**RECRUITMENT REGULATIONS AND APPLICATION PROCEDURE FOR PARTIAL STUDIES ABROAD**

**I. Recruitment cycle:**

1. Main recruitment 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).

2. Additional recruitment is organized for those applying for a study placement, subject to the remaining availability at partner universities.

**II. Where to submit your application documents:**

1. Language certificates, qualification exam results, and language course certificates should be submitted to the CUE Language Centre.
2. Certificates confirming activity in scientific clubs and student organizations should be submitted to the CUE Student Parliament.
3. All other documents (see below) should be submitted to the CUE International Programmes 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 – a necessary condition.

2. The total average of grades from all completed study semesters – an obligatory document.

3. Printed and signed recruitment application form, from the e-bpz system – an obligatory document.

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

**IV. Additional information on the eligibility criteria:**

1. Extra (optional) points are awarded for:

a. Certified participation in classes conducted in foreign languages and/or in foreign language programs, with points awarded for subject-related classes or for regular studies conducted in foreign languages, subjects completed as part of philological studies (language majors) or other studies conducted in foreign languages, unless the diploma of completion of these studies was used as the basis for exemption from the language exam organized by the CUE Language Centre – non-obligatory.

b. A stamped certificate on official company letterhead, confirming professional experience, with a stated period of the contract and range of responsibilities – non-obligatory.

c. A confirmed certificate of active mentoring (in the Mentor, Buddy, Tutor, or another program) – non-obligatory.

d. A document certified and registered at the CUE Student Parliament, confirming active participation in scientific clubs and/or student organizations – non-obligatory.

e. A document confirming participation in CUE promotional activities, voluntary work, and other forms of activities and achievements, confirmed on the official letterhead and stamped, stating the period of activity and range of responsibilities – non-obligatory.

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**

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| **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  (4.80 – 5.50) – 8 points |
| Level of foreign language command (based on the qualification from the CUE Language Centre) | 0, 4, 5 or 6 points  “0” signifies the “fail” grade on the language exam |
| Certified participation in courses conducted in foreign languages and/or in foreign language programs | 0 – 3 points  Award criteria: 0.5 point *–* course up to 14 hours; 1 point – course above 15 hours; 1.5 points – two courses; 2 points – three/four courses; 2.5 points – five/six courses, 3 points – studies in a foreign language. |
| Confirmed work experience abroad and/or work in the foreign language within Poland | 0 – 3 points  Award criteria: 0.5 point – from 1 to 2 months of subject non-related experience; 1 point – from 1 to 2 months of subject-related experience in Poland and from 2 to 3 months of non-related experience; 1.5 points – 1 month of subject-related experience, from 2 to 3 months of subject-related experience in Poland and over 3 months of non-related experience; 2 points – from 1 to 2 months of subject-related experience and above 3 months of subject-related experience in Poland; 2.5 points – from 2 to 3 months of subject-related experience; 3 points – for subject-related experience lasting above 3 months.  \*All these activities must be conducted in a foreign language. |
| Tutoring (Tutor, Buddy, and other programs) | 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 CUE promotional activities, voluntary work, and other forms of activities and achievements | 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. Submitting all documents required for the given placement offer, within the specified deadline.

2. 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 e-mail via the e-bpz system. The student will receive a response within 14 business days.

3. 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.

4. The student must confirm his or her placement in the e-bpz system, within 7 days from the date of announcing the results.

5. Information about withdrawing from the placement in the study exchange program must be reported within 7 days from the date of announcing the results.

6. Withdrawal from a previously confirmed placement must be reported by email to the coordinators at the BPZ and at the partner school.

**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. During the recruitment process, it should be remembered that foreign scholarship placements are not recommended in the second semester of the third year of the first-cycle studies, or in the second semester of the second-cycle studies, due to the need to complete the study programs in time (the final decision is down to the University Qualification Committee for International Study Placements).
3. Persons completing their first-cycle studies may apply for a foreign-placement scholarship conditionally, and only for the summer semester (the final decision is down to the University Qualification Committee for International Study Placements).
4. Applications from second-year students of the second-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.
5. Students with confirmed information about conditional credits in the particular semester are required to provide a document containing the consent for their study placement abroad, signed by the Dean.
6. In the case of applying for study placements and internships in one academic year, the dates of individual trips may not overlap. The student is obliged to inform his/her coordinator about the exact dates of both trips.
7. 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.
8. In the case of fee-based studies, the student’s placement in partial foreign studies’ program does not exempt him/her from having to pay a fee to the CUE.
9. During the recruitment process, the command of the language of study abroad will be taken into account.
10. Some partner universities require specific language certificates.
11. The principle of confirming language qualifications in the Language Centre does not apply to the STEP program, the Transekonomik program, or summer schools.
12. 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.)
13. Documents that do not meet the above criteria will not be considered.
14. Applications by students with an average grade below 3.4 will not be considered.
15. Grades from courses completed in partner schools during previous placements are included in the total average of grades, which is taken into account in the recruitment process.
16. Students with a disability and beneficiaries of a social stipend from the CUE, who are nominated for a trip within the framework of the Erasmus+ program, are eligible for subsidy for their placement from the PO WER program.

**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 3-semester placements. This constitutes the minimum duration of the exchange.
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 studying abroad, the student may not be on Dean’s leave or on special leave.
5. The nominee is required to obtain credits, and pass the examinations included in the study program of the academic year 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 the conditions for obtaining credit. In the case of a change in the courses being completed, he/she must do so also during the scholarship.
7. Before going on a study placement that includes co-financing (Erasmus+, Double diploma, PO WER, CEEPUS, or STEP), the student has the right to receive complete information on the amount of the grant, and methods of its payment.