

ERASMUS+ STUDIES

Introductory information

Recruitment process for study mobilities in 2019/2020 academic year shall take place between December 2018 and March 2019. Places for winter and summer semesters of 2018/2019 academic year shall then be allocated. Additional recruitment shall be carried out between September and October 2019 only if there are vacancies available. Recruitment shall concern mobilities for the second semester of 2018/2019 academic year.

Recruitment process for study mobilities under the framework of Erasmus + is carried out in three stages:

STAGE I

Verification of foreign language/s command.

Foreign language placement interviews (German, French, Spanish, Portuguese, Italian) take place in the Foreign Language Centre. Details on registering and the list of foreign language certificates exempting from the obligation to take the interview are available at the Centre's website:

<http://www.spnjo.uni.wroc.pl/content/polscy-studenci>

STAGE II

Recruitment of candidates at faculty level (**December, 2018 – February, 2019**).

Completion of recruitment at faculty level (**March, 1, 2019**).

STAGE III

The candidates who have been nominated for mobilities create their individual accounts on the International Office's website *interntional.uni.wroc.pl* in order to prepare application form.

March, 15, 2018 – deadline for submitting the approved **application form** to the International Office.

Mobility Capital

Under the framework of Erasmus+ Programme students can apply for studies and traineeships at each of the three levels of studies (Bachelor's, Master's, PhD). Mobility capital (number of months spent abroad under Erasmus Programme) is calculated separately for each level.

When calculating mobility capital one has to add together months of all previously completed mobilities (both studies and traineeships) at each level of studies, including mobilities under previous editions of Erasmus Programme (Socrates-Erasmus, LLP-Erasmus).

Mobility capital per one level of studies is 12 months.

In the case of uniform Master's programmes mobility capital cannot exceed 24 months.

Erasmus grant awarded at UWrocław versus mobility capital

Any UWrocław student can receive funding at a given level of studies for:

- **one semester studies** at a partner university with a financial grant for the duration of one **semester/trimester** (for the period of **3 to 5 months**),
- **traineeship during studies or graduate traineeship** (for the period of **2 to 5 months**).

In the case of uniform Master's programmes the number of possible mobilities gets doubled.

It is not possible to accumulate months with financing, e.g. one year-long mobility instead of two separate ones (with funding).

It is not possible to transfer funds, e.g. 10-month study mobility with funding when turning down traineeship mobility, or vice versa.

Recruitment regulations for study mobility for BIOTECHNOLOGY (BSc Programme)

§ 1 Candidates

1. Students of the first, second and third year of Biotechnology BSc Programme can take part in recruitment process. However, the mobility can take place only during the second or third year of studies.
2. During the mobility BSc students participate in courses and earn the required number of ECTS credits as arranged between both universities. At least the number as in the appropriate semester at Faculty of Biotechnology ECTS should be earned during the mobility (foreign languages and sport activities are taken into consideration).
3. Students can be referred only to the universities with which their home University has concluded interinstitutional Erasmus+ agreement. The foreign university must be a holder of Erasmus Charter for Higher Education valid for 2019/2020 academic year.
4. Selection process is carried out according to the arrangements made between universities, especially: number of eligible students, study period duration, study level, level of command of the language chosen as the language of instruction.
5. Students have the right to join the recruitment process during break (leave of absence), however, they must have the status of active students.
6. Erasmus grant can be awarded only to students who at foreign universities take up studies in the field which is the same or similar as the one at their home University.
7. Basic eligibility criteria are: average grade, command of appropriate foreign language, motivation and the 10% limit of mobilities in a given semester (% of the number of students in a given year).
8. The minimal average grade for the period preceding the recruitment is 4,0.
9. Before mobility students must pass all previous courses and complete the previous year of studies (without condition promotion).

