

THE REGULATIONS OF THE ORGANISATION OF INTERNATIONAL COOPERATION OF THE SCHOOL OF HIGHER VOCATIONAL EDUCATION IN NYSA

Chapter I General provisions

§1

The regulations establish the organisation and general principles of international cooperation of the School of Higher Vocational Education in Nysa – hereinafter referred to as the University – as well tasks and division of competences of the organisational units involved in international contacts.

§2

The University's activity on the international arena entails entering into bilateral and multilateral agreements with foreign partners, participating in international programmes and projects as well as in scientific conferences, workshops and training courses related to international matters.

§3

1. The Rector of the University leads the University and represents it outside, including the representation in the international forum, according to Article 36, Point 1 of the Statute of the School of Higher Vocational Education in Nysa.
2. The only person eligible to sign international agreements is the Rector.
3. Strategic, long-term mutual cooperation agreements, resulting in the financial effects on the University's side, require the approval of the University's Senate.

Chapter II

International cooperation organisation, concluding cooperation agreements

§4

1. The University's organisational unit putting forward a motion to conclude an agreement with a foreign university reports the offer of establishing cooperation with a foreign university to the Rector along with the justification of signing the agreement with a given university/organisation.
2. The University's organisational unit putting forward a motion to conclude the agreement also submits the documents including the description of the benefits for the University resulting from signing the cooperation agreement, the translated version of the agreement, the statement about the source of agreement execution costs, that is – the costs of the travel, stay and insurance of the people going to a given foreign university as well as the costs of the travel, stay and insurance of the people arriving at the University and the fee (it pertains to the agreements encompassing students' and doctoral students' exchanges) and other costs and expenses such as the organisation of the conference, the publication of conference proceedings, travel within the country of the admitting university and – in special cases – the costs of defining intellectual ownership right resulting from a common research project.
3. Before signing the agreement, the Rector can ask for the opinion of a director of a particular institute or the head of International Cooperation Office.
4. Taking on the obligation on behalf of the University proceeds according to the law and the University's statute. It also concerns all powers of attorney granted in order to sign all documents on behalf of the University.

5. The School of Higher Vocational Education in Nysa uses the cooperation agreement forms in Polish and English, approved by the University's Senate, which are **Enclosure 1** and **Enclosure 2** hereto, respectively.
6. The lecturers of the institutes and the employees of International Cooperation Office lead to signing bilateral agreements within the frameworks of international programmes, in the forms approved by the University's Rector and Senate, which constitute **Enclosure 3** (Erasmus Programme) and **Enclosure 4** (Leonardo da Vinci Programme).
7. The signed agreements in two copies shall be submitted in International Cooperation Office, where further work on the agreement for the European Commission is pursued.
8. The institute coordinators of international cooperation, the head of International Cooperation Office and Erasmus Programme University coordinator, appointed by the University's Rector, shall be responsible for negotiating, signing and renewing bilateral agreements within the frameworks of international programmes.

Chapter III

The rules of accounting costs of foreign travels and conferences of the employees of the School of Higher Vocational Education in Nysa

§5

1. Prior to each foreign travel or conference, all employees of the University are obliged to fill in the candidate's application form.
2. The application form for the participation in a foreign conference (**Enclosure 5**) or the application form for a foreign travel (**Enclosure 6**) shall be obtained in International Cooperation Office whereas the electronic version shall be available from the website of International Cooperation Office.
3. The copy of a completed application form, signed by institute director or the head of an appropriate section/office (in the case of administrative employees) and the Rector has to be submitted to International Cooperation Office for registration purposes.
4. The enclosures in the form of the topic of the presentation with the date of its delivery, training schedule, conference programme need to be provided along with the application form.
5. If the University's Rector agrees to finance the travel, the employee is obliged to account the costs of the travel in the Bursary of the School of Higher Vocational Education in Nysa, according to the regulation of the Minister of Labour and Social Policy concerning the costs and conditions of establishing charges for the employee employed in budget sphere state or local government unit for the business travel abroad.

