

Principles of recruiting students and PhD students for scholarships under the Erasmus+ programme in the academic year 2024/25

1. Applicants

- Persons registered at the first or second study cycles, or at uniform Master's studies, and doctoral candidates, or doctoral school participants can apply for an Erasmus grant.
- Applicants seeking to participate in the programme have to be enrolled officially for at least the first year of studies.
- During the first year of Master's studies, a mobility is possible only when the applicant was a student at the University of Wrocław in the preceding year, i.e., they were pursuing Bachelor's/Master's studies at the University of Wrocław. The same criterion applies to the first year of doctoral studies (The above applies only to the situation of additional recruitment in September / October 2024 for Erasmus studies in the next summer semester 2024/2025).
- Third-year students at the first cycle studies may participate in the recruitment, provided that they submit adequate evidence of admission to the second study cycle at the University of Wrocław.
- An applicant has the right to enter the recruitment process during a leave of absence, however, having an active student status is the prerequisite for their mobility to take place.
- The basic eligibility criteria for students are as follows: appropriate Grade Point Average, command of a relevant foreign language, and motivation for the mobility.

2. Mobility Capital

Every person has the opportunity for a mobility under the Erasmus+ Programme, lasting up to 12 months in total for each cycle of study, and 24 months for uniform Master's studies. The number of days/months spent abroad under the Erasmus+ Programme is called the mobility capital. The capital is calculated separately for each cycle of study, all types of mobility are summed up, including those with zero financing.

3. Recruitment Documents

The candidate is required to complete a form, consistent with the contents of the complete set of documents. The form is available at: <https://forms.office.com/e/rqHx3iRPWC>

An Applicant's mobility portfolio should include:

1. CV (tabular)
2. Certificate from the Dean's Office regarding Grade Point Average for the period of last semester (in case of first year students) / last year (in case of second, third and fourth year students). Printouts from the USOS will be accepted only if they include confirmation of the obtained average grades certified by the Dean's Office.
3. Declaration regarding any previous mobility (mobility capital) – the template is attached.
4. Letter of motivation justifying the mobility applied for. While recruiting for Erasmus+ Studies, an Applicant should indicate up to 5 universities in the ranking order, and should specify the semester of departure.
5. A photocopy of a language certificate (this applies to Applicants who were not interviewed by SPNJO). Students of studies conducted in English planning to go on an Erasmus studies in English are exempt from the language qualification.
6. **For Erasmus+ Studies mobility:**
 - application form indicating up to 5 universities in the ranking order and the semester of the mobility,
 - a written consent of the thesis supervisor when the mobility in question is performed during the last year of studies in the given cycle.
7. In the case of mobility of doctoral students, the approval of the supervisor / the Head of the Doctoral School is necessary. It is recommended to inform the Doctoral School about the planned mobility.

8. **For a Traineeship or short-term mobility:**
 - confirmation of admission to the given mobility with a so-called Acceptance letter issued by the receiving institution.
9. The complete documents should be sent via e-mail address: kamil.olender@uwr.edu.pl. Please include in the subject line of your email: Erasmus+ Studies or Erasmus+ Internships depending on the programme.

4. Committee

- Decisions on qualifying candidates are made by the Committee whose composition is decided by the authorities of the unit (department, institute, faculty).
- The Recruitment Committee, while allocating an Applicant at a given university, takes into account the Applicant's preferences expressed in their motivation letter; however, the Committee reserves the right to make the final decision, especially when there are not enough places in selected universities (Erasmus+ Studies).
- When an additional round of selection is carried out in the event of grant availability, the Coordinator, upon approval of the authorities of the unit concerned, may individually recruit Applicants outside the regular recruitment (Erasmus+ Studies), and also may individually select eligible students for mobilities with continuous recruitment, i.e., throughout the year.
- Appeals against the decision of the Erasmus+ Committee/Coordinator are submitted to the Vice-Rector for projects and international relations.
- The Commission may refuse admission to a candidate who, in the preceding semesters, has cancelled a mobility already applied for without valid reasons or who has not applied at all.
- The Commission may contact some applicants to clarify inaccuracies in their application.

Mobility Types, Recruitment

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

- The Recruitment is conducted at faculties/institutes and led by Erasmus+ Programme Coordinators acting within the faculty/institute Recruitment Committee³
- The Recruitment is conducted from December 2023 to March 2024. Places for both winter and summer semesters in the academic year 2024/2025 will then be allocated.
- Additional recruitment will be conducted in September-October 2024, only if the University of Wrocław has grants to manage and assign. The recruitment will be conducted for the second semester of 2024/2025.
- An Applicant can go only to a university with which their home faculty/institute has signed a cooperation agreement under Erasmus+ Programme.
- Students of interdisciplinary studies may apply for recruitment within the fields of study that they are pursuing. These students are subject to the same eligibility criteria as the students of a given department.
- The aim of the mobility is to enable a student to complete a part of their studies at a partner university, which will result in obtaining the agreed number of ECTS credits as specified in the Learning Agreement. It is assumed that the number of ECTS credits for a semester is 30. It is possible to determine a different, usually lower, number of ECTS credits, due to particular qualities of a curriculum. Agreements on the type of selected courses and the number of credit points require the approval of the Erasmus+ Programme Coordinator. The required minimum number of ECTS to be obtained at the partner university is 20 ECTS.
- Doctoral students may attend classes and earn the required number of ECTS credits agreed between the universities or they may devote their stay to so-called own research without earning credits. In such a case it is necessary to appoint a tutor at the host university, who will confirm the implementation of the programme.

