

**Rules for qualification of students to
foreign study mobility programme Erasmus+ 2021-2027
at the Faculty of Physics, Astronomy and Informatics
of the Nicolaus Copernicus University in Toruń**

This document includes details of recruitment procedure to Erasmus+ Programme 2021-2027 for the students of the Faculty of Physics, Astronomy and Informatics of the Nicolaus Copernicus University in Toruń (hereinafter referred to as "Faculty").

The organization of the whole student mobility process is in accordance with the general university rules included in 'Rules for preliminary recruitment for foreign study mobility in Erasmus+ Programme' (<https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/studenci-studia/rekrutacja/>).

1. Recruitment for studies in particular semester are announced by the Department of International Partnerships and Mobility (DMPiME). The students are informed about the recruitment period using mailing list of students at the Faculty as well as by the Faculty web-page and social media.
2. Recruitment at the Faculty is conducted by the recruitment commission including: Faculty Erasmus Coordinator (Dean's Proxy for Mobility and Internationalization) and Vice-Dean for Student Affairs.
3. The fulfillment of following recruitment conditions is expected from a student:
 - a) registered at BSc or MSc studies (1st or 2nd degree);
 - b) owning mobility capital to be used – up to 12 months for each degree of studies. The students submit the statement regarding mobility capital;
 - c) at the moment of signing individual contract for the mobility, the student must be admitted to at least the 2nd year of 1st degree studies; the graduates of the 1st degree studies who intend to continue their studies at the Nicolaus Copernicus University at the 2nd degree studies can start recruitment only as full-fledged students of the university, and are entitled to use a study mobility at the earliest in the summer semester for the first year of 2nd degree studies;
 - d) having a good command of a foreign language, reflecting the requirements of the host University, including the provisions of the inter-institutional agreement;
 - e) having good grade average;
 - f) Students who withdrew from the mobility in previous years without notifying either the Faculty Erasmus Coordinator or the Department of International Partnerships and Mobility (DMPiME) are not eligible for recruitment;
 - g) Students who have been suspended as well as students against whom disciplinary proceedings are pending (pending investigation) and students punished as a result of disciplinary proceedings are not eligible for recruitment.
4. The students interested in a mobility study are obliged to get acquainted with the courses offered by the selected partner institution. The student selects maximum 3 partner universities, the first university is considered as priority for the student, and the last two – as alternative ones. The recruitment includes only those partner universities with which the Faculty has signed IIA inter-institutional agreements. The list of agreements can be found at https://www.umk.pl/wspolpraca/erasmus_plus/partnerzy/
5. The application should include the following documents:

OBLIGATORY:

- a) completed and signed on-line „Application form (mobility to countries involved in the Programme: the EU, the EEA, candidate countries to the EU)”, available at <https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/>;
- b) cover letter to the recruitment commission, which explains selection of a particular partner university and motivation; additional information on foreign language level, interests in culture of the partner country, engagement in scientific and social life can be also advantageous;
- c) information on grade average during completed study period (the statement can be obtained in the Dean Office);
- d) confirmation of a foreign language competencies (certificates or other documents indicating many years of studying a foreign language);

- e) statement that previous application was not withdrawn without notifying either the Faculty Erasmus Coordinator or the Department of International Partnerships and Mobility (applies if a student took part in recruitment process and withdrew from the mobility study);
- f) statement that the student has not been suspended and there is no disciplinary proceedings pending (pending investigation) against the student, and that the student has not been punished as a result of disciplinary proceedings;

OPTIONALLY:

- g) recommendation letter from the scientific supervisor or from the supervisor of the student science club (applies if a student is a member of any student science club);
- h) other documents confirming the achievements of the Applicant in research and social life (i.e. publications, presentations, activity in student science club, membership, activity in Erasmus Student Network, cooperation with the Department of International Partnerships and Mobility as the mentor of incoming students, internships, social activity etc.);

The documents should be submitted in the Dean Office of the Faculty or sent to the Faculty Erasmus Coordinator by e-mail. All documents must be signed.

- 6. Applications are evaluated by the recruitment committee, which determines a criterion-based ranking list. The following criteria are taken into account:

K1 – grade average – max. 50 pts

K2 – command of a foreign language – max. 20 pts

K3 – scientific achievements of a candidate – max. 20 pts

K4 – other activity – max. 10 pts

- 7. Interviews with students may be organized by the recruitment committee.
- 8. The priority in the qualification process is given to those students who apply for an Erasmus+ mobility for the first time.
- 9. The recruitment committee prepares a protocol including students' ranking list. The protocol is signed by the recruitment committee and sent to the Department of International Partnerships and Mobility by the Faculty Erasmus Coordinator within three working days. The students are informed about the results of qualification and recruitment process.

The details about the mobility within Erasmus+ Programme, including the list of inter-institutional agreements, can be found at the university web-site of the Erasmus+ Programme 2021-2027:

<https://www.umk.pl/wspolpraca/erasmus-plus-2021-2027/>

Approved on October 21, 2021

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Dean of the Faculty