Chapter IV

Erasmus Programme implementation

Information and general principles of Erasmus Programme implementation

§6

1. The European Commission through the Foundation for the Development of Education System, acting as the National Agency of Erasmus Programme, allocates funds for the travel:
 - a) SM – students' travels for studies (SMS) and vocational training (SMP)
 - b) ST – academic teachers' travels in order to give lectures (STA) and administrative employees' and academic teachers' travels for training courses (STT).
2. Funds allocated by the European Commission are transferred to separate bank accounts in Euro.

3. Students' exchange takes place on the basis of bilateral agreements signed by the authorities of cooperating universities.
4. Daily students can participate in the programme. Extramural students can participate in the program upon the prior consent of the Rector under the arranged conditions.
5. The exchange of the students from the School of Higher Vocational Education in Nysa concerns "undergraduate" studies – at the bachelor's and engineer's levels.
6. The correct implementation of the Erasmus Programme at the University is supervised by Erasmus Programme coordinator, appointed by University's Rector, whose competences in particular include:
 - a) the promotion of mobility and the Erasmus programme in academic environment,
 - b) the representation of the University's Rector in the international forum,
 - c) the exchange of information concerning the proper implementation of the programme,
 - d) active participation in obtaining new foreign cooperating partners and cooperation and creating the strategy of University's internationalisation,
 - e) the coordination of activities related to the recruitment process, foreign grants, scholarships and travels as well as accounting the donations and grants assigned for this purpose,
 - f) the coordination of activities and cooperation with institute coordinators of international cooperation,
 - g) approving the applications of the students recruited in partner universities/institutions,
 - h) examining the appeals against the institute recruitment commission's decisions and other debatable issues concerning the implementation and administration of the Erasmus Programme in the School of Higher Vocational Education in Nysa.

Students' exchange within the Erasmus Programme

§7

1. The period of the stay for the students (both daily as well as extramural studies) undertaking studies lasts from 3 to 12 months within one academic year whereas the stay of the students undertraining vocational training lasts no less than 3 months.
2. A student who meets all of the following conditions can participate in the Erasmus Programme:
 - a) at the moment of departure, he/she is at least the second year student,
 - b) at the moment of the scholarship, he/she is not on a leave at home university,
 - c) the total debt of student's ECTS points from all semesters does not exceed 5 ECTS points,
 - d) in the semester, in which the student intends to go to a partner university, he/she has not been made to retake a course in order to make up for the debt of ECTS points,
 - e) her/his minimum average of grades is 3.8 for the previous academic year,
 - f) he/she has demonstrated the command of a foreign language confirmed by the language certificate or internal exam organised by the Centre of Foreign Languages of the School of Higher Vocational Education in Nysa (See §7, Point 4e).
3. International Cooperation Office shall announce the information about the dates and changes in the recruitment rules for the following academic year by February 28.
4. The student who is interested in receiving the scholarship within the frameworks of the Erasmus Programme submits the following documents at International Cooperation Office:

- a) completed application form with 2 photos – **Enclosure 7**, in the case of the vocational training – **Enclosure 8**,
- b) curriculum vitae,
- c) cover letter,
- d) completed recruitment card – **Enclosure 9**,
- e) certificate confirming the knowledge of a foreign language (only the certificates issued by the following institutions will be accepted: British Council (e.g. FCE, CPE); TOEFL, Goethe Institut, Alliance Française or the statement confirming the fact of passing the language exam in the Centre of Foreign Languages; this, however, is non-applicable to philology students,
- f) in the case of vocational training, an additional confirmation of the acceptance for vocational training signed by the representative of the accepting institution ("Acceptance Confirmation" – **Enclosure 10**) and the vocational training programme ("Training Agreement" – **Enclosure 11**),
- g) other reference and recommendation letters.

International Cooperation Office collects the documents at a date specified for a given programme and announced on its website.

