

Introductory information

Recruitment process for study mobilities in 2017/2018 academic year shall take place between December 2016 and March 2017. Places for winter and summer semesters of 2016/2017 academic year shall then be allocated.

Additional recruitment shall be carried out between September and October 2017 only if there are vacancies available. Recruitment shall concern mobilities for the second semester of 2017/2018 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 (English, 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 2016-February 2017)

Completion of recruitment at faculty level 20 Feb 2017

STAGE III

The candidates who have been nominated for mobilities create their individual accounts at the International Office's website *international.uni.wroc.pl* in order to prepare application form.

3 March 2017 – 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 (Bachelor's Programme)

§ 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 at least second year of first-cycle programme can take part in recruitment process.
4. Third-year students of first-cycle programmes can take part in recruitment process on the condition that before their mobility they present a proof of being admitted to second-cycle programme at UWr.
5. 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 2017/2018 academic year.

6. 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.
7. 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.
8. Students have the right to join the recruitment process during break (leave of absence), however, they must have the status of active students.
9. 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.
10. Basic eligibility criteria are: average grade, motivation, command of appropriate foreign language.
11. The minimal average grade for entire study period is 4,0.
12. Before mobility students must pass all previous courses and complete the previous year of studies without conditional promotion.

§ 2 Commission

1. Decision on selected candidates is made by the commission including: vice-dean for students affairs, Biotechnology programme coordinator and Erasmus+ coordinator.
2. When referring students to given universities the selection commission takes into consideration their preferences specified in cover letters, 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. If there are vacancies available, a coordinator, with dean's permission, can autonomously carry out selection process apart from regular recruitment.

§ 3 Deadlines

1. 9 January - 3 February 2017- I stage of recruitment process – submitting candidate's file (Biotechnology Faculty, KEBB, room 3.28)
2. 6-8 February 2017 - recruitment (procedural evaluation and interview if needed)
3. Until 10 February 2017 - publication of recruitment results (by e-mail). Coordinators allocate mobility places at USOSweb website.
4. Until 20 February 2017, candidates approve in the USOS system their allocated mobilities and update missing data.
5. Until 3 March 2017 –submitting to the International Office recruitment reports
6. March 2017, students selected for mobilities create their individual accounts at the website *international.uni.wroc.pl* in order to prepare application forms.

7. Submitting to the International Office application form signed by the faculty coordinator.

§ 4 Documents

1. Candidate's file should contain:

- CV (in table format),
- average grade certificate for the period of entire study period issued by the Dean's Office,
- short cover letter containing justification for mobility and nominating up to 3 universities in ranking order along with semester in which the mobility shall take place,
- Learning Agreement proposals (for each destination)
- copy of a foreign language certificate (if the candidate did not participate in the placement interviews organised the Foreign Language Centre),
- declaration on previous mobilities (mobility capital),
- supervisor's written permission in the case of mobilities taking place during the third year 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:

- a) 500 € – Austria, Denmark, Finland, France, Ireland, Liechtenstein, Norway, Sweden, Great Britain, Italy;
- b) 400 € – Belgium, Croatia, Cyprus, Czech Republic, Greece, Spain, Holland, Iceland, Luxembourg, Germany, Portugal, Slovenia, Turkey;
- c) 300 € – 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.

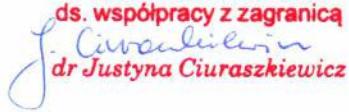
5. Before leaving, students referred to partial foreign studies are obliged to prepare the Learning Agreement (agreement on curriculum) and sign:

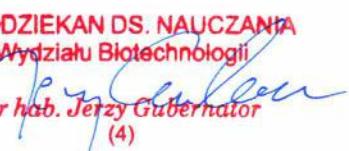
- annex to curriculum (in the Dean's Office)
- individual agreement (in the International Office)

Failure to comply with any of the conditions listed above will be tantamount to resigning from the mobility and Erasmus grant.

Regulations drafted by International Office and Erasmus+ Faculty Coordinator

Date.....21.11.2016.....

Pełnomocnik Dziekana
ds. współpracy z zagranicą

dr Justyna Ciuraszkiewicz

PRODZIEKAN DS. NAUCZANIA
Wydziału Biotechnologii

dr hab. Jerzy Gubernator
(4)

Erasmus+ Studies
Rules for Recognition of Mobility Achievements
Faculty of Biotechnology
2017/2018 academic year

1. **Learning Agreement** should be accepted and signed by the responsible authorities of the home and host universities, as well as the student before the mobility starts.
2. At least 30 ECTS credits should be accumulated during the mobility.
3. If a student participates in a **Research Project**, the Learning Agreement should include:
 - the host supervisor name,
 - the project title,
 - ECTS credits (the same number as in the appropriate semester at Faculty of Biotechnology)
4. A student has the right to make **changes to the Learning Agreement** within 4 weeks from the beginning of the semester at the host university. Any modifications to the Learning Agreement need to be agreed by all three parties.
5. After return from the exchange programme, the student is obliged to submit to the Faculty Coordinator, **within 3 weeks**:
 - the **Confirmation of Stay** – confirmation about the actual exchange programme duration.
 - the **Transcript of Records** – list of completed courses and gained ECTS credits at the host institution.
 - a written confirmation of participation in a research project and obtained grade, if applicable.

The document supplements Recruitment Regulations for Study Mobility for Biotechnology (Bachelor's Programme)

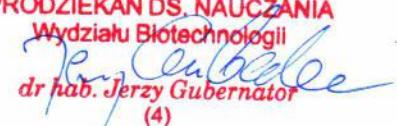
Principles drafted by:

Pełnomocnik Dziekana
ds. współpracy z zagranicą


dr Justyna Ciuraszkiewicz

PRODZIEKAN DS. NAUCZANIA

Wydziału Biotechnologii


dr hab. Jerzy Gubernator
(4)

