

RULES FOR SETTLING THE MOBILITY OF STUDENTS AND DOCTORAL STUDENTS OF  
THE INSTITUTE OF JOURNALISM AND SOCIAL COMMUNICATION OF THE UNIVERSITY  
OF WROCŁAW UNDER THE ERASMUS+ PROGRAMME for trips in the academic year  
2026/27

§1. General rules

1. These regulations set out the rules for settling trips undertaken as part of the Erasmus+ programme by employees and students/doctoral students of the University of Wrocław, hereinafter referred to as 'Participants'.
2. The regulations apply to the following programmes: Erasmus+ Studies, Erasmus+ Traineeships, Erasmus+ Graduate Traineeships, Erasmus+ short-term trips (e.g. BIPs or summer schools).
3. The regulations are institute-specific and comply with: a) the Erasmus+ programme rules in force in a given academic year, b) the regulations of the University of Wrocław, c) the financial agreement concluded between the Participant and the University of Wrocław.
4. The Erasmus+ coordinator at the institute supervises the correct settlement of trips.
5. Each Erasmus+ participant is required to settle their trip on time.
6. In the event of failure to settle accounts, the University of Wrocław may demand the return of the funds granted and refuse to pay the remaining instalments.
7. The programme participant is obliged to settle accounts with the coordinator and the International Cooperation Office within a maximum of 14 days after returning from mobility. In the case of annual mobility, the participant is required to send the settlement documents to the coordinator immediately after receiving them from the host university at the end of both the first and second semesters of mobility.
8. Detailed recruitment rules can be found in the regulations for the recruitment of students and doctoral students of the Institute of Journalism and Social Communication of the University of Wrocław for trips under the Erasmus+ programme for the 2026/27 academic year.

§2. Obligations of the mobility participant

1. The participant is obliged to carry out the mobility in accordance with the approved programme (Learning Agreement).
2. The participant is obliged to submit a complete set of settlement documents on time.
3. The participant is responsible for the accuracy and authenticity of the documents submitted.

### §3. Documents required for settlement of the trip.

1. The settlement of the trip takes place in two stages at the International Cooperation Office and at the Erasmus+ programme coordinator at the Institute of Journalism and Social Communication.

2. Participants should submit documents in electronic form to the indicated email addresses. In the case of the programme coordinator at the Institute of Journalism and Social Communication, the address is:  
kamil.olender@uwr.edu.pl.

3. The following documents are required for the settlement of the participant's trip at the International Cooperation Office:

- a. Erasmus certificate - a certificate signed by the foreign university confirming the length of the scholarship stay - you can use the form available in your individual account
- b. Transcript of Records - a list of grades and credits obtained
- c. EWP LA /EWP Changes to LA – in USOS (for inspection)
- d. EU-survey - survey for the European Commission,
- e. link is sent by email (online)

4. The following documents are required for the settlement of the Participant's trip at the Institute level:

- a. Transcript of records - list of grades and credits obtained
- b. completed Erasmus settlement form.

5. Failure to send the required documents to both units mentioned in point 1 may result in non-payment of the grant or a request for repayment of the funds paid and failure to pass the semester.

6. The grades obtained by the Participant during mobility are converted proportionally to the grading scale in force at the University of Wrocław.

#### §4. Refund of funds in the event of resignation or failure to complete formalities

1. Funds shall be refunded in the event of: a) failure to complete mobility, b) lack of required documents, c) provision of false data.
2. The refund shall be made to the bank account indicated by the University of Wrocław, within the time limit specified in the payment request.

#### §5. Final provisions

1. The regulations set out the rules for the recruitment and implementation of mobility for students and doctoral students of the University of Wrocław under the Erasmus+ programme, in accordance with the guidelines of the National Agency for the Erasmus+ Programme and the European Solidarity Corps.
2. In matters not covered by these regulations, the following shall apply:
  - a) the rules and guidelines of the Erasmus+ Programme of the European Commission and the National Agency,
  - b) the 'Rules for the implementation of mobility' of the International Cooperation Office of the University of Wrocław,
  - c) the applicable orders and decisions of the Rector of the University of Wrocław.
3. The regulations shall enter into force on the date of their signing by the representatives of the unit's authorities and shall apply to the recruitment process for the 2026/2027 academic year, unless updated.
4. The teaching unit of the University of Wrocław is obliged to publish the current version of the regulations on its website and to provide students with access to information on the rules of recruitment and mobility implementation.

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