**Declaration no 12/2021**

**of the Dean of Faculty of Letters**

**University of Wrocław**

**from 6th December 2021**

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

**at the Faculty of Letters**

On the basis of Resolution no 37/2021 of the Senate of University of Wrocław from 21st April 2021 on Regulations of Studies at the University of Wrocław and according to §19.3 of Resolution nr 61/2017 of the Senate of University of Wrocław from 26th April 2017 (and later modifications) on Regulations of PhD Studies at the University of Wrocław and according to §18.3 of Resolution no 134/2019 of the Senate of University of Wrocław from 25th September 2019 on Regulations of the Doctoral School at the University of Wrocław (and later modifications), I introduce detailed regulations for the organization, conducting and validation of study and traineeship mobilities and for validating the semester for 1st, 2nd and 3rd cycle students and participants of the Doctoral School who were awarded ERASMUS+ grants for Studies or Traineeships (attachment no 1).

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

***Dean of the Faculty of Letters***

***dr hab. Arkadiusz Lewicki, prof. UWr***

**Principles of recruiting students, PhD students and doctoral candidates for scholarships under the Erasmus+ programme for mobilities from the academic year 2022/23 in the Faculty of Letters**

**List of main documents required in the recruitment process for Erasmus+ student mobilities**

* ***Learning Agreement for Study*** – list of courses chosen to follow in the foreign university. Document to be filled and handed in before the Erasmus+ Studies mobility.
* ***Changes to Learning Agreement*** – changes in the first learning agreement, the ultimate list of courses followed in the foreign university. Document filled and handed in during the Erasmus+ Studies mobility.
* ***Transcript of* *Records*** – list of courses and grades obtained at the foreign University with their ECTS value. The document is the basis of validation of the Erasmus+ Studies mobility and of the grades convertion for the validation of the semester at the University of Wrocław.
* ***Learning Agreement for Traineeships*** – agreement on the traineeship programme. Document filled ad handed in before the Erasmus+ Traineeships mobility.
* ***Acceptance Letter* –** document confirming the acceptance of the candidate for traineeship. Document is issued by the institution accepting the student for a short-term mobility or by the company/institution accepting the student for an Erasmus+ Traineeship.
* ***Application form*** – application form for Erasmus+ mobilities, each candidate can generate this form in their account on the UWr International Relations Office website <https://international-applications.uni.wroc.pl/> .
* ***EU-survey*** –on-line survey to be filled after the mobility.

**1. Applicants**

* Erasmus+ grant is available for all students registered at the first or second study cycles, as well as PhD students or participants of the Doctoral School of the Faculty of Letters (KDWF).
* Applicants seeking to participate in the programme have to be enrolled officially for at least the first year of studies. Students of first, second cycle, PhD students and participants of the Doctoral School of the Faculty of Letters can take part in the 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, however it is to be underlined that this could result in late ending of first degree studies and lack of possibility for recruitment for the second cycle studies. Detailed information on the recruitment process in different departments is always issued by the Erasmus+ Programme Coordinators at the institute/department.
* In the case of additional recruitment (n September-October), students of the 1st year of Master’s studies can take part in the recruitment only in the case when the applicant was a student at the University of Wrocław in the preceding year, i.e., he/she was pursuing Bachelor’s/Master’s studies at the University of Wrocław. The same criterion applies to the 1st year of doctoral studies (PhD students or participants of the Doctoral School).
* Third-year students at the first cycle studies may participate in the recruitment on the condition that before the mobility they submit adequate evidence of admission to the second cycle programme 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. Detailed recruitment requirements are established by the Erasmus+ Programme Coordinators at the institute/department.

**2. Mobility Capital**

Every person has the opportunity to go on mobilities 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**

