

**ORDER OF THE RECTOR OF COLLEGIUM CIVITAS NO. 67/2022  
of 12 December 2022**

**on adopting the Rules of International Student Exchange  
under international academic exchange agreements  
entered into by Collegium Civitas**

In accordance with §5 and §21 sec.1 item 12) of Collegium Civitas Statutes, I order as follows:

§ 1

I introduce the **Rules of International Student Exchange under international academic agreements signed by Collegium Civitas**, which constitutes **Appendix 1** to this order.

§ 2

The Order shall take effect on the date of signing

REKTOR

*prof. dr hab. Stanisław Mocek*



**Appendix No. 1 to the Order of the Rector of Collegium Civitas No. 67/2022  
dated 12 December, 2022**

**The Rules of International Student Exchange  
under international academic exchange agreements  
entered into by Collegium Civitas**

**§1**

**Abbreviations and definitions used in these Rules**

- a) CC – Collegium Civitas;
- b) NA – National Agency for the Erasmus+ Programme – in Poland, the NA is the Foundation for the Development of the Education System (FRSE) ([www.erasmusplus.org.pl](http://www.erasmusplus.org.pl));
- c) Erasmus+ – European Union programme for education, training, youth and sport for the years 2021 to 2027. Erasmus+ Programme has been established by the European Parliament in the Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021;
- d) ECHE – Erasmus Charter for Higher Education ([https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en));
- e) Inter-institutional agreement – the agreement made by and between CC and the foreign higher education institution participating in the programme which has a valid ECHE for the years 2021 to 2027, or another partner university from outside the EU;
- f) Online Learning Agreement (OLA) – the trilateral agreement between the Student, the sending higher education institution and the receiving higher education institution, covering, among others, the list of courses to be completed by the Student in the receiving higher education institution;



- g) Financial Agreement – the agreement between the Student receiving the Erasmus+ scholarship and Collegium Civitas, detailing the terms and conditions of the international exchange and addressing financial matters;
- h) DICP CC – Department of International Cooperation and Promotion of CC;
- i) Online Linguistic Support (OLS) – online linguistic platform for taking mandatory language courses and tests. The linguistic support in OLS applies only to student mobility under the Erasmus+ programme, and shall only cover the following languages: English, French, German, Italian, Spanish or Dutch (or additional language that becomes available in the online linguistic support system); linguistic assessment in the OLS will not apply to native speakers.

## §2

### General Provisions

1. The rules of international exchange of Collegium Civitas Students, with the exception of second-cycle extramural Students, hereinafter referred to as “Exchange”, are defined by the relevant inter-institutional agreements and the terms & conditions of the exchange programmes covered by those agreements.
2. The Exchange under the Erasmus+ Programme is regulated by the provisions of the Erasmus Charter for Higher Education (ECHE).
3. The current list of academic exchange agreements and the contents of ECHE are available at [www.civitas.edu.pl/en](http://www.civitas.edu.pl/en) and in the DICP CC.
4. All Students going abroad under academic exchange agreements shall retain all rights and responsibilities of CC Students.
5. Second-cycle extramural Students shall be eligible for 1-semester exchange.



## §3

### Enrolment

1. The detailed terms and conditions of enrolment in international exchange programme in the given academic year, the deadlines for submitting documents and the list of required documents shall be determined by the Vice-Rector for International Relations acting on behalf of the Rector. The relevant information shall be published on the Collegium Civitas website not later than two weeks before the start of enrolment in the programme.
2. Applications for enrolment in the Erasmus+ and other international exchange programmes may be submitted by student who:
  - a) have completed at least the first semester of their studies and would go abroad not earlier than in their second year of study;
  - b) are not default on payments to Collegium Civitas;
  - c) are not on leave of absence at the moment of submitting the application;
  - d) are not on leave of absence at the moment of going abroad and during their exchange programme;
  - e) have the necessary linguistic competence in English or another language required by the receiving university/higher education institution to study/train abroad.
3. Students may apply for the Erasmus+ scholarship multiple times during their studies. Each Student will be able to take part in multiple international exchange programmes for up to 12 months in each study cycle (Bachelor's programme, Master's programme) including studies and traineeship abroad.
4. The purpose of the Student exchange under the Erasmus+ Programme is to complete part of the study programme in the partner university or higher education institution, or to complete the traineeship in one of the partner countries.
5. Students may go on an international exchange to a partner higher education institution, i.e. an institution which has a bilateral exchange agreement with CC.
6. Taking part in the international student exchange programme requires taking up intramural studies in the receiving higher education institution.
7. 3<sup>rd</sup> year Bachelor's programme students at Collegium Civitas may apply for international exchange in the first year of their Master's programme. In such cases:



