

REGULATIONS OF EXCHANGE UNDER THE ERASMUS+ PROGRAMME

of Poznan University of Medical Sciences

I. THE RULES OF RECRUITING STUDENTS TO STUDY ABROAD UNDER THE ERASMUS+ PROGRAMME (SM)

§ 1

Eligibility criteria for exchange under the Erasmus+ Programme:

1. The following persons are eligible to participate in the programme:
 - 1) students of the full-time and extramural studies or English programs at the Poznan University of Medical Sciences
 - 2) students who have completed their first year of studies at the time the scholarship commences
 - 3) students who have not taken a year off or sick leave during the scholarship
 - 4) students with sufficient command of the foreign language in which the classes are to be conducted at the receiving university to complete studies as provided for in Appendix 1,
 - 5) students with appropriate average grade:
 - a) first time applicants: the average grade from all years of study, in case of 1st year students of master degree or bachelor degree studies - from the first semester completed - at least 3.5.
 - b) re-applying applicants: the average grade from all years of study - at least 4.0.
 - c) In case the number of applicants is smaller than the number of mobility posts available, there shall be announced additional application deadline with the possibility to reduce the required average grade to above 3.11 but only for the first time applicants.

§ 2

Students applying for exchange under the Erasmus+ Programme should deliver the following documents to the International Relations Office:

1. Application Form (Appendix 2).
2. Cover letter.
3. Documented average grade for all completed years of study calculated according to the rules of scholarship not less than 3.5 – a certificate issued by the Dean's office
4. Certificates on command of foreign languages (without possibility to sum them up):
 - a) examination result from the exam passed at PUMS Foreign Language Study Centre or
 - b) language certificates

or

- c) other certificates, for less frequent languages, minimum B1 (Italian, Portuguese, Spanish).
5. Documented work for the Student Government and other student organisations.
 6. Certificate of work in a scientific circle (issued by the circle tutor and confirmed by the Managing Board of STN).
 7. Presentation of scientific papers and their publication (a list of publications followed by the copies of their first pages).
 8. Representation in the collegial bodies of the University: Senate, Faculty Boards
 9. Activity in other bodies and commissions of the University regulated by PUMS Regulations and PUMS Student Government Regulations (e.g. Senate Commissions, Election Commissions, Deans' Committees and other, minimum one year, confirmed by the Chairman of the Student Government Board).
 10. Confirmation of medals won in university level championships or other sports events at least at Polish championship level.
 11. Certificate of completion of additional courses and training, e.g. summer schools etc., with duration of minimum 1 week and associated with the specific field of studies
 12. Certificate of studies at other faculties – above 1 year or completed
 13. Volunteer work (certificates including duration of the work, minimum 1 year).
 14. Confirmation from the International Relations Office on the number of days dedicated to assistance in the organization of arrival and/or care for foreign students studying at PUMS under the Erasmus Programme.

§ 3

1. The decision on granting participation in the programme depends on the number of qualification points awarded in the eligibility proceedings, taking into account the following criteria:
 - 1) Average grade for all completed years of study calculated according to the rules of scholarship.
 - 2) Documented command of the foreign language required by the partner institution, sufficient to allow studying.
 - 3) Work for the Students Government and other student organisations: the Managing Board of STN, Student Government Council, IFMSA Poland Poznan Branch, the Managing Board of Young Pharmacy, PUMS Choir, "Puls UM" Newspaper Editorial Office, The Managing Board of Academic Emergency Medicine Association, The Managing Board of Polish Dentistry Students Society, the Managing Board of Students' Division of the International Association of Pharmaceutical Engineering and active members of those organisations, medal positions at University Championships and other sports competition of at the level corresponding to Polish championships.
 - 4) Work in scientific circles
 - 5) Presentation of scientific papers and their publication.
 - 6) Representation in the collegial bodies of the University: Senate, Faculty Boards.
 - 7) Volunteer work.
 - 8) Operation in other University bodies and commissions regulated by PUMS Statute and PUMS Student Government Regulations (e.g. Senate Commissions, Election Commissions, Deans Committees and other).

