

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

Introductory information

Recruitment process for traineeships mobilities in 2021/2022 academic year shall be continuous (starting in December 2020)

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 2 to 10 months. In the case of uniform Master's programmes the number of possible mobilities gets doubled. A recent graduate can receive funding for the period of 2 to 5 months.

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, first year 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. 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, they must have the status of active students.
6. Basic eligibility criteria for a recent graduate mobility: the condition for starting mobility is to submit an application at the moment of being a student of the University of Wrocław, it means till the defence of the Bachelor, Master or PHD title, but not later than 30th September of the year when your certificate of completion is awarded.
7. The traineeship must not collide with teaching obligations of a student. If the traineeship is carried out during teaching period the student must arrange individual schedule for his/her studies.
8. 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).
9. 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. The commission makes decision on whether a company/institutions is appropriate place to conduct a traineeship. The traineeship should relate to field of studies.
3. 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 (continuous recruitment)

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 (continuous recruitment)

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

- Submitting to the International Office application form signed by the faculty coordinator at least one month before start of the traineeships
- 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 traineeships.

Documents

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),
- written permission for individual schedule for studies in the case of mobilities taking place during the semester

All documents should be in English.

Rules on mobilities

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. Students eligible for maintenance benefit shall also receive support from the POWER fund (do not apply to recent graduates)
3. Persons with disability status shall be able to apply for additional funds within a prescribed time.

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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