

**Declaration no 4/2017
of the Dean of Faculty of Letters
University of Wrocław
from 25th October 2017**

**on the regulations of students' ERASMUS+ mobilities – Studies and Traineeships –
at the Faculty of Letters**

On the basis of §17 and §37.4 of Resolution no 26/2015 of the Senate of University of Wrocław from 25th March 2015 on Regulations of Studies at the University of Wrocław and according to § 19.3 of Resolution no 61/2017 of the Senate of University of Wrocław from 26th April 2017 on Regulations of PhD Studies at the University of Wrocław, I introduce detailed regulations for the organisation, conducting and validation of study and internship mobilities and for validating the semester for 1st, 2nd and 3rd cycle students who were awarded ERASMUS+ grants for Studies (attachment no 1) or Traineeships (attachment no 2).

The present Declaration was issued in two equivalent language versions : Polish and English.

Dean of Faculty of Letters



prof. dr hab. Marcin Cieński

Attachment no 1

ERASMUS+ STUDIES

Faculty of Letters

Introductory information

Recruitment process for study mobilities for the next academic year takes place between December and March. Places for winter and summer semesters of the next academic year shall then be allocated.

Additional recruitment shall be carried out between September and October, only if there are vacancies available. Recruitment shall concern mobilities for the second semester of the given academic year.

Recruitment process for study mobilities under the framework of Erasmus + is carried out in three stages:

STAGE I

Verification of foreign language/s command.

Foreign language placement interviews (English, German, French, Spanish, Portuguese, Italian) take place in the Foreign Language Centre. Details on registering and the list of foreign language certificates exempting from the obligation to take the interview are available at the Centre's website:

<http://www.spnjo.uni.wroc.pl/content/polscy-studenci>

STAGE II

Recruitment of candidates at faculty level (December to February)

Completion of recruitment at faculty level by the end of February

STAGE III

The candidates who have been nominated for mobilities create their individual accounts at the International Office's website *interntional.uni.wroc.pl* in order to prepare application form.

By the middle of March – deadline for submitting the approved application form to the International Office

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 at the Faculty of Letters

§ 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 first, second and third cycle can take part in recruitment process beginning from their 1st year. The mobility is generally not possible for the 6th semester of the first cycle, in exceptional cases the institutional coordinator can grant a permission to the mobility in the 6th semester, it is to be underlined though that this could result in late ending of first degree studies and lack of possibility for recruitment for the 2nd cycle studies. Detailed information about the recruitment in different departments is always issued by the institutional coordinator.
4. 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 UW.
5. 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.
6. 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 2018/2019 academic year.
7. 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.
8. PhD Students take part in the recruitment in the Institute/Department where they do their internship.
9. 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.
10. Students have the right to join the recruitment process during break (leave of absence), however, they must have the status of active students.
11. 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 (where the students can acquire the same learning outcomes as at their home university).
12. Basic eligibility criteria are: average grade, motivation, command of appropriate foreign language.
13. The minimal average grade, courses counted into the average and the period of studies concerned is given by the institutional coordinator.
14. Before mobility students must pass all previous courses and complete the previous year of studies (without conditional promotion*). Leaving after conditional promotion is possible only

with the consent of faculty authorities, the number of permissible conditional promotions is one.

15. Precedence shall be given to second and third degree students who have not yet participated in the Erasmus exchange.

§ 2 Commission

1. Decision on selected candidates is made by the commission including: Institutional Coordinator, Deputy Director of the Institute, Lecturer of the given institute.
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. The commission makes the decision on the semester in which mobility shall take place.
4. If there are vacancies available, a coordinator, with dean's permission, can autonomously carry out selection process apart from regular recruitment.

§ 3 Deadlines

1. January – middle of February - I stage of recruitment process – submitting candidate's file, according to the institutional coordinator's instructions.
2. Middle of February - recruitment (e.g. interview)
3. End of February - publication of recruitment results by the institutional coordinator. Coordinators allocate mobility places at USOSweb website.
4. Last week of February, candidates approve in the USOS system their allocated mobilities and update missing data.
5. First week of March – submitting the recruitment reports to the International Office
6. End of February - middle of March, students selected for mobilities create their individual accounts at the website *international.uni.wroc.pl* in order to prepare application forms.
7. Submitting to the International Office application form signed by the institute coordinator.

§ 4 Documents

1. Candidate's file should contain:

- CV (in table format),
- average grade certificate for the required period (printed for the USOS system),

- 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 (document to be downloaded for the institute website),
- proofs of scientific/cultural achievements, activity in student scientific associations etc. (copies),
- copy of a foreign language certificate (if the candidate did not participate in the placement interviews organised the Foreign Language Centre),
- 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,
- other document, if required by the institute coordinator

2. All documents should be made in Polish

§ 5 Rules on mobilities

1. Information about the amount of the individual Erasmus grant is provided by the Foundation for the Development of the Education System. 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.
2. Students eligible for maintenance benefit shall also receive an individual grant (equivalent to 200 € per month). The total amount of the grant shall be financed from POWER fund.
3. Persons with disability status shall be able to apply for additional funds within a prescribed time.
4. **Before leaving, students referred to partial foreign studies are obliged to prepare the Learning Agreement (agreement on curriculum) and sign:**
 - annex to curriculum (in the Dean's Office)
 - 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.

