

## THE KRZYSZTOF PENDERECKI ACADEMY OF MUSIC IN KRAKOW ERASMUS+ RULES AND REGULATIONS FOR FOREIGN APPLICANTS

### CONTACT DATA AND ASSISTANCE

1. Erasmus Coordinator (EC) at The Krzysztof Penderecki Academy of Music (AMKP) is dr Małgorzata Sternal, Vice-Rector For Student Affairs And External Relations, contact data: <https://www.amuz.krakow.pl/en/wladze/prorektorzy/sekretariat-prorektorow/>
2. Assistance is provided by dr Karolina Jarosz, IRC contact data: <https://www.amuz.krakow.pl/en/erasmus/kontakt>

### RECRUITMENT AND APPLICATION PROCESS

3. The recruitment process ensures equal opportunities for men and women and non-discrimination of disabled people and non-discrimination on the basis of religion.
4. All applicants are required to read the regulations, rules, information and documents posted on the website of The Krzysztof Penderecki Academy of Music in Krakow (AMKP) <https://www.amuz.krakow.pl/en/erasmus/dla-studentow-sms/incoming-students/> and their home institutions.
5. All applicants submitting the applications to the AMKP need to be preselected and nominate by their home institutions in equal and clear recruitment process.
6. AMKP considers applications from all undergraduate, graduate and doctoral students, graduates and employees of European and non-European HEIs (with which AMKP has signed bilateral agreements).
7. Students and staff from HEIs participating in the Erasmus + programme with which AMKP has not yet signed relevant agreements can apply, provided that the International Relations Officer (IRC) has been informed about the will of cooperation. An inter-institutional agreement (IIA) must be signed before mobility begins.
8. Student's application documents must be uploaded according to the application procedure published here: <https://www.amuz.krakow.pl/en/erasmus/dla-studentow-sms/incoming-students/> within required dates.

9. Erasmus+ Coordinator of AMKP (EC) establishes the deadline of student's applications on the 15<sup>th</sup> of April (for mobilities begin in October) and 15<sup>th</sup> of November (for mobilities begin in February) of each academic year.

10. The Dean of the relevant Faculty decides on the approval of students in accordance to the ranking but the IRC sends final acceptance, according to the provided rank and number of places available.

11. After receiving the results of qualification, the student has about 10 days to confirm the acceptance of the place by sending filled in registration form to IRC. After that time the offer goes to the next person from the ranking (waiting list) .

12. EC may establish additional recruitment.

13. Qualification for Traineeships is carried out continuously after filling out the registration form and presenting the Mobility Agreement. The final decision of acceptance is made by EC.

14. Qualification of academic staff takes place on a continuous basis, based on applications from partner institutions and after accepting a Mobility Agreement.

15. The Heads of Departments and Deans decide about the results of the qualification of academic staff.

16. The moment of acceptance to the Erasmus + program is the issuance of a positive qualification decision by the Dean of the Faculty or the Head of the Department.

17. IRC reserves the right to request additional documents from Erasmus+ participants, such as CV, application, artistic biography, additional works / recordings, etc.

18. **Appealing procedure:** the student has the right to appeal against the decision of persons responsible for qualification for the Erasmus + Program within 7 days of receiving the decision. For this purpose, a letter of appealing along with the justification should be submitted to the Rector. The Rector gives a decision within 14 days. The Rector's decision is final and cannot be questioned.

## **APPLICANT STATUS**

19. All applicants must have the status of students or employees of foreign universities referred to in point.

20. In justified cases the trainees and graduates of partner HEIs may also be considered.

21. All applicants should acknowledge that Erasmus + scholarship is intended to cover additional, not full, costs related to mobility and it is only available from AMKP side to applicants selected in the recruitment process under the non-EU agreements and

approved by the Deans of the relevant Faculties. The rest of applicants receive their Erasmus+ grant from home institutions.

22. If there is no possibility of other type of financing, Erasmus+ mobility can be realized as “0 EURO” mobility (no grant) with the consent of the National Agency of the Erasmus + Program, with the maintenance of AMKP mobility balance and in the frames of relevant agreements. The HEI is obliged, prior to acceptance of the “0 EURO” application by AMKP, to send a confirmation to AMKP IRC, that the applicant will be able to pay all necessary fees during the period of mobility, including payment for accommodation and living in Krakow for the duration of the scholarship. HEI. There is not a specific form of the confirmation but The responsible party in this case is the Erasmus+ coordinator of the sending institution.

### **MOBILITY BALANCE OF INCOMING AND OUTGOING STUDENTS**

23. The number of places available for incoming students in Erasmus + programme cannot be higher than the balance of outgoing and incoming students within two years before mobility starts.

### **COURSE CATALOGUE AND MOBILITY AGREEMENT**

24. Course catalogue in English with ECTS points is available at: <https://www.amuz.krakow.pl/en/erasmus/ects/>

25. Mobility Agreement is being signed before student's arrival.

26. AMKP reserves the right to change the number and type of courses according to their availability in English. The Changes to the Mobility Agreement must be made within one month after mobility starts. Each change must be approved by the student as well as home and host HEI.

27. If AMKP is not able to provide courses equal to 30 ECTS points for one semester, the student is obliged to obtain the appropriate number of points at the home HEI and settle this matter with the home HEIs before mobility.

28. Undergraduate and graduate students of the diploma year are obliged to take diploma examination at their home university.

