

## **Regulations for the Participation of Students of the Centre for International Studies and Development in the Erasmus+ Programme**

- 1) The hereby regulations determine the procedures of recruitment, participation and realization of an abroad stay of the Students of the Centre for International Studies and Development (hereinafter referred to as Students) in the ERASMUS+ Programme.
- 2) Apart from the regulations of the Centre for International and Development, the rules of participation in the ERASMUS+ Programme are determined by the Jagiellonian University regulations and Erasmus Charter for Higher Education.
- 3) The Students of the Centre for International Studies and Development may apply for a place in ERASMUS+ Programme:
  - a. from the pool provided within the agreements signed by the Faculty of International and Political Studies, in particular from the pool of agreements signed by the Institute of Political Science and International ns;
  - b. from the pool provided within the agreements signed by Faculties of the Jagiellonian University other than the one referred to in point 3a, based on the rules provided by these Faculties;
  - c. from the pool provided within the agreements signed by the Centre for International Studies and Development.
- 4) Any Student of the Jagiellonian University may apply for a place from the pool provided within the agreements signed by the Centre for International Studies and Development under the condition that Students of the Centre for International Studies and Development have a priority to fill these places.
- 5) A Student may not apply for a place in Erasmus+ Programme if he or she is registered for the current academic year on the basis of Art. 10 Paragraph 6 of the Regulations for Programmes of Study (conditional registration).
- 6) To become an applicant in the ERASMUS+ Programme, a Student shall fill an online application, available at the USOSweb Students' Portal (hereinafter referred to as USOSweb), in person, within the timeframe defined by the International Students Office of the Jagiellonian University.
- 7) Recruitment for the participation in the Erasmus+ programme is held by the Centre for International Studies and Development ERASMUS+ Commission with the help of appropriate ERASMUS+ Coordinator:
  - a. The Commission consist of:
    - i. the Director of the Centre for International Studies and Development;
    - ii. coordinators of programmes conducted within the Centre for International Studies and Development;
    - iii. a lecturer/lecturers appointed by the Director of the Centre for International Studies and Development.
- 8) The Centre for International Studies and Development ERASMUS+ Commission will decide to grant a place for students based on the application delivered via the

USOSweb and documents needed to create a ranking list. The time for assessment and creation of ranking list is set by the International Students Office of the Jagiellonian University. The place on the ranking list depends on the score obtained based on the following criteria (maximum 100 points):

- a. documented and active participation in a scientific conference – maximum 25 points:
    - i. local-level conference, each 3 points;
    - ii. national-level conference, each 7 points;
    - iii. international level conference, each 10 points.
  - b. published scientific paper – maximum 35 points:
    - i. students magazines or web-sites, each paper 5 points;
    - ii. scientific magazines or articles in collective publication, each 15 points;
    - iii. scientific book – 25 points.
  - c. documented participation in student societies or non-governmental organizations or foundations or similar entity – maximum 20 points.
  - d. documented knowledge of language of instruction (other than English) of the chosen University – maximum 10 points:
    - i. B1 – 3 points;
    - ii. B2 – 5 points;
    - iii. B2+ - 7 points;
    - iv. C1 or higher – 10 points.
  - e. other documented activity: for example internship; taking part in scientific project, etc. – maximum 10 points.
- 9) The Commission will grant places in Erasmus+ Programme based on the place on the ranking list. As the number of places provided within agreements with Universities participating in the ERASMUS+ Programme is limited, if the number of Students applying for the place is higher than the maximum number provided for in a given agreement, Students who receive the highest scores from the recruitment procedure will be granted a place.
- 10) ERASMUS+ scholarships are awarded based on the decision of the International Students Office of the Jagiellonian University and are not affected by the decision of the Centre for International Studies and Development ERASMUS+ Commission to grant a Student a place.
- 11) After receiving a place, Students shall fulfil all formal obligations with the International Students Office of the Jagiellonian University and appropriate Erasmus+ Coordinators. These formal obligations include:
- a. delivering an application form to the Partner University;
  - b. delivering the ERASMUS+ Learning Agreement to the International Students Office of the Jagiellonian University. The ERASMUS+ Learning Agreement shall be signed by the Director of Centre for International Studies and Development, appropriate Jagiellonian University and Partners University Erasmus+ Coordinators;
  - c. signing the grant agreement in the International Students Office;

- d. submitting the Bank details form (no later than one month before the beginning of the scholarship) to the International Students Office;
  - e. submitting a copy of the health insurance;
  - f. submitting the confirmation of having a student's status for the following year of studies;
  - g. all Students, with the exception of native speakers, shall take the OLS language test, which is delivered to Students by the International Students Office of the Jagiellonian University.
- 12) Courses provided within the ERASMUS+ Learning Agreement shall be connected to the curriculum of a given Student of the Centre for International Studies and Development. The list of proposed courses shall be accepted by Director of Centre for International Studies and Development.
- 13) The ERASMUS+ Learning Agreement shall provide courses, which altogether have at least the same number of ECTS points as provided in the Students' curriculum at the Centre for International Studies and Development.
- 14) In case of unforeseen events, which force the Student to introduce changes in the ERASMUS+ Learning Agreement, every change shall be presented to and approved by the Director of the Centre for International Studies and Development and appropriate Erasmus+ Coordinator.
- 15) The stay of the Student of the Centre for International Studies and Development in Partner University within the Erasmus+ programme shall not exceed one academic year. Therefore, Students who participated in spring semester in Erasmus+ programme shall not extend their stay to next semester.
- 16) Students, who participate in winter semester in Erasmus+ programme may extend their stay if they fulfil all the following requirements:
- a. approval of prolonged ERASMUS+ Learning agreement from the Director of the Centre for International Studies and Development and;
  - b. approval from their Diploma Thesis leading Professor and;
  - c. approval of the Partner University and;
  - d. approval of the appropriate Coordinator for the Erasmus+ Programme in the appropriate Jagiellonian University Faculty and;
  - e. fulfilling all formal obligations put on Students with the International Students Office of the Jagiellonian University.
- 17) The period spend in the Partner University as part of the Erasmus+ Programme is an integral part of studies within the Centre for International Studies and Development based on:
- a. ERASMUS+ Learning agreement and;
  - b. Transcript of Records delivered by the Student after the stay.
- 18) Students shall deliver the documents listed in point 17 after their stay at the Partner University to:
- a. appropriate Coordinator of the programme conducted within the Centre for International Studies and Development;
  - b. appropriate Erasmus+ Coordinator.