

## **REGULATION OF THE RECTOR OF COLLEGIUM CIVITAS NO. 60/2019**

**of 05 November 2019**

### **on the adoption of the Rules of Student Mobility Programmes under Student Exchange Agreements signed by Collegium Civitas**

Under § 21 section 1 point 12 of the Statutes of Collegium Civitas, I hereby introduce the **Rules of Student Mobility Programmes under Student Exchange Agreements signed by Collegium Civitas**.

#### **§ 1**

##### **Abbreviations and terms used herein**

- CC — Collegium Civitas;
- NA — the National Agency of Erasmus+ Programme, in Poland this function is performed by the Foundation for the Development of the Education System ([www.erasmusplus.org.pl](http://www.erasmusplus.org.pl));
- Erasmus+ — the European Union programme for education, training, youth and sport for 2014-2020. The Erasmus+ programme was adopted by the European Parliament in the Regulation (EU) No. 1288/2013 of 11 December 2013.
- ECHE — the Erasmus Charter for Higher Education ([https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter\\_pl](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_pl));
- Bilateral Agreement (Inter-institutional agreement) — an agreement between CC and a partner university abroad holding the Erasmus Charter



for Higher Education (ECHE) under the Erasmus+ Programme or another university from countries outside the Erasmus+ partnership;

- Learning Agreement — Learning Agreement for Studies/Traineeship — a trilateral agreement between the student, the home university and the partner university, including the list of courses to be completed at the receiving institution;
- Financial Agreement — an agreement between the student benefiting from the Erasmus+ scholarship (grant) and Collegium Civitas specifying the mobility programme conditions and financial conditions;
- DWiPM CC - Department of International Cooperation and Promotion at CC;
- OLS — Online Linguistic Support — a language platform for students to complete obligatory tests and language courses. Online Linguistic Support is only available for mobility programmes under the Erasmus+ Programme and shall only apply to mobility programmes with English, French, German, Italian, Spanish or Dutch (or an additional language available in OLS) as their main language of instruction/working language; native speakers shall be excluded from those tests.

## § 2

### General provisions

1. The rules of student mobility programmes for Collegium Civitas students, except for students of part-time second-cycle programmes, hereinafter referred to as “mobility programmes”, are laid down in the relevant Bilateral Agreements and regulations under which the Agreements have been concluded.
2. Students of part-time second-cycle programmes have the right to participate in a one-semester mobility programme.
3. Mobility programmes under the Erasmus+ programme are governed by the rules laid down in the Erasmus Charter for Higher Education (ECHE).



4. An up-to-date list of Bilateral Student Exchange Agreements as well as the ECHE are available at [www.civitas.edu.pl/en](http://www.civitas.edu.pl/en) and at the CC Department of International Cooperation and Promotion (DWiPM CC).
5. A student taking part in the mobility programme under a Student Exchange Agreement continues to be a Collegium Civitas student with all relevant rights and obligations.

## § 3

### The application process

1. Detailed rules of applying for mobility programmes in a given academic year, application deadlines for students interested in a mobility programme, and the list of required application documents are laid down by the Vice-Rector for International Relations acting on behalf of the Rector. The information shall be announced in a separate document approved by the Rector no later than two weeks before the start of recruitment for the programme.
2. Students eligible for the Erasmus+ Programme and other student exchange programmes shall meet the following criteria:
  - they have completed at least the first semester of a degree programme, and their mobility programme is scheduled for no earlier than the second year of study;
  - they are not in arrears with any payments to the University;
  - they are not on leave at the moment of departure for and during the mobility programme;
  - they know English or other language required by the host university/receiving institution well enough to study/complete a traineeship.
3. A student may apply for a mobility under the Erasmus+ Programme several times. Each student may take part in multiple mobilities lasting a total of up to 12 months in each cycle (Bachelor's, Master's and doctoral studies), this including studies and traineeships abroad.