- 9) Assistance in the organization of arrival and care for foreign students studying at PUMS under the Erasmus Programme.
 - 10) Studies at other faculties.
 - 11) Additional courses and training.
2. The system of points used for qualification of eligible candidates under the Erasmus Programme is presented in Appendix No. 1 to these regulations.

§4

1. Students are recruited by the International Relations Office and Faculty Coordinator and a student - a member of the Dean's Committee, on the grounds of application documents supplied by the students.
2. Students are approved on the grounds of ranking lists drawn up by Deans' Committees of the respective faculties.
3. Qualification is based on supplied documents and is carried out in the form of a procedure referred to in § 3 and resulting in the ranking lists being drawn up.
4. Deans' committees approve the ranking lists of candidates for exchange taking into account the total number of points obtained and the reserve list,
5. Should more than one candidate obtain the same number of points, the order list of eligible candidates depends on the average number of points obtained for additional activities referred to in § 3 items: 3-10
6. In case a qualified student quits the exchange for documented fortuitous reasons, or the exchange does not take place for reasons attributable to either university, the exchange is rescheduled to the following year against approval of the Vice-Rector for International Relations and based on Faculty Coordinator's opinion.
7. Students may lodge complaints against decisions made by the Deans' Committee to the Vice-Rector for International Relations through the Coordinator of the Erasmus+ Programme at PUMS within 7 days from the date of announcement of the recruitment results.
8. After a complaint is served, the Vice Rector for International Relations reviews all documents supplied by the student and makes final decision within 7 days from the date of receipt of the complaint. The Vice-Rector for International Relations may also interview the candidate.
9. Ranking lists are drawn up in 2 countercopies, one remains in the respective dean's office, and the other one is kept by the International Relations Office.

§ 5

Students recruiting schedule

1. Submitting the required documents – deadlines will be announced during each calendar year in January, at the latest.
2. Announcement of the qualification procedure results – not later than 4 weeks after the recruiting procedure is completed.
3. Submitting documents necessary for studies abroad – according to the schedule defined by the receiving university.

4. Should the number of applicants be smaller than the number of mobility posts available, there shall be announced additional application deadlines with the possibility to reduce the required average grade to above 3.1.
5. The stay abroad may not be shorter than 3 months and longer than 12 months.

II. THE RULES OF RECRUITING STUDENTS AND ALUMNI FOR TRAINEESHIP UNDER THE ERASMUS+ PROGRAMME

§ 6

Students may serve their traineeship at a foreign institution located in a country participating in the Erasmus+ Programme.

§ 7

Eligibility criteria for traineeship under the Erasmus+ Programme:

The following persons are eligible to participate in the programme:

1. students or alumni of the full-time and extramural studies or English programs at the Poznan University of Medical Sciences (PUMS)
2. students who have completed their first year of studies at the time the scholarship commences,
3. students who have not taken a year off or sick break during the scholarship,
4. students who have the command of a foreign language allowing them to complete the traineeship,
5. have the appropriate average grade:
 - a) first time applicants: from all years of study, in case of 1st year students of master degree or bachelor degree from the first semester completed - at least 3.5,
 - b) re-applying applicants: the average grade from all years of study - at least 4.0.
 - c) Should the number of applicants be smaller than the number of traineeship posts available, there shall be announced additional application deadlines with the possibility to reduce the required average grade to above 3.1 but only for the first time applicants,
6. received a preliminary confirmation from the receiving institution that it is possible to complete the traineeship there, including the scope of the traineeship and the approximate period. This condition is not obligatory if the person applies for admission under bilateral agreements between the Universities.

§ 8

1. The period of student's stay in the receiving institution for the purpose of the traineeship may not be shorter than 2 months and longer than 12 months. The period of traineeship covers at least 1 month of the time free from education classes.
2. The traineeship may be obligatory or non-obligatory (from the point of view of the curriculum); however it should guarantee the possibility to acquire competence related to the field of studies at the home university. The training program for a given year should be approved as regards its factual value and confirmed with the signature of traineeship tutor for a given group/faculty on the documents supplied.

