

**Regulations Governing the Recruitment of Students, Doctoral Students and Staff of
the Medical University of Silesia, Katowice for Mobility under
the Erasmus+ Programme**

§ 1

1. The following mobilities are realized within the Erasmus+ Programme at the Medical University of Silesia in Katowice (SUM):

- 1). Students and doctoral students for studies and traineeships;
- 2). SUM employees to teach or participate in trainings.

2. The recruitment process for mobility referred to in item 1 pt 1 is conducted by the *University Recruitment Committee for the Erasmus+ Programme*, hereinafter referred to as UKRE+.

3. UKRE+ consists of:

- 1) Vice-Rector for Academic Affairs - President;
- 2) Institutional Erasmus+ Coordinator;
- 3) Faculty Erasmus+ Coordinators;
 - a. Faculty of Medical Sciences in Katowice;
 - b. Faculty of Medical Sciences in Zabrze;
 - c. The Faculty of Pharmaceutical Sciences in Sosnowiec;
 - d. Faculty of Health Sciences in Katowice;
 - e. Faculty of Public Health in Bytom;
 - f. Branch of SUM in Bielsko-Biała;
- 4) Representative of the Students' Parliament;
- 5) President of the Doctoral Student Government;
- 6) An employee of the Erasmus+ Section.

4. The deadlines of recruitment for mobility mentioned in item 1 pt 1, including submitting the documents, and the date of the results announcement are determined by UKRE+ and published on the SUM website student.sum.edu.pl/category/erasmus/.

§ 2

1. Mobilities referred to in § 1 item 1 pt 1 shall not exceed the so-called “mobility capital”, which is 12 months for a given study cycle, i.e. first-cycle and second-cycle studies, as well as doctoral studies/training at the Doctoral School and 24 months for uniform master’s studies. The “mobility capital” includes the Student’s/Doctoral student’s earlier participation in Erasmus+ Programme, Erasmus (as part of LPP - “lifelong learning”) and Erasmus Mundus.
2. The minimum period of the long-term mobility for study and traineeship under the Programme is 2 months (60 calendar days), and the maximum period is 12 months. Short-term mobility for studies or placements must consist of physical mobility lasting between 5 and 30 days, as well as a virtual component. For doctoral students' mobility, the virtual component is not obligatory.
3. Student/doctoral student traineeship mobility may be carried out by a graduate student who is recruited to participate in the Programme during the final year of studies. The graduate’s mobility must start and end within 12 months from the date of graduation. The length of stay in the traineeships is counted towards the “mobility capital” of the level of study in which the candidate was recruited.
4. Mobilities referred to in § 1 item 1 pt 2 shall not be shorter than 2 days and shall not exceed 2 months, excluding travel time, and in case of mobilities for the purpose of teaching, teaching hours must include at least 8 hours per week. In the case of trips longer than one week, the number of teaching hours carried out shall increase proportionally to the duration of the academic teacher's trip.
5. Students’/doctoral students’ and SUM employees’ mobility for the purposes of conducting classes shall be realized abroad only in an institution with which SUM has signed an inter-institutional agreement.
6. Students of uniform master’s degree medical and medical-dentistry studies are not allowed to participate in the Erasmus+ Program during the last year of their studies, and of pharmacy - during the last semester of their studies.

§ 3

1. The recruitment process for the mobility referred to in §1 item 1 pt 1 may be undertaken by
 - 1) a student of uniform master's studies, subject to § 2 item 5,
 - 2) a student of first-cycle and second-cycle studies and of doctoral studies/doctoral training at the Doctoral School,

who jointly meets the following conditions:

- a. has the status of a student/doctoral student,
- b. was not on dean's leave during the academic year preceding the submission of the application form and during the academic year in which recruitment is conducted,
- c. was not under conditional academic year credit status during the academic year preceding the submission of the application form and during the academic year in which recruitment is conducted,
- d. does not have a conditional semester credit in the academic year preceding the submission of the application form and during the academic year in which recruitment is conducted,
- e. has no financial arrears to SUM,
- f. has never had, and at the time of submitting the application form is not having a legal dispute with SUM that could result in the loss of SUM student status,
- g. has a minimum grade point average of at least 3.50 from the last credited year of studies, and in case of first year students of the first and second-cycle studies, uniform master's studies and doctoral studies/doctoral training - from the first semester of studies,
- h. has a good command of English or the language of instruction of the host institution, which can be confirmed by an appropriate recognized language certificate at a minimum B2 level, issued by authorized entities. The list of recognised language certificates is enclosed as Appendix No. 11 to these Regulations.

