

# ERASMUS+

Information about the programme  
for the students and PhD students  
at the University of Wrocław

Recruitment 2023/2024

Erasmus Days, 16-17th November 2022  
International Office



# 1. General information about the Erasmus+ programme



## Erasmus

*EuRopean Community Action Scheme for the Mobility of University Students*  
– educational programme founded by the European Commission in 1987.

Polish universities, including the University of Wroclaw, joined it in 1998/99.

Previous phases and names of the programme:

1987-1993 – Erasmus

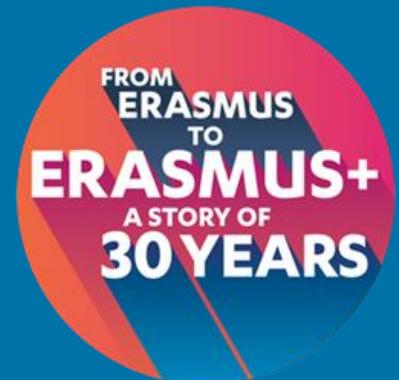
1994-1999 – Socrates I (Socrates/Erasmus)

2000-2006 – Socrates II (Socrates/Erasmus)

2007-2013 – The Lifelong Learning Programme (LLP-Erasmus)

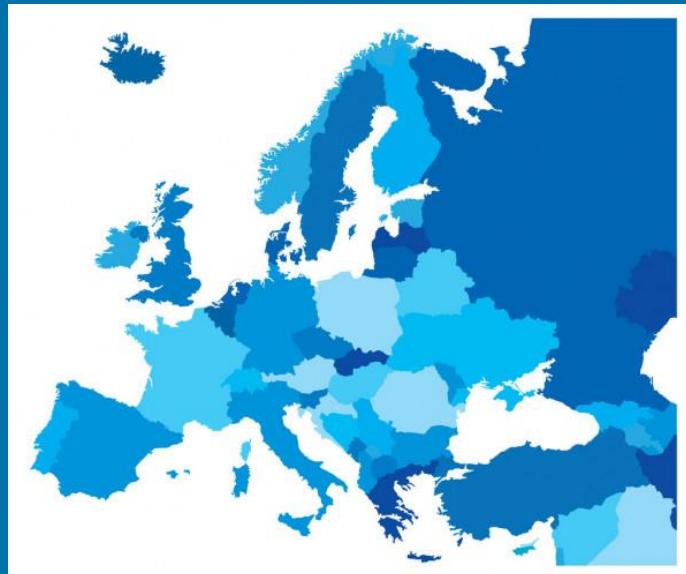
2014-2020 - **ERASMUS+ programme**

In 2021 we entered the newest 6-year phase  
of the Erasmus+ programme planned for years **2021-2027**



## Erasmus programme countries:

- all the **EU countries**
- **EEA countries** (Iceland, Norway, Liechtenstein)
- 3 three candidate countries for joining the EU:  
**North Macedonia, Serbia and Turkey**
- Switzerland & UK  
(only Erasmus studies, no Erasmus placements)



## General conditions

- **Every student and PhD student** of the University of Wrocław can participate in the programme.
- The candidate's country of **origin, citizenship or age do not matter** in the recruitment process.
- At the time of departure, you must have **completed at least the first year** of undergraduate studies, which means that you can already start recruitment in the first year \*, so that after its completion you can take part in the programme

\* faculties have the right to introduce their own regulations in this area, indicating the best semester in terms of the study program for the implementation of the trip



## Erasmus+ student status

- The period of Erasmus studies/placement is an **integral part of the study programme** at the University of Wrocław
- **All achievements** obtained at the partner university will be **recognized** at the home faculty
- Information about the completed mobility is entered in the supplement to the diploma, together with a list of subjects or internships completed
- The student's rights and obligations are detailed in the **Erasmus Student Charter**, which is available the International Office website



## Studying in a foreign language

The general assumption is that you should know the **language of the country** you want to go to, although in many countries it is often enough to know **English** (in Scandinavian countries, Belgium, the Netherlands and others).

