

Terms and conditions for students intake for part-time foreign studies in the academic year 2016/2017

I. Recruitment deadline terms and conditions:

1. Positive result of qualifications related to level language proficiency.
2. Punctual submitting of all required documents for the given travel offer.
3. Recruitment usually takes place during the academic year preceding the travel. Students undergoing all kinds of programmes may apply for recruitment, providing that at the time of recruitment and travel their status is that of student/PhD student at Cracow University of Economics (with the exception of post-graduate study travel where the status of student/graduate is required). Students must be able to provide GPA for at least 1 semester. Requirements on level and year of studies are defined under the given exchange programmes or travel offers. Students on their 1st year of Bachelor's programme may apply only in the second (additional) recruitment which takes place in summer semester (if applicable).
4. Persons applying in their final year of Bachelor studies may go on part foreign studies in the following academic year, providing that they hold the status of student at the time of travel. In such cases travel may only take place during the spring semester. The student must submit to the coordinating unit confirmation of completion of Bachelor studies and status of Master's degree course student within one week of such fact occurring, but not later than a month before the planned travel for part studies abroad.
5. The applications of year 2, level II students shall not be considered. This may not apply in case certain offer has different specification and requirements (e.g. STEP programme, VELUX Scholarship, summer schools).
6. It is not possible to spend three consecutive semesters abroad in the framework of study exchange programmes – there has to be at least one semester's break between studies abroad and the internship programme.
7. In case of applying for study programme and internship within one academic year duration and time of each exchange period cannot coincide. Student is obliged to inform exchange coordinator about exact dates of each of planned mobilities (for studies and for training purposes).
8. If student applied for the internship programme in summer semester, then he may participate in exchange programme for study period in summer semester of the next academic year.
9. Students on their 2nd year of bachelor programme and on 1st year of master programme shall apply for exchange in winter semester in order to have to secure necessary time for formalities regarding recognition process, defending thesis and application procedure if willing to continue studies (final decision is up to University Recruiting Committee for short-term foreign exchanges).
10. Students have to be of a legal age (18 years) at the time of departure for exchange.
11. Concerning studies which require the payment of tuition fees (e.g. part-time studies, studies in the English language etc.) a student's participation in part foreign studies does not exempt the student from the need to pay such fee to CUE.
 - Detailed requirements regarding Erasmus+ programme students may study abroad or do an internship abroad lasting not more than 12 month in total in each study cycle (bachelor, master, doctoral), regardless type of the mobility (studies or internship) and number of mobilities. Previous participation in programmes: MUNDUS, Erasmus („The Lifelong Learning Programme”), Erasmus+, Scholarship and Training Fund, PO WER.

II. The following criteria shall be considered during the recruitment process (THESE REFER EXCLUSIVELY TO THE PERIOD OF STUDY):

1. Average grades for hitherto period of studies:

- Students participating in the recruitment process must submit a certificate on their average grades covering the period from the first semester of studies to the last semester completed at the time of submitting the documents. Students who, at the time of embarking on the recruitment procedure, have the approval of the Dean for individual plan of studies (ITZ) submit the certificate on their average grades for the period prior to the semesters, to which the mentioned approval refers.
- Concerning first, second and third level studies (BA, MA, PhD) and the uniform (long-cycle) Master's studies the average mark for grades is confirmed by the corresponding Dean or other responsible unit.
- Concerning second level studies the average obtained on grades obtained at first level studies is taken into account. Students must provide, together with other application documents, confirmation from the Deans office confirming current status of CUE student.
- Applications with average grade below 3,4 shall not be processed.

2. Level of foreign language proficiency:

- During recruitment consideration is given to the knowledge of only that language in which the student will be studying abroad (unless the given offer places other requirements)
- Recruitment of level of knowledge of the foreign language is performed by the CUE Foreign Language Institute which sets out the conditions of awarding points and submits the results to the unit responsible for recruitment (not applicable in case of following STEP, VELUX, summer schools etc.)

Language recruitments are organised on B2 level.

- Information recruitment deadlines, conditions and results are available at: <http://sjo2.uek.krakow.pl/site/stypendia/newsy/id/698>
- Positive result of language qualifications from January 2014 on will be recognised. Results are available online: <http://sjo2.uek.krakow.pl/site/stypendia>.

3. Confirmed participation in tuition conducted in foreign languages and foreign language programmes:

- Points are awarded for topic-related tuition or regular studies conducted in foreign languages. Topics conducted as part of philological studies or other studies in a foreign language are taken into account, providing that the graduation diploma of the given studies does not constitute the basis of exemption from an examination organised by the SJO. Details on Page 6.
- Points are not awarded for:
 - *foreign language courses
 - * courses/tuition conducted under part foreign studies
 - * academic foreign language tuition

- * lessons taught in a foreign language at primary school, junior secondary school and high school levels
- * passive participation in conferences, sessions etc.