§ 2 Commission

1. Decision on selected candidates is made by the commission including: Vice-Dean for Students Affairs, Dean's Representative for Students Affairs and Faculty Erasmus+ Coordinator.
2. While nominating students to given universities the commission takes into consideration their preferences, but reserves the right to have decisive vote, especially if the number of vacant places at chosen universities is insufficient.
3. The commission makes the decision on the semester in which mobility shall take place.
4. The commission reserves the right to nominate students for mobility at a higher limit than given in point 7, § 1.
5. If there are vacancies available, a coordinator, with Vice-Dean and Dean's Representative for Students Affairs permission, can autonomously carry out selection process apart from regular recruitment.

§ 3 Deadlines

1. **Feb, 11 – 22, 2019** - submitting of **Application Documents** (§ 4) by e-mail (justyna.ciuraszkiewicz@uwr.edu.pl).
2. **Feb, 12 – 24, 2019** - recruitment (Commission: procedural evaluation and interview if needed).
3. **Feb, 26, 2019** - publication of recruitment results (by e-mail, Faculty Erasmus+ Coordinator). Faculty Erasmus+ Coordinator allocates mobility places at USOSweb.
4. **Deadline: Feb, 28, 2019** - candidates approve in the USOS system their allocated mobilities and update missing data (Students are not allowed to change the semester of mobility).
5. **Mar, 1, 2019** – submitting to the International Office recruitment reports (Faculty Erasmus+ Coordinator).
6. **Mar 1 – 10, 2019** - students selected for mobility create their individual accounts on the website *international.uni.wroc.pl* in order to prepare **application forms**.
7. **Mar, 6 – 13, 2018** - submitting of an **application form** signed by a student in Dean's Office (open for students: Mon, Wed, Fri: 9:30 AM – 2:30 PM). Hard copies of **application documents** (§ 4) with the application form should be submitted. All the documents should be put in an envelope.
8. **Deadline: Mar, 15, 2019** - submitting of application forms signed by Faculty Erasmus+ Coordinator to International Office (Faculty Erasmus+ Coordinator).

§ 4 Application Documents

1. **Candidate's file** - available at the website - contains:
 - **declaration on previous mobilities**,
 - **list of up to 3 universities in ranking order** along with **semester** in which the mobility shall take place,
 - **lists of selected courses and ECTS** during the mobility for each destination,
2. Scan of an applicable **foreign language certificate** (if the study language is other than English and/or if the candidate did not participate in the placement interviews organized by the Foreign Language Centre),
3. Scan of **supervisor's written permission** in the case of mobilities taking place during the 6th semester of Bachelor's programme.
4. All documents should be made in English and/or Polish.
5. **Hard copies** are submitted in Dean's Office only by students selected for the mobility (point 7, § 3).

§ 5 Rules on mobilities

1. According to the information provided by the Foundation for the Development of the Education System the amount of an individual Erasmus grant for studying is:
 - 500 € – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, Great Britain;
 - 450 € – Austria, Belgium, Cyprus, France, Germany, Greece, Holland, Italy, Malta, Portugal, Spain;
 - 400 € – Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Lithuania, Latvia, Macedonia, Romania, Slovakia, Slovenia, Turkey.
2. The selection process for students applying to study in Switzerland is carried out according to general rules of the project Erasmus Learning Mobility, and the amount of grant and term of its payment is determined by the Swiss side.
3. Students eligible for maintenance benefit shall also receive an individual grant (equivalent to 200 € per month). The total amount of the grant shall be financed from POWER fund.
4. Persons with disability status shall be able to apply for additional funds within a prescribed time.
5. **Before leaving, students referred to partial foreign studies are obliged to prepare the Learning Agreement (agreement on curriculum) and sign:**
 - annex to curriculum (in the Dean's Office)
 - individual agreement (in the International Office)

Failure to comply with any of the conditions listed above will be tantamount to resigning from the mobility and Erasmus grant.

Regulations drafted by

Date: 8.11.2018.....

Pełnomocnik Dziekana
ds. współpracy z zagranicą

dr. Justyna Ciurek-Niewiara