Possession of a certificate is a necessary criterion if the host institution establishes such a requirement. Even if the host institution does not require it, the student is obliged to know the official language of the country of mobility at a level that allows him/her to participate actively in classes and to pass examinations.

In the absence of a recognized certificate in a foreign language, at least C (4.0) is required in an examination/final pass in a foreign language subject within the study programme taken. In case of lack of a grade from a foreign language within the program of studies, a certificate from an English language exam from the SUM Foreign Language Department is accepted.

The exam is conducted in accordance with the timetable and guidelines made available on the SUM website. In this case, a grade of at least C (4.0) is required.

The confirmation of language skills does not apply to students from countries where English or the language of instruction of the host institution is the official language,

- i. Received a positive opinion of the appropriate Dean/Director of the College of Doctoral School/Director of the Doctoral School on the application form for participation in the Programme.
2. In particularly justified cases, it is permissible for UKRE+ to reduce the average required in § 3 item 1 point 2g.
3. The mobility referred to in § 1 item 1 does not release the student/doctoral student from the obligations related to the implementation of studies, both before and after its completion.

§ 4

1. In order to participate in the recruitment process for the mobility described in § 1 item 1, students must meet the requirements specified in § 3 item 1 and submit the following documents:
 - 1) an application form for students, which constitutes, in case of mobility for studies, Appendix No. 1 or, as appropriate, in case of mobility for placement/traineeship, Appendix No. 2 to these Regulations, or an application form for doctoral students, which constitutes, in case of mobility for studies, Appendix No. 3 or, as appropriate, in case of mobility for placement/traineeship, Appendix No. 4 to these Regulations,
 - 2) a certificate or a document confirming the command of a foreign language referred to in § 3 item 1 point 2 h,
 - 3) documents confirming additional criteria, referred to in § 5 item 1 pt 3 - if any.
 - 4) A certificate confirming the status of a person with a disability or a person in receipt of a social grant due to a difficult financial situation - if applicable.
2. The documents referred to in item 1 should be submitted in one copy to the appropriate Dean's Office/College of Doctoral School by the deadline set by UKRE+.
3. The application form shall be completed by an employee of the Dean's Office / College of the Doctoral School with the grade average referred to in § 3 item 1 pt 2 g, and also for a grade for a credited foreign language course as part of the undergoing study program, referred to in § 3 item 1 pt 2 h and approved by the Faculty Coordinator of the ERASMUS + Programme and the Dean of the Faculty/Director of the College of the Doctoral School/Director of the Doctoral School.

4. The approved form and the documents submitted by the student/doctoral are forwarded to the Erasmus+ Section at Medyków 4, 40-752 Katowice, by the Dean's Office/College of the Doctoral School., within 7 days from the expiry of the deadline referred to in § 1 item 4.
5. Candidates who do not submit the documents within the specified deadlines or who enter incorrect data in the application form will not be allowed to participate in the further course of the recruitment process.
6. Once the application form has been submitted, it will not be possible to supplement it with additional documents.
7. It is possible to submit only one form for study away and one for placements.

§ 5

1. In the recruitment process for mobilities referred to in § 1 item 1 pt 1, the following scoring rules apply:

- 1) grade point average, as referred to in § 3 item 2 pt 2g:

Grade point average Points

3,50 - 3,75 6

3,76 - 4,00 8

4,01 - 4,25 10

4,26 - 4,50 12

4,51 - 4,75 15

4,76 - 5,00 18

- 2) Confirmation of command of the required foreign language referred to in § 3 item 1 pt 2h:

(a) for having a certificate in a foreign language - 10 points,

(b) for completing a foreign language course as part of a study program or an examination conducted by the SUM Foreign Language Center

Credit grade/exam grade in foreign language:	Points:
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C (4.0)	2
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B (4.5)	4
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A (5.0)	6
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c) for students coming from countries where English or the language of instruction of the host institution is an official language - 10 points,

