**Regulations for the “MOST” Student and Doctoral Student Mobility Program adopted by the KRUP [***Conference of Rectors of Universities in Poland* **] on October 17, 2019.**

**Consolidated text**

**§ 1**

**Scope**

The Regulations for the MOST Student and Doctoral Student Mobility Programme, hereinafter referred to as the Regulations , shall apply to students and doctoral students of higher education institutions which are signatories of the Agreement of Polish Universities for the Quality of Education and higher education institutions associated with the MOST Programme.

**§ 2**

**Definitions**

Terms used in the Regulations shall mean:

1. MOST - the MOST Student and Doctoral Student Mobility Programme
2. UKK - University Education Committee
3. IRK-MOST system - Internet Registration System for MOST Programme Candidates
4. Dean - a dean of a faculty or another person competent with regard to the way a higher education institution is organised
5. Deputy-Rector - the Deputy-Rector responsible for education or another person competent with regard to the organisation of a higher education institution
6. Director of a doctoral school - the head of the doctoral school or another person competent with regard to the way a higher education institution is organised
7. Head of doctoral studies - the head of doctoral studies or another person competent with regard to the organisation of a higher education institution

**§ 3**

**Essence and objective of education of students and doctoral students in the system of national mobility**

1. The MOST Programme is one of the forms of providing education at Polish universities.
2. The MOST Programme is aimed at expanding educational opportunities by allowing students to take a semester or year-long course of study or, in the case of doctoral students, a semester or year-long course of study at a higher education institution other than their home institution.
3. A student of a higher education institution which is a signatory of the MOST University Agreement for the Quality of Education in Poland and a student of a higher education institution associated with the MOST Programme is entitled to apply for admission to a higher education institution of his/her choice which has submitted its offer to the MOST Programme for a given academic year.
4. A doctoral student of a doctoral school managed by a HEI which is a signatory of the Agreement of Polish Universities for Quality of Education, as well as a doctoral student of a doctoral school managed by a HEI associated with the Programme

MOST has the right to apply for a programme of study as well as an individual research plan in a doctoral school conducted at a university of its choice that has submitted its offer to the MOST Programme for the academic year.

1. As part of a given level of education, students and doctoral students may take advantage of the MOST Programme twice, provided that the period of education outside their home university is not longer than one academic year.

**§ 4**

**Programme assumptions and organisation**

1. The MOST programme is run by UKK.
2. The MOST Programme involves universities which are signatories of the Polish Universities' Agreement on Quality of Education:
   1. Catholic University of Lublin;
   2. Adam Mickiewicz University in Poznań;
   3. University of Gdansk;
   4. Jagiellonian University;
   5. Jan Kochanowski University in Kielce;
   6. Cardinal Stefan Wyszyński University in Warsaw;
   7. Kazimierz Wielki University in Bydgoszcz;
   8. University of Lodz;
   9. Maria-Curie Skłodowska University in Lublin;
   10. Nicolaus Copernicus University;
   11. University of Opole;
   12. Pontifical University of John Paul II in Krakow;
   13. University of Rzeszow;
   14. University of Szczecin;
   15. University of Silesia;
   16. University of Warsaw;
   17. University of Białystok;
   18. University of Warmia and Mazury in Olsztyn;
   19. University of Wroclaw;
   20. University of Zielona Góra.
3. A HEI which is not a signatory of the MOST University Agreement for the Quality of Education may obtain the status of a university associated with the MOST Programme. The status of a university associated with the MOST Programme is awarded by the Conference of Rectors of Universities in Poland (KRUP) upon the application of UKK. A university affiliated with the MOST Programme is obliged to pay an annual contribution of PLN 1,000 to the account of the UKK. The provisions of the Regulations of the MOST Programme for the Mobility of Students and Doctoral Students shall apply to a higher education institution associated with the MOST Programme, its students and doctoral students.
4. The UKK Secretariat is responsible for providing information on the current list of universities associated with the MOST Programme. This information is also available in the Internet Registration System for MOST Program Candidates (IRK-MOST System).
5. The formal and organisational matters of students and doctoral students participating in the MOST Programme shall be managed by the respective home university.
6. Candidates - students for semester or year-long studies and candidates - doctoral students for semester or year-long studies in a given academic year are selected according to the following rules:
   1. The universities notify the UKK Secretariat by March 30 of the number of offered places in particular fields of study and doctoral schools. By 15 April, the UKK Secretariat publishes a list of offered places in the IRK-MOST system.
   2. Admission is conducted through the IRK-MOST system and takes place on the following dates:

* from 15 April to 15 May - trips for the winter semester or the whole academic year
* from October 31 to November 30 - departures for the summer semester.

1. In order to take part in the qualification procedure, a student submits an application for participation in the MOST Programme generated from the IRK-MOST system to the Dean's Office of the home university. In order for the application to be processed further, it is necessary to obtain the consent of the Dean and then the Deputy-Rector of the home university. The application is submitted to the Vice-Rector by the University Coordinator of the MOST Programme.
2. The UKK makes decisions on the allocation of places to students by 30 June for the winter semester and the whole academic year, and by 30 December for the summer semester. Decisions concerning allocation of places shall be published in individual student accounts in IRK-MOST and shall be considered as communicated and announced in a binding manner. UKK informs in writing the interested universities about the results of the admission procedure for individual students.
3. The decisions on admitting doctoral students to selected doctoral schools shall be taken by directors of appropriate doctoral schools by 31 July for the winter semester and the entire academic year and by 31 January for the summer semester, respectively.
4. During their studies under the MOST Programme, students and doctoral students do not lose their right to receive scholarships granted and paid by their home university.
5. Fees for studies and/or educational services are paid by MOST Programme participants at their home university.
6. Participants of the MOST Programme shall be provided with places in student dormitories subject to their availability. Decisions on awarding a place in a student dormitory shall be taken by the host university.
7. Upon completion of the MOST Programme, participants receive a certificate of participation issued by the host university.

