RECRUITMENT REGULATIONS AND APPLICATION PROCEDURE FOR PARTIAL STUDIES ABROAD

I. Recruitment cycle:

1. Recruitment means all intakes (main and additional) for a certain program during a certain academic year.

2. Main intake is organized in the academic year preceding the study placement (with the exception of the STEP program, the CEEPUS *free-mover* option, the Transekonomik program, as well as application procedures for summer school programs). Recruitment applies to the winter and summer semesters of the academic year.

3. Additional intake is organized after the main recruitment depending on the number of available places at partner universities.

4. Intake announcements are published by the International Programs Office on: IPO website bpz.uek.krakow.pl, main KUE website uek.krakow.pl, IPO Facebook profile, student email account announcements.

II. units responsible for submitting documents :

1. Language certificates, qualification exam results, and language course certificates - the KUE Language Centre.

2. Certificates confirming activity in scientific clubs and student organizations - the KUE Student Parliament.

3. All other documents (see below) - the KUE International Programs Office.

III. Eligibility criteria: necessary requirements to be met, considered during the recruitment for study placements:

1. A positive result of the foreign language qualification, at least at level B2 (applies to the language in which student will be studying abroad).

2. The total average of grades from all completed study semesters no less than 3.5 for at least one semester, or supplement to the graduation diploma in case of students of I semester of masters studies.

3. Recruitment application form sent to ebpz system – ebpz.uek.krakow.pl.

4. In the case of applying to the STEP program and the “dual diploma” option, a recruitment interview in a foreign language is obligatory.

5. In the case of required specific language certificates by partner university, the need to provide a copy of document during the recruitment.

IV. Additional information on the eligibility criteria:

1. Extra (optional) points are awarded for:

a. Certified participation in regular studies conducted in foreign languages, the one semester minimum (with the exception of partial studies carried out as part of exchange programs).
b. A confirmed certificate of active mentoring (in the Mentor, Buddy, Tutor, or another program).
c. A document certified and registered at the KUE Student Parliament, confirming active participation in scientific clubs and/or student organizations.
d. A document confirming participation in KUE promotional activities, voluntary work, and other forms of activities and achievements in KUE, confirmed on the official letterhead and stamped, stating the period of activity and range of responsibilities.

2. Extra points expire once they have been used in the application process (they cannot be used again).

Table outlining the award of points and possible extra points

Criterion	Points
The total average of grades from studies completed to date	Bonus points are granted for the average grades from 4.0 upwards: (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 – 4.79) – 7 points (from 4.80) – 8 points
Level of foreign language command (based on the qualification from the KUE Language Centre)	0, 4, 5 or 6 points "0" signifies the "fail" grade on the language exam
Certified participation in regular studies conducted in foreign languages	0 – 3 points 0,5 p – 1 semester, 1 p – 2 semesters, 1,5 p – 3 semesters, 2 p – 4 semesters, 2,5 p – 5 semesters, 3 p – 6 semesters and more.
Mentoring (taking care of foreign exchange students)	0 – 3 points
Confirmed active participation in scientific clubs and student organizations, linked to the implementation of specific activities/projects	0 – 3 points
Participation in KUE promotional activities, voluntary work and other forms of activities related to representation of KUE	0 – 3 points Award criteria: 0.5 point – incidental assistance; 1 point – one-off event; 1.5 points – activity lasting up to 1 month; 2 points – activity lasting from 1 to 2 months; 2.5 points – activity lasting from 2 to 3 months; 3 points – activity lasting above 3 months.

V. Formal requirements:

1. Completing and submitting the application form at ebpz.uek.krakow.pl, attaching all documents required for the specific program.

