

**Rules and regulations regarding recruitment for mobility for studies and traineeships  
in frame of Erasmus+ programme  
at Faculty of ETI at Gdansk University of Technology in the academic year 2024/25**

1. Candidates should:
  - Read and understand Erasmus+ rules and regulations regarding fundamentals, procedures, documents, criteria and deadlines of recruitment for Erasmus+ mobility for studies and traineeships in the academic year 2024/25 (described in this document)
  - View the list of universities for which mobility related to their field and level of studies is possible at <https://pg.edu.pl/en/international/erasmus-0/erasmus-agreements>
  - Find and read the offer for studies, application procedure and deadline for application at selected universities (receiving institution).
- 2.1. Mobility for studies is possible during the third year of Bachelor programmes and the second semester of Master programme (recruitment in spring semester for exchange in fall semester of the following academic year)
- 2.2. Candidates for both mobility for studies and mobility for traineeships must have all due courses passed both at the time of recruitment and at the time of leaving for mobility.
3. Faculty Recruitment Committee:
  - Dr Krzysztof Bikonis, Erasmus+ coordinator at Faculty of ETI, chair of the committee,
  - dr hab. inż Grzegorz Lentka, prof. PG- vice-dean for organization of studies,
  - Mrs Agnieszka Urbańska - contact person in Dean's Office.
- 4.1. Candidate should deliver documents described in section 5.1-5.2 to the contact person till 18 February 2024.
- 4.2. Recruitment is made according to the criteria described in section 7.1. A ranking of students is based on their average of grades and additional achievements. If the number of students who selected given university is higher than the limits of students in the agreement with this university, the priority is given to students placed higher in the ranking.
- 4.3. Information about recruitment result is sent to the e-mail address provided in *Formularz zgłoszenia na studia za granicą* (from moja.pg) during two weeks from the deadline given in 4.1.
- 4.4. Student with positive result of recruitment should deliver a complete set of documents (see 5.3) as soon as possible.
- 4.5. In case of negative result of recruitment, student can appeal against the decision to the vice-dean for organization of studies during one week from the date of receiving information about the negative result.
- 4.6. In case of withdrawing from mobility for any reasons after the positive results of recruitment, students should inform faculty coordinator about it as soon as possible.
- 5.1. The necessary document for recruitment is *Formularz zgłoszenia na studia za granicą* (eng. Template of application for studies abroad). It is recommended to deliver also copies of language certificates, motivation letter or other documents which are the evidence of fulfilling criteria described in 7.1.
- 5.2. *Formularz zgłoszenia na studia za granicą* should be filled out in moja.pg system. Then, this document should be printed, signed and scans should be sent to the contact person with copy to the faculty coordinator.
- 5.3. A complete set of documents mentioned in 4.4 includes: *Learning Agreement for Studies* (<https://www.learning-agreement.eu/>) with acceptance described in sections 6.1-6.2 which will be stored at the faculty, as well as other documents required by the receiving institution.
- 5.4 *Learning Agreement for Studies* can be filled out in on-line system of the receiving institution. It can be also filled out using the Online Learning Agreement (OLA) available at <https://www.learning-agreement.eu/>.
- 6.1. In order to meet the rules of recognition of selected courses after the mobility, it is necessary to acquire acceptance of selected courses from the head of programme of studies. The result should be a completed form available at <https://eti.pg.edu.pl/informacje/programy-wymian> with the signature of the appropriate head of the department.

6.2. The rules of recognition are: (1) to minimize differences between the educational effects to be achieved during the mobility and educational effects that would be achieved at this time at home university and (2) to allow to benefit from the educational offer which is not available at our university.

7.1. Faculty Recruitment Committee uses the following criteria:

- average of grades: minimum of 3,8;
- fluency in foreign languages confirmed by language certificates;
- preparation for recognition of courses (based on provisional *Learning Agreement for Studies*);
- special circumstances described in motivation letter;
- activity in International Students Association;
- scientific achievements confirmed by recommendation of academic staff, e.g. publications, awards, participation in research projects or activity in Students Research Groups;
- positive opinions of the teachers from "zero" semester (a general rule used when candidates for mobility at master level come from other faculties or universities);
- lack of problems when dealing with Erasmus+ procedures and documents.

8.1. Erasmus+ mobility for traineeships can be made during summer holidays.

8.2. Recruitment is made based on motivation letter and *Learning agreement for traineeships* containing a stamp and signature of the representative of receiving institution (company or university).

8.3. Candidates shouldn't have problems when dealing with Erasmus+ procedures and documents.

8.4. Documents described in 8.2 and 2 copies of *Learning agreement for traineeships* should be delivered to the contact person before 15 June 2024 (continuous recruitment limited only by available budget).