

Recruitment regulations for Erasmus + study for Law, Administration, Economics, Criminology, LL.M., Criminal Justice, AIO, MME, BBA

Introductory information

Recruitment process for study mobilities in 2020/2021 academic year shall take place between December 2019 and March 2020. Places for winter and summer semesters of 2020/2021 academic year shall then be allocated. Additional recruitment shall be carried out between September and October 2020 only if there are vacancies available. Recruitment shall concern mobilities for the second semester of 2020/2021 academic year.

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.

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 the period of 3 to 9 months. In the case of uniform Master's programmes the number of possible mobilities gets doubled.

Candidates

1. Erasmus funds are available to students of all types of programmes: part- and full-time Bachelor's, Master's and PhD.
2. Students of at least second year of first-cycle, second year of uniform Master's, students of second-cycle programmes and PhD students can take part in recruitment process.
3. 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.
4. 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.
5. 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 2020/2021 academic year.
6. 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.
7. 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.

8. Students have the right to join the recruitment process during break (leave of absence), however, they must have the status of active students.
9. 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.
10. Basic eligibility criteria are: average grade, motivation, command of appropriate foreign language.
11. The minimal average grade for the entire study period is 3,60 and a command of language needs to be graded at least at 4,0. When the number of applications exceeds the number of available seats, the priority is to be given to candidates maintaining at least 4,0 GPA.
12. Before mobility students must complete the previous year of studies.

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. 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. If there are vacancies available, a coordinator, with dean's permission, can autonomously carry out selection process apart from regular recruitment.
4. Appeals against decisions of the commission shall be directed to the Vice-Rector for International Cooperation and International Projects

Deadlines

STAGE I- Verification of foreign language

Verification of foreign language/s command. Foreign language placement interviews (English, German, French, Spanish, Portuguese, Italian) take place in the Foreign Language Centre.

STAGE II - Recruitment at faculty level

1. 15 February 2020 – submitting candidate's file (provide place)
2. 2-5 March 2020 - recruitment (e.g. interview)
3. 5 March 2020 - publication of recruitment results. Coordinators allocate mobility places at USOSweb
4. 5 March 2020 - candidates approve in the USOSweb their allocated mobilities

STAGE III - submitting the approved application form to the International Office

16 March 2020 – Submitting to the International Office application form signed by the faculty coordinator

Documents

Candidate's file should contain:

- CV (in table format),
- average grade certificate for the entire period of studies 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),
- a confirmation of command of (a) given foreign language(s) issued by the Foreign Language Centre or the Centre for Teaching Law in Foreign Languages,
- 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,
- a provisional Learning Agreement.

All documents should be made in English.

Rules on mobilitie

1. The amount of the scholarship under pr. Erasmus + studies are paid in accordance with the information provided by the Foundation for the Development of the Education System for a given year.
2. The selection process for students applying to study in Switzerland is carried out according to general rules of the project "Education 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 support from the 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 exchange studies are obliged to prepare the Learning Agreement (agreement on curriculum) and sign an amendment to study programme (in the Dean's 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 Univ.-Prof. Dr. Bartłomiej Krzan

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