2. The decision to grant a place in the specific university is down to the University Qualification Committee for International Study Placements.
3. Submitting an appeal – within 7 business days from the date of the announcement of results – by persons who have not been qualified to participate in exchange programs, and are entitled to appeal against the decision of the Recruitment Committee. The appeal is submitted by ebpz.uek.krakow.pl application form. The student will receive a response within 14 business days.
4. Only students who have completed the necessary formal requirements, but have not received a placement in their preferred universities, have the right to submit an appeal.
5. Students whose exchange cannot take place due to documented reasons depending on the university to which they have been qualified, have opportunity to appeal against the allocated place at a later date than the one mentioned in p. 3.
6. The student must confirm his or her placement in the e-bpz system, within 7 days from the date of announcing the results.
7. Information about withdrawing from the placement in the study exchange program must be reported within 7 days from the date of announcing the results.
8. Withdrawal from a previously confirmed placement must be reported by email to the coordinators at the BPZ and at the partner university.
9. A student has the right to apply for available exchange programs several times. However, if resigned after the date given in p. 6 or if there is no contact with a student during the partner university application process, the University Qualification Committee may consider the reappearing application of this student conditionally, during the next intake for the same academic year.

VI. Specific requirements for potential beneficiaries of the exchange:

1. Students of all levels, forms and fields of study, who have the status of a student and who are able to submit a document of completing at least one semester of studies, may participate in the recruitment.
2. Student can apply for mobility for a semester during which they will have the status of KUE student.
3. During the recruitment process, it should be remembered that foreign scholarship placements are not recommended in the last semester of studies. The final decision is down to the University Qualification Committee for International Study Placements.
4. Persons completing their first-cycle or long-cycle studies may apply for a foreign-placement scholarship conditionally, and only for the second semester of the second cycle of studies (the final decision is down to the University Qualification Committee for International Study Placements). In case of students of seven-semester study program there is a possibility of foreign scholarship placement on the second semester of the second cycle of studies.
5. Students in programs that include a semester devoted entirely to an internship (or an internship and a thesis seminar) may apply only for those semesters in which classes are held.
6. Applications from second-year students of the second-cycle studies or long-cycle studies will not be considered, the exception being the situation in which recruitment concerns a

placement in the same academic year, provided that the applicant retains the status of a student for the duration of placement.

7. Students who have already completed at least two mobility periods (study and/or internships) at the same level of study under the Erasmus+ program must consult the International Programs Office (IPO) regarding their remaining mobility quota before submitting another application. This applies to all Erasmus+ mobility periods, including those carried out at other universities.
8. In the case of applying for two study placements or a study placement and internship in one academic year, the dates of individual trips may not overlap. The student is obliged to inform their coordinator about the exact dates of both trips.
9. Participation in exchange programs must include one semester-long break period, however, this rule does not apply to two separate placements within the same academic year.
10. During the announced recruitment process student may submit only one application.
11. A student qualified for foreign scholarship placement for a specific semester cannot apply in the next recruitment process to placement in another university for the same period without resigning from the previously awarded place.
12. The principle of confirming language qualifications in the Language Centre does not apply to the STEP program, the Transekonomik program, or summer schools.
13. A student applying for an extension of their stay at a partner university (possible only within the same academic year), and who is simultaneously participating in subsequent admission rounds are required to indicate their request for an extension in their application (in the "Comments" section) and to immediately notify both the administrative coordinator (IPO) and the person responsible for mobility recruitment process upon receiving approval for such an extension.
14. The student is obliged to inform the coordinator about any changes concerning his/her contact details (change of name, e-mail address, student status, etc.)
15. Documents that do not meet the above criteria will not be considered.
16. Applications by students with an average grade below 3.5 will not be considered.
17. Students with disabilities and beneficiaries of a social scholarship from the KUE are obliged to report that fact till the application deadline. A student can report the acquisition of a social scholarship entitlements in the later date, but not later than three months before the start date of their exchange trip. Their application for additional Erasmus+ grant will be considered subject to availability of Erasmus+ funds.

VII. Regulations directly related to the placement abroad:

1. The student must be of age at the time of the placement.
2. Placements last 1 or 2 semesters, while in individual partner universities it is possible to take advantage of trimester placements.
3. For the duration of the placement, the nominee retains the status of a student and does not lose the rights to any scholarships awarded to him/her – either merit scholarships or social stipends.
4. While being on one-year leave from classes student may apply for foreign scholarship placement after the end of the leave. While being on leave partial study abroad is not possible.

5. Placement can be possible only after nominee will obtain credits, and pass the examinations included in the study program of the academic semester preceding the placement, and to fulfil all formalities related to successfully completing the year of studies.
6. Before and after the placement, the student is required to contact the faculty coordinator in order to determine study program implemented in the host university.