

QUALIFICATION RULES FOR STUDENT MOBILITY UNDER THE ERASMUS+ PROGRAM

Educational mobility under the financial agreements KA131 in the years 2022-2028.

I.

General Provisions

1. Selection of candidates for foreign studies and internships takes place twice a year. Information on current recruitment dates is available on the website at: <https://wscs.eu/outgoing/>
2. The exchange of students and graduates can be carried out by Warsaw School of Computer Science, as it is an institution holding the ECHE (Erasmus Charter for Higher Education) valid until 2027.
3. The exchange of students and graduates for the purpose of studying can only be carried out with higher education institutions (HEIs) with which bilateral agreements providing for student exchange have been signed.
4. The recruitment process provides special support for people with fewer opportunities and requiring special educational assistance.
5. Full-time and part-time students can participate in the following types of mobilities within the Erasmus+ Program:
 - an internship abroad (from 2 days to 12 months). Internships can be conducted in a company, research institute, laboratory, organization, or any other appropriate workplace.
 - a study period at a partner university (from 2 months or one semester or academic trimester to 12 months).
 - short-term visits (from 5 days to 30 days) combined with a virtual mobility component (blended mobility, blended intensive programs).
6. A study period abroad is a part of the student's study program aimed at obtaining a degree.
7. Internships should be an integral part of the study program and be thematically related to the student's academic or professional interests.
8. Attending classes at a higher education institution (HEI) is not considered an internship.
9. Students participating in mobility can take advantage of language courses on the Online Language Support platform <https://academy.europa.eu/>

II.

Recruitment criteria

Formal criteria for students:

1. The student must meet the following formal criteria in order to engage in any type of mobility:
 - a. The student needs to be officially registered at WSCS in a program of study leading to a bachelor's or master's degree, regardless of the mode of study (full-time/ part-time).



- b. When applying for mobilities under the Erasmus+ program, the student cannot be on a dean's leave.
 - c. Only students who have completed the semester preceding the mobility can participate in the exchange under the Erasmus+ program.
 - d. In the case of students applying for a mobility in their final year of study, the provision stating that the internship should not conflict with the timely completion of studies applies.
2. Mobilities are carried out within the framework of the mobility capital, which covers 12 months at a given degree level of study. This means that the same person can apply for multiple mobilities for study and internship for a total period not exceeding 12 months. Candidates decide for themselves how to distribute the mobility capital at a given degree level of study.
3. The student must inform the Institutional Erasmus+ Coordinator about trips for studies or internships abroad under previous programs such as the LLP-Erasmus program or Socrates-Erasmus program. Previous participation in the LLP-Erasmus program reduces the mobility capital for mobilities under the Erasmus+ program.

Additional criteria for students and graduates:

1. The student should justify their desire to go abroad and their choice of country and a foreign institution.
2. The student should have knowledge of the English language or another foreign language to a level that enables communication and attendance in classes at a partner university or completion of an internship at a foreign institution.
3. The student should demonstrate the following character traits: maturity, independence, communicativeness, creativity, diligence (supported by examples of using these traits in various life situations).

Criteria regarding support for inclusion:

1. In the case of mobility participants with fewer opportunities, especially those suffering from physical, mental, and health conditions, the grant may be higher than the generally defined maximum amount of individual funding.
2. Students with fewer opportunities may apply for additional funding by justifying their needs in this area and documenting them accordingly.
3. A person with fewer opportunities is understood as an individual who struggles with a personal physical, mental, or health condition that makes their participation in the mobility project impossible without additional financial or other support. Detailed criteria regarding the inclusion and diversity policy of the Erasmus+ program are available at <https://erasmusplus.org.pl/wlaczanie-i-roznorodnosc>.

III.

Required documents

1. A completed application form available on the website: <https://wscs.eu/outgoing/>
2. Transcript of records.
Students of the Bachelor studies at WSCS do not have the obligation to attach it. Only students



and graduates of the Master studies who obtained the title of the Bachelor at a different university than WSCS should attach a scan of the transcript of records.

3. CV and motivational letter in English.
4. Language certificate (required level: B2).
A student can participate in the qualification procedure without a certificate, in which case the language competencies are verified by the Head of Foreign Languages at WSCS.
5. The required documents should be sent to the following address: erasmus@wwsi.edu.pl, following the recruitment deadlines provided on the website: <https://wscs.eu/outgoing/>

IV.

