

FACULTY OF BIOTECHNOLOGY, UNIVERSITY OF WROCLAW
Erasmus+ recruitment rules for students and PhD students
academic year 2023/24

1. Applicants

- Students of the first-cycle, second-cycle, long cycle (uniform master degree) and doctoral studies may apply for an Erasmus+ mobility grant.
- Applicants have to be enrolled for at least 1st year of first-cycle studies.
- Mobility during the 1st year of second-cycle studies is only possible if the applicant was the UWr student in the preceding year, i.e. s/he pursued bachelor's / master's studies at the UWr. The same applies to the 1st year PhD students (the above applies only to the additional recruitment announced in Sep./Oct. 2023 for Erasmus+ studies during the summer semester of 2023/2024 academic year; in case of Erasmus+ traineeship mobility cannot start earlier than the second half of October).
- 3rd year students of first-cycle studies may take part in recruitment on the condition that before their mobility they provide a proof of being admitted to second-cycle studies at the UWr.
- Applicants have the right to join the recruitment process during break (leave of absence), however having an active student status is a prerequisite for mobility.
- The basic requirements for applicants are as follows: appropriate average grade, motivation, command of appropriate foreign language.

2. Mobility Capital

Each student has the possibility of multiple mobility under the Erasmus + programme, lasting not more than **12 months in total at each level of study**, and 24 months in total in the case of long cycle studies. The number of days / months spent abroad under Erasmus + is referred to as mobility capital. The capital is calculated separately for a given level of study, all types of mobilities are summed up, including those with zero financing.

Mobility Types. Recruitment

3. Semester- or year-long mobility at a partner university (Erasmus+ Studies), applicable to KA131 Programme Countries and KA171 Partner Countries

- Recruitment is conducted at faculties / institutes by Erasmus + programme coordinators and faculty / institute recruitment committees.
- Recruitment is conducted in the period: December 2022 - March 2023. Places for both, winter and summer semesters in the academic year 2023/2024 will then be allocated.
- If Erasmus + scholarships are available, **additional recruitment** will start in September / October 2023. Additional recruitment applies only to the summer semester 2023/2024.
- A student may be qualified for an exchange to the university with which a given faculty/institute has signed an interinstitutional agreement under the Erasmus + programme.
- Students of inter-area studies may apply for a qualification within the fields of study included in their study programme. The requirements for these students are the same as for students at the given faculty/institute.
- The aim of the mobility is to complete courses at the partner university, which results in earning ECTS agreed in the **Learning Agreement**. It is assumed that a student should earn 30 ECTS during one-

semester mobility. It is allowable to agree a different number of ECTS to earn. Chosen courses and the total number of ECTS need to be approved by Erasmus + coordinators, both: the home (sending) faculty and the host (receiving) university. **The minimum required number of ECTS to be earned at the partner university is 15.** Language courses, sports classes, BSc seminar are not included in the required ECTS number - these subjects have to be completed by a student at the UWr.

- Students do not earn ECTS for courses with content identical or very similar to courses they took or will take before or after exchange mobility.
- Second-cycle and PhD students may participate in regular courses and/or may undertake **research projects**. In case of research project it is necessary to appoint a tutor at the receiving university, who will confirm the project and evaluate the student.
- The date and duration of the exchange mobility are strictly dependent on the schedule of the academic year at the receiving university. In the case of **research projects** undertaken by MSc students, the **minimum duration of the mobility, which allows to complete a semester abroad is 4 months**. Mandatory summer internship (second-cycle studies) may also be completed by a research project under the Erasmus+ studies. However, the total duration of the mobility in this case has to be **at least 5 months** (the student is obliged to timely submit to the Faculty Internship Coordinator the required documents confirming the completion of the internship).
- Applying for a two-semester mobility or extending the mobility for the second semester is possible but depends on the provisions of the interinstitutional agreement. For the second semester with research project, the student earns the number of ECTS assigned to the degree project in a given semester. The resulting ECTS deficit can be made up for by attending classes at the host university or at home university before or after the mobility.
- It is possible for each student to obtain one-time financing for a period from 2 months (in the case of research project mobility for PhD students) up to 10 months (in case of one academic year mobility).
- The required minimum **average grade** for the entire period of study (at the study level during recruitment) preceding the qualification is **4.0** in case of mobility during the first-cycle studies and **3.5** in case of mobility during the second-cycle studies.

