



**REGULATION No. 6/2026
OF THE RECTOR OF THE UNIVERSITY OF TECHNOLOGY AND ARTS IN APPLIED SCIENCES IN WARSAW
of 2 March 2026**

regarding the introduction of the Recruitment Regulations and the Rules for the implementation of international exchange studies and traineeships under the Erasmus+ KA131-2025 project at the University of Technology and Arts in Applied Sciences in Warsaw, and the introduction of the Recruitment Regulations for ATA staff and the Rules for the implementation of mobility for teaching and training purposes under the Erasmus+ KA131-2025 and KA171-2025 projects at the University of Technology and Arts in Applied Sciences in Warsaw.

Acting on the basis of §14(2)(11) of the Statute of the University of Technology and Arts in Applied Sciences in Warsaw, it is ordered as follows:

§1

1. I hereby introduce *the Recruitment Regulations and the Rules for the implementation of international exchange studies and traineeships under the Erasmus+ KA131-2025 project at the University of Technology and Arts in Applied Sciences in Warsaw.*
2. The text of the Regulations constitutes Appendix No. 1 to this Regulation.

§2

1. I hereby introduce *the Recruitment Regulations for ATA staff and the Rules for the implementation of mobility for teaching and training purposes under the Erasmus+ KA131-2025 and KA171-2025 projects at the University of Technology and Arts in Applied Sciences in Warsaw.*
2. The text of the Regulations constitutes Appendix No. 2 to this Regulation.

§3

This Regulation shall enter into force on 2 March 2026.

Rector

prof. dr hab. Piotr Wilczek

RECRUITMENT REGULATIONS AND RULES FOR THE IMPLEMENTATION
OF INTERNATIONAL EXCHANGE STUDIES AND TRAINEESHIPS
UNDER THE ERASMUS+ KA131-2025 PROJECT
AT THE UNIVERSITY OF TECHNOLOGY AND ARTS IN APPLIED SCIENCES IN WARSAW

§1 General provisions

1. Students of the University of Technology and Arts in Applied Sciences in Warsaw (ATA) applying for a grant to carry out mobility in the form of international studies or traineeships under the Erasmus+ programme are subject to a recruitment procedure coordinated by the Institutional Erasmus+ Coordinator and Faculty Erasmus Coordinators.
2. A student may benefit from Erasmus+ programme funding for long-term and short-term mobility as well as traineeships abroad more than once in each study cycle, provided that the total duration of the mobility period – studies and traineeships, including participation in previous Erasmus programme activities (the so-called “mobility capital”), does not exceed 12 months in a given study cycle, including zero-grant stays.
3. Studies or traineeships may last from 2 to 12 months. The available mobility options are:
 - long-term mobility for studies/traineeships – physical mobility (minimum 2 months) and optionally a virtual component – the so-called Blended mobility,
 - short-term mobility for studies (5–30 days of physical mobility) combined with a mandatory virtual component – the so-called Blended mobility. Implemented only if available at the host university/institution.
4. A traineeship may take place during studies or within one year after their completion (graduate traineeship), and its duration is included in the total duration of mobility at the level of studies at which the student was qualified for the mobility. Recruitment may take place no later than in the final year of studies.
5. Information on partner universities and their offer is made available on the University website.
6. Any student of full-time and part-time studies at ATA (regardless of citizenship) may apply for a grant, provided that all of the following conditions are met:
 - in the case of long-term mobility – at the time of departure the student has completed at least the first year of first-cycle studies or is a second-cycle student;
 - in the case of short-term mobility – at the time of departure the student has completed at least the first semester of first-cycle studies or is a second-cycle student;
 - at the time of departure the student is at least 18 years old;
 - at the time of departure for an Erasmus+ grant the student is not on dean’s leave and during the stay on the grant will not be on dean’s leave;
 - has no outstanding financial liabilities towards ATA;
 - is not subject to a disciplinary penalty imposed by the University;