§ 9

1. The decision on granting participation in the traineeship program depends on the number of qualification points awarded in qualification proceedings, taking into account the criteria specified under § 3 of these Regulations.
2. A Student applying for traineeship under the Erasmus+ Programme should submit the documents specified in § 4 of these Regulations to the International Relations Office, and supplemented with a preliminary confirmation from the receiving institution and an overview of the scope of training and preliminary approval of the traineeship supervisor.

§ 10

Recruitment for traineeship will follow the provisions of § 3 of these Regulations.

§ 11

Student traineeship recruiting schedule

1. Submitting the required documents – deadlines will be announced during each calendar year in January, at the latest.
2. Announcement of qualification procedure results – not later than 4 weeks after the recruiting procedure is completed.
3. Submitting documents required for the traineeship abroad, as specified by the receiving institution.
4. Should the number of applicants is smaller than the number of traineeship posts available, there shall be announced additional application deadlines with the possibility to reduce the required grades average to above 3.11.

III. THE RULES OF ACKNOWLEDGEMENT OF THE PERIOD OF STUDIES / TRAINEESHIP COMPLETED AT RECEIVING UNIVERSITIES / INSTITUTIONS

§ 12

1. The period of studies completed abroad under the Erasmus+ Programme is considered an integral part of studies at the home university.
2. PUMS guarantees acknowledgement of the period of studies abroad, on the grounds of the European Credit Transfer System (ECTS).
3. The acknowledgement of the period of studies abroad is guaranteed by conclusion of the Learning Agreement between the home university, the receiving university and the student prior to his/her departure, according to the template prepared by the European Commission.
 - a) All and any changes in the original Learning Agreement must be reported to and approved by the Faculty's Coordinator and by the Dean, within 2 weeks from the date of departure, with regard to stays under 5 months and within 30 days with regard to stays exceeding 5 months.
 - b) It is not possible to choose the subjects studied at the home university in the years preceding the exchange.
 - c) It is not possible to choose subjects at the host university which are considerably different from the contents and number of hours in the curriculum in the home university. The acceptable difference in the number of hours may not exceed 10%.
 - d) In case of selection of a foreign language course at the host university, the student may be awarded 2 ECTS credits to the pool of faculties, provided that s/he receives credit for the course in the *Transcript of Records*. Participation in the classes alone is not sufficient.
 - e) Students may apply for individual organisation of classes.
 - f) Exchange during the last year of 1, 2 and 3 grade studies is only possible in case of full compatibility of curriculum at the host and home university, and in case of the Faculty of Medicine or Dentistry Faculty, it applies solely to the winter semester.
 - g) Students are fully responsible for timely receipt of credits for a given year in case they undertake exchange during the last year of study.
 - h) Each student is obliged to respect the rules and regulations applicable to studies at the host university. It also includes the obligation to sit exams and receive credits at the host university, as required to complete a given course. In exceptional and justified cases one may take an exam after return to Poland, e.g. in case there is no appropriate exam date available. Every time it is not possible to take an exam or receive credit, one should promptly report it to the Faculty's Coordinator,
 - i) Each student who, during the Erasmus+ Programme has a break in studies (e.g. holidays between semesters) and visits the country, may attend classes at the home university provided that he or she contacts the respective dean's office by e-mail to receive the time schedule. The suggested time schedule should be delivered by the Student at least 14 days prior to the commencement of classes at the home university and it might be rejected, unless the classes have been scheduled at the beginning of the academic year.