5. Institute director appoints the institutional commission which functions as a qualification commission at the level of the institute. The commission qualifies students, according to the candidate selection criteria and bilateral agreements with partner universities, especially considering the number of available places, with the division into fields of studies and their specialisations.
6. The basic criteria of candidate selection are: the average of grades from the last two semesters, a good command of a foreign language (confirmed by the external certificate or internal exam), student's high motivation for studying at a partner university or for participating in vocational training in the admitting institution, student's activity and references. In the case of candidates who want to pursue vocational training, an additional criterion is the profile of the admitting university and the type of the arranged work, which should be as close to the student's studies and specialisation as possible.
7. The recruitment procedure in a given institute involves the pre-selection of the candidates on the basis of the submitted documents. The institutional commission grants points to candidates with reference to particular qualification criteria. The institutional commission can apply additional forms or criteria of candidate recruitment.
8. The institutional commission prepares the record of the qualification procedure (**Enclosure 12**) with the (decreasing) ranking list of the candidates qualified for the programme, a waiting list and a list of those unqualified for the programme. The record confirmed by the institute director shall be handed over to International Cooperation Office by April 30 – for the students participating in the programme in winter semester, and by October 30 – for the students participating in the programme in summer semester.
9. The student who – by the decision of the institutional commission – has not been qualified for the programme can appeal from the decision to the University Erasmus Programme coordinator within 7 days from the official announcement of recruitment results. The above-mentioned appeal needs to be in writing and shall be considered within 4 days from its submission.
10. The institute coordinator of international cooperation is appointed by the institute director.
11. The institute coordinator of international cooperation:
 - a) supervises the students' travels as well as helps them in selecting the courses to be followed at a foreign university,

- b) is responsible for the preparation (in cooperation with the student) of the Learning Agreement, which needs the approval of the institute director before the students leaves for the foreign university,
 - c) is responsible for the acknowledgment of the results of the studies completed at a partner university, which are approved by the school's authorities,
 - d) agrees upon the study programme for foreign students and prepares a semester timetable for them,
 - e) helps incoming students to participate in university life.
12. The institute coordinator of international cooperation, with the approval of International Cooperation Office, is responsible for the renewing and signing new bilateral agreements between the institute and foreign partners.
 13. All documents to partner universities are sent by International Cooperation Office. In case some document is missing (of all those mentioned in Point 4) and the Learning Agreement document is missing, the agreement shall not be signed between the University and the student and – as a consequence – the grant for the student shall not be paid.
 14. In case the student has not been registered for another semester of studies, has exceeded the permissible debt of points or has been obliged to pass the course having the debt of points in the travel semester (see §7, Point 2 hereof), the Erasmus Programme agreement concluded with the student shall be immediately terminated and the student is obliged to refund the entire amount of the grant.
 15. International Cooperation Office is also a place where other formalities are to be met (the confirmation of the acceptance for the studies within the frameworks of the Erasmus Programme from the accepting university, accommodation, orders of bank transfers to beneficiaries' bank accounts, advice concerning obligatory health insurance and accident insurance, visas – when required).
 16. Before the travel for the studies and vocational practice, the students shall visit International Cooperation Office in order to sign the agreement (the model of the agreement for studies - **Enclosure 13**, the model of the agreement for vocational training – **Enclosure 14**). While signing the agreement, the granted person also signs the document including the information about the bank account, of which is the owner and into which the Erasmus Programme grant shall be paid (**Enclosure 15**).
 17. The grant is awarded to the student on the basis of the fund allocation, confirmed by the Rector of the School of Higher Vocational Education in Nysa for each academic year. In case of disabled students, on the basis of a document confirming disability, International Cooperation Office can award a higher grant than the one indicated in the fund allocation, but not exceeding the higher limit of the grant indicated by the National Agency of the Erasmus Programme.
 18. The grant received by the student has to equal the differences in upkeep costs and therefore it does not cover the complete expenses of the travel and stay at the partner university or another admitting institution.
 19. Before leaving for the studies and vocational practice, the student has an obligation to complete the formalities concerned with the insurance for the period of stay abroad:
 - a) European Card of Health Insurance issued by the National Health Fund on the basis of: the application available in International Cooperation Office (**Enclosure 6**) and on the website of National Health Fund and the certificate issued by International Cooperation Office and insurance confirmation,
 - b) individual accident insurance.
 20. The students leaving for studies, who – in the academic year/semester preceding the studies within the frameworks of the Erasmus Programme – were awarded with the Rector's grant or other grants (including the social grant, according to the Regulations of

Social Grants for the Students of the School of Higher Vocational Education in Nysa), shall receive the grant while staying abroad.