Therefore, when planning a trip to study, for example, to Italy or Spain without knowing the local language, **check on the university website whether it offers courses in English** in a given field.

It cannot be absolutely assumed in advance that every university participating in Erasmus+ offers classes in English for every subject.



## Erasmus Coordinators – academic teachers responsible for the programme at the faculty/department level

- they cooperate with partner universities, sign exchange bilateral agreements
- annually **prepare recruitment regulations**
- **recruit students** for Erasmus study and Erasmus internship
- help the students in the selection of subjects - **LEARNING AGREEMENT**, that will be carried out abroad
- with their **support the recognition** by the dean's office of the achievements gained abroad takes place.
- The **list of Erasmus Coordinators** at UWr:  
<https://international.uni.wroc.pl/en/incoming-exchange-students/erasmus-exchange/exchange-coordinators>



**Bilateral agreements** with partner universities, which establish the details of student exchange under Erasmus+, are signed at the faculty/department level.

It means that every faculty/department at the University of Wrocław has its **own list of partner universities** (bilateral agreements), so a student of e.g. mathematics has a different offer of universities available for exchange than, for example, a student of political science.

**The list of bilateral agreements** for individual faculties/departments can be checked **on the website of your faculty or department** as well as on the website of the International Office.



## Erasmus + exchange types:

- **Erasmus + studies** - going for part of the studies to the partner university abroad, **long-term mobility 2-12 months**
- **Erasmus + internships** or graduate internships – professional training at company, institution, or organization located abroad in a country participating in the Erasmus+ programme, **long-term mobility 2-12 months**
- **NEW!!! Short-term mobility from 5 to 30 days** – participation in an intensive short course Abroad, in one of the programme countries, such as BIP (*Blended Intensive Programme*), summer or winter school or another course or internship intended for students



## **MOBILITY CAPITAL** - the number of months spent abroad with Erasmus+

When calculating the mobility capital, one should add up the months of all the trips of both kinds: studies and internships.

Each student has the opportunity to take part in the programme several times, but it is important to remember about the so-called mobility capital.

Mobility capital is calculated separately for each level of study (BA, MA, PhD), i.e. when you upgrade to the next level of study, the "capital meter" is reset.

**Mobility capital for one level of study is 12 months** (this is the maximum number of months you can spend on Erasmus studies or placements).

In the case of long-cycle studies – 5 years (e.g. law, psychology) the mobility capital is doubled and it is 24 months.



## Recruitment rules of participation in Erasmus exchange

- issued separately by each faculty or department by its Erasmus Coordinator
- the rules define the details of recruitment, such as deadlines or the level of the required average grade (may differ from department to department)
- the recruitment rules are **published on the faculty or department websites** and the links are also available on the site of the International Office



## Monthly Erasmus grant – long-term mobility 2-10 months

studies	placements	Destination country
550 EUR	700 EUR	Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Lichtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden, UK & Switzerland (only studies!)
450 EUR	600 EUR	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Lithuania, Latvia, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey



## Daily Erasmus grant – short-term mobility

e.g. BIP- Blended Intensive Mobility - special intensive programmes, summer schools, etc.

Length of mobility	Daily rate	Inclusion support for students with fewer opportunities
5 - 14 days	70 EUR/day	100 EUR/mobility
15 - 30 days	50 EUR/day	150 EUR/mobility



## GREEN TRAVEL

- **travel by low-emission means of transport** such as bus, train or car-sharing
- possible individual support for living costs for up to 4 additional travel days
- **additional EUR 50** for meeting the requirements related to "green travel" for students who do not receive the standard travel lump sum



## Erasmus grant

- When planning mobility with the Erasmus+ programme, please note that **Erasmus grant is contributory** and does not fully cover the real costs of living in a host country
- **Maximum period of the grant payment:**
  - Erasmus studies - 2 to 10 months
  - Erasmus internships - 2 to 10 months
  - Erasmus graduate internship - 2 to 5 months
- payments of other scholarships (research, doctoral, etc.) paid at the faculty are not withheld during the Erasmus studies or placements
- **Students with disabilities** may apply for additional funding from the Erasmus programme to cover additional costs;  
for details please contact the International Office



## Tuition fees at the University of Wrocław and Erasmus

- Going for Erasmus studies or placements does not exempt the fee paying students from the fees for studies at the University of Wrocław, except for the graduate internship, which takes place after graduation.
- The payment of the Erasmus grant can be made only after the payment of the tuition fee for the year in which the Erasmus exchange will take place.
- There is no tuition fee for studying at a Erasmus host University.