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

* The recruitment is conducted at the institutes and led by Erasmus+ Programme Coordinators acting within the institute Recruitment Committee.
* The recruitment is conducted from December to March. Places for both winter and summer semesters in the following academic year are then allocated.
* Additional recruitment is conducted in September-October, only if the University of Wrocław has grants to manage and assign. The recruitment will be conducted for the second semester of the given academic year.
* An Applicant can go only to a university with which their home institute/department 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.
* PhD students and participants of the Doctoral School of the Faculty of Letters take part in the recruitment in the institute/department where they do their internship.
* The recruitment of students is conducted with regard to the specific agreement between the universities, especially regarding the number of students possible to take part in the exchange, the length of mobility, cycle of study and required level of proficiency in the foreign language.
* The mobility 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).
* 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 the curriculum. Agreements on the type of selected courses and the number of credit points require the approval of the Erasmus+ Programme Coordinator.
* 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 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).
* The required minimal Grade Point Average, as well as the list of courses counted in the average and the period of studies concerned is given by the Erasmus+ Programme Coordinator at the institute/department.
* Before the 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. In the case of leaving for the exchange before the end of the winter semester, students must fulfill all the criteria to receive grades from the winter semester, or they must ask for annual settlement of those subjects from which they do not have a grade yet.
* Precedence shall be given to second cycle students, PhD students and participants of the Doctoral School (KDWF) who have not yet participated in the Erasmus+ exchange.
* In the case of resigning from the mobility, the student shall absolutely inform about that fact the following people: Erasmus+ Programme Coordinator at his/her institute/department, the International Office of the University of Wrocław and the Erasmus+ coordinator at the host university. Failure to comply will result in the lack of possibility of taking part in the Erasmus+ mobilities in the following years.

**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>. The interviews are not carried out in the case of a mobility to the country in which the national language is the major language of studies in the UWr.

**STAGE II – the Recruitment at the Faculty of Letters (detailed information is given by the Erasmus+ Programme Coordinators)**

January – middle of February– submission of Applicants’ portfolios, according to the Erasmus+ Programme Coordinator instructions;

End of February– recruitment (including interview, if necessary);

February - March – publishing of recruitment results in a way indicated by the Erasmus+ Programme Coordinator and allocation of places in USOSweb by Erasmus+ Programme Coordinator;

March – the qualified students update missing information in USOSweb, end of recruitment.

**4. Traineeship during studies for students of the first and second study cycles, and for doctoral candidates (PhD students or participants of the Doctoral School (KDWF) (Erasmus+ Traineeship)/KA131**

* The recruitment is conducted at the institutes and led by Erasmus+ Programme Coordinators acting within the institute Recruitment Committee.
* The Recruitment is continuous and takes place throughout the year.
* The Recruitment Committee decides if the company/institution chosen by the candidate is an appropriate place to conduct a traineeship. Erasmus+ Traineeship mobility should be related to the field of study.
* Language command tests are conducted on an individual basis; please contact SPNJO. The interviews are not carried out in the case of a mobility to the country in which the national language is the major language of studies in the UWr.
* The aim of the mobility is to carry out a traineeship at a foreign institution; ECTS 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 at their home institute/department.
* An Erasmus+ Traineeship cannot replace a teaching traineeship.
* For a mobility planned during a semester, the Dean’s consent for the Individual Course of Study is required.
* Co-funding covers the period from 2 to 10 months.
* Before the 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.

**5. 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, PhD studies or the Doctoral School (KDWF). At the time of applying for a mobility (recruitment procedure), applicants must be students in the final year and they 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 30.09. (of the last semester of studies) is applicable as the deadline for recruitment. Mobility capital is counted for the last studies.
* The recruitment is conducted at the institutes and led by Erasmus+ Programme Coordinators acting within the institute Recruitment Committee.
* The recruitment is continuous and takes place throughout the year.
* The Recruitment Committee decides if the company/institution chosen by the candidate is an appropriate place to conduct a traineeship. Erasmus+ Traineeship mobility should be related to the field of study.
* Language command tests are conducted on an individual basis; please contact SPNJO. The interviews are not carried out in the case of a mobility to the country in which the national language is the major language of studies in the UWr.
* Co-funding covers the period from 2 to 5 months.

**6. 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 must be earned.
* The Recruitment is conducted out at faculties/institutes by Programme Coordinators.
* The Recruitment is continuous, until all places are allocated.
* Language command tests are conducted on an individual basis; please contact SPNJO. The interviews are not carried out in the case of a mobility to the country in which the national language is the major language of studies in the UWr.
* Short-term mobility must be used for an organised activity (i.e. summer or winter school, traineeship). It cannot be a mobility for the student’s own research or library consultations.
* For a mobility during the semester, the consent of the Deputy Director of the Institute is required.