- demonstrates knowledge of a foreign language required to undertake studies/traineeship at the partner university/host institution at least at a communicative level and/or in accordance with the inter-institutional agreement;
 - has correctly completed and submitted the application form made available by the Erasmus Office within the specified deadline.
7. Persons with disabilities, like all candidates, undergo the recruitment procedure appropriate to the selected type of mobility (studies or traineeships). Persons with disabilities are provided with assistance in the recruitment process appropriate to their needs resulting from their disability, without introducing any privileges or exemptions.
 8. Candidates:
 - a) using wheelchairs or with mobility difficulties are enabled to submit documents in rooms without architectural barriers;
 - b) hearing-impaired or deaf persons are enabled to communicate in written form or with the assistance of a sign language interpreter.
 9. Persons with disabilities should report the need for assistance in the recruitment process to the Erasmus+ Programme Office no later than 3 working days before the start of the recruitment procedure.
 10. Application forms submitted after the recruitment deadline and incomplete applications will not be considered.
 11. A student with a conditional pass of the semester preceding departure abroad, as a rule, may not be assigned to mobility under the Erasmus+ programme. In justified cases, it is allowed for a student with a conditional pass to go abroad upon obtaining the consent of the Institutional Erasmus+ Coordinator, issued after consultation with the relevant dean.
 12. A student holding citizenship other than that of an EU Member State or the European Economic Area should verify the rules concerning entry into the territory of the host country in connection with the planned stay as an Erasmus+ grant holder. Such a student legalizes their stay in the host country independently.
 13. The student's stay at the host institution must begin and end within the period indicated in a separate announcement.
 14. The payment of national grants (e.g. social grant, merit-based grant), to which the student acquired the right before departure, will be continued during the student's stay at the partner university.

§2 Rules for the selection of students for exchange studies and traineeships under the Erasmus+ programme

1. The evaluation and selection of candidates for mobility is carried out by the Recruitment Committee.
2. The Recruitment Committee consists of: the Institutional Erasmus+ Coordinator, Erasmus+ Coordinators responsible for locations in Warsaw and Wrocław, and Faculty Erasmus+ Coordinators.
3. The qualification of candidates is based on a point system.

4. The following scoring system is applied in the evaluation of candidates:
- a. Grade average (maximum 5 points):

4.75 – 5.00	5 points
4.50 – 4.74	4 points
4.25 – 4.49	3 points
4.00 – 4.24	2 points
3.75 – 3.99	1 point
below 3.75	0 points
 - b. Foreign language proficiency confirmed by a language certificate, lecturer’s opinion, or an interview conducted during recruitment, specifying the level according to the Common European Framework of Reference for Languages (CEFR) (maximum 4 points):

C2	4 points
C1	3 points
B2	2 points
below B2	0 points
 - c. Relevance of the mobility for the study programme (maximum 3 points) assessment of programme compatibility:

very high	3 points
high	2 points
partial	1 point
no justification	0 points
 - d. Previous participation in the Erasmus+ programme (maximum 3 points) mobility history:

no previous mobility	3 points
one mobility	1 point
two or more mobilities	0 points
 - e. Involvement in student life and social activity (maximum 2 points):

active and documented involvement	2 points
documented occasional activity	1 point
no documented activity	0 points
5. The Recruitment Committee reserves the right to conduct interviews with selected candidates.
 6. The Recruitment Committee has the right to change the partner university selected by the student if it considers that the study programme at another university is more consistent with the student’s field of study and/or if this results from the allocation of places at partner universities.
 7. A student qualified for mobility under the Erasmus+ programme is obliged to sign an agreement with ATA. Failure to sign the agreement is equivalent to resignation from the awarded grant.
 8. If a student who has been awarded an Erasmus+ grant resigns from the mobility, the Institutional Erasmus+ Coordinator nominates the next person on the reserve list. This person is entitled to a grant under general rules.
 9. A student qualified for exchange studies or traineeships is obliged, before departure, to complete a mandatory online language proficiency test in the language of mobility in the European Commission system “Online Language Support – OLS” in EU Academy (<https://academy.europa.eu/>) and to use the platform resources enabling the improvement of 29 languages: English, Bulgarian, Croatian, Czech, Danish, Estonian, Finnish, French, Greek, Spanish, Irish, Lithuanian, Latvian, Maltese, Dutch, German, Polish, Portuguese, Romanian, Slovak,

Slovenian, Swedish, Hungarian, Italian, Icelandic, Macedonian, Norwegian, Serbian and Turkish. The result of the language test does not affect the decision on awarding the grant. Persons for whom the language of mobility is their native language are exempt from the test. The basic and necessary condition for using the OLS resources is having an account in the EU Login domain.