## Number of places for Erasmus+ studies and internships

For many years, the number of outgoing students has remained more or less unchanged.

There are about 450 students of UWr going for Erasmus+ studies every year, sometimes it is closer to 500 and sometimes 400, while as for Erasmus+ internships, around 130 students and graduates are sent to companies abroad.

Unfortunately, the above numbers do not cover all the vacancies available for students at University of Wroclaw, so we can ensure that all candidates who successfully pass the recruitment proces can receive funding in accordance with the rules of the Erasmus+ programme.



## 2. Recruitment for Erasmus+ studies long-term mobility



## Erasmus language recruitment

Students of UWr studying in English are not required to take English knowledge tests, as their language skills were tested before their enrolment at the University of Wroclaw.

If the **language of instruction at the host university is not English**, the student is obliged to undergo an interview in a given language at the Foreign Language Centre of the University of Wroclaw, unless presenting a language certificate in this language. On-line dates of interview to choose from: 09/12/2022 or 20/01/2023.

Signing for the interview, as well as sending **certificates of knowledge of a foreign language other than English (scans)** should be done by e-mail to:

[lidia.janota@uwr.edu.pl](mailto:lidia.janota@uwr.edu.pl)

(deputy head of the UWr Language Centre)

The **results of the interviews and the lists of verified certificates of other languages** will be sent to Erasmus Coordinators at faculties or departments, who are responsible for the recruitment.



## Recruitment for Erasmus + studies

- takes place at the home faculty or department
- is organised by the institute/faculty Erasmus Coordinator
- Recruitment period: **January - February 2023** - detailed guidelines are specified in the recruitment rules, which are published by the Erasmus Coordinator at the faculty/department website
- Recruitment for Erasmus studies applies to exchanges planned **both in the winter and summer** semester of 2023/2024
- Possible **additional recruitment** - October 2023 for Erasmus studies in the summer semester 2023/2024, depending on vacancies available



**After the successful completion of the recruitment process** of the student, the Erasmus Coordinator assigns a vacant place at the host university in the USOS system.

Following steps to undertake by the student after that:

- to fill in all the required data on your personal profile in USOS, confirming your willingness to go on Erasmus studies
- to go to your individual account in the **database of the International Office** <https://international-applications.uni.wroc.pl/> and choose an option: Erasmus studies
- Recruitment for Erasmus+ studies ends on the 3rd March 2023



## Preparation before the Erasmus+ trip

Shortly after the 3rd March 2023, when the recruitment is completed, a new presentation for the recruited students will be published and it will contain the following information:

- **nomination** of recruited students to the host universities abroad
- **application process**, info about documents and requirements that may be requested by a host university
- **financial agreement and transfer of Erasmus grant** to the students' bank accounts
- accommodation, insurance, **visas**
- language courses
- departure settlements



## Temporary residence permit in Poland – important notice

Due to the long delays in issuing by the Polish authorities of the decision on the temporary residence permit for non-EU students in Poland, it is recommended to start the necessary application procedure as soon as possible, not waiting until the Polish visa has expired.

International students whose Polish visas expire, and who have not yet legalised their stay in Poland, may face problems with leaving Poland to go for an Erasmus exchange to another European country.