- j) If a student fails an exam at the host institution, the fail grade will be recorded in his/her student's record book. A resit may be taken at the home university.
 - k) Students participate in the Erasmus+ Programme for a definite period. Their stay may be prolonged provided that they present a time schedule and it is approved by the Faculty's Coordinator and by appropriate Dean's Office, however not later than 2 months prior to the commencement of the prolonged stay.
4. The original of "Learning Agreement" will be kept by appropriate dean's office - in student's personal file, and its copy will be kept by the International Relations Office.
 5. The home university credits the period of studies abroad solely on the grounds of the Transcript of Records issued by the receiving university, according to the template prepared by the European Commission.
 6. Student is obliged to deliver the documents required to receive credit, according to the studies regulations.
 7. ECTS credits obtained by the student and confirmed in the "Transcript of Records", after the home university credits the period of studies abroad, will be translated into the grades used by the home university, according to the ECTS rules. (Appendix 6).
 8. Any information concerning the course of studies including the grades from exams and ECTS credits have to be confirmed in the collective "Transcript of Records". No other documents are the grounds to pass respective courses.
 9. After return to Poland, the student will have credited only those courses which end with credits or exams confirmed in the "Transcript of Records".
 10. The student who, due to his stay abroad and suggested organisation of classes is not able to enter one of the exams provided for in the curriculum applicable to our university, shall retain the right to receive a scholarship in the following year of studies, even though that one exam was required to credit a continuous exams session.
 11. A student is qualified for exchange under the Erasmus+ Programme in the following semester or year provided that s/he meets the obligation to get credit for all the courses required to pass the applicable semesters/ years of studies.
 12. The original of "Transcript of Records" will be kept by appropriate dean's office - in student's personal file, and its copy will be kept by the International Relations Office.

§13

1. For each student taking part in a traineeship under the Erasmus Programme there will be arranged an individual training program in the form of the document named "Training Agreement" according to the template prepared by the European Commission and signed by the home university, the receiving institution and the student.
2. The original of "Training Agreement" will be kept by appropriate dean's office - in student's personal file, and its copy will be kept by International Relations Office.

§14

PUMS guarantees to the student that it will credit his/her training carried out at the receiving institution and consider it equivalent to training carried out in Poland, provided that it is an integral part of the curriculum at the home university.

§15

1. The basis for crediting student's training is the written document "Certificate of the receiving institution" confirming the length of student's stay and execution of the curriculum assumptions for the training and its evaluation, issued by the training supervisor at the receiving institution.
2. The original of the "Certificate of the receiving institution" will be kept by appropriate dean's office - in student's personal file, and its copy will be kept by the International Relations Office.

§16

The decision on crediting the period of studies or training carried out at the receiving university or institution is made by the Dean of a respective Faculty after approval by the faculty's coordinator (studies) / training supervisor (training).

IV. THE PRINCIPLES OF FUNDING STUDIES AND TRAINING ABROAD UNDER THE ERASMUS PROGRAMME

§ 17

Student's funding during his/her stay abroad covers:

1. Continued maintenance grant and scholarship awarded for learning achievements at home university during the entire stay abroad.
2. Erasmus+ Programme grant in the amount agreed by the European Commission in the Erasmus+ Programme Guidelines.

§ 18

The grant received by an individual student is intended to cover additional cost associated with the travel and stay at the partner university / institution. The grant is not intended to cover full travel and accommodation cost abroad.

§ 19

PUMS will announce the grant rates in the Erasmus+ Programme by publishing them at its official website.

§ 20

1. PUMS may decide whether studies abroad or training without awarded grants may be prolonged.
2. The student who prolongs the studies or training without a grant is subject to the same rules concerning the studies/ training curriculum and rules of acknowledging the period of study / training as other students being Beneficiaries of the Erasmus+ Programme.

§ 21

1. Before departure for the exchange or training abroad, the student and the university conclude an agreement specifying obligations of each of the parties and associated with the studies abroad under the Erasmus+ Programme.
2. The parties will include the mode of payment of the grant (the number of instalments, payment method) in the agreement.

V. THE RULES OF UNIVERSITY STAFF PLACEMENT FOR THE PURPOSE OF TEACHING ABROAD UNDER THE ERASMUS+ PROGRAMME

§ 22

Academic teachers exchange may only and exclusively be executed with an institution which, in a respective academic year, is granted the Erasmus Charter for Higher Education (ECHE) and with which PUMS have signed a bilateral agreement on academic teachers' exchange.

§ 23

The purpose of academic teachers' exchange is to conduct classes for students at the partner institution. Before any teacher leaves for the partner institution, the Parties agree the schedule of classes to be carried out by the academic teacher "Individual Teaching Program" according to the template prepared by the European Commission.

