

Regulations for Student and Doctoral Mobility for Studies under the Erasmus+ Programme at the Faculty of Psychology and Cognitive Sciences, Adam Mickiewicz University in Poznań (AMU)

§1

At the Faculty of Psychology and Cognitive Sciences (FPCS) of Adam Mickiewicz University in Poznań, students may apply for study mobility under the Erasmus+ programme, provided they:

- 1) are registered for first-cycle, second-cycle, or long-cycle (five-year) Master's degree programmes, conducted in either full-time or part-time mode;
- 2) are, at the time of application, at least in their first year of first-cycle or long-cycle Master's degree studies;
- 3) meet the language proficiency requirements of the receiving institution, as specified in the inter-institutional agreement;
- 4) complete and submit the online application form within the designated deadline and in the required format, along with the necessary attachments.

§2

At the FPCS, PhD candidates of the Doctoral School of Social Sciences supervised by the Faculty's academic staff may apply for study mobility, provided they:

- 1) have obtained the consent and recommendations for the mobility from their academic supervisor and the Director of the Doctoral School of Social Sciences;
- 2) meet the language proficiency requirements of the receiving institution, as specified in the inter-institutional agreement;
- 3) complete and submit the online application form by the designated deadline, in the required format, along with the necessary attachments.

§3

1. Under the Erasmus+ programme, each student is entitled to a mobility capital of no more than 12 months per study cycle (first-cycle, second-cycle, and third-cycle/doctoral studies). For long-cycle Master's degree programmes, the mobility capital is 24 months.
2. The mobility capital may be used for various types of mobility (studies, internships) and may be divided into different periods (e.g., 2 x 6 months or 3 x 4 months).
3. Zero-grant mobilities are also included in the mobility capital.

4. The total mobility capital within the Erasmus+ programme may not exceed 36 months (12 months per study cycle for three cycles, or 24 months for long-cycle Master's degree programmes plus 12 months for third-cycle/doctoral studies).
5. Taking a leave of absence is not permitted during the Erasmus+ study mobility.

§4

1. Candidates are qualified for the programme by the Faculty Recruitment Committee, which the Dean appoints to manage the recruitment process.
2. The Faculty Recruitment Committee consists of:
 - 1) the Deputy Dean for Education (as the Chairperson);
 - 2) the Faculty Erasmus+ Coordinator;
 - 3) the Faculty Erasmus+ Administrator.
3. The Faculty Recruitment Committee announces the annual recruitment schedule (by the end of October each academic year), conducts the recruitment process, prepares the candidate ranking, and selects participants for the Erasmus+ programme.

§5

1. The recruitment of students mentioned in § 1 of these Regulations is conducted based on the following criteria, which are used to establish the candidate ranking:
 - 1) Grade point average confirmed by the Student Service Office (BOS), subject to the following:
 - a) The average includes grades from all exams and course credits (for retake exams and credits, both the original grade and the retake grade are included) for the entire period of study. Students studying two majors at FPCS must indicate which average should be considered; for students studying both at FPCS and another faculty, the average from the FPCS major is used.
 - b) Students with a minimum grade point average of 4.0 (as defined in § 5 point 1a) are eligible for the mobility.
 - 2) Foreign language proficiency (as required by the receiving institution), confirmed by a student's statement.
 - 3) Consent of the thesis supervisor for participation in the mobility, if the candidate is attending a diploma seminar.

2. Recruitment for PhD candidates of the Doctoral School of Social Sciences mentioned in § 2 of these Regulations is conducted based on the criteria specified below. These criteria are used to establish the candidate list for mobility:

- 1) Written consent and opinion (recommendation) from the academic supervisor regarding the applicant's participation in the mobility;
- 2) Fulfilment of the doctoral school program requirements on schedule, confirmed by a document including the consent and recommendation of the Director of the Doctoral School of Social Sciences for the mobility;
- 3) An application letter describing the alignment of the mobility (at a specific time and location) with the research plan, and specifying potential courses as the proposed substitute for the Doctoral School's curriculum.

3. Priority in applications for study mobility is given to individuals who have not yet participated in LLP-Erasmus or Erasmus+ mobility.