10. A student resigning from the grant is obliged to immediately complete the resignation form from international studies/traineeships under the Erasmus+ programme and submit it to the Institutional Erasmus+ Coordinator. The form is available on the ATA website.

§3 Exchange studies under the Erasmus+ programme

1. An Erasmus+ grant is awarded for one or two semesters, during which the student completes courses at a foreign partner university, provided that the total duration of studies and traineeships does not exceed 12 months in a given study cycle.
2. Students may go only to higher education institutions in programme countries that hold the **Erasmus Charter for Higher Education (ECHE)** valid for 2021–2027, and to third countries not associated and associated with the programme (from regions 13 and 14), with which student exchange agreements have been signed under the Erasmus+ programme.
3. The partner university may require the student to pay fees covering insurance costs or membership in student organizations under the same conditions as all students.
4. A student qualified for studies is obliged to familiarize themselves with the Erasmus Student Charter before signing the financial agreement. Signing the agreement constitutes confirmation of having read the Charter and acceptance of the rights and obligations resulting from it.
5. A condition for the implementation of mobility under the Erasmus+ programme is that the student has valid insurance covering:

- health insurance abroad (medical costs),
- civil liability insurance,
- accident insurance,

valid for the entire period of travel and stay at the partner university, including medical transport to the home country (repatriation).

Additionally, in the case of mobility to EU/EEA countries or Switzerland, the student is required to have a European Health Insurance Card (EHIC).

The student is obliged to provide confirmation of the required insurance and – in the case of EU/EEA/Switzerland mobility – a copy of a valid EHIC before signing the financial agreement. Failure to meet these requirements results in the inability to sign the agreement and carry out mobility.

6. A student who is a Polish citizen is obliged to register in the Odysseusz system run by the Ministry of Foreign Affairs of the Republic of Poland (<https://odysseusz.msz.gov.pl/>).
7. Students are obliged to prepare, in cooperation with the relevant Faculty Erasmus+ Coordinator and the partner university:
 - a course recognition table / table of equivalence of courses, containing a list of courses completed at the partner university and their equivalents in the ATA study programme; this table is an internal ATA document used for course recognition after return,
 - *Online Learning Agreement Student Mobility for Studies* via <https://learning-agreement.eu/>

8. Courses selected and included in the recognition table and *Online Learning Agreement Student Mobility for Studies* should:
 - allow the student to obtain at least 30 ECTS per semester and at least 60 ECTS per academic year abroad,
 - reflect the ATA study programme as much as possible.
9. A student undertaking mobility for studies is obliged to obtain at least 30 ECTS per semester. In justified cases, the Institutional Erasmus+ Coordinator may allow fewer credits, but not less than 21 ECTS per semester.

If the student obtains fewer than 21 ECTS, the University reserves the right to request partial or full repayment of the Erasmus+ grant.
10. Any changes to the *Online Learning Agreement Student Mobility for Studies* require written consent of all three parties: the student, ATA and the partner university. The student must notify the University of such changes no later than 4 weeks after the start of classes by submitting *Changes to the Learning Agreement* via <https://learning-agreement.eu/>
11. Settlement of the study period is based on the *Online Learning Agreement Student Mobility for Studies* and *Transcript of Records*.
12. In the case of:
 - failure to undertake the studies/traineeship specified in the Learning Agreement,
 - early return not caused by force majeure,
 - obtaining fewer ECTS points than specified in point 9 of these regulations,
 - failure to submit the final report (EU Survey),
 - failure to complete the final language test,the student may be required to return all or part of the grant. Repayment is not required in cases of force majeure, upon submission of appropriate documentation. In such a case, it is necessary to submit an appropriate application supported by relevant certificates to the Institutional Erasmus+ Coordinator.
13. A condition for the recognition by ATA of courses completed at the partner university under the Erasmus+ programme is the confirmation of the consistency of the learning outcomes achieved during the completion of the courses with the courses specified in the study programme for the field of study, education profile and specialisation in which the student studies at ATA.
14. In accordance with the University Study Regulations, when recognising courses, the grades obtained by the student at the partner university are converted according to the following grading scale:
 - excellent (A) – corresponds to the grade: very good (5),
 - very good (B) – corresponds to the grade: good plus (4.5),
 - good (C) – corresponds to the grade: good (4),
 - satisfactory (D) – corresponds to the grade: satisfactory plus (3.5),
 - sufficient (E) – corresponds to the grade: satisfactory (3),
 - fail (F, FX) – corresponds to the grade: fail (2).
15. The period of studies completed at the partner university under the Erasmus+ programme is recognised as equivalent to the period of studies completed by the student at ATA.
16. The conditions, deadline and method for completing any deficiencies resulting from the study programme for a student returning from an Erasmus+ grant are determined by the dean of the faculty.
17. After returning from the grant, the student is obliged to:

- submit to the Institutional Erasmus+ Coordinator a certificate from the partner university confirming the actual duration of the stay under the grant, including the start and end dates of the mobility,
- submit to the Institutional Erasmus+ Coordinator the Transcript of Records (Confirmation of Academic Results),
- complete again the online language proficiency test in the language of mobility in the European Commission system “Online Language Support – OLS” in EU Academy (<https://academy.europa.eu/>),
- complete the individual online EU Survey no later than within 30 days from the date of receiving the request to submit it. A participant who fails to submit the individual report may be requested by the University to return part or all of the received EU funding. The participant may be requested to submit an additional online report concerning recognition issues.

§4 Traineeships under the Erasmus+ programme

1. A traineeship may be carried out in an institution in a country participating in the Erasmus+ programme (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Spain, Ireland, Iceland, Liechtenstein, Lithuania, Luxembourg, Latvia, North Macedonia, Malta, the Netherlands, Germany, Norway, Portugal, Romania, Serbia, Slovakia, Slovenia, Sweden, Turkey, Hungary, Italy), in countries from region 13 (Andorra, Monaco, San Marino, Vatican City), countries from region 14 (Switzerland, the United Kingdom, Faroe Islands), as well as in third countries not associated with the programme, provided that it is not an EU institution or an institution managing EU programmes, or a diplomatic representation of the student’s home country.
2. The traineeship should be consistent with the student’s field of study.
3. The obligation to find a traineeship placement rests with the student.
4. The traineeship workload is at least 30 hours per week.
5. A student qualified for a traineeship is obliged to familiarize themselves with the Erasmus Student Charter before signing the financial agreement. Signing the financial agreement constitutes confirmation of having read its content and acceptance of the rights and obligations resulting from the Charter.
6. A student qualified for a traineeship under the Erasmus+ programme is obliged to prepare, in cooperation with the host organization and the relevant Faculty Erasmus+ Coordinator, the *Learning Agreement Student Mobility for Traineeships*. This document specifies the tasks the student will perform during the traineeship, the learning outcomes to be achieved, and the methods of evaluating the student’s work. *Learning Agreement Student Mobility for Traineeships* must be approved by the host organization and the Faculty Erasmus+ Coordinator before departure.
7. Any changes to the traineeship programme require written consent of all three parties – the student, the University and the host organization. The student shall immediately, no later than within 4 weeks after the start of the traineeship, notify the University of such changes by submitting the updated *Learning Agreement Student Mobility for Traineeships* (section “During the mobility”).

8. A condition for the implementation of mobility under the Erasmus+ programme is that the student has valid insurance covering:
 - health insurance abroad (medical costs),
 - civil liability insurance,
 - accident insurance,valid for the entire period of travel and stay in the host institution, including medical transport to the home country (repatriation).

Additionally, in the case of mobility to EU/EEA countries or Switzerland, the student is required to have a European Health Insurance Card (EHIC).