3). Additional recruitment criteria, only for the last completed academic year preceding the recruitment:

- a) The Minister's scholarship for outstanding achievements awarded for the academic year in which recruitment is conducted - 4 points,
- b) participation in the implementation of research programs financed by the Minister of Science and Higher Education or the Minister of Health - 4 points,
- c) Rector's scholarship for the best students/doctoral students granted for the academic year in which recruitment is conducted - 3 points,
- d) acting as President or Vice-President of the Doctoral Student Government or President of the University Student Government Council and student organizations, as well as student associations referred to in Article 111 item 5 of the Act of July 20 - the Law on Higher Education and Science - 2 points,
- e) Documented membership in the bodies of the Doctoral Student Government and the bodies of student organizations or student associations referred to in Article 111 item 5 of the Act of July 20, 2018 – the Law on Higher Education and Science - 1 point.
- f) Confirmed supervision of students coming to SUM within the Programme - 2 points.

2. In case of a student's/doctoral student's mobility to a country of which they are a citizen, the sum of points obtained in the recruitment procedure is reduced by 30%.

§ 6

1. After analysis and assessment of the merits of the documents submitted, referred to in § 4, UKRE+ shall make a decision on the limit and scope of financing the mobility. The decision of UKRE+ depends on the agreement concluded with the Foundation for the Development of the Education System for the implementation of learning mobility in the higher education sector.

2. The information referred to in item 1 and results of the recruitment procedure (first and possible subsequent ranking lists) will be published on the University's website *student.sum.edu.pl/category/erasmus*:

- 1) the student's/doctoral student's album number (anonymised number, first two digits hidden**),
- 2) the sum of points calculated in accordance with § 5,
- 3) decision on qualifying the candidate with the name of the host institution to which the nomination will be sent or decision to place the candidate on the standby list or not to qualify.

3. The order of placing on the ranking list will be determined by the sum of points obtained in the recruitment procedure, subject to item 4.

4. The first ten places on the ranking lists will be filled in the following way:

from each Faculty, two persons participating in the recruitment process for learning mobility and two persons participating in the recruitment process for placement/traineeship mobility, who obtained the highest score in the recruitment process within a given Faculty shall be qualified. These individuals have priority for qualification, regardless of their place in the overall ranking of all participants taking part in the recruitment process.

5. In case of an equal number of points obtained in the recruitment process by a greater number of candidates, the order of placement on the ranking list and qualification for the trip will be determined by the grade point average referred to in § 3 item 1 pt 2 calculated to two decimal places. In case of having the same average grade, the priority of the mobility will be given to those who have not participated in the Programme before. In case of candidates who obtained equal amounts of points in the recruitment process, have the same grade point average and have never participated in the Programme, the priority of eligibility will be given to those who were granted the Minister's scholarship and then the Rector's scholarship. If the application of the aforementioned criteria is not sufficient to determine the order of placing on the ranking list and to qualify the candidates with the same number of points in the recruitment process, the final decision is made by the UKRE+ President in consultation with the Institutional Erasmus+ Coordinator.

6. Candidates who have not been qualified for a mobility financed by the Programme due to the exhaustion of the limit of places mentioned in item 1 constitute a reserve group. If a place on the list of qualified candidates becomes vacant, persons from the standby list may be qualified for mobility financed from the Programme funds in the order of their placement on the ranking list.

7. Candidates from the reserve group are entitled to the non-financed mobility within the Programme on condition that the University has free places at partner universities, subject to section 8.

8. A decision on the possibility of mobility not financed under the Programme may be taken not earlier than after the last update of the ranking list of candidates qualified for mobility with the EU grant from the Erasmus+ Programme.