Recruitment process

1. The results of the recruitment for the Erasmus+ program mobilities will be made available to the students within one week from the end of the recruitment process.
2. Recruitment will be conducted by a four-person Recruitment Committee consisting of the Institutional Erasmus+ Coordinator, the Career and Internship Office Manager, a lecturer from WSCS, and a member of the Student Council.
3. The report from the Committee's meeting will be published on the website, and candidates will be informed about the results by email.
4. The regulations provide for an appeals procedure.
5. The appeals procedure stipulates that the student has the right to appeal the decision within 7 days from the announcement of the qualification results. Applications should be addressed to the Institutional Erasmus+ Coordinator. The application will be reviewed within the next 7 days.

V.

Grant amounts and payment conditions.

1. Grants awarded under the Erasmus+ program are complementary financing. They are awarded to cover additional costs related to the student's stay at the host institution. While receiving an Erasmus+ grant, the student cannot receive any other funding from the European Union.
2. The National Agency for the Erasmus+ Program allocates a general amount of funds to universities for students for each academic year, based on the principles of distribution of subsidies received by Poland. The university distributes the general amount received among students qualified for the program.
3. The scholarship amount is set annually for each project by the National Agency for the Erasmus+ Program. The monthly rates established cannot be changed. The scholarship amount is calculated proportionally to the number of days confirmed by the host institution. The current rates for each project can be found on the website: <https://erasmusplus.org.pl/dokumenty> in the section: *Stawki*. However, it should be noted that the specific rates provided by the Foundation for the Development of the Education System (FRSE) do not refer to the current academic year, but to the year of signing the agreement between WSCS and FRSE. To find out the specific rates, please contact the Institutional Erasmus+ Coordinator at the university directly.
4. The student is obliged to purchase accident insurance (NNW) and third-party liability insurance (OC) for the period of study/training.



5. The student is obligated to obtain an EHIC card. In the case of traveling to countries outside the EU, where the EHIC card is not applicable, the student is obliged to purchase health insurance on their own for the duration of their studies/internship at the receiving institution.
6. A student who is a citizen of Poland is required to register with the *Odysseusz* website maintained by the Ministry of Foreign Affairs: <https://odysseusz.msz.gov.pl/>
7. Before departure, the student is obliged to sign a financial agreement between the student and WSCS.
8. The advance payment will be made within 30 days from the date of signing the agreement, in the amount of 70% of the amount specified in the agreement, but not earlier than 45 days from the planned start date of the mobility. The remaining 30% will be paid after the student begins their mobility, but before its completion.
9. The grant cannot be used to cover similar costs already financed from European Community sources.
10. The start date of the mobility period is the first day the student must be present at the receiving organization (the first day of classes/internship) according to the date on the Learning/Traineeship Agreement. The end date is the last day of presence at the receiving organization according to the date on the Learning/Traineeship Agreement.
11. Shortening the stay due to "force majeure" is possible if the student has a serious accident, becomes seriously ill, or there is a situation that threatens their health/life while abroad. In such a situation, immediately after the incident, the student should contact the Institutional Erasmus+ Coordinator at the University by e-mail or phone. Further procedures will be decided by the National Agency (FRSE) in Warsaw.
12. To settle the mobility, within 14 days after completing the mobility, the student must provide: a Transcript of Records/grade report (in the case of studying abroad) and a Mobility Agreement with exact dates of the start and end of the stay and the signature of the responsible person from the receiving institution. Additionally, the student must fill out a report/survey for the Beneficiary Module online system received by email.
13. In the case of extending the stay due to, for example, the need to participate in a re-take session, any changes to the financial agreement (addendum) must be made at least 30 days before the planned end of mobility in the financial agreement.
14. If the student fails to meet the reporting obligation specified in point 12. of this regulation, WSCS has the right to demand the return of up to 100% of the granted funding.

VII.

Online Linguistic Support

Individuals who qualify for mobility have the right to access online language courses on the Online Linguistic Support (OLS) platform. In order to obtain a login and password for the system, one should contact the Institutional Erasmus+ Coordinator.

VIII.

ECTS credit points

1. According to the User Guide for the ECTS system, students at the bachelor's and master's level must complete 30 ECTS credits during their semester abroad. In justified cases, with the consent of the Institutional Erasmus+ Coordinator, the number of credits may be reduced, but not less than 20 ECTS per semester.



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2. In the case of internships, students receive 18 ECTS credits for a 3-month stay.