- a) the Student enters the Master's programme admissions procedure immediately after presenting the thesis and passing the examination session;
  - b) the Student must pass the Bachelor's diploma exam and receive the Bachelor's degree before taking part in the exchange programme;
  - c) in the event that the Master's programme chosen by the Student is not launched, the Student undertakes to choose another available Master's programme at Collegium Civitas.
8. The enrolment in international exchange programmes shall take place in the semester preceding the programme.
  9. The enrolment shall continue until the available budget is exhausted. If multiple Students meet the programme enrolment criteria and obtain identical number of points, the Students shall be enrolled on a first come, first served basis.
  10. The applicants shall be qualified for international exchange programmes by the Qualification Committee appointed by the Rector. The Qualification Committee shall include: Vice-Rector for International Relations, Vice-Rector for Student Affairs or a delegated person, and the Erasmus+ Programme Coordinator.
  11. The Committee shall qualify the candidate on the basis of the submitted documents. The Committee may invite the candidate for an interview and request that they take a language exam. The interview may be conducted in English or another foreign language used in the receiving country.
  12. The candidates for the Erasmus+ Programme may apply for additional funding as "persons with special needs". For this purpose, the candidate must be granted need-based financial aid from CC for the academic year in which they are planning to apply for the Erasmus+ Programme and/or must submit a disability certificate with the appropriate symbol, and submit/check the relevant declaration in the programme application form. The availability of additional financial aid shall each time depend on the funds provided to Collegium Civitas by the Erasmus+ National Agency.
  13. The Student will have the opportunity to complete the mandatory student internship at Collegium Civitas through the Erasmus+ Programme traineeship.
  14. In order to complete the student internship at Collegium Civitas through the Erasmus+ traineeship, the provisions of the Rules of Student Internship shall apply.



15. Students in their final semester may also apply for graduate traineeship. The relevant application should be submitted before the thesis defence. If approved, the graduate traineeship will start within 12 months from the thesis defence.
16. Under the Erasmus+ Programme, students may also apply for additional subsidies for the so-called "green travel". For this purpose, the student must submit a written declaration stating their means of transport. The "green travel" subsidy shall cover environmentally friendly means of transport (i.e. train, bus or carpooling with other mobility participants – travelling with family shall not be considered carpooling). The travel between the higher education institutions which are connected by a land route must be made exclusively using environmentally friendly means of transport. In the case of international exchange with a higher education institution with no land connection (e.g. on Malta or Iceland), at least 51% of the travel must be made using environmentally friendly means of transport. In the declaration, the Student must provide the exact number of travelled kilometres, distinguishing between "green kilometres" and "other kilometres" if necessary.

## §4

### **Requirements for Participation in the Exchange Programme**

1. Students approved by the Qualification Committee may participate in the international exchange programme provided that they complete the academic year preceding the participation in the exchange programme and make the required payments for their studies.
2. The student approved by the Qualification Committee shall confirm their participation in the exchange programme by June 15<sup>th</sup> (for winter semester programmes) and by December 15<sup>th</sup> (for summer semester programmes) of the given calendar year.
3. In justified cases (related to health, family or financial matters), the Student shall have the right to resign from the international exchange programme by submitting a written resignation to DICP CC.
4. The Student shall notify the Coordinator of their resignation immediately, not later than within 7 days from the emergence of circumstances preventing the Student from taking part in the exchange programme.