### 3. Recruitment for Erasmus+ placements



## Two types of Erasmus placements:

**Student placements** – to do at the time of the study period, usually during the holiday months, but also exceptionally during the semester – but only after obtaining special permission from the dean of the faculty;  
- financing period from 2 to 10 months

**Graduate placements** – to apply for during the studies, but to do after obtaining graduate status, i.e. after defending the thesis;  
- financing period from 2 to 5 months

## Important!

**Recruitment for graduates** must take place during the studies, which is up till BA, MA or PhD defence

If the defence is not held by September 30th of a given year, please note that after September 30, **you lose your student status**, which makes it impossible to apply for a graduate placement.

The graduate placement must be **completed within 12 months** from the date of defence!



## When planning Erasmus placement

- You can find a company yourself. When writing an e-mail to the company, you can inform them about the rules of Erasmus+ placement by providing them with a useful link: [http://ec.europa.eu/programmes/erasmus-plus/national-agencies\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/national-agencies_en.htm)

IMPORTANT: when looking for a company, remember that it is not allowed to do Erasmus placement at a European institution or organisation managing Community programmes, to avoid potential conflicts of interest

- you can use the database of companies who are interested in accepting trainees on: <https://international.uni.wroc.pl/wymiana-wyjazdy/erasmus-praktyki/oferty-praktyk>
- You may apply to a university as a host institution of your Erasmus placement, for example to the International Office or to one of the university laboratories



## Recruitment for an Erasmus placement is continuous

- it means that you can apply and be recruited at any time, no deadlines

Steps of the recruitment:

- 1) to confirm knowledge of a foreign language - if you need to examine your language, other then English, you can arrange an individual date for an interview at the University Language Centre, mail to:  
[lidia.janota@uwr.edu.pl](mailto:lidia.janota@uwr.edu.pl)
- 2) to go to your individual account in the database of the International Office  
<https://international-applications.uni.wroc.pl/> and choose an option:  
Erasmus placements
- 3) to fill in the required fields and prepare an online Application Form  
(*Formularz Zgłoszeniowy*) in your account on <https://international-applications.uni.wroc.pl/>
- 4) Recruitment by Erasmus Coordinator – individually agreed date



**From that moment on, your Erasmus placement is being managed with the support of the International Office**

Your Erasmus placement application form – *Formularz Zgłoszeniowy* will reach International Office

Further steps in the application system <https://international-applications.uni.wroc.pl/> are being taken, which makes further documents available to download and sign: **Training Agreement, financial agreement**

Other important details necessary to prepare the trip (visa, accommodation, insurance) are available at:

<https://international.uni.wroc.pl/en/current-students/exchange-possibilities/erasmus-traineeships#before-the-traineeship>



## 4. Short-term mobilities

BIPs, summer schools, short research internships



## Short-term mobilities, what is it?

- lenght: 5 to 30 days
- type: BIP – Blended Intensive Programme (blended means there is an obligatory virtual component in the programme)
- other possible types of mobility: summer or winter school, intensive courses, internship
- mandatory virtual component before, during or after mobility (only BIP)
- 3 ECTS – to obtain obligatory by the students

## Where to find offers for short-term mobilities?

- ask your Erasmus coordinator, maybe your Faculty participates in BIP
- follow the announcements posted on the International Office website
- sign in for the International Office newsletter
- search international universities websites



- **The recruitment for the short-term mobilities is continuous**, which means that you can qualify at any time
- Proof of language skills; language certificate or the interview in a foreign language at the UWr Language Centre
- Application Form (*Formularz Zgłoszeniowy*) to be prepared in the International Office application system
- Recruitment by the Faculty Erasmus coordinator - individually agreed dates
- The Coordinator's signature on the Application Form means an acceptance of the short-term mobility. Such a document must be delivered to the International Office.