The student is obliged to provide confirmation of the required insurance and – in the case of EU/EEA/Switzerland mobility – a copy of a valid EHIC before signing the financial agreement. Failure to meet these requirements results in the inability to sign the financial agreement and carry out mobility.
9. A student who is a Polish citizen is obliged to register in the Odyseusz system run by the Ministry of Foreign Affairs of the Republic of Poland (<https://odyseusz.msz.gov.pl/>).
10. Within 14 days from the end date of the traineeship, the student is obliged to:
 - submit to the Institutional Erasmus+ Coordinator a certificate from the host organization confirming the completion of the traineeship programme, including its evaluation and the actual duration (start and end date),
 - complete again the online language proficiency test in the language of mobility in the OLS system in EU Academy (<https://academy.europa.eu/>),
 - complete the individual online EU Survey no later than 30 days from receiving the request. A participant who fails to submit the report may be requested to return part or all of the EU funding. The participant may also be requested to submit an additional online report concerning recognition issues.
11. A student undertaking a traineeship may apply for an extension of the mobility no later than one month before the originally planned end date. The extension may last up to 4 months. The request is considered individually and depends on the consent of the host organization and the availability of funds. In the case of graduate traineeships, the mobility must end within 12 months of graduation.
12. A student who has obtained consent for extension is obliged to sign an annex to the financial agreement (if additional funding is granted) and update the Learning Agreement for Traineeships (“During the mobility”), approved by all three parties.

§5 Erasmus+ grant

1. During their mobility period, students receive a grant awarded under the Erasmus+ programme. The grant does not cover full costs of stay abroad, but only partially covers the difference in living costs between Poland and the host country.
2. The monthly grant rates applicable under the Erasmus+ KA131-2025 project are in accordance with the rates specified by the National Agency of the Erasmus+ Programme and constitute an integral part of the financial agreement. The amount of the monthly grant for long-term mobility of students/graduates depends on the country to which the student travels and, in accordance

with the guidelines of the National Agency of the Erasmus+ Programme, within the KA131-2025 project amounts to:

a) mobility for studies (SMS), monthly rate:

- **670 EUR** – Austria, Belgium, Denmark, Finland, France, Ireland, Iceland, Liechtenstein, Luxembourg, the Netherlands, Germany, Norway, Sweden, Italy and countries of regions 13 and 14 (region 13 countries: Andorra, Monaco, San Marino, Vatican City; region 14 countries: Faroe Islands, Switzerland, the United Kingdom);
- **670 EUR** – Cyprus, Czech Republic, Estonia, Greece, Spain, Latvia, Malta, Portugal, Slovakia, Slovenia;
- **600 EUR** – Bulgaria, Croatia, Lithuania, North Macedonia, Romania, Serbia, Turkey, Hungary;

b) mobility for traineeships (SMT), monthly rate:

- **820 EUR** – Austria, Belgium, Denmark, Finland, France, Ireland, Iceland, Liechtenstein, Luxembourg, the Netherlands, Germany, Norway, Sweden, Italy and countries of regions 13 and 14 (region 13 countries: Andorra, Monaco, San Marino, Vatican City; region 14 countries: Faroe Islands, Switzerland, the United Kingdom);
 - **820 EUR** – Cyprus, Czech Republic, Estonia, Greece, Spain, Latvia, Malta, Portugal, Slovakia, Slovenia;
 - **750 EUR** – Bulgaria, Croatia, Lithuania, North Macedonia, Romania, Serbia, Turkey, Hungary;
3. “Participants with fewer opportunities”, including persons with disabilities (with documented certified degree of disability) and persons from disadvantaged backgrounds (entitled at the time of recruitment to receive a social grant, in accordance with Article 86(1)(1) of the Act of 20 July 2018 – Law on Higher Education and Science [Journal of Laws 2018, item 1668 as amended]), regardless of the type of long-term mobility (for studies or traineeships), receive an additional amount of 250 EUR per month. Persons who acquire the right to receive a social grant during the mobility will not be granted the additional amount.
4. A student or graduate with a disability carrying out mobility has the right to receive additional funds under “inclusion support” to cover costs directly related to the disability (other than standard costs related to travel and subsistence during the stay abroad), which exceed the amount of the top-up to individual support for participants with fewer opportunities, without which the mobility would not be possible. The amount of the additional funding shall be determined on the basis of a special application prepared by the student and submitted through ATA to the National Agency of the Erasmus+ Programme (NA). The template of the application submitted to the NA is available on the website of the National Agency of the Erasmus+ Programme: <https://erasmusplus.org.pl/>.