5. Before participating in academic mobility, the Student must meet the relevant formal requirements in the following order:
  - a) submit the required documents to the receiving higher education institution;
  - b) familiarise themselves with the mandatory courses in the semester in which they are to take part in the international exchange programme. The curriculum is available on the Student's account at [wu.civitas.edu.pl](http://wu.civitas.edu.pl);
  - c) draw up the curriculum to be followed in the partner higher education institution in the form of an Online Learning Agreement or an agreement on curriculum/traineeship program. The international exchange curriculum should:
    - be consulted and agreed by the Student with the relevant Faculty responsible for the given major in Collegium Civitas, and the receiving higher education institution;
    - be in line with the CC curriculum to the highest extent possible;
    - include courses for which the total credit points in the semester is from 30 to 33 ECTS;
    - be approved by the receiving higher education institution before the Student arrives for the exchange programme.
  - d) submit the following documents to DICP CC:
    - declaration of completion of the semester preceding the participation in the international exchange programme;
    - declaration of no payment defaults;
  - e) complete the language tests in Online Linguistic Support (OLS) system;
  - f) sign the Financial Agreement. The Financial Agreement should be signed by the Student and Collegium Civitas when the aforementioned criteria are met, before the Student leaves for the receiving higher education institution.
6. The Online Learning Agreement shall be signed by the Collegium Civitas Vice-Rector for Student Affairs within 14 days.
7. In the event that curricular differences are determined before the Student leaves for the international exchange programme to be made up by the Student after they return to Collegium Civitas, the Student shall be informed on the manner and date of making up the curricular differences in the form of a Rector's decision posted on the Student's account at [wu.civitas.edu.pl](http://wu.civitas.edu.pl) in "Decisions" tab.
8. The Student shall report any alterations to the study curriculum/traineeship program within 3 weeks from arriving to the receiving higher education institution.



In order to amend the Online Learning Agreement, the Student shall use the form section "Changes to Learning Agreement Table B" in the Online Learning Agreement.

9. During their studies in the receiving higher education institution the Student will take the language course made available to them by the programme coordinator on the OLS platform (applicable to mobility under the Erasmus+ Programme).
10. During the international exchange, the Student does not have to complete the language classes at CC.
11. Students of the final years of Bachelor's and Master's programmes shall maintain regular contact with their thesis adviser and obtain the ECTS points for the classes necessary to obtain the Bachelor's or Master's degree completed during the exchange programme.

## §5

### Completing the Study Semester Abroad

1. The prerequisite for completing the study semester abroad is receiving credit for the courses specified in the Online Learning Agreement (with the relevant changes, if applicable) and submitting the documents required to confirm the completion of the semester.
2. Immediately after returning from the international exchange (not later than 3 weeks after the return), the Student shall:
  - a) submit to DICP CC the certificate of completion of the study programme in the partner higher education institution. The certificate should specify the actual duration of study in the receiving higher education institution and shall be the basis for settlement of the international exchange;
  - b) submit the list of courses completed in the partner higher education institution, providing the titles, ECTS points and grades (Transcript of Records). The Transcript of Records must conform to the Learning Agreement;
  - c) complete the online survey reporting on their international mobility; the link to the survey will be sent to the Student's e-mail address upon the return from the mobility.





3. The grades received abroad shall be converted into grades applicable in Collegium Civitas on the basis of the grading system used in the receiving higher education institution.
4. If the Student fails to complete the relevant courses in the receiving higher education institution, the procedure in the event of failing courses in Collegium Civitas shall apply, as set forth in the Collegium Civitas Study Regulations. Furthermore, the Student may be required to return part of or the entire scholarship value.
5. In the event of circumstances defined as "Force Majeure", i.e. outside of the Student's control, related to accidents or serious illness, Collegium Civitas may refrain from claiming the return of the scholarship or reduce its amount. Such cases shall require written confirmation from the Erasmus+ National Agency.

## §6

### Study Period

1. The Student must start and complete the study period in the receiving higher education institution between June 1<sup>st</sup> of the given year and September 30<sup>th</sup> of the following year.
2. The study/traineeship period must be at least 2 months (including for graduate traineeship), but not longer than 12 months within one study programme cycle.
3. The minimum study period in the receiving higher education institution shall cover only the study period itself and shall not include the language training period (if applicable).
4. The study period shall be calculated with accuracy to 1 day (month = 30 days).
5. The Student may apply for extension of the study period in the partner higher education institution. For this purpose, the Student must submit the relevant application and the necessary attachments to DICP CC not later than one month before the original date of ending the mobility. The Student shall submit the following documents:
  - a) Application for extension of the study period in the receiving higher education institution addressed to the Vice-Rector for Student Affairs;
  - b) The consent of the receiving higher education institution for extending the study period;



- c) New Online Learning Agreement for the extension period;
- d) Transcript of Records for the original study period.
  - a. Upon receiving consent for extending the study period in the receiving higher education institution, the Student shall sign an annex to the Financial Agreement with Collegium Civitas.
6. Collegium Civitas shall not grant scholarship for the extended study period in the receiving higher education institution.
7. If the Student ends the study in the partner higher education institution before the lapse of the minimum study period, the Student shall return the entire value of the granted scholarship.
8. In the event of circumstances defined as "Force Majeure", i.e. outside of the Student's control, related to accidents or serious illness, Collegium Civitas may refrain from claiming the return of the scholarship or reduce its amount. Such cases shall require written confirmation from the Erasmus+ National Agency.