§ 6

1. Applicants for the Erasmus+ program fill out two electronic forms: one in the USOSweb system and another on the MS Forms platform, and prepare attachments by the deadline specified by the Faculty Recruitment Committee.

2. The MS Forms application is available on the psychologia.amu.edu.pl website under the STUDENT EXCHANGE Erasmus+ tab.

3. Attachments must be prepared and shared in a folder created by the applicant for this purpose on OneDrive within the Microsoft 365 platform: <https://uam-my.sharepoint.com>

4. Each applicant applying for the Erasmus+ program specifies a maximum of five host universities of interest, providing a ranking of preferences.

5. Applicants may only select universities included in the list of Erasmus+ partners published by the Faculty of Psychology and Cognitive Sciences (FPCS).

6. The list of receiving universities is published on the psychologia.amu.edu.pl website under the "Student Exchange" and "Erasmus" tabs and is updated by the Faculty Erasmus+ Administrator.

7. Mobility to receiving universities of other AMU faculties requires the separate approval of the Deputy Dean for Education at FPCS.

8. If an application contains formal errors, a notification is sent to the candidate via USOS mail requiring the missing details to be provided within 48 hours. If the applicant fails to supplement

the information within this period, the application will be disqualified and will not be considered for the ranking.

§ 7

1. Within 14 days of the recruitment closing, the Faculty Recruitment Committee prepares the 4 ranking lists of candidates for mobility:
 - 1) for PhD candidates of the Doctoral School of Social Sciences who have not previously participated in mobility (List No. 1);
 - 2) for students who have not previously participated in mobility (List No. 2);
 - 3) for PhD candidates of the Doctoral School of Social Sciences who have previously participated in mobility (List No. 3);
 - 4) for students who have previously participated in mobility (List No. 4).
2. The list of qualified candidates is created based on the ranking lists. Candidates are placed on it in the order specified in the ranking lists until the available places are filled. The order of priority for the ranking lists is as follows: List No. 1, List No. 2, List No. 3, and List No. 4.
3. Candidate preferences regarding the receiving university are considered during the qualification process (starting with the 1st choice; if a candidate takes that spot with a higher ranking score, then the 2nd, 3rd, 4th, and 5th choices are considered).
4. If a candidate qualifies for mobility based on their position in the ranking list, but all places indicated in their 1st, 2nd, 3rd, 4th and 5th choice are already taken, the Faculty Erasmus+ Administrator contacts the candidate and provides a list of receiving universities with remaining available places. The candidate then has 3 days to submit, by email, three new preferences selected from the pool of unallocated places.
5. Candidates who participated in the recruitment process are informed about its results by the Faculty Erasmus+ Administrator via the USOS system.
6. A candidate who was selected for mobility in the previous academic year but withdrew from it is considered, in the next recruitment process, as a person who has already participated in mobility. Such a candidate may take part in the ongoing recruitment, but their application will be evaluated accordingly within the 3rd or 4th ranking list.
7. The Faculty Recruitment Committee prepares a reserve list of candidates, including those who were not selected for mobility. If a candidate originally selected for mobility withdraws from the allocated placement, candidates on the reserve list are eligible for mobility according to their ranking.
8. Candidates taking part in the recruitment process have the right to appeal the decision issued by the Faculty Recruitment Committee. A written appeal should be submitted to the Dean of

the Faculty of Psychology and Cognitive Sciences (FPCS) within 14 days from the date on which the recruitment results are issued.

§ 8

1. If the number of candidates applying for mobility in a given year is lower than expected, the Faculty Recruitment Committee may open an additional (supplementary) call for applications.
2. In the supplementary recruitment round, candidates whose grade point average specified in §5 1a is at least 3.7 may be considered for mobility.
3. After the closure of both the main and supplementary recruitment rounds, the Faculty Recruitment Committee prepares a report documenting the course of the recruitment process and attaches the list of candidates who qualified for mobility.
4. The Faculty Erasmus+ Administrator submits the report documenting the course of the recruitment process to the Erasmus+ Office within 14 days of the closure of the recruitment procedure.

§ 9

1. Participation in mobility is not permitted during the semester in which the student is retaking previously failed courses that are part of their study programme.
2. A person participating in mobility may not apply for an extension of their stay to a semester in which they are required to retake previously failed courses at their home university.