§ 24

Eligibility criteria for academic teachers:

1. The academic teacher must be a staff member of the Poznan University of Medical Sciences (PUMS).
2. S/he has the command of a foreign language sufficient to carry out teaching classes at the receiving university,
3. S/he has appropriate teaching experience.

§ 25

The International Relations Office announces recruitment process for candidates wishing to carry out teaching classes at least 1 month in advance, and in case of additional recruitment this time may be reduced to 2 weeks.

§ 26

Application procedure and approval of applications:

1. Any academic teacher applying for participation in the Erasmus+ Programme, submits an application form to the Vice-Rector for International Relations recommended by the immediate supervisor and submits a draft of the "Individual Teaching Program" according to the template approved by the European Commission
2. Academic teachers' exchange is approved by the Vice-Rector for International Relations against receipt of positive opinions from the Faculty Coordinators.

§ 27

Individual stay of an academic teacher at the receiving institution has to commence and end in the period between 1st June of a given year and 30th September of the following year. Standard stay of an academic teacher lasts for one week. Shorter periods are allowed, however they shall not be shorter than 2 days, travel time there and back excluded, during which the participating academic teacher is obliged to carry out at least 8 hours of teaching classes.

§ 28

1. Each academic teacher eligible for participation in the Erasmus+ Programme shall enter into a written agreement.
2. Academic teachers eligible for the placement to carry out teaching classes abroad are obliged to provide the home university with the "document confirming their stay at the receiving institution" stating the duration of stay and number of teaching classes carried out.
3. The original "Individual Teaching Program" and the "Document confirming stay at the receiving institution" are kept by the International Relations Office.

VI. THE RULES OF ACADEMIC STAFF'S EXCHANGE (academic teachers, scientific and technical staff and administrative staff)

FOR TRAINING PURPOSES UNDER THE ERASMUS+ PROGRAMME.

§ 29

PUMS employees may visit universities awarded the Erasmus Charter for Higher Education (ECHE) valid in a given academic year and such institutions as companies, testing facilities, organizations, etc.

§ 30

The purpose of academic staff exchange is to improve their skills, qualifications, exchange experience, extend their knowledge within a given field through participation in training, seminars, workshops, etc.

§ 31

Eligibility criteria for training academic staff abroad under the Erasmus+ Programme:

1. the status of PUMS employee (nomination deed or work contract),
2. the command of a foreign language sufficient to participate in training at the receiving institution.
3. Professional experience and reasons for participating in the training.

§ 32

The International Relations Office announces recruitment process for candidates wishing to participate in training abroad at least 1 month in advance, and in case of additional recruitment this time may be reduced to 2 weeks.

§ 33

1. Any academic employee applying for participation in the Erasmus+ Programme, submits an application form to the Vice-Rector for International Relations recommended by the immediate supervisor and submits a draft of the "Individual Training Program" according to the template approved by the European Commission or confirmation from the receiving institution on the possibility to undergo training there.

§ 34

1. Academic teachers' exchange is approved by the Vice-Rector for International Relations upon receipt of positive opinions from the Faculty Coordinators.
2. Scientific and technical staff's exchange is approved by the Director upon receipt of positive opinion from the University Coordinator of the Erasmus Programme.
3. The original documents confirming approval of employees taking part in the Programme are kept by the International Relations Office

§ 35

The stay of an academic employee at the receiving university/institution has to commence and end in the period between 1st June of a given year and 30th September of the following year.

Standard duration of employee's stay at the receiving university/institution is at least one week.

§ 36

Before an academic employee leaves for the receiving university/institution the parties agree and sign "Individual Training Program" according to the template approved by the European Commission.

§ 37

1. Each academic employee eligible for participation in the Programme shall enter into a written agreement.
2. An employee eligible for training abroad is obliged to provide the home university with a document confirming the duration of his or her stay at the receiving institution and the fulfilled training program.
3. The original "Individual Training Programme" and the "Document confirming stay at the receiving institution" are kept by the International Relations Office

VII. THE RULES OF FUNDING WORK PLACEMENT FOR ACADEMIC TEACHERS AND TRAINING FOR ACADEMIC STAFF UNDER THE ERASMUS+ PROGRAMME.