## §7

### **Terms and Conditions of Graduate Traineeships Abroad**

1. Graduate traineeships abroad may be done upon defending the thesis. To apply for graduate traineeship abroad, the student must:
  - a) Submit the relevant application before the thesis defence date as part of their active mobility capital.
  - b) Have passed their diploma exam and thus graduated.
2. The candidate enrolment and selection procedure are similar to the one described in paragraphs 3 and 4, whereby the student must complete the graduate traineeship recruitment process before graduation.
3. The traineeship may be done within the period of up to 12 months from the date of thesis defence.



## §8

### Final Provisions

1. Any matters not addressed herein shall be governed by the relevant CC Regulations and Orders.
2. The terms and conditions of financing international student exchange under the Erasmus+ Programme arise directly from the financial agreements on exchange programmes made by Collegium Civitas and the Erasmus+ National Agency.
3. The enrolment criteria for Erasmus+ Programme shall be specified in a separate document approved by the Vice-Rector for International Relations, in consultation with the Vice-Rector for Student Affairs, and enclosed as Attachment no. 1 hereto.



**Attachment no. 1  
to the Rules of International Student Exchange under  
academic exchange agreements signed by Collegium Civitas**

**1. Qualification criteria for mobility to programme countries with funding under the Erasmus+ Programme and mobility without funding:**

- a) Grade average for last semester (0-5 points)

Scoring:

- 0 pts - <4.00
- 1 pt - 4.00 - 4.24
- 2 pts - 4.25 - 4.49
- 3 pts - 4.5 - 4.74
- 4 pts - 4.75 - 4.99
- 5 pts - > 4.99

- b) Confirmed foreign language competence (0-2 pts)

Scoring:

- 0 points – no documentation of competence or no competence in English;
- 1 point – language certificate issued by a language school;
- 2 points – certificate of language competence accepted by Collegium Civitas for the admissions process for Bachelor's and Master's programmes, or native speaker (confirmed citizenship of a country with English as the official language).

- c) Social engagement within Collegium Civitas and outside (0-3 pts).

Scoring:

- 1 point – interesting social engagements outside CC;
- 2 points – one-time engagement for CC (e.g. participation in education fair);
- 3 points – long-term engagement for the benefit of CC (e.g. participation in student clubs).

- d) For the exchange programmes funded by EU: consent to mobility signed by the head of grant specialisation.
- e) All elements are scored together. The Student must obtain at least 3 points, including at least 1 point in language competence to qualify for mobility.
- f) If multiple candidates obtain identical number of points, the candidates shall be enrolled on a first come, first served basis.
- g) The Student may appeal against the decision to the Rector of CC within 14 days from the date of receiving the decision.

**2. Qualification criteria for mobility with funding to third countries:**



a) Grade average for last semester (0-5 points):

Scoring:

- 0 pts - <4.00
- 1 pt - 4.00 - 4.24
- 2 pts - 4.25 - 4.49
- 3 pts - 4.5 - 4.74
- 4 pts - 4.75 - 4.99
- 5 pts - > 4.99

b) Confirmed foreign language competence (0-2 pts):

Scoring:

- 0 points – no documentation of competence or no competence in the foreign language;
- 1 point – language certificate issued by a language school;
- 2 points – certificate of language competence accepted by Collegium Civitas for the admissions process for Bachelor’s and Master’s programmes, or native speaker (confirmed citizenship of a country with English as the official language).

c) Social engagement within Collegium Civitas and outside (0-3 pts).

Scoring:

- 1 point – interesting social engagements outside CC;
- 2 points – one-time engagement for CC (e.g. participation in education fair);
- 3 points – long-term engagement for the benefit of CC (e.g. participation in student clubs).

- d) For the exchange programmes funded by EU: consent to mobility signed by the head of grant specialisation.
- e) All elements are scored together. The Student must obtain at least 5 points, including at least 1 point in language competence to qualify for mobility.
- f) If multiple candidates obtain identical number of points, the candidates shall be enrolled on a first come, first served basis.
- g) The Student may appeal against the decision to the Rector of CC within 14 days from the date of receiving the decision.