9. In justified circumstances, UKRE+ may announce supplementary recruitment.

§ 7

1. In the case of candidates recruited for mobility, the staff member of the Erasmus+ Section sends the nomination of the recruited student/doctoral student to the partner university, which contacts them directly and informs them about further steps, including the required documents.
2. The recruited student/doctoral student is obliged to establish with the relevant Departmental Coordinator of the Erasmus+ Programme, a document confirming the possibility of mobility, i.e. "Online Learning Agreement for Studies" or, respectively "Learning Agreement for Traineeships."
3. The "Online Learning Agreement for Studies" should be submitted at <https://learning-agreement.eu/>. If the host institution is not connected to the Erasmus Without Paper network, it is acceptable to submit a paper "Learning Agreement for Studies", a specimen of which is attached as Appendix No. 6 to these Regulations. The specimen "Learning Agreement for Traineeships" is attached as Appendix No. 7 to these Regulations. The above documents are in accordance with the model specified by the European Commission.
4. The document referred to in item 2 should be approved by the host institution.
5. Along with the document referred to in item 2, the recruited student/doctoral student shall submit the Confirmation of Credit Recognition to the Faculty Coordinator for substantive evaluation and then to the Dean/Director of the College of the Doctoral School/Director of the Doctoral School for approval.
6. The template of the "Confirmation of Credit Recognition" is attached as Appendix No. 8 to these Regulations.
7. The recruited student/doctoral student is obliged to provide and pay for adequate insurance for the time of travel and the duration of mobility.

A participant in the Programme must have:

- 1) third party liability insurance,
 - 2) personal accident insurance
 - 3) document entitling to use health care on the territory of the country in which the host organisation is located,
 - 4) mandatory forms of insurance required by the host organisation.
8. The documents referred to in item 2, 5 and 7 and the "Letter of Acceptance" issued by the host university for students qualified for the mobility should be delivered by the student/doctoral student qualified for the mobility to the Didactic Center at least 30 days before the planned date of departure.

9. Having delivered the documents referred to in item 8, the student/doctoral student qualified for the mobility sets a date of signing the agreement for the mobility with an employee of the Erasmus+ Section.

10. Having received the consent to mobility, the student/doctoral student provides the document referred to in item 5 to the appropriate Dean's Office/College of the Doctoral School before the departure in order to attach it in the personal file.

11. In the case of resignation from mobility, the recruited participant is obliged to immediately inform the Erasmus+ Section.

§ 8

1. Within 7 days of mobility commencement, the student/doctoral student should send to the Erasmus+ Section via e-mail (erasmus@sum.edu.pl) a scan of the "Confirmation of Arrival", approved by the host institution, enclosed as appendix no. 12 to the Regulations, or the "Confirmation of Arrival" issued by the host institution, which includes the date of mobility commencement.

2. If a mobility is to be prolonged, a mobility participant is obliged to inform an employee of the Erasmus+ Section about it at least 30 days before the end of mobility specified in the agreement. The mobility may be extended by one semester only within a given academic year after meeting all of the following conditions together:

- having unused "mobility capital",
- obtaining the consent of the Didactic Center, which depends on the financial resources available to the University,
- obtaining the consent of the host university
- agreeing with the Faculty Coordinator on the Learning Agreement documents and Confirmation of Credit Recognition, for which approval must be obtained from the Dean/Director of the College of the Doctoral School/Director of the Doctoral School.

3. Any changes to the approved documents, referred to in § 7 item 2 and 5, require the consent of the Faculty Coordinator and the Dean/Director of the College of the Doctoral School/Director of the Doctoral School and must be reported to an employee of the Erasmus+ Section within 5 weeks from the commencement of a given semester of study at a foreign University, except for the so-called "higher power".

4. In the event of the so-called "higher power" resulting in the necessity to shorten the mobility, the participant is obliged to immediately inform an employee of the Erasmus+ Section who will indicate further steps to be taken.

§ 9

Upon return from the host institution, the student/doctoral student should immediately, not later than within 14 days of receiving the documents confirming the trip:

- 1). submit to the Dean/Director of the College of the Doctoral School/Director of the Doctoral School a certificate issued by the host institution that includes information about the length of stay and the scope of the program - Transcript of Records. A photocopy of the document must be submitted to the Erasmus+ Section.
- 2). submit to the Erasmus+ Section a certificate issued by the host institution containing the exact dates of the participant's stay at the institution or the "Confirmation of Stay" document, attached as Appendix No. 13 to the Regulations, approved by the host institution.
- 3). complete the Individual Participant Report online. A notification with a link to access the report will be sent to the student's e-mail address on the last day of mobility.