29. Mobility Agreement can be changed with the consent of the beneficiary, the host and the sending institution.

30. Mobility Agreement proposal and samples of possibilities (YouTube recordings and links, or attached works) needs to be sent to AMKP via e – mail.

### **MOBILITY NUMBER AND LENGH**

31. A student may pursue studies and / or Traineeship at AMKP more than once, provided that the total time of all mobility does not exceed twelve months at each level of study. This restriction also applies to graduation period.

32. Studies within the Erasmus + program at AMKP cannot last shorter than three months and longer than twelve months at each level of study.

33. In the case of the graduates, no more than twelve months may elapse from the last examination at the home university to the end of mobility at AMKP.

34. The exact date of stay of students and trainees at the AMKP depends on the consent of the Dean of the Faculty, EC and the availability of classes but in general should be cohesive with the academic calendar dates:  
<https://www.amuz.krakow.pl/en/studenci/organizacja-roku-akademickiego/>

35. A Traineeship under the Erasmus + program cannot be shorter than two months

36. The period of mobility for the academic staff is 2 to 7 seven days. In some cases (e.g. in accordance with the non-EU agreements), a longer period of mobility is possible.

## **STUDENT ID**

37. Due to the necessity to fulfil the obligation resulting from the Erasmus card for higher education, SMS students will be issued a student ID. This does not apply to trainees.

## **ENTRY CARDS**

38. Each incoming student obtain an entry card from IRC until receiving ID card

39. Each incoming trainee should obtain an entry card from IRC.

40. Each incoming staff member should obtain an entry card from AMKP security officer at Tomazsa Street 43.

## **EXTENSION OF MOBILITY PERIOD**

41. Extension of mobility period at AMKP (only within the same academic year if the frame of the same financial agreement) is possible with the consent of both universities: the host and the home university.

42. The extension is not automatic, that means that the student has to reapply and re-compete with other applicants in order to be accepted to the extended period of study.

## **INSURANCE**

43. Each participant who realizes mobility at AMKP under the Erasmus + program is obliged to have valid medical insurance, accident insurance and, in justified cases, also liability insurance for the entire period of mobility.

44. All applications of students sent according to the provided rules: are being rated by the Dean of the relevant Faculty. The final decision is made by the Erasmus + Coordinator.

45. The applications of the doctoral students are being rated by the Director of the Doctoral School or another person responsible for these issues, in accordance with the Rector's decree. The final decisions are made by the Erasmus + Coordinator.

46. The decision to qualify the beneficiary to the Erasmus + program is being sent electronically.

47. All settlement of visa issues and tax settlements (if applicable) is the responsibility of the applicant.

### **PERSONAL DATA PROTECTION AND DOCUMENTS STORAGE**

48. The rules of personal data protection in AMKP is place at: <https://www.amuz.krakow.pl/en/ochrona-danych-osobowych/>

49. The recruitment procedure includes and obliges the persons responsible for the implementation of the project to comply with the protection of personal data.

50. All beneficiaries must comply with AMKP personal data protection regulations and other regulations.

51. All applicants must send the registration card and personal data protection consent before mobility to IRC.

52. Documents regarding the mobility of students and academic staff are available and secured - in accordance with the applicable rules at the financing office and IRC.

53. The foreign HEI is obliged to ensure that all relevant documents, such as: Mobility Agreement, are sent to the address to the IRC before each mobility starts.

### **PERIOD OF MOBILITY**

54. Mobility within one financial agreement with National Agency must start and end within one academic year. The exceptions are Traineeships at the IRC during the summer holiday break and some other cases (after the positive decision of the responsible persons).

### **AFTER MOBILITY**

55. After completing the mobility at AMKP, foreign beneficiaries receive Confirmation of Mobility period in a form of:

a. **Transcript of Records** (students - after completing examination cards or internal academic system (NESOS) in accordance with the recommendations of the IRC)

b. **Certificate of Traineeship** (trainers - after completing the traineeship report and in accordance with the recommendations of the IRC)

c. **Confirmation of Mobility period** (academic staff - after the confirmation by the Dean, Head of the Department or the head of the relevant unit).

56. In the case of mobility under the non-EU agreements, foreign participants are required to complete the Beneficiary's Report (on-line).

### **ACCOMODATION**

57. In accordance with the principles of good practice, IRC provides information on accommodation options in Krakow for the duration of the mobility but the participant is fully responsible for any possible issues related to the rental.

58. Beneficiaries are informed about further proceedings via e-mail.

### **VISA**

59. If visa is required, the participant is fully responsible to obtain all necessary visa formalities. IRC can send to relevant embassy or consulate the invitation for participant required for visa processing.

60. Beneficiaries are informed about further proceedings via e-mail.

### **USEFUL LINKS**

1. Polish National Agency: <http://erasmusplus.org.pl/>

2. Guide for the Erasmus + Program Beneficiary:

<http://erasmusplus.org.pl/dokumenty/>.

3. ECTS/COURSE catalogue in English:

<https://www.amuz.krakow.pl/en/erasmus/ects/>

4. Information about travel documents, regulations and rules:

<https://www.amuz.krakow.pl> and <https://www.gov.pl/web/coronavirus/travel>

5. The list of recruitment documents, examples of documents and the list of partner HEIs: <https://www.amuz.krakow.pl/en/erasmus/uczelnie-partnerskie/>

6. Information for international students:

<https://www.amuz.krakow.pl/en/erasmus/incoming-students/>

7. Information for international staff members:

<https://www.amuz.krakow.pl/en/erasmus/incoming-academic-staff>