

RECRUITMENT REGULATIONS FOR STUDENTS AND GRADUATES FOR TRAINEESHIPS WITHIN THE ERASMUS+ PROGRAMME AND WITHIN THE BILATERAL AGREEMENT IN THE ACADEMIC YEAR 2023/2024 (STUDENTS) AND 2024/2025 (GRADUATES)

1. WHO CAN BENEFIT FROM THE MOBILITY ABROAD FOR TRAINEESHIPS WITHIN THE ERASMUS+ PROGRAMME AND THE BILATERAL AGREEMENT?

1.1. Students and graduates of any level (Bachelor, Master, Doctoral) and form (full-time, part-time) of studies who have not used the credit mobility awarded by the European Commission for mobilities in a given study cycle (see point 2) can benefit from the mobility abroad for traineeships within the Erasmus+ Programme.

1.2 Master students of Graphic with a specialization in Printmaking can benefit from the mobility abroad for traineeships within the Bilateral Agreement. Two students of the Academy in Wrocław can go in one academic year. More information can be found on the website of the partner university: <http://art.utk.edu/printmaking/>. The period spent on this exchange does not count toward the credit mobility.

1.3 The participant must have a status of an active student (i.e. not on a dean's or sick leave) or a graduate at the time of departure.

1.4 Graduates can carry out the mobility provided that they are recruited for the traineeship during the last year of their studies while having the status of a student or a doctoral student.

2. ONLY ERASMUS+ PROGRAMME: WHAT IS THE CREDIT MOBILITY?

2.1 For each level of studies, a student is entitled to a pool of 12 months of the credit mobility, which can be used for studies and/ or traineeships. In the case of long-cycle Master's studies, the pool is 24 months. Participating in the mobility under previous mobility programmes, i.e. LLP/ Erasmus/ PO WER and mobilities with a zero grant also count.

2.2 A student may participate in one or more mobilities within one study degree, provided that the credit mobility has not yet been used for other mobilities, and the period of the planned mobility does not exceed the credit mobility that the student has left to use. For example, if a Bachelor student has already used 10 months for mobilities under the Erasmus+ Programme, he/she can use 2 months for the traineeships. However, if he/she has already used 11 months, he/she cannot complete the traineeships because the minimum duration of the traineeships is 2 months.

2.2 During one academic year, a student may go once for studies and once for traineeships. Priority is given to students who apply for the first time.

3. WHEN AND FOR HOW LONG CAN YOU GO?

3.1 The duration of the student traineeships within the Erasmus+ Programme is a **minimum of 2 months and a maximum of 3 months**. The traineeships can be implemented only during the holidays 2024 and they should be completed by **30.09.2024 at the latest**.

3.2 The duration of the graduate traineeships within the Erasmus+ Programme is a **minimum of 2 months and a maximum of 12 months**. The traineeships must be completed within 12 months after graduation (i.e. from the date of the diploma defense – Bachelor and Master students; from the date of completion of education at the Doctoral School - Doctoral students) **between 01.07.2024 and 31.07.2025**.

3.3 The duration of the student traineeships within the Bilateral Agreement (workshops in Knoxville) is **exactly 1 month (September 2024)**.

3.4 For traineeships, an enterprise/organization holiday is not considered as an interruption period. The grant is maintained during that holiday. The holiday period counts towards the minimum duration of a traineeship period.

4. WHERE CAN YOU GO?

Erasmus+ Programme

4.1. A student may apply for traineeships to one of the institutions:

- a) available in the database published on the Academy's website in the tab "International Relations Office";
- b) announcing the applications on the website www.erasmusintern.org;
- c) searched by the student on his/her own, provided that the offered programme coincides with the programme of implemented/completed studies.

Students establish contact with the institution in which they would like to implement the traineeships on their own.

4.2. The traineeships can be implemented only in one of the European Union member states, EFTA/ EEA countries: Iceland, Liechtenstein, Norway, and EU candidate countries: Turkey, North Macedonia and Serbia.

