

Recruitment rules for the exchange program Erasmus+ at the MINI PW Faculty

Criteria for applying for the exchange program

1. Every student satisfying the following criteria can apply for the exchange program:
 1. The criteria contained in the rules of the Erasmus+ exchange program (available on the website www.erasmusplus.org.pl)
 2. The criteria contained in the rules of the Erasmus+ exchange program at the Warsaw University of Technology (available on the website <https://erasmus.pw.edu.pl/>)
 3. The criteria stated in this document.
 4. Possibly other criteria resulting from the mode of study.
2. The student can leave during the last semester of studies at the first level or the last two semesters of studies at the second level only with the permission of the Dean and the student's advisor.
3. Students of the last year of studies at the first level can be conditionally qualified for the exchange program for the second semester of the first year of studies at the second level. Before departure, the student must complete the registration process for studies at the second level.
4. The duration of the exchange program can be extended only with the consent of the coordinator of the partner institution. If the agreement covers only one semester exchanges, a two-semester exchange is possible only if vacancies remain after making the ranking list at the partner institution.

The recruitment process

5. The recruitment process consists of filling out a proposal available on USOS.
6. The recruitment schedule is established by the Dean's proxy for the International Student Exchange Programs. Information about the schedule is given on USOS (<http://usosweb.usos.pw.edu.pl/>) in the menu item Erasmus+ and is also sent to the student mailboxes.
7. Registration for the program means the acceptance by the student of the rules in this document as well as the consent for processing and storing personal data for realization of the exchange program.
8. Registering for the exchange program, each student can choose maximally three partner institutions, in the order of preference.

Qualification and criteria for preparing the ranking

- 9.** The Qualification Committee conducts the qualification for the exchange program. The committee consists of:
 1. The Dean's proxy for the International Student Exchange Programs.
 2. A member of the Dean's Office
 3. A representative of the Student Council
- 10.** Students have the right to appeal the decision of the Qualifying Committee to the Dean. The appeal should be made in writing by the deadline given in the rules of the Erasmus+ exchange program.
- 11.** The qualification for the exchange is made on the basis of a ranking list. The points in the ranking are a sum of three quantities:
 1. A weighted average of the grades from the previous academic year.
For students of the first semester of second level studies the basis is the average of all the grades obtained in the studies of the first level. For students who are in the second semester of first level studies or second level studies the basis are the grades from the first semester.
 2. Points for the knowledge of the language used in the partner university, which is confirmed by a certificate or an exam in the Foreign Language Office. Level B2 gives 0.5 points, level C1 gives 0.75 points, and level C2 or higher gives 1 point.
Being a student of Computer Science is considered as confirmation of knowing the English language at the B2 level.
 3. Points for a documented activity for the benefit of the academic community (membership in Student Council bodies, science clubs, etc). These points are awarded based on a written certificate issued by the relevant body. This certificate should be deposited in the Dean's office (room 33) or sent by mail to the address Erasmus@mini.pw.edu.pl by the deadline for submitting proposals. The maximal number of points in this part is 0.5, and the Qualification Committee decides whether they are awarded.
- 12.** To qualify for the exchange program, the student must satisfy all the requirements posed by the partner institution. In special cases, the Committee has the right to issue a conditional recommendation.
- 13.** The students who have themselves signed an agreement with the partner institution which they wish to attend, are accepted without the qualification procedure. This should be reported in the exchange proposal.
Students qualified for the exchange program
- 14.** The results of the qualification process will be announced via e-mail and posted on the notice board next to the Dean's office.

15. Before departure, the student should pass all the classes required by the course of studies up to the moment of departure. Only students who pass all the classes up to the time of departure can be qualified for the exchange program.
16. In the case of resignation from the exchange program, students who have been qualified or are on a reserve list are obligated to inform the Dean's proxy for the International Student Exchange Programs in writing (the appropriate forms are available at <https://erasmus.pw.edu.pl/>). Failing to do so will result in lowering the ranking position in future recruitment for Erasmus + exchange programs.
17. The students leaving for the Winter semester should complete all formalities with the choice of the program of studies by the end of May of the previous academic year as well as the conditions of the partner institution.
18. The students leaving for the Summer semester should complete all formalities with the choice of the program of studies by the end of November of the given academic year as well as the conditions of the partner institution.
19. Not respecting the deadlines stated in 18. and 19. may result in the withdraw of qualification for the exchange program.

Final provisions

20. In matters not addressed by these rules, the decision will be made by the Dean's proxy for the International Student Exchange Programs, after consulting the Qualification Committee.

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