§ 38

The cost of teacher's/employee's stay at the receiving university/institution is partially covered by the Erasmus+ grant awarded to the Beneficiaries. Grant rates are specified in the Erasmus+ Programme Guidelines issued by the European Commission.

§ 39

1. The grant will be paid to the academic teacher under the terms and in the amounts specified in the agreement concluded between the teacher and the University.
2. The grant will be paid to the university employee under the terms and in the amounts specified in the agreement referred to under § 37 clause 1 of these Regulations concluded between the employee and the University and according to § 38.

§ 40

1. The grant received by an individual Beneficiary is intended to cover additional cost associated with the work or training placement and stay at the partner university / institution.
2. The balance between the actual cost of stay at the partner university / institution and the grant received shall be covered by the Beneficiary
3. The grant does not cover the fees for participation in congresses, scientific conferences, training, etc.

VIII. FINAL PROVISIONS

§ 41

Each student or employee participating in the Erasmus+ Programme is obliged to read, understand and follow these regulations.

§ 42

Each time during qualification of students and employees eligible for exchange or work placement under the Erasmus+ Programme, the University will apply the rule of priority to persons undertaking the exchange / placement for the first time.

§ 43

To all matters which are not covered by these Regulations the provisions of the agreement between the University and the National Agency for Erasmus shall apply, as well as the principles of European Credit Transfer System (ECTS) and the Study Regulations at PUMS.

§ 44

Any time these Regulations refer to "university" or "home university" this shall mean the "Poznan University of Medical Sciences".

§ 45

The following appendices are attached to these Regulations:

Appendix 1 - Scoring for qualification of students eligible for exchange under Erasmus programme

Appendix 2 – Application form for the candidates for exchange / work placement under the Erasmus Programme

Appendix 3 – "Confirmation of stay"

Appendix 4 – Correlation between the grading scale used at the university and ECTS credits.

IX. ATTACHMENTS

APPENDIX 1: SCORING FOR QUALIFICATION OF STUDENTS ELIGIBLE FOR LLP ERASMUS+ SCHOLARSHIP

1. **Average grade** for all completed years of study calculated according to the rules of scholarship, in case of doctorate students and 2nd degree students the final grade at the graduation diploma:

- **3.5 = 11 points**
- 11 points for each 0.1 **above 3.5 up to 5.0**
- additionally for the average grade 4.8 -- 10 points, 4.9 -- 20 points and 5.0 -- 30 points.

In case of supplementary recruitment:

1. **Average grade** for all completed years of study calculated according to the rules of scholarship, in case of doctorate students and 2nd degree students the final grade at the graduation diploma:

- **3.5 = 11 points**
- 11 points for each 0.1 **above 3.5 up to 5.0**
- additionally for the average grade 4.8 -- 10 points, 4.9 -- 20 points and 5.0 -- 30 points.

2. Foreign languages

- Exam passed at PUMS Foreign Language Study Centre
 - 4.0 = 30 points
 - 4.5 = 50 points
 - 5.0 = 70 points or
- Certificate:
 - at B2 level according to the Council of Europe = 70 points;
 - advanced, e.g.: International Baccalaureate Diploma Programme, C1 and C2 level according to the Council of Europe = 120 points or
- Other certificates, in case of less frequent languages (Italian, Portuguese, Spanish) - **minimum B level according to the Council of Europe - B1 – 50 points**
B2 – 70 points
advanced, e.g.: International Baccalaureate Diploma Programme, C1 and C2 level according to the Council of Europe = 120 points
- Command of the native language of a given country in case a student studies in another language than the official language of that country (e.g. when the student studies in Holland in the English language, he/she gets additional points for command of Dutch) = 10 points

3. Work for the Student Government and other student organisations (minimum one year confirmed by the Managing Board/ Council/ Authorities:

- Student Government Council = 25 points
- The Managing Board of Students' Scientific Society = 25 points
- The Managing Board of IFMSA Poland Poznan Branch = 25 points
- The Managing Board of Young Pharmacy Poznan = 25 points
- The Managing Board of Polish Dentistry Students Society Poznan Branch = 25 points
- PUMS choir = 25 points
- "Puls UM" Editorial Office = 25 points
- The Managing Board of Academic Emergency Medicine Association = 25 points
- The Managing Board of the Academic Sports Association = 25 points