**7. Recruitment Documents**

An Applicant’s mobility portfolio should include:

1. CV (tabular)
2. Certificate from the Dean’s Office or a USOS transcript of records regarding Grade Point Average for the period indicated by the Erasmus+ Programme Coordinator.
3. Declaration regarding any previous mobility (mobility capital) – to be downloaded from the institute/department website.
4. Cover letter indicating up to 5 universities chosen by the applicant In ranking order and the choses semester of mobility (document to be downloaded from the institute/department website).
5. **For Erasmus+ Studies mobility –** written consent of the thesis supervisor when the mobility in question is performed during the last year of studies in the given cycle.
6. **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.
7. Other documents indicated by the Erasmus+ Programme Coordinator (i.e. letter of motivation).

All documents should be prepared in Polish except for the Acceptance Letter.

The form of handing in the portfolio is indicated by each Erasmus+ Programme Coordinator.

**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).**

**8. Committee**

* Decisions on qualifying candidates are made by the Committee composed of the Erasmus+ Programme Coordinator, Deputy Director of the Institute and/or lecturer of the given institute/department.
* The Recruitment Committee, 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 Erasmus+ Programme Coordinator, upon the Dean’s approval, may individually recruit Applicants outside the regular recruitment (Erasmus+ Studies).
* The Erasmus+ Programme 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.

**9. 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.

**10. 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: 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.

11. Learning Agreement for studies and Changes to Learning Agreement for Erasmus+ Studies at the Faculty of Letters

* 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.
* Learning Agreement (LA) and Cahnges to Learning Agreement (Changes to LA) 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.
* For first and second degree studies:

1. Students elaborate the LA in cooperation with the Erasmus+ Programme Coordinator who validates it by his signature and/or accepts it in the system. Students who take up seminars also need to contact their thesis director and get their approval of the chosen courses.
2. Students need to take up courses for 30 ECTS points, all or most of which have to be attained at the foreign University.
3. 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 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+ Programme Coordinator, if the Student got an insufficient grade at the UWr and has no other possibility of correcting it;
* Subjects indicated by the Erasmus+ Programme Coordinator, if the Student got an insufficient grade at the foreign University and has no possibility of correcting it;
* Specialization subjects indicated by the Student (for professional specializations in the II cycle of studies), if there is no equivalent course in the foreign university (it does not apply to the teaching specialization).

1. 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.

* PhD Students and participants of the Doctoral School of the Faculty of Letters (KDWF) during an Erasmus+ mobility:

1. 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.
2. When carrying out his own research during the mobility, a 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 / Doctoral School (after agreeing on the deadlines with the PhD Studies Director / Director of the Doctoral School at the Faculty of Letters) ;
3. Prepare their Learning Agreement for Studies with the director of their thesis and present the document for signature to the Erasmus+ Programme Coordinator ;
4. Cannot complete any courses in UWr in extramural way ;
5. Prepare their Changes to Learning Agreement 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 Erasmus+ Programme Coordinator in UWr ;
6. PhD Students attach to their scan of Changes to LA 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).
7. Participants of the Doctoral School of the Faculty of Letters (KDWF) must present the document “Wniosek w sprawie: Wyjazd na staż / stypendium zagraniczne związany/e z realizacją pracy doktorskiej”, signed by the tutor and the Director of KDWF. The document can be downloaded from the Faculty of Letters’ website.

* After arriving at the foreign University, Students (and PhD Students) prepare the final version of their studying programme (Cahnges to Learning Agreement). The document shall be signed by the Student and the Coordinator at the foreign University and sent in a scanned version to the Erasmus+ Programme Coordinator in UWr for acceptance and signature.
* Erasmus+ Programme Coordinator sends the scanned version of 1st and 2nd cycle Student's Changes to LA with all signatures to the UWr International Office and leaves one copy in his archives.
* Erasmus+ Programme 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.

**12**. **Validating the mobility**

* 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).
* 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.
* 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.
* 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:

1. Original ToR
2. 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.

* 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 Erasmus+ Programme Coordinator.
* 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.
* Grades obtained by the Students of 1st and 2nd cycle are converted into Polish grades and added to the documents by the Institute Coordinator.
* Grades obtained by the PhD Students are converted into Polish grades and added to the documents by the Director of PhD Studies.
* 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.
* Student submits filled and signed documents in the Dean’s Office to validate the semester.