- **The length of the mobility strictly depends on the schedule of the academic year at the foreign university.** It is possible to obtain financing for the period lasting from 2 months (for trimesters; for doctoral students mobilities for research purposes) to 10 months (for annual mobilities).

STAGE I – Language Test

Interviews in relevant foreign languages (English, German, French, Spanish, Italian) are conducted in the Foreign Languages Centre (FLC) / SPNJO; registration and interview dates are published at <https://spnjo.uwr.edu.pl/>. Please note that students of our English courses (Journalism or Communication management) do not need confirmation of their level of English.

STAGE II – the Recruitment at the Faculty Level

- January 18, 2024 - February 18, 2024 - submitting a complete application folder to the Erasmus+ coordinator: Kamil Olender, PhD as a scan to e-mail address: kamil.olender@uwr.edu.pl
- By February 25, 2024 - announcement of the recruitment results in the form of a message sent via USOS mail and allocation of departure places by the coordinator on the usosweb website.
- By 27 February 2024 - acceptance of the granted mobility by the candidate in the USOS and filling in the missing data in the system.

Erasmus+ study mobility is granted through the USOS system (online). Link to the application in the International Office database <https://international-applications.uni.wroc.pl/> is generated by BWM at a later date.

01.03.2024 – the end of recruitment.

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

- Duration of a short-term student mobility: from 5 to 30 days.
- A compulsory virtual component, i.e., in addition to the time spent abroad, a virtual component is necessary (before, during or after the mobility).
- When it comes to Studies, a minimum of 3 ECTS must be earned.
- The virtual component and the obligation to obtain ECTS - do not concern doctoral students' mobility
- The Recruitment is conducted out by Programme Coordinators in the units concerned acting within Recruitment Committee.
- The Recruitment is continuous and takes place throughout the year.
- The Recruitment is continuous, until all places are allocated.
- Language tests are conducted on an individual basis; please contact SPNJO.
- A maximum of three short term mobilities are possible within one academic year (counted in the total of Erasmus+ studies and Erasmus+ traineeship).

Once a candidate for mobility has been recruited by the Erasmus Coordinator, he or she receives link to the application in the International Office database <https://international-applications.uni.wroc.pl/>.

Traineeship during studies (Erasmus+ Traineeship) / KA131

- Co-funding for the period from 2 to 10 months
- Mobility for students of the first and second study cycles, and for doctoral candidates
- The Recruitment is conducted out by Programme Coordinators in the units concerned acting within Recruitment Committee.
- The Recruitment is continuous and takes place throughout the year.
- Language command tests are conducted on an individual basis; please contact SPNJO.
- The aim of the mobility is to carry out a traineeship at a foreign institution; ECTS are not required.

- A traineeship is usually treated as an additional student activity; if it is supposed to be a traineeship defined by the relevant study curriculum as a part of the student's duties, one should enquire about such a possibility with the Traineeship Coordinator at their home faculty/institute.
- For a mobility planned during a semester, the Dean's consent for the Individual Organisation of Study is required.

A candidate for mobility is additionally obliged to generate an application form through individual account in the International Office database <https://international-applications.uni.wroc.pl/>.

Approval for the mobility is given by obtaining the Erasmus Coordinator's signature on the document, which should then be submitted to the International Office.

Mobility for Graduate Traineeship / KA131

- Grants are for periods from 2 to 5 months.
- Applications may be submitted by graduates of the University of Wrocław who have completed first- or second-cycle studies, uniform Master's studies, or doctoral studies. At the time of applying for a mobility (recruitment procedure), applicants are students in the final year and will have to pass the recruitment procedure before they graduate, i.e., before they defend their diploma thesis. If the defence is postponed, the date of 30.09. (of the last semester of studies) is applicable. Mobility capital is counted for the last studies.
- The Recruitment is conducted out by Programme Coordinators in the units concerned acting within Recruitment Committee.
- The Recruitment is continuous and takes place throughout the year.
- Language tests are conducted on an individual basis; please contact SPNJO.

A candidate for mobility is additionally obliged to generate an application form through individual account in the International Office database <https://international-applications.uni.wroc.pl/>.

Approval for the mobility is given by obtaining the Erasmus Coordinator's signature on the document, which should then be submitted to the International Office.

Short-term mobility for traineeship / KA131

- Duration of a short-term student mobility: from 5 to 30 days.
- A compulsory virtual component, i.e., in addition to the time spent abroad, a virtual component is necessary (before, during or after the mobility). The rule do not concern doctoral students' mobility.
- The Recruitment is conducted out by Programme Coordinators in the units concerned acting within Recruitment Committee.
- The Recruitment is continuous and takes place throughout the year.
- Language tests are conducted on an individual basis; please contact SPNJO.
- A maximum of three short term mobilities are possible within one academic year (counted in the total of Erasmus+ studies and Erasmus+ traineeship).

A candidate for mobility is additionally obliged to generate an application form through individual account in the International Office database <https://international-applications.uni.wroc.pl/>.

Approval for the mobility is given by obtaining the Erasmus Coordinator's signature on the document, which should then be submitted to the International Office.

The regulations related to the implementation and completion of the mobility, as well as information about the amount of the financial support, are presented in the "Rules for the Realisation of Mobility" and also presented on the website of the International Office.