

Principles of recruiting students and PhD students for scholarships under the Erasmus+ programme in the academic year 2022/23

1. Applicants

- Persons registered at the first or second study cycles, or at uniform Master's studies, and doctoral candidates and doctoral school participants can apply for an Erasmus grant.
- Applicants seeking to participate in the programme have to complete at least the 1st semester of the 1st year of studies.
- 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 a well-documented motivation for the trip.

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.

Mobility Types. Recruitment – general information

3. 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 Committee.
- The Recruitment is conducted from December 2021 to March 2022. Places for both winter and summer semesters in the academic year 2022-2023 will then be allocated.
- Additional recruitment will be conducted in September-October 2022, only if the University of Wrocław has grants to manage and assign. The recruitment will be conducted for the second semester of 2022-2023.
- 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 at the Faculty of Social Sciences is 20 ECTS. The recommended number of ECTS is 30 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 attending classes and 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 travelling for research purposes) to 10 months (for annual trips).

STAGE I – Language Command Test

Interviews in relevant foreign languages (English, German, French, Spanish, Portuguese, Italian) are conducted in the Department of Practical Foreign Language Teaching (SPNJO); registration and interview dates are published at <http://www.spnjo.uni.wroc.pl/>

STAGE II – the Recruitment at the Faculty Level

Until 25th of February 2022 – submission of Applicants' portfolios to the Institute Coordinator – prof. Katarzyna Kajdanek

28th February 2022 – recruitment (interview online)

28th February 2022 – publishing of recruitment results and allocation of places by coordinators, in Usosweb

4th March 2022 – the end of recruitment.

4. Traineeship during studies for students of the first and second study cycles, and for doctoral candidates (Erasmus+ Traineeship)/KA131

- The Recruitment is conducted at faculties/institutes, by Erasmus+ Programme Coordinators acting within the faculty/institute 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 Manager at their home faculty/institute.
- For a mobility planned during a semester, the Dean's consent for the Individual Course of Study is required.
- Co-funding for the period from 2 to 10 months.

5. Mobility for Graduate Traineeship/KA131

- 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 at faculties/institutes and led by Erasmus+ Programme Coordinators acting within the faculty/institute Recruitment Committee. The recruitment is continuous.
- Language command tests are conducted on an individual basis; please contact SPNJO.
- Grants are for periods from 2 to 5 months.

6. Short-term mobility – students depart to participate in an organised activity, e.g., summer/winter school or other short-term academic mobility, 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).
- When it comes to Studies, a minimum of 3 ECTS must be earned.
- The Recruitment is conducted out at faculties/institutes by Programme Coordinators.
- The Recruitment is continuous, until all places are allocated.
- Language command tests are conducted on an individual basis; please contact SPNJO.

7. Recruitment Documents

An Applicant's mobility portfolio should include:

1. CV (tabular) with Candidate's full contact details (phone number, e-mail)
2. Certificate from the Dean's Office regarding Grade Point Average for the period
 - a. For the previous semester in case of 1st year candidates
 - b. For the previous academic year in case of other candidates.

3. Declaration regarding any previous mobility (mobility capital) – the template is attached under this link: https://www.sociologia.uni.wroc.pl/attachments/rules-of-settlement-of-ERASMUS-Program_2019-02-18_13-19-56.docx
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).
6. **For Erasmus+ Studies 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.
https://www.sociologia.uni.wroc.pl/attachments/THESIS-PROMOTERS-OPINION_2019-02-18_13-21-25.docx
7. **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.
8. All documents should be prepared in English
9. The portfolio should be completed, signed with name, surname and ID number of the Candidate and delivered to the Coordinator, prof. Katarzyna Kajdanek by February 25th, 2022.

Attention!

An Applicant seeking for a mobility carried out under Erasmus+ is obliged to generate an application form in their individual profile in the database of the International Office <https://international-applications.uni.wroc.pl/>.

The consent to the mobility is granted by the signature on the document mentioned above, which should then be submitted to the International Office.

Persons applying for the Erasmus+ Studies are excluded from this procedure, as the approval is granted through the USOS system (online).

8. Committee

- Decisions on qualifying candidates are made by the Committee whose composition is decided by the Dean.
- 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 the Dean's approval, may individually recruit Applicants outside the regular recruitment (Erasmus+ Studies).
- The Coordinator, upon the approval of the Dean, 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.

9. Grants under the Erasmus+ Programme/KA131 and KA171

- The Erasmus+ Programme grant rates are calculated and paid in accordance with the information provided by the Foundation for the Development of the Education System (Fundacja Rozwoju Systemu Edukacji, FRSE) for a given year.
- For a long-term mobility (Erasmus+ Studies/Traineeship), grant rates are calculated using a monthly rate assigned to a given country. The total amount is calculated with accuracy rounded down to one day.
Grants for mobility in Programme Countries (EU):
Studies: 450/500/520 EUR/month – monthly rate per country of the group
Traineeships: 600/650/670 EUR/month – monthly rate per country of the group
Grants for mobility in Partner Countries: Studies/Traineeships: 700 EUR/month
- For a short-term mobility, the daily rate is the same for all countries, 70/50 EUR/day (up to 14 days/more than 14 days).
- Students with so called "fewer opportunities", i.e., those who receive a maintenance grant at the faculty, may receive higher financial support for their mobility: Study/Traineeship/additional 250 EUR/month.
- Students with disabilities may apply for additional funding to cover costs resulting from their disability. Grants are settled on the basis of actual costs (invoices and receipts).

- Students with fewer opportunities and disabilities receive a lump sum towards the cost of travel. Rates are calculated using the distance calculator applicable for the Erasmus+ Programme. Co-financing for travel is also granted to participants of the Erasmus+ Partner Countries Programme.
- Green travel – (50 EUR/one-time payment). Co-financing for a mobility in which a train, bus, car was used as means of transport. The ticket must be presented. Co-financing is granted for long-term and short-term trips, where no lump sum for travel was charged.

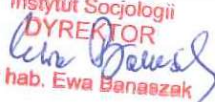
10. Financial Agreement. Settlement

- Grants under the Erasmus+ Programme are disbursed upon signing a financial agreement related to the mobility and submitting it to the International Office along with all required attachments: a learning agreement for study/traineeship, a copy of insurance certificate.
- Grants are paid in two instalments: 80% (before the trip) and 20% (after the mobility is settled).
- In the event of extending a mobility by another semester (Erasmus+ Studies), an additional payment is envisaged.
- A mobility is settled by the International Office upon submitting the confirmation of mobility issued by the receiving institution (a confirmation of the length of stay, Transcript of Records – for studies, changes to LA, if applicable). Moreover, each Participant is obliged to prepare and submit an EU-survey online.
- Apart from settling their mobility with the International Office, every participant is obliged to settle it with their home faculty according to the Rules described here:

https://www.sociologia.uni.wroc.pl/attachments/rules-of-settlement-of-ERASMUS-Program_2019-02-18_13-19-56.docx

Institut Socjologii
Z-CIA DYREKTORA DS. DYDAKTYCZNYCH

dr hab. Kamilla Dolinska

Institut Socjologii
DYREKTOR

dr hab. Ewa Banaszek