

ERASMUS+ TRAINEESHIPS

Introductory information

Recruitment process for Erasmus + Traineeships in 2019/2020 academic year shall take place until such time as all places have been filled. The Traineeships should be carried out between 1.06.2019 and 30.09.2020

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.

Recent graduates must be selected during their last year of study (while holding an active student status) and carry out and complete their traineeship abroad within one year of graduating.

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 traineeship mobility for BIOTECHNOLOGY BSc Programme

§ 1 Candidates

1. Students of at least second year of BSc programme and MSc and PhD students can take part in the recruitment process.
2. The traineeship should relate to the field of studies.
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 or the status of recent graduate.
4. Because of the minimal duration of the traineeship (2 months), mobility is permissible only during the summer break. The Academic calendar (exams and resit exams, diploma thesis defenses) should be taken into consideration.
5. MSc and PhD students may apply for 4 – 5 months traineeship during teaching period. The application should be supported by thesis supervisor and Vice-Dean for Students' Affairs (MSc students) or Head of PhD Studies (PhD students).
6. In order to get a financial grant for a recent graduate, it is necessary to submit an application before diploma thesis defense and not later than on Sep. 30th in the year when certificate of completion is awarded.
7. Upon return, the student is obliged to submit a traineeship certificate to the Faculty Erasmus+ Coordinator.
8. The traineeship may be included in the trainee's Diploma Supplement.

§ 2 Commission

1. Decision on selected candidates is made by Faculty Erasmus+ Coordinator.
2. The Coordinator decides if a company/institution is appropriate place to conduct a traineeship.

§ 3 Deadlines

1. Submitting to the International Office **application form** signed by the faculty coordinator **at least one month before the start of the traineeship**.
2. Submitting to the International Office **Learning Agreement for Traineeships** signed by the Faculty Erasmus+ Coordinator and by the receiving institution **at least two weeks before the start of the traineeship**.

§ 4 Application Documents

1. **Application form** (in order to prepare application form, candidates should create their individual accounts on the International Office's website *interntional.uni.wroc.pl*).
2. **Acceptance Letter** (template document available on websites of International Office and Biotechnology Faculty).
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 organised by the Foreign Language Centre).
4. Thesis supervisor recommendation and written consent of Vice-Dean for Students' Affairs or Head of PhD Studies in case of mobility during teaching period.
5. **Declaration on previous mobilities** (template available on websites of International Office and Biotechnology Faculty).
6. All documents should be made in English and/or Polish.

§ 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 traineeships is:
 - 600 € – Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, Great Britain.
 - 550 € – Austria, Belgium, Cyprus, France, Greece, Spain, Malta, Netherlands, Germany, Portugal, Italy.
 - 500 € – Bulgaria, Croatia, Czech Republic, Estonia, Lithuania, Latvia, Macedonia (FYROM), Romania, Slovakia, Slovenia, Turkey, 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. Persons with disability status shall be able to apply for additional funds within a prescribed time.
4. **Before leaving, students are obliged to prepare the Learning Agreement for Traineeships and sign: 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

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