



Recruitment rules for student exchanges for studies to partner universities in the academic year 2026/27

Trips are carried out under KA131-2025 agreements (until funds are exhausted) and KA131-2026 agreements

I. General rules

1. Erasmus+ is a European Union program supporting education, training, youth initiatives, and sports across Europe. Erasmus+ Action 1 is aimed, among others, at universities, their students, and staff. In some activities, other institutions, organizations, or enterprises cooperating with universities may also participate.
2. Study trips under the Erasmus+ program are carried out based on bilateral agreements concluded between the Magdalena Abakanowicz University of the Arts in Poznań and partner universities. The list of these universities is available on the UAP website at https://uap.edu.pl/dla-studentow/wymiany_miedzynarodowe/ and at the International Office, Building C, 4th floor, room 404.
3. Applications for study or internship trips under the Erasmus+ program may be submitted by students of all fields of study who:
 - are registered in the 2025/2026 academic year in first-cycle (Bachelor's), second-cycle (Master's), or long-cycle Master's programs,
 - will be students of at least the second year of first-cycle studies at the time of departure,
 - will be students in the 2nd or 3rd semester of second-cycle studies at the time of departure (in justified cases, the Dean of the faculty may allow a student in the 1st semester of second-cycle studies to participate),
 - are enrolled in full-time or part-time studies,
 - are not on dean's leave,
 - have successfully completed the semester immediately preceding the planned departure to the foreign university.



- NOTE: If a student has previously participated in Erasmus+ trips, the total duration of mobility (months spent at foreign institutions – studies and internships) may not exceed 12 months per cycle of study; for long-cycle Master's studies, this period may not exceed 24 months.
- The period of study abroad must be part of the student's study program and aimed at obtaining a diploma.

II. Procedure for recruitment for study trips under the Erasmus+ program at the Magdalena Abakanowicz University of the Arts in Poznań

1. The stay of a student at the host university should not exceed **1 semester** within a single academic year (minimum 2 months). Students also have the opportunity to participate in **short-term study trips** (stays of 5 to 30 days) in the form of participation in **Blended Intensive Programmes (BIP)**, which include physical mobility (5–30 days) combined with mandatory virtual (online) mobility. Any calls for such trips will be announced separately.
2. If there is a need to compensate for curricular differences, the **Dean of the Faculty** determines the scope and deadline for their completion by the student.
3. Application documents for study trips in the academic year 2026/2027 (for the winter and summer semesters) **must be sent electronically to: erasmus@uap.edu.pl between 16.02.2026 – 19.02.2026 (until 23:59) and submitted in person to the Erasmus Office (Building C, room 404) on the following days and times: 16, 17, and 19 February: 9:00 – 13:00, 18 February: 11:00 – 13:00.** When submitting recruitment documents electronically, please ensure that the attached files are properly named with your **first name, last name, and the name of the document**. If sharing Google Drive links, please make sure that folders are labeled with **first name, last name, field of study, and study cycle**, and that access settings are correct. Applications submitted before or after the designated deadline will **not** be considered.
4. A **complete application** includes:
 - Signed application form (downloadable from https://uap.edu.pl/dla-studentow/wymiany_miedzynarodowe/)
 - Signed motivation letter in Polish – the letter should include at least: motivation for participating in Erasmus+ mobility, expected benefits of participation in the program, reasons for choosing the specific host universities.
Note: Do not write about your personal achievements in the motivation letter.



- Portfolio (for students of artistic and design fields) / Curatorial project (for students of the Curatorship and Art Theory program). The portfolio should consist of no more than 15 works and be submitted in PDF format only. Students of Curatorship and Art Theory should prepare a project of a self-designed exhibition. The curatorial project should include: exhibition title, exhibition scenario (2,000–5,000 characters including spaces), list of artists, list of selected works (with titles, creation dates, techniques, and dimensions), reproductions of the works. The project should be submitted in PDF format. It will be evaluated using the same scale as portfolios for students from artistic and design fields.
- Certificate of foreign language proficiency – a document confirming knowledge of the language of exchange at least at the B1 level. Accepted documents include:
 - certificates issued by language instructors (form downloadable from https://uap.edu.pl/dla-studentow/wymiany_miedzynarodowe/)
 - certificates issued by external institutions
 - secondary school diplomas with English as the language of instruction / extended-level Matura with at least 65%
- 4. Additional optional documents:
 - documented additional activities for the benefit of the university, students, or other social groups, e.g., participation in scientific circles, student organizations, or volunteer work,
 - declaration of participation in the ESN Erasmus Buddy mentoring program in the academic year 2025/2026, signed by the candidate (information will be verified in consultation with the ESN Poznań representative),
 - document confirming eligibility for additional funding for candidates with “fewer opportunities”: disability certificate or proof of receiving a social scholarship – more information can be found in the document *University rules for financing scholarship trips under the Erasmus+ program*, section 4: “Funding rules for study and internship trips for persons with fewer opportunities.”