21. The institute director or the authorised institute coordinator of international cooperation, on the basis of the Learning Agreement (Learning Agreement – **Enclosure 17**), confirmed by the home and admitting universities and on the basis of the grades obtained during studies abroad (Transcript of Records – **Enclosure 18**), gives the student a credit for the semester.
22. The students returning from scholarships shall visit International Cooperation Office within 2 weeks after their return. The students submit a report about the stay abroad in the form of an on-line survey, available on the website of the Erasmus Programme. Moreover, the students are obliged to present in International Cooperation the following documents:
 - a) in case of studies: stay confirmation (Confirmation of Erasmus Study Period – **Enclosure 19**), which is in line with the dates specified in the agreement, signed prior to the study abroad and the card of courses (Transcript of Records),
 - b) in case of vocational training: the confirmation of vocational training completion (Certificate of Completing the Student Traineeship – **Enclosure 20**) and the grade chart (Grade Chart – **Enclosure 21**).
23. In case the student does not provide the entirety of the documentation or the student returns from the scholarship earlier, the student is obliged to return part or the whole amount of the grant. In case the student returns before 3 months pass, unless there were the circumstances of the so-called "force majeure", independent of the student, the student is obliged to return the complete amount of the grant.
24. To the student, who – during the stay on the scholarship – does not pass the courses indicated in the Learning Agreement, the Regulations of Studies in the School of Higher Vocational Education in Nysa shall apply. Additionally, the student may be obliged to return part of the grant in connection with "unsatisfactory study results". A decision in this case is made by the commission who qualified the student for the programme, additionally supplemented by University Erasmus Programme Coordinator.
25. All principles (apart from those which relate to the awarded grant) also relate to the teaching and administrative employees, who – completing all formal and quality criteria – participate in the exchange without receiving a grant (the students of Erasmus Programme without the grant).
26. The people with a high degree of disability can apply for additional travel funds from the special fund of the Erasmus Programme for disabled persons. The rules are available on the website of FRSE (www.frse.org.pl).
27. The updated list of partner universities is available in International Cooperation Office and on the website: www.bwm.pwsz.nysa.pl.

Arrivals of the students from foreign universities within the frameworks of the Erasmus Programme

§8

1. The student of the partner university arriving for the studies in the School of Higher Vocational Education in Nysa within the frameworks of the Erasmus Programme has the right to:
 - a) student ID card,
 - b) accommodation in student hostels, for the charges valid for the students of the School of Higher Vocational Education in Nysa,
 - c) studying in the School of Higher Vocational Education in Nysa with the rights identical to the rights of other students.

2. The student of the partner university has the obligation to participate in classes and lectures. In case the student does not participate in classes or lectures or does not take the final examination/test, the lecturer has the right not to give the student the credit for the course.
3. The student follows the study programme in a given institute, agreed upon earlier in the Learning Agreement. The study programme is approved by the institute director and the institute coordinator of international cooperation. On the basis of the approved study programme, the institute coordinator of international cooperation shall prepare the timetable for the student.
4. The institute coordinator of the international cooperation is obliged to provide International Cooperation Office by June 30 with the study programme possible to be followed in the English language in a given institute in the new academic year.
5. The student is obliged to possess health insurance policy and to fulfil visa and registration requirements.
6. International Cooperation Office books an appropriate number of places in a student hostel, hotel or shelter for incoming students and helps them to solve day-to-day problems connected with following the study programme.
7. After the student's completion of the scholarship, International Cooperation Office issues the Transcript of Records, on the basis of the examination card, and the Confirmation of Erasmus Study Period.

The employees' exchange within the frameworks of the Erasmus Programme/LLP

§9

1. On the basis of the agreement with Erasmus Programme National Agency, the Rector of the School of Higher Vocational Education in Nysa allocates the amount of financial means designated for one travel in order for the employee to run teaching or training classes, depending on the destination country.
2. The exchange of academic teachers for the purpose of running teaching classes can be pursued only and exclusively with the universities possessing ERASMUS UNIVERSITY CARD, valid in the academic year, in which the exchange takes place and with which the School of Higher Vocational Education in Nysa has signed the bilateral agreement providing for the exchange of academic teachers.
3. The travels of administrative employees and didactic employees for the training purposes may be pursued both to the partner universities of the School of Higher Vocational Education in Nysa as well as to other admitting institutions in the countries acknowledged by the European Commission as eligible for participation in the programme. However, the School of Higher Vocational Education in Nysa and the admitting institution must sign an agreement, the letter of intent or other form confirming the cooperation in this respect.
4. The academic teacher or the administrative employee, qualified for the participation in the Erasmus Programme, has to fulfil the following formal criteria:
 - a) has to be the citizen of the country eligible for participation in the Erasmus Programme or possess the official status of a refugee or the right of permanent stay on the territory of Poland,
 - b) has to be employed in the School of Higher Vocational Education in Nysa in the period of the scholarship,
 - c) has to speak at least one foreign language.
5. The stay of the qualified employee in the partner institution, within the frameworks of a given university agreement has to take place in the period from July 01 of the year of submitting the application and finish by September 30 of the next year.

