

ERASMUS+ TRAINEESHIPS

Introductory information

Recruitment process for Erasmus + Traineeships in 2017/2018 academic year shall take place until such time as all places have been filled. The Traineeships should be carried out between 1.06.2018 and 30.09.2019

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 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 study mobility for
JOURNALISM AND SOCIAL COMMUNICATION
and COMMUNICATION MANAGEMENT**

§ 1 Candidates

1. Erasmus funds are available to all UWr students of first, second, third cycle or uniform Master's programmes.
2. Erasmus funds are available to students of all types of programmes: part- and full-time Bachelor's, Master's and PhD.
3. Students of first years (of 1st, 2nd and 3rd cycle) can take part in recruitment process.
4. Students of trans-disciplinary programmes can apply under fields of study included in their degree programme. These students are subject to the same selection criteria as students of given units.
5. Students have the right to join the recruitment process during break (leave of absence), however, during the mobility they must have the status of active student or the status of recent graduate.
6. Basic eligibility criteria for a recent graduate mobility is completing the studies (defence of the thesis).
7. If the traineeship is carried out during teaching period the student must arrange individual schedule for his studies.
8. Basic eligibility criteria are: average grade, motivation and command of appropriate foreign language.
9. The minimal average grade, courses taken into account and the period taken into consideration are indicated by the institute coordinator.
10. Before mobility students must pass all previous courses and complete the previous year of studies without a ECTS points deficit. Leaving after conditional promotion is possible only with the consent of faculty authorities (Assistant Dean), the number of permissible conditional promotions is one.
11. Precedence shall be given to 2nd and 3rd cycle students.

§ 2 Commission

1. Decision on selected candidates is made by the commission including: Departmental Coordinator, deputy Director for didactics.

2. The commission makes decide if a company/institution is appropriate place to conduct a traineeship
3. The traineeship should relate to field of studies.

§ 3 Deadlines

1. Submitting to the International Office the application form signed by the faculty coordinator at least one month before the beginning of the traineeships
2. Submitting to the International Office the Learning Agreement for traineeships signed by the institute coordinator and by the receiving institution at least two weeks before the beginning of the traineeships.
3. The recruitment continues until all the places are filled.

§ 4 Documents

1. Candidate's file should contain:

- CV,
- average grade certificate for the period given by the institute coordinator (grades printed from USOS are also accepted),
- Letter of acceptance from the chosen company/institution (a sample document can be downloaded from international.uni.wroc.pl)
- cover letter containing justification for mobility (sample document to be downloaded from the institute website),
- declaration on previous mobilities (mobility capital),
- permission for individual schedule for studies (for mobilities during the semester).

§ 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:

- a) 600 € – Austria, Denmark, Finland, France, Ireland, Liechtenstein, Norway, Sweden, Great Britain, Italy;
- b) 550 € – Belgium, Croatia, Cyprus, Czech Republic, Greece, Spain, Holland, Iceland, Luxembourg, Germany, Portugal, Slovenia, Turkey;

c) 450 € – 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. 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.

§ 6 Validating the mobility

1. The traineeship mobility should be validated in the UWr International Office.

2. Student Erasmus Traineeship can be the base for validating the obligatory traineeship required by the study programme only if it provides equivalent learning outcomes. In such case, the student is awarded ECTS points. The decisions in this matter are taken by the Institute Traineeships Coordinators.

3. An Erasmus+ Traineeship cannot replace a teaching traineeship.

Regulations drafted by

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