5. Procedure for substantive evaluation of applications for study trips under the Erasmus+ program for the academic year 2026/2027 includes the following elements:
 - evaluation of the motivation letter – on a scale of 1 to 5 points,
 - evaluation of the portfolio/curatorial project – on a scale of 1 to 20 points,
 - documented additional activities for the benefit of the university, students, or other groups, e.g., participation in scientific circles, student organizations, or volunteer work – 1 point,
 - declaration of participation in the ESN Erasmus Buddy program (optional document) – 1 point,
 - grade point average (GPA) – arithmetic average from the last semester of studies (winter semester of the 2025/2026 academic year). The GPA corresponds to the number of points awarded,
 - no previous Erasmus+ study trips (during all study programs undertaken by the student) – 1 point.
6. The maximum possible points to be obtained (assuming the highest possible GPA of 5.5) is 83.5 points.
7. At the faculty level, the body evaluating the complete application documents is the Faculty Recruitment Committee, hereinafter referred to as the “Committee.” The Committee for each faculty is appointed by the Deans at the request of the Rector’s Plenipotentiary for International Cooperation. Each Committee consists of three members. The respective Committees will evaluate the application materials of students from the faculty they represent.
8. The number of study places depends on the amount of funding granted to the Magdalena Abakanowicz University of the Arts in Poznań by the National Agency of the Erasmus+ Program in the 2026 call for applications. The recruitment also includes trips under the KA131-2025 agreement, which will be carried out until funds are exhausted.
9. Based on the points awarded by the recruitment committees, combined with GPA and any additional points, a university-wide ranking list for study trips will be created.
10. Information about the points obtained during the recruitment process, ranking position, and qualification for the next stage of recruitment will be sent to all participants via email from erasmus@uap.edu.pl no later than 7 days after the closing date of the Faculty Committees’ meetings (Committee meetings: 23.02.2026 – 27.02.2026). Students have the right to appeal the Committee’s decision to the Rector within 14 days of the publication mentioned above. Appeals should be submitted to the Erasmus+ Program Coordinator.
11. After the list of students accepted for the mobility is announced, the student, in agreement with a staff member of the International Office, sends the application documents required by the given



partner university. At the same time, the International Office staff send the partner university information about the selected students and request confirmation of the possibility of hosting them.

12. Students qualified for Erasmus+ mobility in the 2026/2027 academic year who decide to withdraw from participation in the program are obliged to immediately inform the Erasmus+ Program Coordinator of their decision.

III Qualified for the Trip

1. Candidates with the highest scores will be preliminarily qualified for the trip.
2. Each person qualified for the trip is considered preliminarily qualified until the grant agreement is signed with the University of the Arts in Poznań (UAP).
3. In case of a candidate's resignation, rejection by the host university, or the appearance of additional places, the Erasmus+ Program Coordinator will contact the next persons on the ranking list.
4. The Committee reserves the right not to grant trips to all applicants and not to fill all available places.
5. The trip will be canceled if, at the time of departure, the student:
 - repeats the current stage of studies,
 - has a conditional enrollment for the next semester or does not meet the criteria required by the general Erasmus exchange regulations,
 - is on leave of absence,
 - does not have student status at UAP,
 - has not signed the scholarship agreement at the Erasmus+ office before the start of mobility,
 - has not submitted the complete set of documents necessary for the trip,
 - has not settled tuition fees (for fee-paying studies).



6. Complete set of documents required for signing the grant agreement:

- signed Learning Agreement by the student, the responsible person at UAP, and the responsible person at the host university. More information about the signing procedure is provided below in point 7,
- Letter of Acceptance from the host university, including the start and end dates of the semester,
- Declaration regarding travel, also known as the 'green travel' statement,
- result of the mobility language test (placement test),
- proof of health insurance and accident insurance (NNW), valid for the entire mobility period including travel,
- document with data necessary for the agreement.

7. Procedure for signing the Online Learning Agreement / Study Program Agreement:

- The student creates the Online Learning Agreement on <https://learning-agreement.eu/> based on the study plan they should follow in the given semester at UAP. Important: All courses from the UAP study plan must be entered; they will be automatically recognized after successfully completing the selected courses at the host university.
- The student downloads the created and signed document as a PDF and submits it to their Dean's office for approval.
- The Dean-approved Learning Agreement is sent to the International Office.
- The Erasmus+ Exchange Coordinator approves the Online Learning Agreement in the EWP Dashboard system, which also enables approval by the host university.
- The document is considered signed when three signatures appear in the EWP Dashboard system.
- Changes to the Learning Agreement can be made within 30 days after the start of mobility. The student must submit a request for changes to the Dean. Once approved, the changes are updated in the Learning Agreement.
- Deans may require the student to make up for any curriculum differences, if they arise.



IV. Funding of Trips

1. During the period of studies abroad, participants in the Erasmus+ program receive a grant as a form of financial support for their stay at a foreign university. The grant does not cover the full costs related to staying abroad (such as visa fees, insurance, and living expenses), which must be covered by the student from their own financial resources.
2. The amount of the grant and additional information on funding are described in the document *University Rules for Financing Scholarship Trips under the Erasmus+ Program*, and the current rates are published on the website of the National Erasmus+ Agency. The rates for the KA131-2026 agreement will be published after an update by the National Erasmus+ Agency.
3. Students preliminarily qualified by the Recruitment Committee at UAP will be awarded an Erasmus+ grant provided that the National Erasmus+ Agency allocates sufficient funds to the University of the Arts to finance them. Detailed issues related to calculating the amount of financial support granted to qualified students are determined by the Erasmus+ Office at UAP, and payment is conditional upon signing the appropriate agreement between the student and the University of the Arts.