

ERASMUS+ TRAINEESHIPS

Introductory information

Recruitment process for Erasmus + Traineeships in 2017/2018 academic year shall take place from December 2017 until such time as all places have been filled. The Traineeships can be carried out between 1.06.2017 and 30.09.2018

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 law, administration and economics (field of study)

§ 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, second year of uniform Master's, first year of second-cycle programmes and PhD students can take part in recruitment process.
4. 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.

5. Students have the right to join the recruitment process during break (leave of absence), however, during the mobility they must have the status of active student or the status of recent graduate.
6. If the traineeship is carried out during teaching period the student must arrange individual schedule for his studies.
7. Basic eligibility criteria are: a command of a foreign language, the hitherto academic achievements and the planned training programme. When the number of applications exceeds the number of available seats, the priority is to be given to candidates maintaining at least 4,0 Grade Point Average (GPA).
8. Before mobility students must complete the previous year of studies.

§ 2. Commission

1. Decision on selected candidates is made by the commission including: vice- dean, Erasmus coordinator and director of the Institute or the Head of the Centre for Teaching Law in Foreign Languages.
2. The commission makes decide if a company/institution is appropriate place to conduct a traineeship. The traineeship should relate to field of studies.
3. The Coordinator may, upon the approval of the Dean, nominate students for the remaining seats.

§ 3. Deadlines

1. Submitting to the International Office application form signed by the faculty coordinator at least one month before start of the traineeships.
2. Submitting to the International Office Learning Agreement for traineeships signed by the faculty coordinator and by the receiving institution at least two weeks before start of the traineeships.

§ 4. Documents

3. Candidate's file should contain:
 - CV (in table format),
 - average grade certificate for the hitherto period of studies issued by the Dean's Office,
 - a Letter of Acceptance by the receiving institution declaring the readiness to accept the candidate within the placement scheme
 - cover letter containing justification for mobility
 - proofs of scientific achievements, activity in student scientific associations etc. (copies),
 - a confirmation of command of (a) given foreign language(s) issued by the Foreign Language Centre or the Centre of Teaching Law in Foreign Languages
 - declaration on previous mobilities (mobility capital),
 - permission for individual schedule for studies.

§ 5. Rules on mobilities

5. According to the information provided by the Foundation for the Development of the Education System the amount of an individual Erasmus grant for trianeeships is:
 - a) 600 € – Austria, Denmark, Finland, France, Ireland, Liechtenstein, Norway, Sweden, Great Britain, Italy;
 - b) 500 € – Belgium, Croatia, Cyprus, Czech Republic, Greece, Spain, Holland, Iceland, Luxembourg, Germany, Portugal, Slovenia, Turkey;
 - c) 400 € – Bulgaria, Estonia, Lithuania, Latvia, Macedonia, Malta, Romania, Slovakia, Hungary.
6. 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.

7. Persons with disability status shall be able to apply for additional funds within a prescribed time.
8. **Before leaving, students are obliged to prepare the Learning Agreement for Traineeships and sign: 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.