

ERASMUS+ STUDIES

Introductory information

Recruitment process for study mobilities in 2018/2019 academic year shall take place between December 2017 and March 2018. 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 2018 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, 2017 – February, 2018**).

Completion of recruitment at faculty level (**March, 1, 2018**).

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, 16, 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 UWr versus mobility capital

Any UWr 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. Erasmus funds are available to all UWr students of first, second, third cycle or uniform Master's programmes.
2. 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.
3. During the mobility BSc students participate in courses and earn the required number of ECTS credits as arranged between both universities. At least 30 ECTS credits should be earned during the mobility.
4. 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 2018/2019 academic year.
5. 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.
6. Students have the right to join the recruitment process during break (leave of absence), however, they must have the status of active students.
7. 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.
8. 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).
9. The minimal average grade for the period preceding the recruitment is 4,0.
10. 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 8, § 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. **February, 12 – 22, 2018** - submitting **Candidate's File** (Biotechnology Faculty, KEBB, room 3.28).
2. **February, 12 – 26, 2018** - recruitment (procedural evaluation and interview if needed).
3. **Until February, 27, 2018** - publication of recruitment results (by e-mail). Faculty Erasmus+ Coordinator allocates mobility places at USOSweb.
4. **Until March, 1, 2018** - candidates approve in the USOS system their allocated mobilities and update missing data (Students are not allowed to change the mobility semester).
5. **Until March, 2, 2018** – submitting to the International Office recruitment reports.
6. **March, 2018** - students selected for mobilities create their individual accounts on the website *international.uni.wroc.pl* in order to prepare **application forms**.
7. **Until March, 16, 2018** - submitting **application form** signed by the Faculty Erasmus+ Coordinator to the International Office
8. **Until June, 15, 2018** - submitting **Learning Agreement** (2 copies) to the Faculty Erasmus+ Coordinator.
9. **Until June, 30, 2018** – submitting signed **Learning Agreement** to the International Office.

§ 4 Documents

1. Candidate's file should contain:

- **declaration on previous mobilities** (mobility capital, template document available on International Office's website),
- **average grade certificate** for the period preceding the recruitment, issued by the Dean's Office,
- **confirmation on no condition promotion**, issued by the Dean's Office not later than 2 weeks before the mobility,
- **nominating up to 3 universities in ranking order** along with **semester** in which the mobility shall take place,
- **draft Learning Agreements** (LA – lists of selected courses and ECTS during the mobility for each destination),
- copy 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 organised by the Foreign Language Centre),
- **supervisor's written permission** in the case of mobilities taking place during the 6th semester of Bachelor's programme.

2. All documents should be made in English.

§ 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 € – Austria, Denmark, Finland, France, Ireland, Liechtenstein, Norway, Sweden, Great Britain, Italy;
- 450 € – Belgium, Croatia, Cyprus, Czech Republic, Greece, Spain, Holland, Iceland, Luxembourg, Germany, Portugal, Slovenia, Turkey;
- 350 € – Bulgaria, Estonia, Lithuania, Latvia, Macedonia, Malta, Romania, Slovakia, Hungary.

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.

Pełnomocnik Dziekana
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Regulations drafted by

Date..03.11.2016..