4.3 The traineeships can be carried out only in enterprises based in a country other than the country of the home university and in a country other than the country of residence of the participant (regardless of citizenship). Traineeships in the trainee's home country will have a lower priority.

4.4 The following types of organizations do not qualify as host organizations for traineeships: EU institutions and other EU bodies, including specialized agencies (an exhaustive list of these institutions is available at: http://europa.eu/european-union/about-eu/Institutions-bodies_en); EU programme management organizations, e.g. Erasmus+ National Agencies (to avoid possible conflict of interests or double funding).

Workshops in Knoxville

4.5 The mobility within the Bilateral Agreement takes place only at the University of Tennessee in Knoxville, the United States.

5. WHAT ARE THE SCHOLARSHIP RATES?

Erasmus+ Programme

5.1. Individual support: Individual support is a partial contribution to the costs associated with a stay abroad. The amount of scholarship depends on the country of destination and the number of days spent abroad and is calculated with an accuracy of one day spent in the institution abroad according to the calculator prepared by the European Commission. A full month is counted as 30 calendar days and an incomplete last month of stay is the actual number of days.

5.2 The scholarship is paid in the form of a lump sum in the euro currency to the student's foreign exchange account. The scholarship is tax-free. The monthly amount of the scholarship was established by the Polish National Agency for the Erasmus+ Programme depending on the country:

STUDENTS AND GRADUATES

Countries belonging to the group	Monthly rate in EURO
I group: Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden Countries of Region 14: Switzerland, Faroe Islands, Great Britain	820
II group: Austria, Belgium, Cyprus, France, Greece, Spain, the Netherlands, Malta, Germany, Portugal, Italy Countries of Region 13: Andorra, Monaco, San Marino, Vatican	
III group: Bulgaria, Croatia, the Czech Republic, Estonia, Lithuania, Latvia, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary	750

5.3 Travel: In addition, on the basis of a declaration of intent and presentation of a ticket to be inspected at the International Relations and Promotion Department, the student may receive:

- a) a one-time contribution for travel by environmentally friendly means of transport ("green travel") - see table below and
- b) individual support:
 - a. for 1 day for a round trip to countries less than 1,000 km away* - approx. 20 euros;
 - b. for 2 days for a round trip to countries more than 1,000 km away* - about 40 euros.
 - c. The additional day(s) for travel do not count towards the minimum duration of the mobility (60 days).

Green travel - travel (round trip) using low-carbon modes of transport such as a bus, train, bicycle, or carpooling (shared travel by people on the same route, for the same destination, in a car of one of the co-passengers).

Traveling by plane, ship (boat, ferry), car, or motorbike is NOT green.		
Distance	Travel to countries in groups I, II and III excluding countries from region 14 and 5	Travel to countries from the region 14 and 5**
from 10 to 99 km	50 euro	X
from 100 to 499 km		210 euro
from 500 to 1999 km		320 euro
from 2000 to 2999 km		410 euro
from 3000 to 3999 km		610 euro
from 4000 to 7999 km		X
8000 km or more		X

*. The amount of the travel grant depends on the distance the student has to cover from Wrocław to the destination city. The distance is calculated according to the calculator developed by the European Commission, located at: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

5.4 Students who are in a difficult financial situation and have a valid certificate of the right to receive the social scholarship at the Academy and/ or students with valid disability certificate will receive additional funding of **250 euros** for each month of stay. To do this, they should receive a signature on the application form from the Study Organisation Department: Social and material support for students.

5.5 The entire scholarship is made up of funding for individual support, an optional travel grant, and an optional additional amount of support for students with social scholarship/ disability certificate. The scholarship is paid in one installment at the beginning of the mobility after sending the scan of the **Confirmation of Arrival** to the International Relations and Promotion Department.

Workshops in Knoxville

5.6 In the case of mobility within the Bilateral Agreement, the student is eligible for a scholarship for a flight ticket up to **a maximum of PLN 2,500** and **the reimbursement of the visa costs** on the basis of the proof of payment presented to the Financial Department. Other costs such as accommodation or maintenance are borne by the student from his/her own resources. Students receiving a social scholarship and students with disabilities do not receive additional funding.

