

**REGULATIONS FOR THE RECRUITMENT OF STUDENTS AND DOCTORAL
STUDENTS OF THE FACULTY OF LAW, ADMINISTRATION AND ECONOMICS OF
THE UNIVERSITY OF WROCLAW FOR MOBILITIES UNDER THE ERASMUS+
PROGRAM for mobilities in the academic year 2026/27**

§1. Eligible candidates

1. The program is open to persons with the status of a student pursuing a full cycle of studies ending with a diploma from the University of Wrocław.
2. Students of the University of Wrocław can apply for a scholarship under the Erasmus+ programme:
 1. bachelor's studies ,
 2. master's studies ,
 3. doctoral students of the Doctoral School,conducted in a full-time or part-time form .
3. Recruitment is carried out at the student's home unit – at the Faculty of Law, Administration and Economics– and is organised by the unit's Erasmus+ Programme Coordinator.
4. Students enrolled in interdisciplinary programs may apply for qualifications within their respective fields of study. These students are subject to the same qualification criteria as students from the unit offering the program.

§2. Conditions of participation

1. Candidates applying for the mobility must be students in at least second year of first-cycle, second year of uniform Master's, students of second-cycle programmes or PhD programme. Students that have successfully completed their curriculum as required by their study program are excluded from the recruitment.
2. Third-year undergraduate students can apply for a long-term mobility program, which would otherwise take place during their first year of Master's studies. To be eligible, students must document their acceptance into a second-cycle program at the University of Wrocław , within the same organizational unit and under the same Erasmus+ Program Coordinator, prior to their departure. The mobility is available in the summer semester. Situations between second-cycle studies and doctoral studies at the University of Wrocław Doctoral School should be treated similarly.
3. If additional recruitment is announced (in September-October 2026) for long-term studies in the summer semester of 2026/27 , first-year Master's students may participate only if they were students of the University of Wrocław in the academic year preceding recruitment (i.e. they were pursuing bachelor's studies at the University of Wrocław in the same unit and were under the same coordinator). This rule applies analogously to first-year doctoral students of the Doctoral School .
4. In the case of recruitment for short-term mobility , first-year master's students who have not previously studied at the University of Wrocław are allowed to participate, provided that the mobility is planned after the end of the first semester and the average grade obtained after the first semester is the basis for recruitment.
5. The basic eligibility criteria for students are as follows: appropriate Grade Point Average, command of a relevant foreign language, and motivation for the trip. The minimal average grade for the entire study period is 3,60 and a command of language needs to be graded at least at 4,0. When the number of applications exceeds the number of available seats, the priority is to be given to candidates maintaining at least 4,0 GPA.

6. Before mobility students must complete the previous year of studies.
7. The student has the right to participate in recruitment also during the dean's leave, however, at the time of commencement of the mobility, the student must have the status of an active student of the University of Wrocław, which entitles him/her to participate in the Erasmus+ programme.
8. In the case of a graduate internship, recruitment must be conducted during the studies, i.e., until the defense of the thesis, but no later than September 30, 2026. As of October 1, 2026, the student will lose the status of an active student, which prevents further application for a graduate internship.

§3. Mobility Capital

1. Each person is given the opportunity to participate in multiple mobilities under the Erasmus+ programme, lasting a total of no longer than 12 months at each level of studies, and in the case of long-cycle Master's studies – 24 months.
2. At a time students may study two consecutive semesters at a foreign University. Qualification for the next foreign scholarship program may be provided after completing the next year at the Faculty of Law, Administration and Economics.
3. The total time spent abroad under the Erasmus+ programme, both as part of subsidised and so-called "zero grant" mobilities, is referred to as mobility capital.
4. Mobility capital is calculated separately for each level of study and includes all types of mobility (studies, internships, graduate traineeships, short-term mobility).

