



WYŻSZA SZKOŁA BANKOWA
W TORUNIU

Wyższa Szkoła Bankowa w Toruniu

P/002/DWZ

strona 1 z 4

The procedure for qualifying students to go abroad for one-semester or one-year studies under the Erasmus plus program at the WSB University in Toruń

Implemented

Wersja: 1.3

15.06.2019

Procedure for qualifying students for a student exchange for one-semester or one-year studies in the Erasmus plus program at the WSB University in Toruń

| | DATA | PODPIS |
|--------------|------------|---|
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| Checked: | 12.06.2020 | Monika Żuchlińska Dyrektor Centrum Rozwoju Kariery i Współpracy z Biznesem |
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Wyższa Szkoła Bankowa w Toruniu

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1) Purpose of the procedure - establishing the rules for selecting students to go abroad to study under the Erasmus plus program

2) Definitions - an extension of the terms that are in the body of the procedure

Deans of the Faculty of WSB in Toruń - Dean of the Faculty of Finance and Management in Toruń, Dean of the Faculty of Finance and Management in Bydgoszcz

3) Scope of the procedure - the procedure is applicable at all faculties of WSB University in Toruń and applies to students of all fields and modes of 1st and 2nd degree studies;

4) Related documents:

a. Rector's order for a given academic year on the introduction of recruitment rules for WSB students for foreign studies under the Erasmus plus program.

b. Rector's order for a given academic year on the appointment of the Erasmus plus Program Recruitment Committee.

c. Rector's order for a given academic year on the introduction of the rules for the mobility of students of WSB University in Toruń abroad for internships and part of studies under the Erasmus plus program.

d. Report on the meeting of the Recruitment Committee of the Erasmus plus program.

e. Order of the Chancellor for a given academic year on the rules of granting scholarships to WSB students in Toruń for an internship or part of studies under the Erasmus plus program.

f. Financial agreement with the National Agency of the Erasmus plus program, specifying the detailed rules for implementing mobility in the project.

5) Description of the procedure

| Stages | Action | Responsible person | When |
|--|--|--|---|
| 1. Recruitment of students for Erasmus plus studies abroad | - promotion of the offer: publications in the Extranet, news, information posters, leaflets - information meetings with students: organized and during lectures - accepting application documents - Student application form for the trip (Appendix 1) | University Erasmus + Coordinator | about half a year before the start of the semester at partner universities (February / March) |
| 2. Kwalifikacja studentów | - conducting a language test - University Erasmus + Program Coordinator | University Erasmus + Coordinator - Deans of the | (or supplementary recruitment around |



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3. Seconding students to partner universities


- analysis of application documents - employee of the University Erasmus + Program Coordinator and Deans)
- the decision of the Recruitment Committee on the qualifications of participants (based on documents and test results)
- sending information about the student's nomination to a partner university - University Erasmus + Program Coordinator
- completing application documents required by the partner university - Application form (model of a foreign university - usually a student receives an e-mail from a foreign university), Transcript of records (Dean's Office + translation), copies of personal documents, Learning Agreement for studies (selection and adaptation of subjects from study paths at WSB and at a foreign university - Deans);
- qualification results at a foreign university (Acceptance letter)
- supplementing the exit documentation: financial agreement with the student (Annex 3), Learning Agreement (Annex 2), Course Sheet (Annex 4), nomination letter, Erasmus Student Card, insurance, optional: certificate of disability, declaration on receiving a social scholarship, declaration from the PO WER fund, application for additional funding
- departure of students
- settlement of the student's departure documents with the University Erasmus + Program Coordinator upon arrival from a foreign University

Faculties of WSB in Toruń

- University Erasmus + Coordinator,
- student
- Deans of the Faculties of WSB in Toruń

September / October of a given year)

In accordance with the deadlines set in the agreements with partner universities

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6) Responsibility and powers:

a. Erasmus + University Coordinator - conducting the recruitment process, information and promotion, preparation of contracts for co-financing the trips and transferring them to the Chancellor, accounting for students upon return, cooperation with Deans regarding financial matters.

b. Deans of the Departments of WSB in Toruń - decision regarding the qualification of students for the trip (analysis of recruitment documents, conversation between the student and the Dean before departure, creating a Learning Agreement for Studies - foreign subjects and compulsory subjects to be implemented at WSB).

7) Attachments

1. Student application form for the trip.
2. Higher Education Learning Agreement for Studies.
3. Agreement for the student's trip to study under the Erasmus Plus program (model).
4. Course sheet for an Erasmus Plus student exchange participant.