Other

5.7 During the mobility, the Academy's scholarships such as social, rector's, etc. are still paid to the student.

6. WHICH DOCUMENTS SHOULD BE SUBMITTED IN THE FIRST STAGE OF RECRUITMENT AT THE ACADEMY?

6.1. The recruitment is based on recruitment documents submitted to the International Relations and Promotion Department (room 217) until:

- a) Erasmus+ Programme: In the academic year 2023/2024 there is no fixed deadline for the submission of documents for the traineeships within the Erasmus+ Programme – the recruitment process is **continuous** until the limit of places is reached;
- b) Workshops in Knoxville: **08.03.2024 until 2 pm**.

6.2. The recruitment documents:

Erasmus+ Programme: a, b, c, e, f, g

Workshops in Knoxville: a, b, c, d, e

- a) **application form** with the signatures of the professor from the main studio and the Departmental Coordinator as well as with a grade average for the academic year 2022/2023 (or for the winter semester 2023/2024 for students of the first year of Bachelor's, Master's and doctoral studies), confirmed by a stamp of the dean's office. The lowest accepted grade average is 4.3, however, in the case of a high number of places, a lower average is also acceptable;
- b) **confirmation of a passed language exam from the Institute of Foreign Languages or a copy of a certificate which exempts from a language exam**. The lowest accepted grade is 4.0. Exams will take place on **26.02-01.03.2024** (mobilities for workshops in Knoxville) and on the first Wednesday of every month except July and August (mobilities under the Erasmus+ Programme). Detailed information (certificates exempting from the exam, texts on which the exam will be based, and IFL contact persons' emails) is available on the Academy's website in the tab "Institute of Foreign Languages".

- a. In order to register for an exam in a chosen language (English, French, Spanish, German) a student should fill in a questionnaire available on the website: <https://forms.gle/o8fEuBPwnowNu6zd7>;
 - b. Students who will study in their native language are exempted from language exams;
 - c. Students of English studies are exempted from language exams provided that they submit a certificate proving their knowledge of English. If the traineeships are carried out in French, Spanish, or German, students must take the language exam in that language.
- c) **cover letter** – the Academy does not propose a template, the letter should have the form of an application to the Recruitment Committee and contain substantive reasons for applying for a mobility. Technical guidelines: ½ A4 page, font: Times New Roman 12, spacing: 1.5;
- d) **portfolio** – up to 20 works in the PDF should be sent to erasmus.portfolio@asp.wroc.pl;
- e) **data processing consent**;
- f) **confirmation from a company that you have been admitted for traineeships with the exact dates of their duration** (it may be an e-mail);
- g) traineeships programme (***Learning Agreement for Traineeships Before the Mobility***) approved by the Academy’s Departmental Coordinator and the foreign company and containing the company stamp. In the case the company does not have a stamp, the employer should write such information on the certificate mentioned in point f).

6.3 All forms and the instructions for filling in the *Learning Agreement for Traineeships Before the Mobility* are available on the Academy’s website in the tab “Student” --> “Erasmus+ student guide”.

6.4 Original documents should be delivered in person to the IRO. Documents incomplete, without the required signatures, or submitted after the deadline will not be accepted. Graduates should submit a set of documents at least 10 days before the diploma thesis defence.

6.5 The Recruitment Committee sitting:

- a) **Erasmus+ Programme:** applications will be looked into on an ongoing basis and scholarships will be granted until the funds are used up. The Recruitment Committee consists of the Head of the IRO and the Erasmus+ Institutional Coordinator. The recruitment results will be announced within a week from the date of submitting the documents to the IRO and sent by e-mail directly to the candidates;
- b) **Workshops in Knoxville: 13.03.2024 at 9 am.** The Recruitment Committee consists of Departmental Coordinators, the Vice-Rector for International Relations and Promotion, the Vice-Rector for Education and Student Affairs, the Head of the IRO, the Head of Doctoral Studies, the Erasmus+ Institutional Coordinator, and a representative of the student government. The recruitment results will be announced within a week of the Recruitment Committee’s sitting and sent by e-mail directly to the students.