6. The objective of the visit for the training purposes is to enable the beneficiaries to educate through the transfer of knowledge or specialist knowledge resulting from the experience and good practice of the partner institution or admitting enterprise and at the same time to develop practical skills appropriate for their present occupation and their professional development.
7. Academic teachers and administrative employees are qualified for the LLP/Erasmus Programme on the basis of "Individual teaching programme for teaching staff mobility" (**Enclosure 22** – travels for the purpose of running teaching classes) or "Individual work programme for training staff mobility" (**Enclosure 23** – travels for training purposes), submitted to International Cooperation Office and confirmed by the direct superior and declared knowledge of a foreign language. The priority in the qualification for the exchange for the purpose of running teaching classes or for training purposes is given to those employees who until the present moment have not benefited from this opportunity.
8. Before the travel of an academic teacher to the partner university, the programme of classes to run by the academic teacher should be established between the parties (minimum 5 hours of teaching classes).
9. Before the travel of a teaching or administrative employee to the partner university or another institution admitting for training purposes, an individual training programme should be established between sides.
10. The length of the stay of the academic teacher and the administrative employee on the scholarship is minimum 2 days, and maximum 1 week. All other lengths of the stay require the previous consultation of International Cooperation Office.
11. Leaving employees of the School of Higher Vocational Education in Nysa shall visit International Cooperation Office in order to sign the appropriate agreement between the School of Higher Vocational Education in Nysa (represented by the Rector) and the beneficiary, on the basis of which the grant for travel abroad shall be transferred.
12. The grant shall be paid in Euro into the bank account indicated by the employee of the University, of which he/she is the owner.
13. The grant received by the employee of the University is intended to cover the difference in upkeep costs and therefore it does not cover full costs connected with the travel and stay in the partner university or another admitting institution.
14. Additional formalities connected with the travel organisation, including the application for the Rector's agreement for travel and issuing the business delegation as well as travel, accommodation and insurance are organised individually by the employee of the University taking part in the programme.
15. The University employees, returning from the exchange for the purpose of running teaching classes or training, shall visit International Cooperation Office within 2 weeks after their return. Teaching and administrative employees submit the report about the foreign travel in the form of an on-line survey, available on the website of the Erasmus Programme. Moreover, they are obliged to submit in International Cooperation Office the original copies of the following documents:
 - a) the confirmation of the stay signed by the representative of the university or the admitting institution (The Confirmation of the stay/Erasmus/lectures – **Enclosure 24**, The Confirmation of stay/Erasmus/training travel – **Enclosure 25**),
 - b) the individual programme of training or lectures (with the number of teaching classes taught), confirmed by the university or the admitting institution,
 - c) the presentation of the effects of the stay, training (note, article, multimedia presentation) and pictures from the stay along with the agreement for their use for promotional purposes.

16. Academic teacher and the employee of the administration for the period of travel and stay on the scholarship within the frameworks of the Erasmus Programme should provide themselves with health and accident insurance.
17. All rules (apart from those which apply to the awarded grant) also apply to teaching and administrative employees, who – by meeting all formal and quality criteria – participate in the exchange not receiving the grant (the beneficiary of the Erasmus Programme without grant).
18. The people with a high degree of disability can apply for additional travel funds from the special fund of Erasmus Programme for disabled persons. The rules are available on the website of FRSE (www.frse.org.pl).