§ 5 Learning Agreement and Learning Agreement Changes documents

1. Students take up courses in the field which is the same or similar and where they can acquire the same learning outcomes as the one at their home University.


2. Learning Agreement (LA) and Learning Agreement Changes (LA Changes) should oblige the students to take up courses according to the demands of the point 1, but the courses do not have to be exactly the same as the courses in the home University.
3. For first and second degree studies:
 - a) Students elaborate the LA in cooperation with the institute coordinator who validates it by his signature. Students who take up seminars also need to contact their thesis director.
 - b) Students need to take up courses for 30 ECTS points, all or most of which have to be attained at the foreign University.
 - c) Associate Dean can give permission to obtain some of the ECTS points at the UWr during the mobility (extramural way), the permission can only concern :
 - subjects required in the study programmes, based on the Regulation of the Minister : foreign languages, physical education and business basics ;
 - BA and MA seminars, if it was impossible to find an equivalent seminar at the foreign University ;
 - Subjects indicated by the Erasmus+ Coordinator, if the Student got an insufficient grade at the UWr and has no other possibility of correcting it ;
 - Subjects indicated by the Erasmus+ Coordinator, if the Student got an insufficient grade at the foreign University and has no possibility of correcting it.
 - d) Students who do not obtain the required number of ECTS points (30 per semester) can be signed for the next academic year with a deficit of points or they repeat a year, according to the separate rules of the Faculty of Letters.
4. PhD Students during an Erasmus+ mobility:
 - a) Can take up courses at the foreign University and obtain the number of ECTS points required by their study programme at the UWr or they can carry out their own research without the need to attend classes. In this case students must nominate a supervisor/tutor at the foreign university, who will confirm the completion of the programme. When carrying out his own research during the mobility, PhD Student has to take up courses required in his study programme for the time of the mobility in a different semester of his PhD studies (after agreeing on the deadlines with the PhD Studies Director at the Faculty of Letters) ;
 - b) Prepare their LA with the Director of their thesis and present the document for signature to the Institute Erasmus+ Coordinator ;
 - c) Cannot complete any courses in UWr in extramural way ;
 - d) Prepare their LA Changes with the Director of their thesis. After being signed by the PhD Student and the Coordinator in the foreign University, the scanned document shall be sent to the Institute Coordinator in UWr ;

- e) Attach to their scan of LA Changes also the scan of the document "Podanie w sprawie wyjazdu za granicę mającego trwać dłużej niż miesiąc" signed before the mobility by the director of the thesis and the PhD Studies Director (the document to be downloaded for the Faculty website).
5. After arriving at the foreign University, Students (and PhD Students) prepare the final version of their studying programme (LA Changes). The document shall be signed by the Student and the Coordinator at the foreign University and sent in a scanned version to the Institute Coordinator in UWr for acceptance and signature.
 6. Institute Coordinator sends the scanned version of 1st and 2nd cycle Student's LA Changes with all signatures to the UWr International Office and leaves one copy in his archives.
 7. Institute Coordinator delivers a copy or a scan of LA and LA Changes of PhD Students to the Dean's Office (the PhD Studies department), the UWr International Office and leaves one copy in his archives.

§ 6 Validating the mobility

1. To validate the mobility and the semester, Student has to obtain 30 ECTS points (for courses taken up at the foreign University or for courses taken up at the foreign University and courses indicated by the Institute Coordinator to validate at UWr, with the permission of the Assistant Dean).
2. It is acceptable that the Student accumulate more than 30 ECTS points, the surplus is then transferred for the next semester of studies and can be used as point for an optional course. To validate a course from the foreign University as an equivalent of a course required in the study programme for the following semester is possible if the course in question is in the surplus of ECTS points and if its subject and learning outcomes are equivalent with the UWr course. The decision about validating such a course is made by the Associate Dean, based on a request from the Student accepted also by the Deputy Director of the Institute.
3. For PhD Students, the surplus of ECTS points can be a base for validating a UWr course for following semesters only if the course in question had learning outcomes equivalent to the UWr PhD Studies course. The decision about validating such a course is made by the PhD Studies Director, after consultation with the Director of the Student's thesis.
4. After obtaining the Transcript of Records (ToR) from the foreign University and validating the mobility at the International Office, Student comes to see his Institute Coordinator with the following documents:
 - Original ToR

