

## **Principles of recruiting students and PhD students for scholarships under the Erasmus+ programme in the academic year 2023/24**

**For: GEOLOGY AND GEOLOGICAL ENGINEERING**

### **APPLICANTS**

- Persons registered at the first or second study cycles, or at uniform Master's studies, and doctoral candidates, or doctoral school participants can apply for an Erasmus grant.
- Applicants seeking to participate in the programme have to be enrolled officially for at least the first year of studies.
- During the first year of Master's studies, a mobility is possible only when the applicant was a student at the University of Wrocław in the preceding year, i.e., they were pursuing Bachelor's/Master's studies at the University of Wrocław. The same criterion applies to the first year of doctoral studies (The above applies only to the situation of additional recruitment in September/October 2023 for Erasmus studies in the next summer semester 2023/2024).
- 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 motivation for the trip.
- The minimal average grade for the two semesters (for students of II<sup>nd</sup> and III<sup>rd</sup> years of Bachelor's studies and II<sup>nd</sup> year of Master's studies) and last semester (for students of I<sup>st</sup> years of Bachelor's and Master's studies) is 4.0 (however, it can be reduced after interview).
- Before mobility students must pass all previous courses and complete the previous year of studies. Leaving after conditional promotion is possible only with the consent of faculty authorities, the number of permissible conditional promotions is 1.

### **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**

**Semester- or year-long mobility at a partner university (Erasmus+ Studies), applicable to KA131 Programme Countries and KA171 Partner Countries**

- The Recruitment is conducted in the Institute of Geological Sciences, University of Wrocław, and led by Erasmus+ Programme Coordinator acting within the institute recruitment committee.
- The recruitment is conducted from 9<sup>th</sup> December 2022 to 3<sup>rd</sup> March 2023. 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 2023, only if the University of Wrocław has grants to manage and assign. The recruitment will be conducted for the second semester of 2023-2024.
- An Applicant can go only to a university with which the Institute of Geological Sciences 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 is 10 ECTS credits.
- 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 28<sup>th</sup> February 2023:** submitting candidate's portfolio by sending an e-mail to [magdalena.matusiak-malek@uwr.edu.pl](mailto:magdalena.matusiak-malek@uwr.edu.pl) or by personal contact

**1<sup>st</sup> March 2023** – recruitment interview in person or online (depending on sanitary conditions)

**3<sup>rd</sup> March 2023** – publishing of recruitment results and allocation of places by coordinators, in USOSweb

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

- The recruitment is conducted in the Institute of Geological Sciences by Erasmus+ Programme Coordinator acting within the institute recruitment committee.
- The recruitment is continuous and takes place throughout the year.
- Language command tests are conducted on an individual basis; please contact the Department of Practical Foreign Language Teaching (SPNJO).
- The aim of the mobility is to carry out a traineeship at a foreign institution; ECTS credits 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 in the Institute of Geological Sciences.
- 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.

#### **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<sup>th</sup> September (of the last semester of studies) is applicable. Mobility capital is counted for the last studies.

- The recruitment is conducted in the Institute of Geological Sciences and led by Erasmus+ Programme Coordinator acting within the institute recruitment committee. The recruitment is continuous.
- Language command tests are conducted on an individual basis; please contact the Department of Practical Foreign Language Teaching (SPNJO).
- Grants are for periods from 2 to 5 months.

#### 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 credits must be earned.
- The Recruitment is conducted in the Institute of Geological Sciences and led by Erasmus+ Programme Coordinator acting within the institute recruitment committee.
- The Recruitment is continuous, until all places are allocated.
- Language command tests are conducted on an individual basis; please contact the Department of Practical Foreign Language Teaching (SPNJO).

#### RECRUITMENT DOCUMENTS

An Applicant's mobility portfolio should include:

1. CV (tabular)
2. Permission for mobility signed by Deputy Head for education of the Institute of Geological Sciences.
3. Average grade certificate for the last two semesters (for students of II<sup>nd</sup> and III<sup>rd</sup> years of Bachelor's studies and II<sup>nd</sup> year of Master's studies) and last semester (for students of I<sup>st</sup> years of Bachelor's and Master's studies) issued by the Dean's Office
4. Declaration regarding any previous mobility (mobility capital) – the template is attached.
5. 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.
6. A photocopy of a language certificate (this applies to Applicants who were not interviewed by SPNJO).
7. 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,
8. A list of the chosen courses in the Receiving Institution (optional).
9. 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.
10. All documents should be prepared in Polish or English (in case of *Acceptance letter* English is compulsory).

#### 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).**

#### COMMITTEE

- Decision on selected candidates is made by the commission including: **departmental coordinator**.
- Departmental coordinator, 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.

#### 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.

#### 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.

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