Chapter V

The course of using the European Credit Transfer System (ECTS)

§10

1. The School coordinator of ECTS, appointed by the Rector, supervises the rules and procedures of ECTS. The coordinator's competences include:
 - a) informational activity connected with the functioning of ECTS in the School of Higher Vocational Education in Nysa,
 - b) supervision of mechanisms whose aim is to provide a proper use of ECTS tools,
 - c) coordination of the work on the School's Informational Booklet/Course Catalogue as well as its preparation, publication, dissemination and care of its regular updating,
 - d) seeing to the fact that credit transfer/accumulation proceeds in a unified manner in all University's institutes,
 - e) coordination and cooperation with the institute coordinators of ECTS,
 - f) expressing an opinion on disputable issues connected with the conditions and course of transferring the courses passed by a student on the basis of binding legal regulations.

§10

1. The institute coordinator of ECTS is appointed by the institute director.
2. The institute coordinator of ECTS:
 - a) coordinates the administrative and teaching matters related to ECTS implementation as well as assures that the educational offer of partner universities is convergent with the learning outcomes in a given field of study,
 - b) disseminates the information about ECTS among the employees of the institute and updates it regularly,
 - c) expresses an opinion disputable issues connected with the conditions and mode of transferring the courses passed by a student on the basis of binding legal regulations.
 - d) regularly updates the ECTS catalogue of a given institute in the Polish version and semester diagrams in the English version.
3. The Learning Agreement, formulated by the student with the institute coordinator of international cooperation, should be agreed upon before the student leaves for the scholarship and requires the confirmation of the institute director.
4. The suggested Learning Agreement should take into account the convergences of the learning outcomes in a given field of study in the partner university with the programme of the home university. While selecting the courses, the student has to take into the consideration the number of ECTS points, and in the case of medical fields of study also the form of selected classes and their number of teaching hours. The student of the School of Higher Vocational Education in Nysa being on the scholarship has to obtain a specified number of ECTS points, which for one semester amounts to 30 ECTS points.

4. When there is no convergence of the learning outcomes of a suggested path of studies, the institute director may require that the student should pass a specified course in the School of Higher Vocational Education in Nysa. This course and the date of its passing shall be specified before the student leaves for the scholarship.
5. The student can select only one language course (maximum for 5 ECTS points). If in the home university, the student has classes in two foreign languages, as results from the programme of the field of study he/she pursues – he/she can continue them abroad only in case the lecture language is another (third) foreign language.
6. Changes to the Learning Agreement can be made not later than a month after the commencement of the semester abroad. The second page of the Learning Agreement ("Changes") should be used for this purpose. Every student should have this form with them abroad and in case they do not have it, it can be downloaded from the website of International Cooperation Office. The form has to be completed by marking the deleted and added courses. All changes to the Learning Agreement shall be agreed upon with the institute coordinator of international cooperation. The document requires the signature of the coordinator of international cooperation and institute director.
7. After the return from the scholarship abroad, the student has to submit the Transcript of Records obtained abroad to International Cooperation Office for the purpose of document registration. Afterwards, it is handed over to the dean's office.
8. The student obtains the credit for the semester, if he/she has achieved the anticipated learning outcomes and received no fewer than 30 ECTS points.

Chapter VI **Scope of activity and tasks**

International Cooperation Office

§12

1. International Cooperation Office is the administration unit under the Rector of the School of Higher Vocational Education in Nysa, as regards the content-based activity.
2. The basic scope of International Cooperation Office tasks includes:
 - a) running the matters related to the service of the applications of the University concerning participation in international programmes and their implementation,
 - b) running the documentation concerning the cooperation of the University with foreign institutions,
 - c) submitting financial and content-based reports in the European Union institutions and in agencies of these programmes in Poland,
 - d) organising the matters related with signing and executing cooperation agreements,
 - e) organising the students' and School's employees' travels and stays within the frameworks of the European programmes,
 - f) organising the arrivals of the employees and students of partner universities,
 - g) disseminating informational materials concerning international cooperation and School's promotional materials,
 - h) promoting the School abroad.

Bursary

§13

The primary tasks of the Bursary related to international cooperation include:

- a) running the financially-accounting records of international projects and agreements, in particular running the registers of financial or granted expenses from grants/European programmes in Euro,
- b) the financial control of the expenditure of the donations and grants for international activity,
- c) making financial reports about the expenditure of donations and grants within the frameworks of the European programmes,
- d) accounting and controlling – in terms of formality and accountancy – business trips related to international cooperation.