- ToR translation into Polish, done by the student – the document should contain Students name, date and place of mobility, list of courses from the foreign University (course names translated into Polish and English), obtained ECTS points and original grades, as well as the number of teaching hours per semester for each course (45 min = 1 teaching hour). If Student has other certificates for courses not listed in the ToR, but taken up at the foreign University, those should be added to the ToR translation. The courses done in extramural way in UWr should also be listed on the document. The model of this document is to be downloaded from the Institute/Faculty website.
 - Student's "index" (if required) – prefilled with the name of the Institute Coordinator as the lecturer of the courses, names of the courses translated into Polish (as in the ToR translation), number of teaching hours and of ECTS points per course.
5. After the validation of the documents by the Institute Coordinator, the Student/PhD Student introduces the English and Polish translated course names into USOS system. In case of linguistic doubts – the decision is made by the Faculty Coordinator.
 6. PhD Students who conducted their own research during the mobility do not bring their ToR but a document from the tutor from the foreign University, confirming conducting of the research.
 7. Grades obtained by the Students of 1st and 2nd cycle are converted into Polish grades and added to the documents by the Institute Coordinator.
 8. Grades obtained by the PhD Students are converted into Polish grades and added to the documents by the Director of PhD Studies.
 9. The grades are converted basing on converting tables elaborated by the Institute Coordinators or given by the foreign University. In case of differences between those two tables, the Coordinator should choose the option more favorable for the Student.
 10. Student submits filled and signed documents (and "index" if required) in the Dean's Office to validate the semester.

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Attachment no 2

ERASMUS+ TRAINEESHIPS

Faculty of Letters

Introductory information

Recruitment process for Erasmus + Traineeships takes place during the given academic year, until such time as all places have been filled. The Traineeships should be carried out between 1st of June and 30th of September of the given 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 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.

Recent graduates must be selected during their last year of study (while holding an active student status) and carry out and complete their traineeship abroad within one year of graduating.

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)

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 Faculty of Letters

§ 1 Candidates

1. Erasmus funds are available to all UWr students of first, second and third cycle.
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 first years (of 1st, 2nd and 3rd cycle) 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. Basic eligibility criteria for a recent graduate mobility is completing the studies (defence of the thesis).
7. If the traineeship is carried out during teaching period the student must arrange individual schedule for his studies.
8. Basic eligibility criteria are: average grade, motivation and command of appropriate foreign language.
9. The minimal average grade, courses taken into account and the period taken into consideration are indicated by the institute coordinator.
10. Before mobility students must pass all previous courses and complete the previous year of studies without a ECTS points deficit. Leaving after conditional promotion is possible only with the consent of faculty authorities (Assistant Dean), the number of permissible conditional promotions is one.
11. Precedence shall be given to 2nd and 3rd cycle students.

§ 2 Commission

1. Decision on selected candidates is made by the commission including: Institute Coordinator, Deputy Director of the Institute, Lecturer of the given institute or Institute Traineeships Coordinator.
2. The commission decides if the company/institution chosen by the student is an appropriate place to conduct a traineeship. The traineeships should be connected with the field of studies.

§ 3 Deadlines

1. Submitting to the International Office the application form signed by the faculty coordinator at least one month before the beginning of the traineeships
2. Submitting to the International Office the Learning Agreement for traineeships signed by the institute coordinator and by the receiving institution at least two weeks before the beginning of the traineeships.
3. The recruitment continues until all the places are filled.

§ 4 Documents

3. Candidate's file should contain:

- CV,
- average grade certificate for the period given by the institute coordinator (grades printed from USOS are also accepted),
- Letter of acceptance from the chosen company/institution (a sample document can be downloaded from international.uni.wroc.pl)
- cover letter containing justification for mobility (sample document to be downloaded from the institute website),
- declaration on previous mobilities (mobility capital),
- permission for individual schedule for studies (for mobilities during the semester).

§ 5 Rules on mobilities

1. According to the information provided by the Foundation for the Development of the Education System the amount of an individual Erasmus grant for traineeships is:

- a) 600 € – Austria, Denmark, Finland, France, Ireland, Liechtenstein, Norway, Sweden, Great Britain, Italy;
- b) 550 € – Belgium, Croatia, Cyprus, Czech Republic, Greece, Spain, Holland, Iceland, Luxembourg, Germany, Portugal, Slovenia, Turkey;
- c) 450 € – Bulgaria, Estonia, Lithuania, Latvia, Macedonia, Malta, Romania, Slovakia, Hungary.

2. 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.

3. Persons with disability status shall be able to apply for additional funds within a prescribed time.

4. 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.

§ 6 Validating the mobility

1. The traineeship mobility should be validated in the UWr International Office.

2. Student Erasmus Traineeship can be the base for validating the obligatory traineeship required by the study programme only if it provides equivalent learning outcomes. In such case, the student is awarded ECTS points. The decisions in this matter are taken by the Institute Traineeships Coordinators.

3. An Erasmus+ Traineeship cannot replace a teaching traineeship.

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