**§ 5**

**Rules of student participation in the MOST Programme**

1. A student may take up studies under the MOST Programme not earlier than after completing the second semester of first-cycle and long-cycle studies or the first semester of second-cycle studies.
2. A precondition for commencing studies at the receiving institution is the completion of the year or semester preceding the period of study at that institution. Credit awarded shall mean

the year or semester preceding the period of study at a given HEI is also understood as obtaining permission for the conditional continuation of studies by a student. Nonetheless, it is permissible for the dean to refuse permission for a student to participate in the MOST Programme.

1. The basis for qualification for participation in the MOST Programme is the student's grade point average for the whole course of study, activities undertaken by the student for the benefit of the academic community, academic achievements and personal motivation demonstrated in the additional application (motivation letter) attached to the application. In the case of a larger number of applicants than the number of places in the MOST Programme in a given field of study, the UKK may request the applicant's home institution to submit a list of students recommended for participation in the MOST Programme.
2. It is possible for a dean of the home university to set the average threshold, the attainment of which is a condition for a student's participation in the MOST Programme.
3. A participant in the MOST Program has the right to pursue studies in accordance with the individual curriculum and to choose any course from the current curriculum in the field of study in which he/she has qualified and in related fields.
4. The basis for the implementation of the MOST Programme is the *Curriculum Agreement*. This document is agreed by the MOST Programme participant with the Dean of the home university and the Dean of the host university.

The number of ECTS credits a student receives for completing relevant courses and internships as part of the MOST Programme at the host university is specified in the *Curriculum Agreement*. The decision concerning the allocation of the appropriate number of ECTS credits for their completion is taken by the Dean of the home university.

1. Within the MOST Programme, it is possible to implement courses in e-learning and b-learning format, as well as to choose only such courses from the offer of the host university, if they are unique, i.e. not taught at the home university.
2. The student must submit the Learning Agreement to the host university (copy) and to the home university (original) by 30 October - for the winter semester or the entire academic year, and by 15 March - for the summer semester.
3. Crediting of the *Curriculum Agreement* is made by the dean of the home institution on the basis of the *student's Transcript of Records*.
4. If a student resigns from the MOST Programme, he/she must submit a written resignation to the UKK Secretariat by September 30th for the winter semester or the entire academic year, and by January 31st for the summer semester. Resignations may also be submitted by e-mail to [ukk@amu.edu.pl.](mailto:ukk@amu.edu.pl)

**§ 6**

**Rules for the participation of doctoral students attending doctoral schools**

1. A doctoral student may participate in the MOST Program after submitting an individual research plan to the director of his/her home doctoral school and obtaining approval for the plan.
2. Participation of a doctoral student in the MOST Programme is a research internship.
3. The permission for participation of a doctoral student in the MOST Programme shall be expressed by his/her supervisor(s) and the director of his/her home doctoral school.
4. The basis for the implementation of the MOST Programme is the *Curriculum Agreement*. This document is agreed upon by the MOST Programme participant, the director of the home doctoral school and the director of the host doctoral school.
5. Crediting of the implementation of the content of the *Curriculum Agreement* is made by the director of the home doctoral school.

**§ 7**

**Transitional provisions normalizing the rules of participation in the MOST Program for doctoral students admitted to doctoral programs before October 1, 2019**

1. Doctoral students admitted to doctoral studies before 1 October 2019 are entitled to benefit from the MOST Programme offer dedicated to them, other than those directed to doctoral students studying at doctoral schools.
2. A doctoral student expressing interest in participation in the MOST Program should register in the IRK-MOST system within the deadlines specified in § 4, section 6
3. A doctoral student has the right to choose one offer from the dedicated catalogue located in the IRK-MOST system.
4. Apart from completing the formalities indicated in the IRK-MOST system, a doctoral student is obliged to contact the head of the chosen doctoral studies at the host HEI.
5. Permission for the participation of a doctoral student in the MOST Programme is given by the signature of the Head of Doctoral Studies at the home faculty on the application form. The application should then be submitted to the Deputy-Rector at the home institution for signature. The application is submitted to the Deputy-Rector by the University Coordinator of the MOST Programme.
6. The decision on the eligibility of doctoral students for participation in the MOST Programme shall be taken by the head of doctoral studies at the host institution by 31 July for the winter semester and the entire academic year, and by 31 January for the summer semester, respectively - informing thereof the UKK, the head of doctoral studies at the doctoral student's home institution and the eligible doctoral students.
7. The content of *the Curriculum Agreement* agreed with the doctoral student's supervisor shall be approved by the head of the relevant doctoral programme of the home institution and the head of the relevant doctoral programme of the host institution.
8. The completion of a semester or a year by doctoral students shall take place at their home institution according to the rules laid down in the doctoral study regulations.

**Appendices to the Regulations:**

* Curriculum Agreement - students
* Curriculum Agreement - doctoral students admitted to the doctoral program prior to October 1, 2019.
* Curriculum agreement - doctoral students studying at doctoral schools
* Appendix to the Curriculum Agreement - students
* Appendix to Curriculum Agreement - doctoral students admitted to the doctoral program prior to October 1, 2019.
* Appendix to the Curriculum Agreement - Doctoral Students Studying at Doctoral Schools
* Transcript of academic record - students
* Transcript of academic record - doctoral students admitted to the doctoral program before 1 October 2019
* Transcript of academic record - doctoral students studying at doctoral schools