## 5. Other exchange offers



When you go on Erasmus or any other exchange, you can apply for additional funding under:

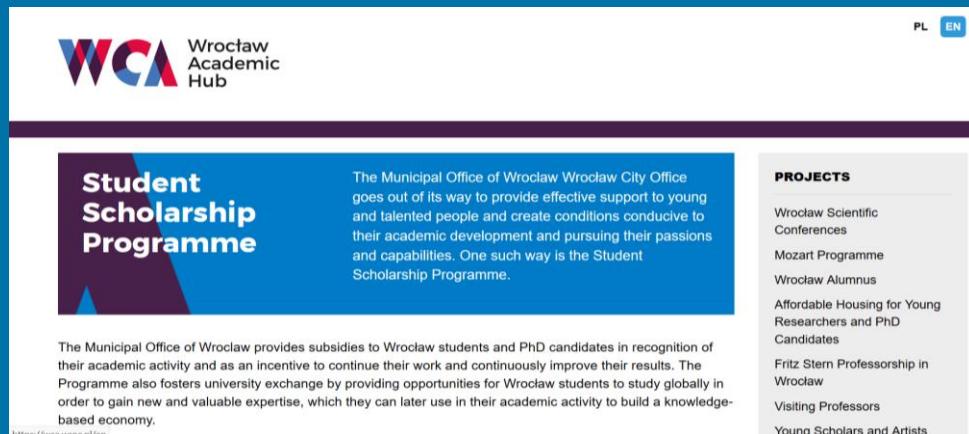
## **Student Scholarship Programme of the Municipal Office of Wrocław**

The Programme was initiated by the President of Wrocław and coordinated by the Academic Cooperation Bureau at the Wrocław City Office.

The scholarships are funded by the commune of Wrocław

Students can apply directly via the website:

<https://wca.wroc.pl/en/student-scholarship-programme>



The screenshot shows the Wroclaw Academic Hub website. The top navigation bar includes the WCA logo, the text 'Wrocław Academic Hub', and language options 'PL' and 'EN'. The main content area features a blue banner with the text 'Student Scholarship Programme'. Below the banner, a text box explains the programme's purpose: 'The Municipal Office of Wrocław Wrocław City Office goes out of its way to provide effective support to young and talented people and create conditions conducive to their academic development and pursuing their passions and capabilities. One such way is the Student Scholarship Programme.' Another text box at the bottom provides more details: 'The Municipal Office of Wrocław provides subsidies to Wrocław students and PhD candidates in recognition of their academic activity and as an incentive to continue their work and continuously improve their results. The Programme also fosters university exchange by providing opportunities for Wrocław students to study globally in order to gain new and valuable expertise, which they can later use in their academic activity to build a knowledge-based economy.' At the bottom left, there is a link: 'https://wca.wroc.pl/en'. To the right, a sidebar titled 'PROJECTS' lists various initiatives: 'Wrocław Scientific Conferences', 'Mozart Programme', 'Wrocław Alumnus', 'Affordable Housing for Young Researchers and PhD Candidates', 'Fritz Stern Professorship in Wrocław', 'Visiting Professors', and 'Young Scholars and Artists'.



- Students of the University of Wroclaw have the opportunity to complete a semester study under university bilateral agreements.
- The exchange program allows you to complete a semester or one-year study period at a partner university **without tuition fees**.
- Additionally, some of the universities guarantee **scholarships or free accommodation**.
- The offer includes partner universities from five continents of the world.
- The most popular destinations chosen by students are:  
South Korea, the USA, Japan, and Canada



## Student recruitment

- central recruitment - by the International Office
- completion of recruitment 28.02.2023
- recruitment details and a list of partner universities can be found at the International Office website:  
<https://international.uni.wroc.pl/en/current-students/exchange-possibilities/bilateral-agreements>



For over 15 years the University of Wroclaw has been the only university in Poland participating in the **International Student Exchange Program (ISEP)**. The programme offers one-semester exchange programme at a US University.

ISEP operates on the basis of a two-way exchange, which means that the outgoing student covers the cost of living \* of an American student, and a student from the USA co-finances a student from the University of Wroclaw.

As a result, the student being abroad receives a free place in the student dormitory and the meals.

\* obligatory one-time payment to the UWr account in the amount of PLN 5,000 (1000 PLN x 5 months) for the maintenance of an American student at UWr.

