

1. **The list of partner universities is available on the websites, under the appropriate link:**
<https://wz.pwr.edu.pl/pracownicy/anna-skowronska-szmer>
<https://wz.pwr.edu.pl/studenci/erasmus>

The general rules of recruitment obligatory at WUST, including the formal criteria that must be met by the candidate for a trip under the ERASMUS program, are provided on the DSM website.

2. Students of the last semester of the first level studies can also submit applications **by attaching a statement that they will apply for admission to the second level studies at WUST** (for 2025/2026 Faculty W8N Faculty of Management). **Their applications will be considered as last.**
3. An exchange for **the last semester of studies** is possible only in an exceptional situation (in particular when it is necessary to collect empirical materials abroad to write a diploma thesis). In any case, such an exchange requires a written opinion of the thesis supervisor, stating: 1) the purposefulness of the exchange 2) the lack of threat for complying with the statutory deadline for submitting the diploma thesis at WUST.
4. A scholarship (grant) is also available for those students who - in accordance with the Program of Studies - **will study abroad in the next academic year, regardless of the ERASMUS + program** (for example students of the University of Jelenia Góra). They are subjected to the same procedure and dates of recruitment and qualification as all other students.
5. The set of required foreign languages skills is provided on the list of foreign partner universities (the list is available on my website, under the appropriate link).
6. The list of certificates confirming the foreign language skills, honored in the recruitment process, can be found on the **SJO WUST** website ((<https://sjo.pwr.edu.pl/international-erasmus/kandydaci-i-studenci/program-erasmus>)). Moreover – **in case of any language – it is acceptable to pass the course provided by SJO WUST at least at the level of B2.2 or B2E**, and in case of English language – also a certificate of Technical Univ. of LIBEREC (level intermediate with an exam). Candidate, who wants to participate in a language exam at the Department of Foreign Languages (SJO) at WUST **must signal this fact on the application form** (it is possible to participate in the exam concerning 1 foreign language). Rules concerning the exam are to be found on the website of SJO.
7. If the number of candidates for a given foreign partner university, recruited from the indicated level and year/years of studies (list of partner universities) is smaller than the number of places offered, **it is not excluded** to consider candidates from other years of studies/levels of studies, **if the foreign partner university will accept it.**
8. Information on courses provided at foreign partner universities is available on the websites of these universities.
9. **Application** should be submitted on form "Application" - in electronic form sent to: w8n.erasmus@pwr.edu.pl. *In an exceptional case, student can also apply for an exchange for the university with which the Faculty of MANAGEMENT does not have a bilateral agreement, but another Faculty has it. In this situation, the applicant goes to the reserve list and is waiting for very unlikely situation described in p. 14.3.*

To the Application form should be attached:

- 1) document from Dean's Office confirming the ECTS-point weighted average grades entered on the application (from the current level of studies and from the last semester)
- 2) photocopy of the relevant document confirming the foreign language skills (if the candidate already has such a document; the original should be presented to the Faculty Coordinator during the submission of the application).

Moreover, the application may include:

- 1) certificate from the Association **Erasmus Student Network** or other organization supporting the activities carried out under the LLP ERASMUS or ERASMUS+ program, confirming the candidate's active
- 2) activity in this Association (organization) **for at least one semester** (the candidate receives additional points during recruitment),
- 2) other documents confirming the student's activity or its advantages as a candidate for a trip.

Application deadline: 03.10.2025. only by e-mail: w8n.erasmus@pwr.edu.pl.

10. Only complete applications containing all correct data will be considered.

11. The following criteria will be considered during the qualification:

- 1) In the semester for which the student is planning to study abroad, she/he must be an active student (can not stay on leave)
- 2) Foreign language skills: a student without sufficient foreign language skills, required at a foreign partner university will not be accepted for an exchange
- 3) Student status: applications of students studying - at the time of application - on the last semester of the first level studies will be considered after the allocation of places between other students
- 4) Deficit of credit points at the time of application: in the first place, the places will be allocated among students without deficit of ECTS points
- 5) The average grade from the current level of study with an accuracy to one hundredth (**average weighted by ECTS points from all grades obtained during current level of studies**)
- 6) The average grade from last semester of study with an accuracy to one hundredth (**average weighted by ECTS points from all grades obtained during last semester of studies**)
- 7) Active participation of the candidate in the Erasmus Student Network or other organization supporting the operation of the ERASMUS +.
- 8) Others (motivation and others).

Qualification rules:

(1) Rejection of those candidates who do not meet the conditions 1) and 2) listed in p. 11.