§ 10

1. A person employed at SUM, hereafter referred to as an employee, who meets the following criteria, may take part in the qualification procedure for mobility mentioned in §1 item 1 pt 2:

- 1) has a communicative knowledge of English or the language of instruction of the host institution,
 - 2) has a "Staff Mobility for Teaching - Mobility Agreement" approved by the host and sending institution (Individual Teaching Programme) or, as appropriate, a "Staff Mobility for Training - Mobility Agreement," (Individual Training Programme), constituting respectively Appendix No. 9 and Appendix No. 10 to the Regulations.
 - 3) has obtained the consent of their immediate superior for the mobility and, in the case of academic teachers, the consent of the Dean of the Faculty.
2. The qualification of staff members referred to in item 1 is conducted continuously, i.e. throughout the duration of the agreement with the Foundation for the Development of the Education System for the implementation of the learning mobility in the higher education sector. In case of a larger number of interested persons in relation to the resources available to the University, priority is given to those who have not participated in the Programme before. In other cases, the order of applications is decisive.
3. An employee's training mobility is intended to improve the skills and qualifications needed for the job, to exchange experiences, to broaden knowledge in a particular field.

4. In order to take part in the recruitment process, an employee must meet the requirements defined in item 1 and submit the following documents to the Erasmus+ Section, at least 30 days before the planned date of the mobility.

- 1) an application form, constituting Appendix No. 5 to these Regulations,
- 2) approved by the host institution "Staff Mobility for Teaching - Mobility Agreement" or, respectively, "Staff Mobility for Training - Mobility Agreement", constituting respectively Appendix No. 9 and Appendix No. 10 to the Regulations,
- 3) a request for approval of paid excused absence from work, pursuant to the rules laid down in separate internal acts.

5. The qualified employee shall conclude a mobility agreement in accordance with the model in force at the University, based on the regulations laid down by the Foundation for the Development of the Education System.

6. Prior to signing the agreement, the employee is obliged to provide the Erasmus+ Section with a copy of insurance. The minimum insurance coverage will include basic health insurance, accident insurance, and third-party liability insurance. Conclusion and payment of the above-mentioned insurance is the responsibility of the employee.

7. Within the framework of a given financial agreement signed between the University and the Foundation for the Development of the Education System, an employee may participate in mobility a maximum of two times.

8. Depending on the project budget available at the University, an employee may receive a grant from the EU funds of the Erasmus+ Programme for maximum 5 days of mobility in order to teach or participate in training. The scholarship does not cover travel days, but the employee is entitled to a lump sum to cover travel costs calculated on the basis of the distance calculator available at http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

9. In justified cases, in a situation of unused funds within the framework of a given financial agreement signed between the University and the Foundation for the Development of the Education System, the University's Erasmus+ Programme Coordinator may agree to an employee of SUM going on a mobility longer than 5 days with a scholarship from the EU funds of the Erasmus+ Programme.

10. Employees who use a foreign language as part of their assigned duties to learn a specialized language at a minimum higher intermediate level - B2+ - may apply for participation in a foreign language training course.

At the same time, the funds allocated for language courses may amount to a maximum of 30% of the total grant awarded to the University for training mobility.

§ 11

Upon return from the host institution, an employee shall immediately, not later than within 14 days of receiving the documents confirming the mobility implementation:

- 1) Submit to the Erasmus+ Section a copy of the certificate issued by the host institution, which includes the exact dates of the employee's stay and information on the extent to which the programme has been completed, or the 'Confirmation of Stay' document, attached as Appendix No. 14 to the Regulations, approved by the host institution.
- 2) complete a mobility report in an online form. A notification with a link to access the report will be sent to the employee's e-mail address on the last day of the scholarship stay.

§ 12

1. A student/doctoral student may appeal to the Rector of SUM within 14 days from the announcement of the results of the recruitment process.
2. An employee may appeal to the Rector of SUM within 14 days of receiving information about the results of the qualification process.
3. The Rector's decision is final.

§ 13

The University reserves the right to change the required documents and conditions for mobility within the Erasmus+ Programme in the event of changes in the conditions specified by superior institutions.

RECTOR
of the Medical University of Silesia in Katowice

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