

## **ERASMUS+ STUDIES**

### **Introductory information**

Recruitment process for study mobilities in 2016/2017 academic year shall take place between December 2016 and March 2017. Places for winter and summer semesters of 2017/2018 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 on **25 November 2016** and 11 January 2017 (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>

You should take this exam only if the language of the instruction is other different than English.

#### **STAGE II**

Recruitment of candidates at faculty level (November 2016-March 2017)

Completion of recruitment at faculty level 3 March 2017.

#### **STAGE III**

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

17 March 2016 – 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 Political Science (BA and MA Programmes in English)**

#### **§ 1 Candidates**

1. Students of **second year of BA programme** and **first year of MA programme** can take part in recruitment process
2. Third-year students of first-cycle programme 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.
3. 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.
4. 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.
5. Students have the right to join the recruitment process during break (leave of absence), however, they must have the status of active students.

6. 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.
7. Basic eligibility criteria for students are: motivation, command of appropriate foreign language.
8. Before mobility students must pass all previous courses and complete the previous year of studies. Leaving after conditional promotion is possible only with the consent of faculty authorities

## **§ 2 Commission**

1. Decision on selected candidates is made by the commission including: Vice Director of the Institute of Political Science for International Cooperation and Learning Outcomes Coordinator for Studies in English
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. 24 November – 13 January 2016 - I stage of recruitment process – submitting candidate's file to the Student Office at the Institute of Political Science (room 107)
2. 15 January 2016 - publication of recruitment results (sent by e-mail). Coordinator allocates mobility places at USOSweb website.
3. Until 20 January 2016, candidates approve in the USOS system their allocated mobilities and update missing data.
4. 20 January - 4 March 2016 - students selected for mobilities create their individual accounts at the website *international.uni.wroc.pl* in order to prepare application forms.
5. Submitting to the International Office application form signed by the faculty coordinator.
6. Until 17 March 2017 – submitting to the International Office recruitment reports

## **§ 4 Documents**

1. Candidate's file should contain:
  - CV (in table format),
  - 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); it refers to other languages than English

- 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,
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.** Persons with disability status shall be able to apply for additional funds within a prescribed time.

**4. 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)

**Students are obliged to follow other rules of the Faculty of Social Sciences designed for participants of mobility programmes:**

<http://dziekanat.wns.uni.wroc.pl/stypendia/6-stypendia/629-zasady-rozliczania-erasmus.html>

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

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