

**Recruitment regulations for ERASMUS+
traineeship mobility for FACULTY OF BIOTECHNOLOGY students**

Introductory information

Recruitment process for Erasmus + Traineeships in **2020/2021** academic year shall be continuous and is starting in December 2019.

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.

Erasmus grant awarded at UWr versus mobility capital

Any UWr student can receive funding at a given level of studies for the period of **2 to 10 months**.

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

A recent graduate can receive funding for the period of **2 to 5 months**.

§ 1. Candidates

1. Erasmus funds are available to students of all types of programmes: part- and full-time Bachelor's, Master's and PhD.
2. Students of at least second year of BSc programme and students of MSc and PhD programmes can take part in the recruitment process.
3. Students have the right to join the recruitment process during break (leave of absence), however, during the mobility they must have the status of an active student.
4. The traineeship should relate to the field of studies.
5. Because of the minimal duration of the traineeship (2 months), mobility is permissible generally during the summer break. The Academic calendar (exams and resit exams, diploma thesis defenses, admission periods) should be taken into consideration by a student planning her/his mobility for traineeship.
6. Second-year MSc students may plan their mobility during the summer break, and defend their diploma thesis in September only with the supervisor permission.
7. MSc and PhD students may, at the request of the supervisor, apply for 4 – 5 months traineeship related to their degree project, during the teaching period. In this case, **Rules for Recognition of Mobility Achievements for Erasmus + studies** are applicable.
8. MSc students may apply for 4 – 5 months traineeship during the teaching period. In this case **Recruitment Regulations** and **Rules for Recognition of Mobility Achievements for Erasmus + studies** are applicable. The additional condition is to submit **Letter of Acceptance** during the 2nd stage of recruitment (item 2, § 4).
9. Students of each cycle of studies may apply for mobility funding for **recent graduates**. The condition is to submit an application before diploma examination (thesis defense) and not later than on 30th September in the year of completion of all courses. Mobility is possible if the diploma examination is successful.
10. It is possible to credit an Erasmus + summer traineeship as a **compulsory traineeship** for 2nd cycle students. The number of places available for such "combined traineeships" is agreed by the faculty Erasmus + Coordinator with Compulsory Traineeship Coordinator. The student is obliged to inform the Erasmus+ Coordinator about the willingness to combine Traineeship, as this fact must be included in the Learning Agreement for Traineeships document. Students are obliged to submit relevant documents confirming the completion of their compulsory traineeship to the Compulsory Traineeship Coordinator in a timely manner.
11. In the case of undergraduate students, the mobility for Erasmus+ traineeship may be recorded in the Diploma Supplement.

§ 2. Commission

1. Decisions on the qualification of the candidate for Erasmus+ traineeship mobility are made by the Faculty Erasmus+ Coordinator (except for the cases referred to in item 8, § 1., for which the rules described in the Recruitment Regulations for Erasmus+ study mobility are applicable).
2. The Faculty Erasmus+ Coordinator decides whether the host institution is a suitable place for Erasmus+ traineeship mobility and whether the traineeship is related to the field of study.

§ 3. Deadlines

STAGE I - Verification of foreign language

1. Verification of foreign language/s command. Foreign language placement interviews (English, 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 language of instruction at the host university at the required level.

STAGE II - Recruitment at a faculty level

The below guidelines do not apply to the cases referred to in item 8, § 1, in which Recruitment Regulations and Rules for Recognition of Mobility Achievements for Erasmus + studies are applicable

1. Students submit to faculty Erasmus+ Coordinator **Application documents (§ 4.)**

STAGE III - submitting the documents to the International Office

The below guidelines apply also to the cases referred to in item 8, § 1. However, the exact **recruitment deadlines** for such cases are described in the Recruitment Regulations for Erasmus+ studies.

1. Students submit to the International Office an **Application Forms** approved by the Faculty Erasmus+ Coordinator **at least one month before the start of the traineeship**. Applications can only be made by a person with student status. The students referred to in items 7 and 8, § 1. submit also the Vice-Dean for Teaching approval (referred to in item 4, § 4). Such an approval is also required for mobilities only partly overlapping with the period of teaching period.
2. Students submit to the International Office the **Learning Agreement for Traineeships** approved by the Faculty Erasmus+ Coordinator and the responsible person from host institution **at least two weeks before the start of the traineeship**.

§ 4. Application Documents

1. **Application form** (in order to prepare application form, a student creates an individual account on the International Office's website *international.uni.wroc.pl*).
2. **Letter of Acceptance** (template document available on websites of International Office and Faculty of Biotechnology).
3. Copy of an applicable foreign **language certificate** (if the traineeship language is other than English and/or if the candidate did not participate in the placement interviews organized by the Foreign Language Centre).
4. Thesis supervisor **recommendation/approval** and written **approval** of the Vice-Dean for Teaching and/or Head of PhD Studies in case of mobility during the teaching period.
5. **Declaration on previous mobilities** (template available on websites of International Office and Faculty of Biotechnology).
6. All documents should be made in English and/or Polish.

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

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