sjo.uek.krakow.pl (tab "stypendia").	until April 30th, 2014
English language test	May 8th, Thursday
Other languages tests: French, Spanish, German, Russian, Italian	May 9th, Friday

Please pay attention to the requirements of the specific universities. Some of them require a language certificate (i.e. TOEFL, TELC, CAE, CPE). In this case applicants still have to take part in the language qualification at the CUE, but additionally have to submit copy of the certificate.





All the details concerning language qualifications can be found at: www.sjo.uek.krakow.pl (tab "stypendia").

STAGE II - Online application and documents submission

Within the period of 05.05.2014 – 23.05.2014 an applicant should:

- Fill out online application, available since 05.05.2014
- Submit complete **SET OF DOCUMENTS to IPO until 23.05.2014:**
 1. **Printed and signed online application**
 2. **CV written in a language which will be studied abroad**
 3. **Average grades obtained in hitherto period of studies** (obtained from the Dean's Office):
 - Bachelor students – average grades for whole period of studies – minimum 1 semester
 - Master students – average grades for whole period of bachelor studies (either confirmation from Dean's office or diploma supplement) and average grades for minimum 1 semester of Master studies
 4. **2 signed pictures**
 5. **Copy of language certificate** (if possible; second copy must be submitted to SJO until 30th of May 2014)
 6. **Additional documents which certify:** participation in courses taught in foreign language; international experience; additional activities.

Certificate for participation in **Students' Research Organizations** at CUE should be delivered only to the **Student Parliament** until May 23rd otherwise it will not be taken under consideration. If such document is issued to IPO it will not be taken into consideration.

Scoring rules are provided in **General criteria for qualifying students for short-term foreign studies in the academic year 2014/2015**.

Deciding about preferred universities:

An applicant can check up to 8 universities he/she prefers, and which are currently available for recruitment. An applicant should make a conscious, well thought-through, choice.

An applicant is supposed to learn on his/her own about:

- Programme at home University during planned exchange (with emphasize on specialization courses etc.)
- Programmes offered at the relevant university - list of partner universities will be available soon on our **website**.
- Language of instruction at the relevant university
- Accommodation and living expenses

An applicant should take into account the following:

- Compatibility of his/her study programme at home University with the potential exchange programme offered at a foreign institution
- Course language
- Academic calendar

Soon we will publish date of presentation in English for all prospective applicants.