The Managing Board of Students' Division of the International Association of Pharmaceutical Engineering = 25 points
Active members of the above organisations – 10 points for each year of activity – max. 30 points

4. Work in a scientific circle (maximum 1 scientific circle)

- Over 1 year but under 2 years = 5 points
- Over 2 years and more = 10 points

5. Presentation of scientific papers and their publication

- Presentation of papers at conferences (maximum 2 papers):
first author = 10 points

other authors = 5 points

award or distinction = 15 points (at least a conference at national level)

- Publication in reviewed periodicals (maximum 2 papers): 1 KBN point = 5 points

6. Representation at collegial executive bodies of the University (minimum 75% of attendance, maximum 2 executive bodies) = 10 points

7. Voluntary work in social organisations, e.g. hospice, Polish Red Cross (PCK), children's homes, social care institutions, charity organisations - minimum 1 year) = 15 points

Certificate must be issued by the social institution at its official letterhead and bear the name stamp of a person representing the issuing institution.

8. Operation in other bodies and commissions of the University regulated by PUMS' Statute and PUMS Student Government Regulation (e.g. Senate Commissions, Election Commissions, Deans Committees and other - minimum 1 year confirmed by the Chairman of the Student Government Board) = 5 points (maximum 30 points).

9. Assistance in the organization of arrival and care for foreign students studying at PUMS under Erasmus Programme confirmed by the certificate issued by the International Relations Office = up to 15 points awarded at the discretion of the Certifying Board.

10. For medals won in university level championships or other sports events at least at Polish championship level (maximum 2) = 15 points

11. Studies at other faculties:

- above 1 year = 5 points
- completed = 10 points

12. Additional courses and training during studies lasting for at least 1 week and related to the field of studies - maximum 2 (e.g. summer schools) = 5 points

APPENDIX 2 – APPLICATION FORM FOR CANDIDATES FOR EXCHANGE /
WORK PLACEMENT UNDER ERASMUS+ PROGRAMME

POZNAN UNIVERSITY
OF MEDICAL SCIENCES

ERASMUS+
APPLICATION FORM FOR STUDENTS
FOR ACADEMIC YEAR 20.../20...

TYPE OF PROGRAMME (mark as appropriate):

- | | | |
|----------------|-----|----|
| 1. STUDIES | YES | NO |
| 2. TRAINEESHIP | YES | NO |

NAME(S) AND SURNAME

.....

YEAR OF STUDIES MAJOR FACULTY

MAILING ADDRESS

.....

TELEPHONE E-
MAIL.....

**COUNTRY IN WHICH THE APPLICANT WISHES TO COMPLETE PART OF
HIS/HER STUDIES**

FRANCE	GERMANY	FINLAND	HOLLAND	GREECE
PORTUGAL	DENMARK	SWEDEN	ITALY	HUNGARY
SPAIN	TURKEY	ROMANIA	BULGARIA	CZECH
REPUBLIC				

.....

I have previously undertaken Erasmus exchange (mark as appropriate):

YES NO

(if yes, give the kind of exchange, year of studies and number of months)

.....

I receive maintenance grant (mark as appropriate): YES NO

Application form with all appendices in compliance with the ERASMUS+ Programme Regulations should be filed at the International Relations Office, ul. Fredry 10, Room 148.

APPENDIX 3: Information to be provided in

CONFIRMATION OF STAY ABROAD:

- 1. name of the receiving university / institution**
- 2. student's exact arrival and departure dates after completed studies/ traineeship**
- 3. legible particulars of the issuing person, including his/her function**
- 4. the official stamp of the university/ institution or official letterhead**

Stamp of institution

APPENDIX 4:

CORRELATION BETWEEN ECTS CREDITS AND GRADES APPLIED BY PUMS

ECTS credit	PUMS grade
A	5
B	4.5
C	4
D	3.5
E	3
FX	2 (required repeated passing of exam, receiving credit for a given course)
F	2 (required repeated passing of exam, receiving credit for a given course)