§ 4. Recruitment documents

The candidate's travel file should contain:

1. CV (tabular),
2. Certificate from the Dean's Office regarding Grade Point Average for the whole period of studies,
3. Declaration of previous travel (mobility capital),
4. A cover letter explaining the reason for the mobility. For Erasmus+ applications, please indicate a maximum of 5 partner universities in order of preference, the proposed semester of mobility and a provisional learning agreements to all universities (applies to applications for long-term studies).
5. A copy of the language certificate (if the candidate does not participate in the interviews conducted by SPNJO),
6. Consent of the thesis supervisor – in the case of departure in the last year of studies of a given degree,
7. In the case of doctoral students – consent of the supervisor and the Doctoral School College regarding the planned mobility,
8. In the case of internships or short-term mobility - confirmation of acceptance (Acceptance Letter) issued by the receiving institution,
9. All documents should be prepared in English,
10. All documents should be handed in to the FLAE Students' Office (BOS) in a white paper file.

§5. Recruitment Committee

1. The decision to qualify candidates is made by the recruitment committee, which consists of: a vice-dean, Erasmus coordinator and director of the Institute or the Head of the Centre for Teaching Law in Foreign Languages.
2. When referring a student to a given university, the Commission takes into account his or her preferences expressed in the cover letter, but reserves the right to make the final decision – especially in the event of a limited number of places at selected partner universities.

3. In the case of additional recruitment for vacant scholarship places, the Erasmus+ Programme Coordinator, having the approval of the unit's authorities, may individually carry out the qualification outside the regular procedure.
4. The Erasmus+ Programme Coordinator, having the approval of the unit's authorities, may individually carry out the qualification continuous recruitment (e.g. internships).
5. Appeals against decisions of the Committee or the Coordinator should be directed to the Dean of the Faculty. Appeals against the Dean's decisions should be directed to the Vice-Rector for Internationalization at the University of Wrocław .

§6. Types of mobility and recruitment rules

1. Long-term mobility – Erasmus+ studies (KA131 – programme countries, third countries not associated with the programme and KA171)

- The aim of the mobility is to enable a student to complete a part of their studies at a partner university, which will result in obtaining the agreed number of ECTS credits as specified in the Learning Agreement. It is assumed that the number of ECTS credits for a semester is 30. At the Receiving University a nominated student is obliged to earn at least 30 ECTS credits per semester for courses connected with the field of study. A student in his/her last semester is obliged to earn at least 21 ECTS credits at the Receiving University.
- Recruitment is organized by the Erasmus+ coordinator at the University of Wrocław in the period December 2025 – February 2026 .
- Places are being awarded for the winter and summer semesters of the 2026/2027 academic year .
- Additional recruitment (September–October 2026) will only take place if there are available financial resources for this activity.
- The candidate may only apply to universities with which his/her unit has an active Erasmus+ agreement.
- Doctoral students can attend classes or conduct research under the supervision of a tutor at a partner university.
- The length of the mobility is decided by the host university, assuming that the minimum period of studies is 2 months and the maximum 12 months, while funding from the University of Wrocław covers a maximum period of 5 months.

Recruitment stages:

1. Stage I – language test at SPNJO (English, German, French, Spanish, Italian).
2. Stage II – Faculty recruitment
 - a. 17 February 2026 – submission of Applicants' portfolios at the Students' Office (BOS)
 - b. 23-27 February 2026 – recruitment (application interview (in person))
 The exact date is to be announced at the Faculty's website.
3. Recruitment deadline: February 28, 2026

2. Long-term mobility – Erasmus+ internship (KA131 – program countries)

- The aim is to complete an internship at a foreign institution (without the obligation to obtain ECTS).
- Mobility lasting 2–12 months , for students of all levels of study and doctoral candidates. Funding for a maximum period of 5 months.
- Recruitment is ongoing (in accordance with the International Office (BWM) guidelines regarding the availability of available funds). Application should be submitted no later than 8 weeks before the planned start date of the mobility.
- Language testing is carried out on an individual basis, please contact SPNJO
- In the case of internships carried out during the semester, the dean's consent is required for the individual organization of studies.