The application must be submitted to the NA immediately after the student has been qualified for mobility and no later than 5 weeks before the departure.

In the special application for funding additional costs directly related to the disability, the student must specify in detail the needs resulting from the disability, other than standard costs related to travel and subsistence during the stay abroad. Each additional cost will require detailed justification, specification of the estimated amount of expenditure and indication of the source on the basis of which the estimated amount has been calculated. Each application will be assessed individually by the NA. The settlement of additional costs will be based on actual costs. Detailed information on the conditions for granting funding has been published in the NA communication available at: https://erasmusplus.org.pl/brepo/panel_repo_files/2022/09/22/eavp4j/zasady-realizacji-wyjazdow-osob-z-mniejszymi-szans.pdf.

5. The amount of the grant for short-term mobility of students and graduates (for studies, traineeships and blended mobility) to EU countries and third countries associated with the EU is, in accordance with the guidelines of the National Agency of the Erasmus+ Programme under the KA131-2025 project:
 - a) for mobility lasting from 5 to 14 days – 79 EUR per day;
 - b) for mobility lasting from 15 to 30 days – 56 EUR per day.
 Participants meeting the criteria defined as “participants with fewer opportunities” participating in short-term physical mobility additionally receive:
 - a) 100 EUR for mobility lasting from 5 to 14 days,
 - b) 150 EUR for mobility lasting from 15 to 30 days.
6. The period of funding of mobility (i.e. payment of the grant) depends on the amount of funds allocated to the University of Technology and Arts in Applied Sciences in Warsaw by the National Agency of the Erasmus+ Programme.
7. The committee qualifying students may decide to allow a student to carry out mobility abroad without Erasmus+ financial support – the so-called “zero grant”.
8. In addition to individual support, participants also receive a lump sum for standard travel costs calculated on the basis of the distance calculator according to the table below, as well as individual support:
 - up to a maximum of 2 travel days in the case of standard travel
 - up to a maximum of 6 travel days in the case of green travel

Distance	Ryczałt na koszty podróży standardowej	“Green travel” grant
10 - 99 km	28 EUR	56 EUR
100 - 499 km	211 EUR	285 EUR
500 - 1999 km	309 EUR	417 EUR
2000 - 2999 km	395 EUR	535 EUR
3000 - 3999 km	580 EUR	785 EUR
4000 - 7999 km	1188 EUR	1188 EUR
8000 km and more	1735 EUR	1735 EUR

9. “Green travel” is defined as environmentally friendly round-trip travel using low-emission, sustainable means of transport such as bus, train, bicycle, carpooling – shared travel of persons on the same route, for the same purpose, using one passenger’s car. One-way travel is not a basis for recognising travel as “green travel” and granting the increased travel grant.
10. The University recommends the use of “green travel” where organisationally and economically feasible.
11. Before signing the financial agreement, the student submits a declaration regarding the planned mode of travel, including a declaration of “green travel”. On this basis, an increased travel grant and individual support for subsistence during travel – up to a maximum of 6 days – may be granted.
12. After the completion of mobility, a participant who declared “green travel” submits a statement confirming that such travel took place and provides documents confirming the manner of its implementation.

§6 Appeals procedure

1. Each candidate applying for an Erasmus+ grant has the right to appeal against the decision of the Recruitment Committee to the Rector of ATA.
2. Appeals are submitted by email via the Institutional Erasmus+ Coordinator within 14 days from the date of publication of the official list of qualified candidates, to the following addresses:
 - erasmus@akademiata.pl – in the case of students studying in Warsaw,
 - erasmus@wab.edu.pl – in the case of students studying in Wrocław.

§7 Final provisions

1. These rules for recruitment and implementation of international studies and traineeships have been prepared on the basis of information and guidelines provided by the National Agency of the Erasmus+ Programme valid on the date of entry into force of these Regulations.
2. Any changes to the rules for recruitment and implementation of international studies and traineeships will be published on the ATA website.
3. Documentation related to recruitment and mobility implementation is stored in the Erasmus+ Programme Office for the period required by Erasmus+ regulations and the project financial agreement, but not less than 5 years after its completion.
4. In matters not regulated by these Regulations, the ATA Study Regulations and the ATA Statute shall apply accordingly.