

# **RULES FOR RECRUITING STUDENTS FOR ERASMUS+ MOBILITY ACADEMIC YEAR 2020/2021**

## **I. RECRUITMENT RULES**

### §1

Students of Adam Mickiewicz University wishing to apply for a study or traineeship under the Erasmus+ programme must meet the following requirements:

1. they must be registered in first-cycle (bachelor) or second-cycle (master) programmes, single-cycle masters programmes or doctoral programmes;
2. at the time of applying for the mobility they must be students of at least the first year of first-cycle (bachelor) studies;
3. they must have a command of a foreign language at a level consistent with the requirements of the host higher education institution, in accordance with the conditions laid down in the agreement;
4. they must complete and submit an on-line application form and the required attachments by the specified deadline and in the specified form.

### §2

Graduates of Adam Mickiewicz University wishing to apply for traineeship under the Erasmus+ programme must meet the following requirements:

1. they must have completed first-cycle (bachelor) or second-cycle (master) studies, single cycle masters studies or doctoral studies;
2. at the time of applying for the mobility (recruitment procedure) they were students of the last year of first-cycle, second-cycle, single-cycle masters studies or doctoral studies

### §3

1. Under Erasmus+, each person shall be given the possibility of mobility of up to 12 months in each of the study programmes (first-cycle (bachelor) or second-cycle (master) studies or doctoral studies) and 24 months in the case of single-cycle masters studies, regardless of the type of mobility and the number of mobility periods; including stays with zero funding;
2. graduates must complete their traineeship within 12 months of the end of their studies;
3. the period of a graduate's mobility shall be counted towards the period of the completed degree programme;
4. priority in applying for a study visit or traineeship under the Erasmus+ programme is given to students who have not yet participated in mobility under LLP- Erasmus and Erasmus+ programmes.

### §4

1. At the faculty level, the eligible body for the programme is the Faculty Recruitment Committee, hereinafter referred to as the "Committee".
2. The Committee shall be appointed by the Dean to carry out the recruitment procedure.

3. The composition of the Committee shall be determined by the Dean or a person authorised by the Dean, with the rule that the Committee shall consist of a minimum of 3 persons;
4. The Committee shall act in accordance with the Erasmus+ Faculty Recruitment Rules, hereinafter referred to as "Faculty Rules", adopted by the Faculty Dean;
5. The Faculty Rules should specify at least the following information and data:
  - a. the composition of the Faculty Recruitment Committee;
  - b. the Committee's responsibilities and rules of procedure;
  - c. the recruitment procedure (deadline for recruitment, way of submitting documents, deadline and method of communicating recruitment results to students, information about the possibility of appeal);
  - d. a list of required documents;
  - e. detailed recruitment criteria;
6. The Faculty Rules are public and should be freely disseminated.

#### §5

1. Within 14 days of the closing of the procedure, the Faculty Recruitment Committee shall draw up a list of candidates for mobility under the Erasmus+ programme;
2. The Faculty Recruitment Committee shall also draw up a reserve list of candidates. If any student on the list of candidates decides to cancel his/her mobility, the vacancy shall be filled first by the persons on the reserve list.

#### §6

1. In cases justified by vacancies and insufficient number of foreign exchange participants in a given year, the Faculty Recruitment Committee may announce additional recruitment of candidates.
2. After the final completion of the recruitment procedure, the Chairman of the Committee shall draw up a protocol from the Committee's recruitment procedure and a list of persons qualified for the travel;
3. The document mentioned in §6 point 2 should be sent to the Erasmus+ Office within 2 weeks from the completion of the recruitment procedure.

#### §7

1. Students are obliged to fill in forms necessary for the implementation of a programme of study or traineeship pursued abroad.
2. An agreement is signed between the student qualified to take part in the programme and Adam Mickiewicz University in Poznań, specifying the conditions for undertaking studies or traineeship under the Erasmus+ programme.
3. The student completes all formalities that enable him/her to receive medical care under the insurance in the host country.

## **II. PRINCIPLES OF RECOGNISING A PERIOD OF MOBILITY IN A FOREIGN PARTNER UNIVERSITY**

#### §8

The period of studies completed under the Erasmus+ programme is considered to be an integral part of studies at the Adam Mickiewicz University in Poznań.

1. The Erasmus+ Programme Faculty Coordinator prepares the Equivalence Card before the student's departure to study abroad.
2. The Equivalence Card specifies to what extent the courses selected by the student in the host institution are equivalents of courses offered in a given semester by the home institution, and determines the differences in the curricula that the student must make up for upon the return to the home institution.
3. Recognition of the stay abroad is based on the *confirmation of study period/traineeship certificate*;
4. The basis for recognition of educational results is the "*Transcript of Records*" obtained by the student issued by the host university and containing grades in the scale adopted by the host university together with ECTS credits.

### **III. PRINCIPLES OF FINANCING TRAVEL WITHIN THE ERASMUS+ PROGRAMME**

#### §9

The detailed financial rules shall be laid down in a separate regulation on financing rules.

### **IV. FINAL PROVISIONS**

#### §10

At the end of the stay under the Erasmus+ programme, the student is obliged to complete an individual *online EU survey report* and a *language proficiency test on the OLS platform (Erasmus+ Online Linguistic Support)*.

#### §11

These Rules shall enter into force on 1 February 2020.

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