(2) For other candidates: calculation of two sums of points S1 and S2, according to the following rules:

$$S1 = \text{Average_studies} * 100 + 10 * \text{DESN};$$

$$S2 = \text{Average_last_sem} * 100 + 10 * \text{DESN};$$

Where:

Average_studies - *the average grade from the **current level of study at WUST** (for candidates who are, at the time of application, on the first semester of the second level studies - the average from the first level studies),*

Average_last_sem - *the average grade from last semester of studies,*

DESN – *assumes a value of 1 for those students who have a document confirming their active participation in the Erasmus Student Network or another organization supporting the LLP ERASMUS or ERASMUS+ program for at least one full semester and assumes a value of zero for other students.*

(3) Division of candidates into two groups with subgroups:

- group **A**: candidates who at the time of application **are not on the last semester of first level studies** (subgroup **A0** - candidates without deficit of ECTS points, **A1** - with deficit),
- group **B**: candidates who at the time of application **are studying on the last semester of first level studies** (subgroup **B0** – without deficit of ECTS points, **B1** - with deficit).

(4) The distribution of places offered by foreign partner universities between candidates from the **A0** subgroup and then the remaining places - between candidates from the **A1** subgroup.

(5) The distribution of **remaining places** between candidates from the **B0** subgroup and then from the **B1** subgroup.

ATTENTION: during the process of allocation of places referred to in points (4) and (5), the places offered by a given foreign partner university will be distributed at first between those candidates who placed the university in their application in the first place, next - between those who put it in second place, etc. !!!

The first, **basic criterion for the allocation of places (within a given subgroups of students: A0, A1, B0 or B1) is the sum of S1 points**, the second criterion – the sum of S2 (p. (2) above) and third criterion – additional advantages of the candidate, specified in the application. The subsequent (second and third) criteria are considered only if there are candidates who have been assessed identically according to the previous criterion (previous criteria).

12. The qualification results (**preliminary list of candidates with a reserve list**) will be announced on the website (<https://wz.pwr.edu.pl/pracownicy/anna-skowronska-szmer>), at the latest on **09.10.2025, at 20.00. In justified cases**, the appeal against the initial list of candidates should be addressed to the Faculty Dean. Appeals should be submitted to the Faculty Coordinator by the **10.10.2025**. Appeals will be considered not later than **11.10.2025**.
13. Each student **qualified for an exchange** is required to develop a proposal for a schedule for the implementation of specific didactic forms at a foreign partner university and at WUST in the semester or the entire academic year 2023/2024. The schedule must be structured in a way that provides the student the ability to fulfill the **Program of Study applicable to that student at WUST** (learning outcomes, required obligatory courses and elective courses, ECTS points to collect in semester/year and other requirements). Details regarding the construction of such a schedule, in the form of **„Individual Organization of Studies” – IOS** (form available on my website), **students qualified for an exchange** will have to be agreed with a person authorized by the Dean (Dean's Representative for the proper Field of Study), and then **presented for the Dean's decision** (Vice Dean of Didactic). The IPS document for a given semester includes both courses that the student pledge to complete abroad, as well as courses to be completed - in the same semester - in the country (in the so-called remote mode or in another form agreed with the teachers). **Unless the National Program Agency Erasmus+ sets a different number of points, the smallest number of ECTS points to be completed abroad is 15 per one semester**, however **the total sum of ECTS points covered by the IPS (at WUST and abroad) for the semester results from the study regulations and the current Program of Study for a given student (in general it is 30)**. **Based on the approved IOS**, the student then prepares (completes) the document *Learning Agreement* (LA) in IRC System (a special account for the student will be created there) and send an approved IOS by email: w8n.erasmus@pwr.edu.pl
14. **A student who is on the reserve list can go to study at a foreign partner university in the following cases:** 1) one of the main candidates resigned from the exchange; 2) new contracts have been signed (there are new partner universities), which were not included in the current distribution of places; 3) after completing the recruitment, another Faculty will **have a vacancy, which the Coordinator of that Faculty will officially hand over to our Faculty and the foreign partner University will agree to accept a student from Management instead of a student from that Faculty**. In practice, case 3 is extremely rare. The eligibility criteria for the situations described in p. 2) and 3) are the same as previously described (p.11). **The vacancies resulting from the situations described in p. 2) and 3) will be distributed only among the reserve candidates.**

In order for the exchange to take effect, the candidate must be accepted by the host party (foreign partner University). The decision on this matter is taken by the host party after receiving the candidate's documents. Cases of non-acceptance of our candidates have so far been very rare.

15. **The final date of departure (semester and date)** should be agreed with the partner university.

Wrocław, 18.09.2025

dr inż. Anna Skowrońska-Szmer
ERASMUS+ Coordinator, Faculty of Management
Wrocław University of Science and Technology