

## **Recruitment process for short-term foreign studies in the framework of CEEPUS, Erasmus+ and bilateral agreements.**

International Programmes Office is operating recruitment for foreign exchange programmes for the following programmes:

- CEEPUS
- Erasmus
- Bilateral agreements

### **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)
Registration for language tests <a href="http://www.sjo.uek.krakow.pl">www.sjo.uek.krakow.pl</a> (tab "stypendia").
English language test
Other languages tests: French, Spanish, German, Russian, Italian

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](http://www.sjo.uek.krakow.pl) (tab "stypendia").

#### **STAGE II - Online application and documents submission**

- Fill out online application,
- Submit complete **SET OF DOCUMENTS to IPO**

##### **1. Printed and signed online application**

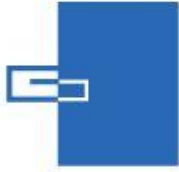
##### **2. CV written in a language which will be studied abroad**

##### **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)
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 23<sup>rd</sup> otherwise it will not be taken under consideration. If such document is issued to IPO it will not be taken into consideration.

#### **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.

