

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: www.spnjo.uni.wroc.pl

STAGE II

Recruitment of candidates at faculty level starts **21st January 2017**

The deadline for submitting the candidate's file is **14th February 2017**

Recruitment interviews: 21st February 2017

22nd February 2017: informing of recruitment results (by e-mail)

Coordinators allocate mobility places at USOSweb website

25th February 2017: candidates approve in the USOS system their allocated mobilities and update missing data

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.

17th 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 PEDAGOGY

§ 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 can take part in recruitment process (completing at least one semester is obligatory).
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. PhD students (as students of third-cycle programme) can participate in courses and accumulate the required number of ECTS points as arranged between both universities or they can carry out their own research without the need to attend courses and accumulate points. In this case students must nominate a supervisor/tutor at the foreign university, who will confirm completion of the programme.
6. 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.
7. 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.
8. 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.
9. Students have the right to join the recruitment process during break (leave of absence), however, they must have the status of active students.
10. 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.
11. Basic eligibility criteria are: average grade, motivation, command of appropriate foreign language.
12. The minimal average grade for the period of at last semester is **4,0**
13. Before mobility students must pass all previous courses and complete the previous year of studies (without conditional promotion).
14. Precedence shall be given to those applying for the first time

§ 2 Commission

1. Decision on selected candidates is made by the commission including: The Director of the Institute and the Institutional 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 Documents

1. Candidate's file should contain:
 - CV (in table format),
 - average grade certificate for the period of at least last semester issued by the Dean's Office,
 - cover letter containing justification for mobility and nominating up to 5 universities in ranking order along with semester in which the mobility shall take place,
 - proofs of scientific/cultural achievements, activity in student scientific associations etc. (copies),
 - 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, second year of Master's programme, fourth year of PhD studies,
2. All documents should be made in Polish/ English - in case of international students

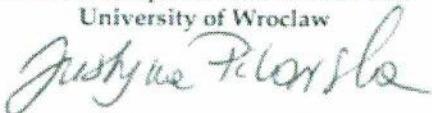
§ 4 Rules on mobilities

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.

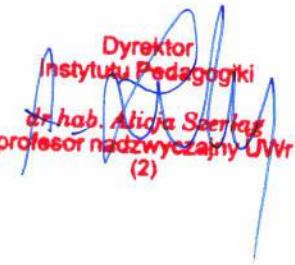
3. Students eligible for maintenance benefit shall also receive an individual grant (equivalent to 200 € per month). The total amount of the grant shall be financed from POWER fund.
4. Persons with disability status shall be able to apply for additional funds within a prescribed time.
5. Before leaving, 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 dr Justyna Pilarska, Erasmus+ Departmental Coordinator, Institute of Pedagogy

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Date: 28 October 2016

Regulations concerning recognition documents
submitted to the home institution after mobility under Erasmus+
for the students of the Institute of Pedagogy

Confirmation of stay is required both in the case of studies and traineeship

1. After mobility - grant for studies regulations

The sending institution must give full academic recognition for satisfactorily completed activities during the mobility period as agreed in the Learning Agreement, by using ECTS credits

1.1. Two weeks upon return, the student is obliged to provide the International Office with the set of documents confirming the mobility in accordance with the conditions of the student's contract and formal recognition.

1.2. The basis of the after mobility recognition consist of the corresponding and fully in accordance documents of the student concerning the mobility, i.e. annex to curriculum, individual agreement (Learning Agreement), etc.

1.3. After the mobility the student makes formal recognition immediately after returning to home (sending) university and upon receiving the Transcript of Records. In case the receipt of Transcript of Records is delayed, the student is obliged to explain the matter at the Dean's Office (e.g. providing a request for prolongation of the exam session due to the occurred delay).

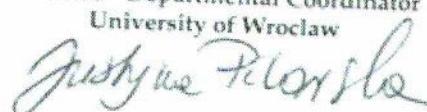
2. After mobility - traineeship regulations

After mobility LA for training Table D includes a traineeship certificate by the receiving institution/enterprise, and a confirmation of the training period. It confirms start and end date of the mobility period and therefore serves as a verification that the payment of the grant was in accordance with the actual length of the exchange. The start date is the first day of attendance in an institution, e.g. orientation or language training. The end date is the final date the student is required to be present in the institution.

2.1. The basis of the after mobility recognition consist of

- ✓ **Erasmus Certificate**, i.e. a certificate confirming the period of a completed traineeship from the host institution (the period of traineeship must coincide with the period sated in the contract).
- ✓ **Report from the traineeship** (in Polish) concerning the range of duties in the host institution, organization of work, and the gained qualifications.
- ✓ **Completed questionnaires**. Each student is obliged to complete **two questionnaires**: one for the International Office at the individual online account, accessible online, and the other, web-based, for the National Erasmus Agency in Warsaw, accessible via individual link that will be sent to the student's email address.

Regulations drafted by dr Justyna Pilarska, Erasmus+ Departmental Coordinator, Institute of Pedagogy

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