

Recruitment regulations for study mobility for MEDICAL BIOTECHNOLOGY (MSc Programme)

Introductory information

Recruitment process for study mobilities in 2020/2021 academic year shall take place between December 2019 and March 2020. Places for winter and summer semesters of 2020/2021 academic year shall then be allocated. Additional recruitment shall be carried out between September and October 2020 only if there are vacancies available. Recruitment shall concern mobilities for the summer semester of 2020/2021 academic year.

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. Mobility capital per one level of studies is 12 months. In the case of uniform Master's programmes mobility capital cannot exceed 24 months.

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Erasmus+ grant awarded at UWr versus mobility capital

Any UWr student can receive funding at a given level of studies for the period of 3 to 9 months). In the case of uniform Master's programmes the number of possible mobilities gets doubled.

§ 1. Candidates

1. Students of the first and second year of Medical Biotechnology MSc Programme can take part in recruitment process.

Recruitment is also open to **third-year students of BSc Programmes**: Biotechnology in English and Biotechnology in Polish at University of Wrocław, applying for Erasmus+ grant for the first year of a second-cycle studies at Faculty of Biotechnology. These students shall apply for the grant in accordance with the relevant **regulations for second-cycle studies**. A student applying for the exchange mobility during the first semester of second-cycle studies shall not plan the beginning of the mobility earlier than 1st October. The additional condition is that upon being admitted to a second-cycle programme at Faculty of Biotechnology, a student is obliged to **confirm the mobility**.

2. 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 2020/2021 academic year.
3. 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.
4. Students have the right to join the recruitment process during break (leave of absence), however, they must have the status of active students.
5. 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.
6. During the mobility, MSc students may participate in regular **courses** and/or may undertake **research projects**. At least the number of ECTS as in the appropriate semester at Faculty of Biotechnology should be earned during the mobility (foreign languages and sport activities are not taken into consideration). In special circumstances, it is acceptable to agree on a different number of ECTS to earn at the host university.
7. Students do not earn ECTS for courses with content identical or very similar to courses they took or will take at home university before/after the mobility.

8. Upon being admitted for a **research project**, a student applies for a laboratory placement at a receiving university by her/himself. It is highly recommended to include project topic and a supervisor's name in Learning Agreement. If the above is not possible, a student confirms acceptance for laboratory placement in other way. The mobility for research project **shall not be shorter than 4 months**.
9. Basic eligibility criteria are: **average grade**, command of appropriate foreign language, motivation and the 15% limit of mobilities in a given semester (% of the number of students in a given year).
10. The **minimal average grade** for the period preceding the recruitment is **3.5**.
11. Before the mobility students must pass all previous courses and complete the previous year of studies (without condition promotion).
12. Priority in applying for the Erasmus+ grant is given to students of higher years and higher levels of studies, and with the highest average grade.
13. The extension of the mobility period (up to two semesters) is possible only upon approvals of master thesis supervisor, tutor and Erasmus+ Coordinator at hosting university, and employee of the International Office coordinating mobilities of students of the University of Wrocław. These decisions should be forwarded to the faculty Erasmus+ Coordinator. The Erasmus + Faculty Coordinator reserves the right to decide on this matter. For the second semester of exchange mobility, the student earns a number of ECTS assigned to the Degree Project in a given semester of Medical Biotechnology MSc programme. The resulting ECTS deficit can be made up by attending classes at the host university or on return. The extension of the mobility period does not have to involve the extension of funding under the Erasmus+ program.

§ 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 9, § 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

STAGE I - Verification of foreign language

1. Verification of foreign language/s command. Foreign language placement interviews (German, French, Spanish, Portuguese, Italian) take place in the Foreign Language Centre.
2. The foreign language placement interviews do not apply to students possessing a document confirming the knowledge of the lecture language at the host university at the required level.

STAGE II - Recruitment at faculty level

1. **Feb, 11 – 22, 2020** - submitting of **Application Documents** (§ 4) by e-mail (justyna.ciuraskiewicz@uwr.edu.pl).
2. **Feb, 12 – 26, 2020** - recruitment (Commission: procedural evaluation and interview if needed).
3. **Feb, 28, 2020** - publication of recruitment results (by e-mail, Faculty Erasmus+ Coordinator). Faculty Erasmus+ Coordinator allocates mobility places at USOSweb.
4. **Deadline: Mar, 3, 2020** - 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 – 11, 2020** - students selected for Erasmus+ mobility create their individual accounts on the website international.uni.wroc.pl in order to prepare **application forms**.
6. **Mar, 6 – 13, 2020** - 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.

STAGE III - submitting the documents to the International Office

1. **Deadline: Mar, 16, 2020** - submitting of application forms signed by Faculty Erasmus+ Coordinator to International Office (Faculty Erasmus+ Coordinator).
2. Students qualified for the mobility prepare an on-line **Learning Agreement**. It is the student's responsibility to agree and complete LA in accordance with deadlines at the host university and rules set by International Office of University of Wrocław.

§ 4. Application Documents

1. **Candidate's file** - available at the website - contains:
 - **declaration on previous mobilities**,
 - **list of up to 3 universities in a ranking order** along with **semester** in which the mobility shall take place,
 - **lists of courses** and **ECTS** at home university and **lists of selected courses** and **ECTS** (if applicable) during the mobility for each destination.
2. Scan of an applicable **foreign language certificate** (if the study language is other than English and if the candidate did not participate in the placement interviews organized by the Foreign Language Centre).
3. Written **agreement of the diploma thesis supervisor** for the mobility during the 2nd, 3rd or 4th semester of second-cycle studies (undergraduate students applying for the mobility during the 2nd semester of second-cycle studies are required to provide the agreement before the end of the 1st semester).
4. All the documents should be made in English and/or Polish.

§ 5. Rules on mobilities

1. The amount of the scholarship under pr. Erasmus + studies are paid in accordance with the information provided by the Foundation for the Development of the Education System for a given year.
2. The selection process for students applying to study in Switzerland is carried out according to general rules of the project "Education 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 support from the 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 exchange studies are obliged to prepare the Learning Agreement (agreement on curriculum) and sign an amendment to study programme (in the Dean's 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: 04.12.2019