

Principles of recruiting students and PhD students for scholarships under the Erasmus+ programme in the academic year 2025/26

1. 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.
- 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. Students that have successfully completed their curriculum as required by their study program are excluded from the recruitment.
- 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 2025 for Erasmus studies in the next summer semester 2025/2026).
- 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 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.
- Before mobility students must complete the previous year of studies.
- At a time students may study two consecutive semesters at a foreign University. Qualification for the next foreign scholarship program may be provided after completing the next year at the Faculty of Law, Administration and Economics.

2. 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.

3. Recruitment Documents

An Applicant's mobility portfolio should include:

1. CV (tabular)
2. Certificate from the Dean's Office regarding Grade Point Average for the whole period of studies.

3. Declaration regarding any previous mobility (mobility capital) – the template is attached.
4. 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, together with a provisional learning agreement at each of these universities and should specify the semester of departure.
5. 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,
6. **For Erasmus+ Studies mobility** – a written consent of the thesis supervisor when the mobility in question is performed during the last year of studies in the given cycle.
7. **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.
8. All documents should be prepared in English.
9. All documents should be handed in to the FLAE Students' Office (BOS) in a white paper file.

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).

4. Committee

- 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.
- 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 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 internationalization.

Mobility Types, Recruitment

Semester- or year-long mobility at a partner university (Erasmus+ Studies), applicable to KA131 Programme Countries, KA171 Partner Countries and Third countries not associated with the Programme

- • 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.

- The Recruitment is conducted from December 2024 to February 2025. Places for both winter and summer semesters in the academic year 2025/2026 will then be allocated.
- Additional recruitment will be conducted in September-October 2025, only if the University of Wrocław has grants to manage and assign. The recruitment will be conducted for the second semester of 2025/2026.
- An Applicant can go only to a university with which their home faculty/institute 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. At the Receiving University a nominated student is obliged to earn at least 30 ECTS credits per semester for courses connected with the field of study. A student in his/her last semester is obliged to earn at least 21 ECTS credits at the Receiving University.
- 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 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 mobilities for research purposes) to 10 months (for annual mobilities).

STAGE I – Language Test

Interviews in relevant foreign languages (English, German, French, Spanish, Italian) are conducted in the Foreign Languages Centre (FLC) / SPNJO; registration and interview dates are published at <https://spnjo.uwr.edu.pl/>

STAGE II – the Recruitment at the Faculty Level

17 February 2025 – submission of Applicants' portfolios (hard copy – indicate place – or online?)

24-28 February 2025 – recruitment (application interview (in person) The exact date is to be announced at the Faculty's website.

Erasmus+ study mobility is granted through the USOS system (online). Link to the application in the International Office database <https://international-applications.uni.wroc.pl/> is generated by BWM at a later date.

28.02.2025 – the end of recruitment.

Short-term mobility – students depart to participate in an organised activity, e.g., summer/winter school or other short-term academic mobility e.g. BIP / 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 virtual component and the obligation to obtain ECTS - do not concern doctoral students' mobility
- The Recruitment is conducted out by Programme Coordinators in the units concerned acting within Recruitment Committee.
- The Recruitment is continuous and takes place throughout the year.
- The Recruitment is continuous, until all places are allocated.
- Language tests are conducted on an individual basis; please contact SPNJO.
- A maximum of three short term mobilities are possible within one academic year (counted in the total of Erasmus+ studies and Erasmus+ traineeship).

Once a candidate for mobility has been recruited by the Erasmus Coordinator, he or she receives link to the application in the International Office database <https://international-applications.uni.wroc.pl/>.

Traineeship during studies (Erasmus+ Traineeship) / KA131

- Co-funding for the period from 2 to 10 months
- Mobility for students of the first and second study cycles, and for doctoral candidates
- The Recruitment is conducted out by Programme Coordinators in the units concerned acting within Recruitment Committee.
- The Recruitment is continuous and takes place throughout the year.
- Language command tests are conducted on an individual basis; please contact SPNJO.
- 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 Coordinator at their home faculty/institute.
- For a mobility planned during a semester, the Dean's consent for the Individual Organisation of Study is required.

A candidate for mobility is additionally obliged to generate an application form through individual account in the International Office database <https://international-applications.uni.wroc.pl/>.

Approval for the mobility is given by obtaining the Erasmus Coordinator's signature on the document, which should then be submitted to the International Office.

Mobility for Graduate Traineeship / KA131

- Grants are for periods from 2 to 5 months.
- 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 30.09. (of the last semester of studies) is applicable. Mobility capital is counted for the last studies.

- The Recruitment is conducted out by Programme Coordinators in the units concerned acting within Recruitment Committee.
- The Recruitment is continuous and takes place throughout the year.
- Language tests are conducted on an individual basis; please contact SPNJO.

A candidate for mobility is additionally obliged to generate an application form through individual account in the International Office database <https://international-applications.uni.wroc.pl/>.

Approval for the mobility is given by obtaining the Erasmus Coordinator's signature on the document, which should then be submitted to the International Office.

Short-term mobility for 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). The rule do not concern doctoral students' mobility.
- The Recruitment is conducted out by Programme Coordinators in the units concerned acting within Recruitment Committee.
- The Recruitment is continuous and takes place throughout the year.
- Language tests are conducted on an individual basis; please contact SPNJO.
- A maximum of three short term mobilities are possible within one academic year (counted in the total of Erasmus+ studies and Erasmus+ traineeship).

A candidate for mobility is additionally obliged to generate an application form through individual account in the International Office database <https://international-applications.uni.wroc.pl/>.

Approval for the mobility is given by obtaining the Erasmus Coordinator's signature on the document, which should then be submitted to the International Office.

The regulations related to the implementation and completion of the mobility, as well as information about the amount of the financial support, are presented in the "Rules for the Realisation of Mobility" and also presented on the website of the International Office.

Rules for Erasmus+ Studies Mobilities

1. Before leaving abroad for the Receiving University, the nominated student presents a learning agreement (page 2 of the Faculty application form) for approval by the Faculty Erasmus+ coordinator and the Vice-Dean for Students' Affairs.
2. At the Receiving University a nominated student is obliged to earn at least 30 ECTS credits per semester for courses connected with the field of study. A student in his/her last semester is obliged to earn at least 21 ECTS credits at the Receiving University.
3. Any modifications of the initial learning agreement require approval by the Faculty Erasmus+ coordinator and the Vice-Dean for Students' Affairs within one month from starting Erasmus mobility at the receiving University or from the beginning of the second semester there (page 3 of the Faculty application form).
4. After returning from abroad a student is to have his/her mobility recognized at the Faculty (page 4 of the Faculty application form together with a *Transcript of Records* issued by the Receiving University), in addition to the formalities arranged at the International Office. The recognition at the Faculty is based on the successful completion of the learning agreement and earning of the agreed number of ECTS credits. In case of any exam failure or when the exam grade is lacking, the student should take a re-sit exam/course at the Receiving University.

Declaration

I hereby declare that under the Erasmus Programme:

- ☐ I have not completed any mobilities
- ☐ I have completed the mobilities listed below

No.	Academic year	Mobility type (studies/ traineeship)	Foreign university/ company name	Period from ... to ...	Number of months (with 1/2 month accuracy)	Year and level of studies during mobility
1.						

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Place and date