

**RULES FOR THE RECRUITMENT OF STUDENTS
FOR MOBILITY UNDER THE ERASMUS+ PROGRAMME
ACADEMIC YEAR 2025/2026**

I. RECRUITMENT PRINCIPLES

§1

Students of Adam Mickiewicz University (AMU) may apply for long-term and short-term mobility for studies or traineeships within the Erasmus+ programme if they:

1. Are enrolled in a first- or second-cycle degree programme, a single master's degree programme, or a doctoral programme;
2. Are in at least their first year of first-cycle studies at the time of applying;
3. Possess foreign language proficiency at a level required by the host university as stipulated in the agreement;
4. Complete and submit the online application form and required attachments by the specified deadline in the correct format.

§2

AMU graduates may apply for the programme if they:

1. Have completed a first- or second-cycle programme, a single master's programme, or a doctoral programme;
2. Were in the final year of their studies (first-cycle, second-cycle, single master's or doctoral programme) at the time of applying (during the recruitment procedure).

§3

1. Each participant in the Erasmus+ programme is entitled to mobility lasting no more than 12 months at each degree level, or 24 months for single master's programmes, regardless of the type or number of mobility periods, including stays with zero funding;
2. Graduates must complete their traineeship within 12 months of their graduation date;
3. The period of a graduate's scholarship-funded stay is counted as part of the graduate's degree;
4. Priority in applications for mobility for studies or traineeships is given to students who have not yet participated in LLP-Erasmus or Erasmus+ mobility;
5. Dean's leave or academic leave cannot be taken during study or traineeship mobility.

§4

1. The Faculty Recruitment Committee (hereinafter referred to as the "Committee") is the qualifying body for the programme at the faculty level;
2. The Committee is appointed by the Dean to oversee the selection procedure;
3. The Committee must consist of a minimum of three members, as appointed by the Dean or an authorised representative;
4. The Committee operates according to the Faculty Recruitment Regulations for the Erasmus+ Programme (hereinafter referred to as the "Faculty Regulations"), adopted by the Dean of the Faculty;
5. The Faculty Regulations must include the following (minimum scope):
 - a. Composition of the Faculty Recruitment Committee;
 - b. Tasks and operating principles of the Committee;
 - c. Recruitment procedure (dates, method of submitting documents, communication of results, and appeal options);
 - d. Required documents;
 - e. Recruitment criteria;
6. The Faculty Regulations must be made public and accessible.

§5

1. Within 14 days of completing the recruitment process, the Faculty Recruitment Committee must prepare a list of candidates for mobility under the Erasmus+ programme;
2. The Faculty Recruitment Committee must also prepare a reserve list of candidates, and in the event of a withdrawal, students from the reserve list will be selected for mobility.

§6

1. If vacancies remain or the number of foreign exchange participants is insufficient, the Faculty Recruitment Committee may hold additional recruitment;
2. Upon completion of recruitment, the Committee Chair must prepare a recruitment protocol and a list of qualified candidates;
3. The documents referenced in §6(2) must be submitted to the Erasmus+ Office within two weeks of the recruitment process's conclusion.

§7

1. Students are required to complete the necessary forms for either a study or traineeship programme abroad;
2. An agreement will be signed between the qualified student and Adam Mickiewicz University, outlining the terms of the study or traineeship under the Erasmus+ programme;
3. The student must also complete all formalities necessary to secure medical coverage under insurance in the host country.

II. PRINCIPLES FOR RECOGNISING A PERIOD OF MOBILITY

AT A PARTNER UNIVERSITY ABROAD

§8

The period of study completed under the Erasmus+ programme is recognised as an integral part of a student's studies at Adam Mickiewicz University in Poznań.

1. The Erasmus+ Faculty Coordinator prepares an Equivalence Card before the student departs for their study abroad;
2. The Equivalence Card outlines the extent to which the selected courses abroad are equivalent to courses in the corresponding semester at the home university, specifying any necessary differences in the programme;
3. The recognition of the study period abroad is based on the *confirmation of study period or traineeship certificate*;
4. The student's *Transcript of Records*, issued by the host university, serves as the basis for recognising learning outcomes. The transcript must contain grades based on the host university's grading scale along with ECTS credits.

III. PRINCIPLES OF FINANCING MOBILITY WITHIN THE ERASMUS+ PROGRAMME

§9

Detailed financial guidelines are outlined in a separate regulation concerning the principles of financing.

IV. FINAL PROVISIONS

§10

At the conclusion of their stay within the Erasmus+ programme, students are required to complete an individual *online EU Survey* report.

§11

These regulations shall come into effect on 1 February 2025.