STAGE I – Verification of foreign language

Interviews in relevant foreign languages (English, German, French, Spanish, Portuguese, Italian) are conducted by Foreign Languages Centre ([SPNJO](#)); registration and interview dates are announced.

STAGE II – the Recruitment at the Faculty Level

- **Feb. 20-26, 2023** – submitting of application documents (p. 7) by e-mail to Faculty Erasmus+ Coordinator; mail should be titled as follows: **recruitment-Erasmus-studies-2023/24**.
- **Feb. 21-28, 2023** – recruitment (application evaluation, completing of applications if needed, interviews if needed)
- **Mar. 1, 2023** – publication of recruitment results (by e-mail) and mobility allocations in USOSweb (applies only to Erasmus+ studies mobilities).
- **Mar. 2, 2023** – completing the missing data in USOSweb by a student nominated for the Erasmus+ study mobility.
- **Mar. 3, 2023** - the end of recruitment, the Faculty Erasmus+ coordinator submits the recruitment report to the International Office.

4. Traineeship during first-cycle, second-cycle, long cycle and doctoral studies (Erasmus+ Traineeship)/KA131

- The Recruitment is conducted at faculties/institutes, by Erasmus+ Programme Coordinator.
- The Recruitment is continuous and takes place throughout the year (exception: traineeships carried out during teaching period).
- Foreign language verification is conducted on an individual basis; please contact Foreign Languages Centre (SPNJO).
- The aim of the mobility is to carry out a traineeship in a foreign institution. The traineeship should relate to the field of studies.
- A traineeship may be treated as an additional student activity (earning ECTS is not required).
- A traineeship may be counted as a mandatory internship (the student earns ECTS assigned to such an internship included in the study program and is obliged to timely submit to the Faculty Internship Coordinator the required documents confirming the completion of the traineeship).
- The traineeship may take place during the teaching period. In this case, the traineeship should be in the **university or research institution**, holding the Erasmus Charter for Higher Education (ECHE) and should not be shorter than **4 months**, and the completion of the semester takes place according to the Rules for Recognition of Mobility Achievements for Erasmus+ Studies. If the traineeship is a student's initiative, the application takes place on the terms and on the recruitment dates under the Erasmus+ Studies. If a student is sent for a traineeship during the teaching period by her/his diploma thesis supervisor in order to carry out a research project related to the diploma thesis (written request), the recruitment is continuous (the rules and deadlines for recruitment for Erasmus + studies are not applied). In both cases, the student provides: Erasmus+ Coordinator with the **Acceptance Letter** from the host institution and the International Office with the agreement for mobility during teaching period approved by the Vice-Dean for teaching (the above applies only to MSc and PhD students).
- It is possible for each student to obtain one-time financing for a period from **2 and up to 10 months**.

5. Traineeship for recent graduates (Erasmus+ Traineeship)/KA131

- The Recruitment is conducted at faculties/institutes, by Erasmus+ Programme Coordinator.
- The Recruitment is continuous and takes place throughout the year.
- Applications may be submitted by students of **last year** of first-cycle, second-cycle, long cycle and doctoral studies.
- While applying for the Erasmus+ traineeship for recent graduates, an applicant has to be last year student, i.e. the application takes place before the day of the defence of the diploma thesis (diploma exam). If the exam is postponed, Sep. 30 is the deadline (the end of the last semester of studies).
- The grant for recent graduate is included in the mobility capital of the last studies.
- Foreign language verification is conducted on an individual basis; please contact Foreign Languages Centre (SPNJO).
- The aim of the mobility is to carry out a traineeship in a foreign institution. The traineeship should relate to the field of studies.
- It is possible for each student to obtain one-time financing for a period **from 2 and up to 5 months**.
- Mobility must be completed within a calendar year from the date of the diploma exam.

6. Short-term mobility – students participate in an organised activity, e.g., summer/winter school or other short-term academic mobility, traineeship/KA131

- The Recruitment is conducted at faculties/institutes, by faculty Erasmus+ coordinator.
- The Recruitment is continuous and takes place throughout the year.
- The duration of short-term student mobility is **5 to 30 days**.
- The remote (on-line) part is mandatory, i.e. in addition to the time spent abroad, an on-line part is also necessary (before, during and/or after the mobility).
- At least **3 ECTS** must be earned.
- The obligations of both, remote part and earning ECTS do not apply to PhD students.
- Foreign language verification is conducted on an individual basis; please contact Foreign Languages Centre ([SPNJO](#)).