4. The objective of a mobility under the Erasmus+ Programme may be for students to complete a part of the curriculum at a partner university or complete a student traineeship abroad in one of the programme countries.
5. A student may apply for a mobility at a partner university, i.e. a university that has signed a bilateral agreement with CC.
6. A mobility requires a student to enrol in a full-time programme at the host university.
7. Third year first-cycle students at Collegium Civitas may apply for a mobility in the first year of their second-cycle; in that case, such a student shall take the following steps:
  - apply for admission to a second-cycle programme immediately after submitting the bachelor's thesis and passing examination session;
  - take the bachelor's degree examination and obtain a bachelor's diploma before leaving for a mobility
  - if the master's degree programme or specialisation chosen by the student has not been launched, the student undertakes to choose other master's degree programme or specialisation available at Collegium Civitas.
8. The enrolment process for mobilities takes place in the semester preceding the mobility.
9. The enrolment for mobility programme scholarships is held for as long as the funds are available. If more candidates meet the criteria and obtain the same number of points the decision will be made on a first-come, first-served basis.
10. Decision to accept a student for a mobility programme is made by the Qualifying Commission appointed by the Rector. The Commission will include: Vice-Rector for International Relations, Vice-Rector for Student Affairs and Erasmus+ Coordinator.
11. The Commission selects candidates based on the application documents submitted by them. The Commission may invite a candidate for an interview and schedule a foreign language test. The interview may be held in the relevant language of the host country.



12. The Erasmus+ Programme candidate who has been awarded a maintenance grant may apply for additional financing under the programme in that case, such a student:

- shall make a relevant declaration in the programme application form;
- shall apply for a maintenance grant for the next academic year by July 15 of a given calendar year.

A possibility to obtain additional funding shall each time depend on the funds allocated for this purpose to Collegium Civitas by the National Agency of Erasmus+ Programme.

## § 4

### **Mobility programme conditions**

1. A student selected by the Commission may start a mobility provided that they have been awarded credit for the academic year preceding the mobility and have paid the tuition fees.
2. A student selected by the Commission shall confirm their participation in the mobility programme by June 15 (mobility programmes scheduled for winter semester) or by December 15 (mobility programmes scheduled for summer semester) of a given calendar year.
3. In justified cases (related to health, family or financial issues), the student may withdraw from a mobility programme at a partner university by filing a written request to withdraw to the DWiPM CC.
4. The student shall immediately notify the Programme Coordinator of their withdrawal, no later than within 7 days from the event preventing them from participation in the mobility programme.
5. Before leaving for the mobility the student shall complete all formal requirements. Prior to the departure the student shall take the following steps:
  - a) submit required documents to the partner university;



- b) read the list of compulsory courses to be completed in the semester when the student exchange will take place. The programme curriculum is available in the student's account at [wu.civitas.edu.pl](http://wu.civitas.edu.pl);
- c) prepare the programme curriculum to follow at the partner university in the form of a Learning Agreement For Studies or Learning Agreement For Traineeship. The curriculum of the mobility programme shall:
- be agreed between the student and their CC Department Supervisor in consultation with the host university;
  - be as replacement the CC programme curriculum as possible;
  - contain courses credited with a total of at least 30 ECTS per semester;
  - be approved by the host university before the mobility period.
- d) submit the following documents to the DWiPM CC:
- a statement acknowledging the completion of the semester preceding the mobility programme;
  - a statement of no arrears in the payment of fees;
- e) complete the first online assessment of linguistic competences in the OLS system;
- f) sign the Financial Agreement. The Financial Agreement should be signed by the student and Collegium Civitas after the conditions provided above have been met and before the mobility period.
6. Learning Agreement is signed by the Vice-Rector for Student Affairs, as the representative of Collegium Civitas, on behalf of the Rector.
7. If curricular differences to be made up for after the mobility period are determined before the mobility period, the student shall be informed of the manner and time limit for obtaining credit by way of the Rector's decision submitted to the student's account at [wu.civitas.edu.pl](http://wu.civitas.edu.pl), "Decisions" bookmark.
8. The student shall notify the DWiPM CC of any changes to the Learning Agreement within 3 weeks from the arrival at the host university. In order to introduce changes to the LA, the student shall use a part of the form



entitled: „Section to be completed during the mobility” in the Learning Agreement.