4. Confirmed vocational experience

Certificates shall be issued on headed paper or contain a stamp and shall contain the following details: period of the agreement (from – to), scope obligations, mandatory contact details. Details on Page 6.

5. MENTORING (Mentor, Buddy etc. programmes)

Active participation in organising the stay of students and foreign guests, certified by the responsible units of the home university. Students participating in the MENTOR programme (formerly: Tutor) at the Foreign Programmes Office (BPZ) do not have to submit a separate certificate; an exact entry in the e-bpz recruitment database shall suffice (guest name and surname, semester and academic year).

6. Certified participation in scientific clubs and student organisations, connected with the implementation of specific ventures

Confirmation of the number of points awarded to a student for the above activities is carried out by the Student Parliament which submits the report and results to the unit responsible for recruitment. Information on the principles and deadlines of confirmation of points is available at: <http://psuek.pl/co-zrobic-zeby-wyjechac>.

7. Volunteering, CUE promotion and other forms of activity and attainments confirmed in writing

Certificates shall be issued on headed paper or contain a stamp and shall contain the following details: period of the activities (from – to), scope obligations, project coordinator/venture/ contact details. Details on Page 6.

NOTE:

Students applying for a second term of travel via the agency of CUE cannot be awarded, for a second time, points in the following categories: from 3 to 7 for activities for which they had already received points for recruitment for the previous time of travel.

They may, however, receive points in each of the mentioned categories for activities which took place between the previous and the current period of recruitment.

III. AWARDING OF POINTS

Item	Criterion	Number of points
1.	Average grades for hitherto period of studies	<p><i>The number of points is equal to the gained average.</i></p> <p>Average grade from 4.0 receives the following bonus points: (4.00 – 4.11) – 3 points (4.12 – 4.22) – 4 points (4.23 – 4.36) – 5 points (4.37 – 4.53) – 6 points (4.54 – 5.50) – 7 points</p> <p><i>The total number of points constitutes the sum average of grades and additional points.</i></p>
2.	Level of knowledge of foreign language (based on recruitment at the Foreign Language Institute - SJO)	<p>0, 4, 5 or 6 points</p> <p><i>0 means negative result of qualifications therefore application will not be processed.</i></p>
3.	Confirmed participation in tuition conducted in foreign languages and foreign language programmes	0 – 3 points
4.	Confirmed foreign vocational experience	0 – 3 points
5.	Tutoring (<i>Tutor, Buddy etc. programmes</i>)	0 – 3 points
6.	Certified participation in scientific clubs and student organisations, connected with the implementation of specific ventures	<p>0 – 3 points</p> <p><i>responsible unit: CUE Student Parliament)</i></p>
7.	Volunteering, <i>CUE promotion</i> and other forms of activity and attainments confirmed in writing	0 – 3 points

Additional aspects taken into account during the recruitment process:

- number of places at the disposal of CUE
- study year
- profile compliance at the given university and study course/speciality
- motivation to travel
- references
- specific requirements connected with the given travel offer

NTB: When selecting preferred Universities student is obliged to consider adequacy of level and programme offered at the foreign institution in comparison with study programme at the CUE in order to avoid programme differences.

Selected programmes incl. Erasmus+ requires consistency between study programmes and avoiding programme overlaps.

IMPORTANT:

It is foreign University to give a final decision whether to accept nominated student or not.

Points relating to criteria 3, 4, 5 and 7 are awarded ON THE BASIS OF COPIES OF CERTIFICATES (original copy obligatory for viewing)

Confirmed participation in tuition conducted in foreign languages and foreign language programmes

Points	Type of tuition
0.5	guest lecture (<i>between 5 and 14 hours of tuition</i>)
1	1 course, guest lecture (<i>more than 15 hours of tuition</i>)
1.5	2 courses
2	3-4 courses, summer school, seminar
2.5	5-6 courses
3	Studies in a foreign language (<i>unless the diploma of graduation constitutes a basis for exemption from language recruitment at the SJO</i>)

Proven foreign vocational experience

Points	Relating to the coursed of study	Non core-subject study
0.5	-	1 to 2 months
1		2 to 3 months
1.5	1 month	more than 3 months
2	1 to 2 months	
2.5	2 to 3 months	
3	more than 3 months	

Volunteering at CUE and other forms of activity and attainments

Points	Volunteering at CUE and beyond CUE
0.5	minor aid, leaflets
1	one-time campaign, significant role
1.5	up to 1 month
2	1 to 2 months
2.5	2 to 3 months
3	more than 3 months

IV. Conditions which the student shall strictly comply with prior to leaving for the part foreign studies which have been specified in Students Manual – to be downloaded from IPO website: <http://www.bpz.uek.krakow.pl/vademecum-stypendysty.html>

1. **NTB: Student is obliged to** inform the unit which coordinates the recruitment about any changes, including contact details, student status, resignation etc.