



RECRUITMENT STATUTE FOR STUDENTS' EXCHANGE

WITHIN ERASMUS+ PROGRAM

EXCHANGE BETWEEN INTERNATIONAL UNIVERSITY OF LOGISTICS AND TRANSPORT IN WROCLAW AND ECOLE POLYTECHNIC SCHOOL OF AGADIR

2015-2-PL01-KA107-022776

GENERAL INFORMATION

1. Going on a students' exchange within Erasmus+ program is treated as a part of university syllabus at the partner's Universities (INTERNATIONAL UNIVERSITY OF LOGISTICS AND TRANSPORT IN WROCLAW (IULT) ECOLE POLYTECHNIC SCHOOL OF AGADIR (EPA)).
2. People going on such an exchange keep the status of the partner's Universities and all rights related to it, including the right to receive financial support awarded by the University.
3. Students' exchange lasts 1 semester (max 5 months).
4. Students going into Erasmus + exchange:
 - Which study in IULT could apply for the reduction in the tuition fee for 10% of discount
 - Which study in EPA – could apply for the reduction in the tuition fee but the discount depends from individual situation of the student.
5. A candidate seeking an exchange within the Erasmus+ Program has to meet the following formal criteria:
 - Student has to have the status of the partner's Universities, with no overdue payments,
 - In IULT student has to complete at least I semester of Master studies, in EPA at least I semester of Bachelor studies,
 - While going on an exchange program, a student mustn't be during a dean's leave,
 - Student has to have a high grade point average for the previous semester, and should have a good command of a foreign language required by the university which he/she chooses to attend,
 - Student should show additional interest and be active in the area of logistic and transport.
6. Curricular differences are defined
 - In IULT: by the Deans of the Logistics and Transport Department in agreement with Vice – Dean of students affairs and Erasmus+ Coordinator, according to the currently in power curriculum, realised by students at their major.
 - In EPA by the Head of the Ecole Polytechnic School Of Agadir.
7. Partner's Universities undertakes to recognize the period of studies according to Erasmus+ mobility. Hence, the exchange does not extend the duration of studies, on condition the student realises the agreed before going on the exchange Learning Agreement program, as well as the curricular differences.

RECRUITMENT

1. **THE RECRUITMENT FOR THE EXCHANGE IN THE WINTER SEMESTER LASTS FROM 15th May until 30th May.**

2. The candidates who wish to apply for the participation in the exchange Erasmus+ Program need to submit a complete set of the required documents:
 - The International University of Logistics and Transport in Wroclaw - the International Affairs Office, room 214.
 - Ecole Polytechnic School Of Agadir – International exchange programme office

The complete set includes:

- A registration form,
- A total grade point average from the previous years at university, on the basis of a letter from the Dean's Office, for the last semester of the second level studies in IULT, and for the previous semester in EPA.
- The confirmation of the language command, for the foreign language required by the receiving university (an appropriate language certificate or an exam conducted by the Head of the language Department confirming level B2 of the said language),
- CV (in line with the EUROPASS template),
- Cover letter in English,
- 1 passport photo.

Additionally:

- Recommendations confirming student's activities at the university and other letters confirming students activities.
3. The evaluation of candidates is performed by **The Recruitment Committee** that includes:
 - The International University of Logistics and Transport in Wroclaw – Dean of Logistics and Transport Department, Vice-Dean for Students' Affairs, The University Coordinator for Erasmus+ Program.
 - Ecole Polytechnic School Of Agadir – Director of the EPA and Coordinator of the international exchange programme and a lecturer of the logistics field.
 4. The priority in receiving funding is given to students with the highest grade point average and with the best language command, who have not benefited from the Erasmus or Erasmus+ Programs so far. Students active at the University will also be given priority.

5. THE CRITERIA FOR CANDIDATES EVALUATION

Criterion 1: Average grade:

For IULT

- 4.0-4.3: 5 points
- 4.3-4.6: 10 points
- 4.6-5.0: 15 points

For EPA – decision of the Recruitment Committee.

Criterion 2: Language certificate or the exam result:

Exam results from language conversation

5.0: 15 points

4.5: 10 points

4.0: 8 points

3.5: 5 points

3.0: 3 points

2.0: does not qualify for the Exchange

The result of the language certificate will be given by the language examiner.

Criterion 3: Student's additional activities

Up to 10 points awarded by the Committee.

OTHER INFORMATION

- 1. There is a possibility to go for the exchange to the partner university within Erasmus+ Program without the scholarship**, in case the funds are exhausted.
- According to the guidelines of the European Commission presented in the "Erasmus+ Program Guide", Polish National Agency, in cooperation with the Ministry of Science and Higher Education have established the following grants:

THE GRANT AMOUNT:

The International University of Logistics and Transport in Wroclaw - **EUR 650 per month**

Ecole Polytechnique Privée d'Agadir - **EUR 750 per month**

TRAVEL ALLOWANCE:

EUR 530

- Detailed information referring to the funding conditions are included in a grant contract between the student and partner universities.

REALISING MOBILITY:

- Documents prior to departure:
 - Student's form,
 - Learning Agreement,
 - A contract between a student and partner universities,
 - An application to the University authorities for the reduction in the tuition fee,
 - An application for organizing a curriculum (according to a template) – it serves as the base to fill in the Learning Agreement.
- All changes referring to the curriculum realized at the foreign university must be immediately consulted with the University authorities, on the basis of the attached application templates.

3. Documents while on an exchange and after returning:

- Mobility confirmation,
- Transcript of Records / Recognition Document,
- An on-line student poll,
- Activities report.