7. Application Documents

The template of **application for Erasmus+ studies and traineeship during teaching period (research project)** is available on the Faculty of Biotechnology [website](#) and includes:

- Declaration on previous mobilities;
- List of up to 3 universities in a ranking order along with the semester in which the mobility shall take place;
- Lists of subjects and ECTS in the semester of the mobility as well as subjects and ECTS available at each of the indicated universities (the student looks for the didactic offers at selected universities by him/herself; in case of a research project - this is the subject entered as a subject to be taken in indicated receiving university).

Additionally, students enclose:

- Document confirming the knowledge of the language of instruction at the host university at the required level (applies to students who have not participated in the interviews conducted by SPNJO or who have not yet passed the exam for at least B2 II).
- Written supervisor's agreement for the mobility in a given semester of studies, if this semester includes a BSc seminar or a specialization / master's degree laboratory. First-cycle students planning their exchange mobility during the 6th semester of studies or applying for funding during the 2nd semester of second-cycle studies shall provide the document, respectively: before completing the 5th semester of first-cycle studies and before completing the 1st semester of second-cycle studies.
- In the case of a traineeship during teaching period: Letter of Acceptance issued by the host institution.

Application has to be sent by the student by e-mail to the faculty Erasmus + coordinator. The mail should be titled as follows: **recruitment-Erasmus-studies-2023/24**.

After the recruitment, the **mobility grant is allocated via the USOS** system (online) (does not apply to traineeships during teaching period).

Within the prescribed period, the student is obliged to:

- complete the missing data in the USOS (see p. 3, STAGE II; NOTE: the student cannot change the assigned semester of the mobility).

The link for the application form (available in the online International Office database) will be provided at a later date.

Application for Erasmus+ traineeship or short-term mobility includes:

- Declaration on previous mobilities;
- In case of traineeship: **Letter of Acceptance** issued by the host institution.
- In the case of a short-term mobility: **Letter of Acceptance** or **confirmation of eligibility for an organized activity** (e.g. summer or winter school).
- **application form** filled in by an individual account at the International Office website.

The documents have to be submitted by the student by e-mail or in person to the faculty Erasmus+ coordinator.

Qualifications for Erasmus+ traineeships and short-term mobilities are made by the Faculty Erasmus+ coordinator. The mobility approval is confirmed by the coordinator's signature on the application form, which the student submits to the International Office **at least 4 weeks before** the mobility starts.

8. Recruitment Committee for Erasmus+ studies and traineeship during teaching period

- Decisions on qualifying candidates are made by the Committee including: vice-Dean for teaching, Dean's Representative for teaching and Faculty Erasmus+ coordinator.
- While nominating students to given universities the Committee takes into account students' preferences but reserves the right to make the final decision, especially in case of limited places at chosen universities.
- The Committee takes into account students' preferences regarding the semester of mobility but reserves the right to make the final decision.
- If the **additional recruitment** is announced, the faculty Erasmus+ coordinator, upon Vice-Dean for teaching and Dean's Representative for teaching approvals, may individually qualify a candidate outside the Erasmus+ Studies regular recruitment.

Appeals against the faculty Erasmus+ coordinator and/or Committee decisions shall be submitted to the Vice-Rector for Projects and International Relations.

9. Grants under the Erasmus+ Programme/KA131 and KA171

- The Erasmus+ Programme grant rates are calculated and paid in accordance with the information provided by the Foundation for the Development of the Education System (Fundacja Rozwoju Systemu Edukacji, FRSE) for a given year.
- For a long-term mobility (Erasmus+ Studies/Traineeship), grant rates are calculated using a monthly rate assigned to a given country. The total amount is calculated with accuracy rounded down to one day.

Financial Agreement. Settlement

- Grants under the Erasmus+ Programme are disbursed upon signing a financial agreement related to the mobility and submitting it to the International Office along with all required attachments: a learning agreement for study/traineeship, a copy of insurance certificate.
- Grants are paid in two instalments: 80% (before the trip) and 20% (after the mobility is settled).
- In the event of extending a mobility by another semester (Erasmus+ Studies), an additional payment is envisaged.
- A mobility is settled by the International Office upon submitting the confirmation of mobility issued by the receiving institution (a confirmation of the length of stay, Transcript of Records – for studies, changes to LA, if applicable). Moreover, each Participant is obliged to prepare and submit an EU-survey online.

Apart from settling their mobility with the International Office, every participant is obliged to settle it with their home faculty in accordance with the Rules for Recognition of Erasmus+ Mobility Achievements in the academic year 2023/2024.

Regulations drafted by:

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