Additionally, the outgoing student is charged with fees:

- "application fee" of \$ 100,
- "acceptance fee" of \$ 395
- visa and insurance costs



## Participation in the ISEP programme guarantees:

- exemption from tuition fees at an American university
- a place in a student house and board (previously paid for by an American student)
- additionally, the University of Wrocław co-finances travel costs of UWr students

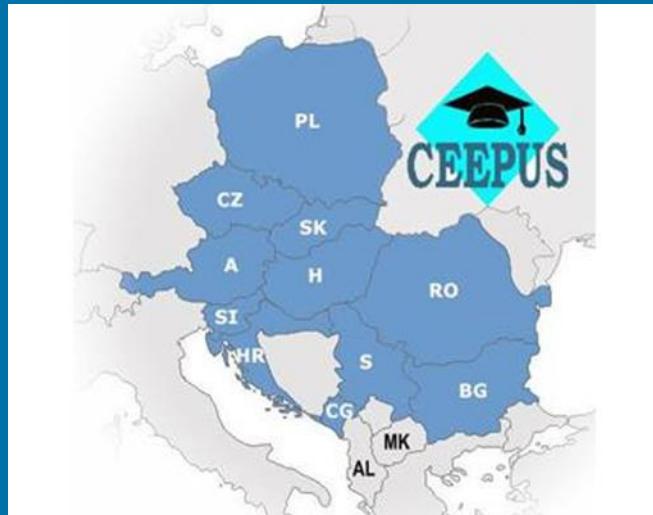
More information on ISEP and recruitment on the website:

<https://international.uni.wroc.pl/en/current-students/exchange-possibilities/isep>



## What is CEEPUS?

- University of Wrocław students, who are citizens of one of the CEEPUS member states may pursue part of their studies at a selected university in another member state.
- CEEPUS Program member countries are: Austria, Albania, Bulgaria, Croatia, Czech Republic, Macedonia, Poland, Romania, Serbia, Montenegro, Slovakia, Slovenia and Hungary.



## How to apply

- Eligible students can apply for participation in the programme directly via its website: <http://ceepus.info/#nbb> - by completing the on-line form
- Students can also apply for a scholarship at a partner university within the academic network of which the University of Wrocław is a partner or outside the network - as a freemover. Academic Network Search <https://www.ceepus.info/public/network/network.aspx#nbb>
- The scholarship is paid by the host university
- Additionally, students can apply at the International Office for the **travel cost refund** (based on tickets, up to the limit of travel costs by the cheapest means of transport)

More details about CEEPUS programme at:

<https://international.uni.wroc.pl/en/current-students/exchange-possibilities/ceepus>



## 6. International Office – contact details



Visitors and postal address:  
International Office, Pl. Uniwersytecki 1, 50-137 Wrocław  
Main University Building, 1st floor, room 109,

Institutional Coordinator of Erasmus+ programme:  
Barbara Skałacka-Harrold [barbara.skalacka-harrold@uwr.edu.pl](mailto:barbara.skalacka-harrold@uwr.edu.pl)

Erasmus + studies:  
Anna Sas-Korobczak [anna.sas-korobczak@uwr.edu.pl](mailto:anna.sas-korobczak@uwr.edu.pl)  
Joanna Skotnicka [joanna.skotnicka@uwr.edu.pl](mailto:joanna.skotnicka@uwr.edu.pl)

Erasmus+ placements:  
Zofia Pietrzkiewicz [zofia.pietrzkiewicz@uwr.edu.pl](mailto:zofia.pietrzkiewicz@uwr.edu.pl)

Other exchange programmes:  
Marta Bławat [marta.blawat@uwr.edu.pl](mailto:marta.blawat@uwr.edu.pl)

Office phone numbers: +48 71 3752703/ +48 71 3752705



If you still hesitate, watch at the reports of former Erasmus students, then some of your doubts may disappear...

Why not take part in the recruitment and experience the benefits of exchange programmes!

Remember not everyone has been given this unique opportunity!

And most importantly, you can count on the help of our office at every stage ☺

More information at the International Office website:  
<https://international.uni.wroc.pl/>