3. Graduate internship (KA131 – program countries)

- Mobility lasting 2–5 months. Funding for a maximum of 5 months.
- Students in their final year of studies who pass the recruitment process before defending their diploma thesis may apply for the mobility (details in §2. Conditions of participation, point 8).
- Mobility capital is calculated within the last completed level of studies.
- Recruitment is ongoing (in accordance with the International Office (BWM) guidelines regarding the availability of available funds). Application should be submitted no later than 8 weeks before the planned start date of the mobility.
- Language testing is carried out on an individual basis, please contact SPNJO.

4. Short-term study mobility (organized activity such as BIP, summer/winter school or other short scientific mobility (KA131 - program countries and third countries not associated with the program).

Short-term internship (KA131 - program countries)

- Duration: 5–30 days .
- Mandatory virtual component (does not apply to PhD students).
- In the case of student mobility – obtaining a minimum of 3 ECTS is mandatory .
- Recruitment is ongoing (in accordance with the International Office (BWM) guidelines regarding the availability of available funds). Application should be submitted no later than 8 weeks before the planned start date of the mobility.
- Language testing is carried out on an individual basis, please contact SPNJO.
- Each student can complete one short-term mobility per semester.

§7. Organizational information

1. Erasmus+ study mobility is granted by the coordinator via the USOSweb system.
2. Erasmus+ internships/graduate traineeships are awarded by the coordinator via the IRC system.
3. Regulations regarding the implementation and settlement of mobility, as well as the funding amounts, are presented in the document "Erasmus+ Mobility Implementation Rules," available at the International Office. General information is available on the website of the International Office and on the website of the unit conducting recruitment.

§8. Final provisions

1. The Regulations define the rules for the recruitment and implementation of the mobility of students and doctoral students of the University of Wrocław under the Erasmus+ programme , in accordance with the guidelines of the National Agency of the Erasmus+ Programme and the European Solidarity Corps .
2. In matters not covered by these regulations, the following shall apply:
 1. principles and guidelines of the Erasmus+ Programme of the European Commission and the National Agency,
 2. "Principles of implementing mobility" of the International Office of the University of Wrocław,
 3. applicable orders and decisions of the Rector of the University of Wrocław.
3. The regulations come into force on the date of their signing by representatives of the unit's authorities and are valid for the recruitment process for the academic year 2026/2027, unless updated.
4. The University of Wrocław teaching unit is obliged to publish the current version of the regulations on its website and provide students with access to information on the rules of recruitment and implementation of mobility.

Rules for Erasmus+ Studies Mobilities

1. Before leaving abroad for the Receiving University, the nominated student presents a learning agreement (page 2 of the Faculty application form) for approval by the Faculty Erasmus+ coordinator and the Vice-Dean for Students' Affairs.
2. At the Receiving University a nominated student is obliged to earn at least 30 ECTS credits per semester for courses connected with the field of study. A student in his/her last semester is obliged to earn at least 21 ECTS credits at the Receiving University.
3. Any modifications of the initial learning agreement require approval by the Faculty Erasmus+ coordinator and the Vice-Dean for Students' Affairs within one month from starting Erasmus mobility at the receiving University or from the beginning of the second semester there (page 3 of the Faculty application form).
4. After returning from abroad a student is to have his/her mobility recognized at the Faculty (page 4 of the Faculty application form together with a *Transcript of Records* issued by the Receiving University), in addition to the formalities arranged at the International Office. The recognition at the Faculty is based on the successful completion of the learning agreement and earning of the agreed number of ECTS credits. In case of any exam failure or when the exam grade is lacking, the student should take a re-sit exam/course at the Receiving University.

Declaration

I hereby declare that under the Erasmus Programme:

- ☐ I have not completed any mobilities
- ☐ I have completed the mobilities listed below

| No. | Academic year | Mobility type (studies/ traineeship) | Foreign university/ company name | Period from ... to ... | Number of months (with 1/2 month accuracy) | Year and level of studies during mobility |
|-----|---------------|--------------------------------------|----------------------------------|------------------------|---|---|
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Place and date