9. During the mobility at the host university, the student shall take the language course provided by the Erasmus+ Coordinator on the OLS platform (if the exchange is a mobility under the Erasmus+ Programme).
10. During the mobility period the student does not have to obtain credit for obligatory foreign language courses at CC.
11. A final-year student of any cycle shall maintain regular contact with the thesis supervisor and obtain ECTS credits for introductory thesis seminars.

## § 5

### **Mobility Period Credit**

1. A student shall obtain credit for courses specified in the Learning Agreement (with possible modifications) and provide documents required to award credit for the semester in order to be awarded credit for the Mobility Period.
2. Immediately and no later than within 4 weeks after the mobility period, the student shall:
  - a) submit the certificate of completion of a degree programme at the partner university to the DWiPM CC. The certificate should specify in detail the actual mobility period at the host university and it constitutes the basis for CC to award credit for the mobility programme;
  - b) submit the list of courses completed at the partner university, including the course titles, ECTS credits and grades (the Transcript of Records). The Transcript of Records shall comply with the Learning Agreement;
  - c) fill out an online survey on the mobility programme; the link to the survey shall be submitted to the student via email after the mobility period;
  - d) complete the second online assessment of linguistic competences in the OLS system; the link shall be sent to the student's email address before the end of the mobility period.



3. Grades obtained during the mobility programme are converted into grades according to the grading scale applicable at Collegium Civitas pursuant to the description of the grading system and grading scale used at the host university.
4. If the student does not obtain credit during the mobility at the host university, the procedure in the case of failure to obtain credit for courses at the home university laid down in the Collegium Civitas Rules and Regulations shall apply. The student may also be obliged to return the grant they were awarded in full or in part.
5. In the event of *force majeure*, i.e. a situation beyond the student's control related to an unfortunate accident or serious illness, Collegium Civitas may waive its right to claim refund or reduce the amount of refund. Such a case shall be confirmed in writing by the National Agency of Erasmus+ Programme.

## § 6

### Mobility period

1. The mobility programme at the host university shall start and end between 1 June of a given year and 30 September of the following year.
2. The minimum mobility period at the host university shall not be shorter than 3 months for studies and 2 months for traineeships and shall not be longer than 12 months for each cycle of studies.
3. The minimum mobility period at the host university only includes the period of study and does not include the period for possible language courses.
4. The mobility period is counted with accuracy of 1 day (1 month = 30 days).
5. A student may apply to extend the mobility period at the partner university; to that end, the student shall submit their application, together with attachments, to the DWiPM CC no later than one month before the originally planned end of the mobility. The student shall submit the following documents:





- a) an application to extend the mobility period at the host university addressed to the Vice-Rector for Student Affairs;
- b) the host university's consent to extend the mobility period;
- c) a new Learning Agreement for the extended period;
- d) the Transcript of Records from the first period of study.

After the student has obtained the consent to extend the mobility period at the host university, the student shall sign an Appendix to the Financial Agreement signed with the home university before the mobility period.

6. Collegium Civitas does not guarantee a grant to the student for the extended mobility period at the host university.
7. If a student discontinues a mobility programme at a partner university before the minimum mobility period (i.e. 3 months for studies and 2 months for traineeships) has expired, the student shall return the full grant which was awarded.
8. In the event of *force majeure*, i.e. a situation beyond the student's control related to an unfortunate accident or serious illness, the university may waive its right to claim refund or reduce the amount of refund. Such a case shall be confirmed in writing by the National Agency of Erasmus+ Programme.

## § 7

### Final Provisions

1. To all matters not settled herein, other Rules and Regulations and Decisions by Collegium Civitas shall apply.
2. The rules of financing mobility programmes under the Erasmus+ Programme arise directly from financial agreements signed by Collegium Civitas with the National Agency of Erasmus+ Programme.
3. The enrolment criteria for Erasmus+ mobility shall be defined in a separate document approved by the Vice-Rector for International Relations in



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consultation with the Vice-Rector for Student Affairs, attached as Appendix  
1 to these Rules.