§ 10

1. The period of study completed under the Erasmus+ programme constitutes an integral part of a student's degree programme at Adam Mickiewicz University in Poznań.
2. Participants approved for mobility prepare a course equivalency form indicating the extent to which the courses they have selected at the receiving institution correspond to the courses scheduled in the same semester at the sending university.
3. Students submit their completed course equivalency form to the Faculty Representative for Studies (respectively: for part-time psychology studies, full-time psychology studies, cognitive science, or Research in Cognitive Science). Based on this form, they then prepare the Learning Agreement.

4. PhD candidates submit their completed course equivalency form to the Director of the Doctoral School of Social Sciences and, based on this form, prepare the Learning Agreement.
5. Once the course equivalency form has been approved by the Faculty Representative for Studies (for students) or the Director of the Doctoral School of Social Sciences (for PhD candidates), participants preparing for mobility submit their Learning Agreement for approval to the Faculty Erasmus+ Coordinator.
6. A person approved for mobility signs the *Agreement between Beneficiary and Erasmus+ Mobility Participant for Studies* in the Faculty Erasmus+ Administrator's office at the Faculty of Psychology and Cognitive Sciences at AMU.
7. The deadlines for completing the actions listed in §10 points 2–6 are specified in the schedule referred to in §4 point 3 of these Regulations. Failure by a person approved for mobility to meet these deadlines may result in their removal from the list of candidates qualified for mobility.
8. All requests and applications concerning changes to the awarded scholarship may be considered no later than one month before the departure date and before the agreement is signed.
9. All new cases of course repetition must be reported to the Faculty Representative for Studies (respectively: for part-time psychology studies, full-time psychology studies, cognitive science, or Research in Cognitive Science) and, in the case of PhD candidates, to the Director of the Doctoral School of Social Sciences.
10. If, at the recruitment stage, a person approved for mobility was not yet enrolled in the diploma seminar but intends to go abroad in a semester in which the diploma seminar is included in their study programme, they are required to inform their thesis supervisor about the approved mobility.

§ 11

1. The recognition of the mobility period abroad by the Faculty of Psychology and Cognitive Sciences at AMU is based on the *confirmation of the study period/traineeship certificate*.
2. The basis for recognising the learning outcomes at the Faculty of Psychology and Cognitive Sciences at AMU is the *Transcript of Records* obtained and submitted by the participant, issued by the receiving institution and containing grades in the grading scale used at that institution, together with the corresponding ECTS credits.
3. The recommended minimum number of ECTS credits to be completed during the Erasmus+ mobility period is 15, unless the receiving institution sets a higher minimum threshold.
4. A person completing the mobility is required to obtain both documents referred to in §11 points 1 and 2 from the receiving institution and submit them to the Faculty Erasmus+

Administrator at FPCS within 14 days of the return date specified in the scholarship agreement.

5. Based on the *Transcript of Records* submitted by the person completing the Erasmus+ mobility, the Faculty Erasmus+ Coordinator completes the Achievement Sheet. Subsequently, the Faculty Representative for Studies (respectively: for part-time psychology studies, full-time psychology studies, or cognitive science) designates the classes to be completed that were not undertaken during the mobility, in accordance with the programme of study, and which must be fulfilled in subsequent academic years.

6. The grades listed in the *Transcript of Records* are converted in accordance with the grading information provided by the receiving institution and reflected in the Achievement Sheet.

7. All grades included in the *Transcript of Records* (including unsatisfactory grades) are reflected in the Achievement Sheet. A student returning to FPCS with an unsatisfactory grade is required to retake, in the following academic year, the course indicated by the Faculty Representative for Studies, and the unsatisfactory grade obtained abroad is included in the grade point average.

8. Failure to submit the *confirmation of study period/traineeship certificate* and the *Transcript of Records* within 14 days of the return date specified in the scholarship agreement may result in deletion from the student list by the Dean of the Faculty of Psychology and Cognitive Sciences.

Dean of the Faculty of Psychology and Cognitive Sciences

Prof. UAM dr hab. Mariusz Urbański