7. WHAT IS THE GRADING SCALE?

7.1 Points for a grade average:

- 4.30 – 4.60 – 1 point
- 4.61 – 4.90 – 2 points
- 4.91 – 5.20 – 3 points
- 5.21 – 5.50 – 4 points

7.2 Points for a foreign language grade:

- 4.0 – 1 point
- 4.5 – 2 points
- 5.0 – 3 points
- 5.5 – 4 points

7.3 Points for participation in the Buddy programme:

- YES – 1 point
- NO – 0 points

7.4 Points for being a speaker in the meeting “Share your experience!”:

- YES – 1 point
- NO – 0 points

7.5 Points for portfolio (admitted by each member of the Committee and divided into the number of members):

- Unsatisfactory – 1 point
- Poor – 2 points
- Satisfactory – 3 points
- Good – 4 points
- Very good – 5 points
- Excellent – 6 points

7.6 A maximum of 10 points (Erasmus+ Programme) or 16 points (workshops in Knoxville) can be earned.

8. HOW MAY I APPEAL AGAINST THE RECRUITMENT COMMITTEE’S DECISION?

8.1 If a candidate's application is rejected by the Recruitment Committee, the candidate has the right to appeal against the Committee's decision within one week from the date of the announcement of the results. The decision will be announced within one week of receipt of the appeal.

9. WHICH DOCUMENTS SHOULD BE SUBMITTED IN THE SECOND STAGE OF RECRUITMENT AT THE ACADEMY?

9.1 After receiving a positive decision from the Recruitment Committee, 2-3 weeks before leaving the student/graduate should complete and/or deliver to the IRO:

Erasmus+ Programme: a, b, c, d, e, g

Workshops in Knoxville: a, b, c, e, f, g

- a) **bank account details form** (a form with bank details necessary to transfer the scholarship; required foreign currency account (euro) in a bank with headquarters in Poland);
- b) **application for the permission to the mobility;**
- c) copy of an **insurance policy** valid in the country of the mobility throughout the whole period of the mobility:
 - a. **health insurance coverage** and
 - b. **liability insurance coverage** (covering damages caused by the student at the workplace) and
 - c. **accident insurance coverage** related to the student's tasks (covering at least damages caused to the student at the workplace);

ATTENTION: The EHIC card (European Health Insurance Card) only takes into account basic health insurance. It may be obtained at NFZ facilities and a certificate needed to obtain the card is issued by the IRO;

- d) declaration of intent (if applicable);
- e) students with Polish citizenship: it is recommended to register in the Odysseus service run by the Ministry of Foreign Affairs: <https://odyseusz.msz.gov.pl/>;
- f) **polecenie wyjazdu służbowego za granicę** (travel order);
- g) sign a **Grant Agreement** personally at the IRO. The agreement can be signed no later than one week before the start of the mobility. If the student does not provide the required documents, the agreement will not be signed, the mobility will not be completed and the scholarship will be canceled.

NOTE: Any payments connected with the mobility (e.g. payment for accommodation or a plane ticket) made before the signing of the Grant Agreement are the sole responsibility of the student. In the case the agreement cannot be signed (e.g. lack of the Dean's final consent, lack of a semester's recognition before the mobility, failure to submit documents on time), the university does not reimburse the student for the costs he/she has already incurred.

9.2 All forms are available on the Academy's website in the tab "Student" --> "Erasmus+ student guide".

10. ONLY ERASMUS+ PROGRAMME: HOW CAN YOU EXTEND THE MOBILITY?

10.1 The mobility can only be extended by graduates who:

- a) have not used all of their credit mobility and
- b) were originally leaving for less than 12 months and
- c) will complete their traineeships within one year of the date of defence, but no later than **31.07.2025**.

10.2 Graduates applying for an extension of stay must meet the following conditions:

- a) obtain written consent from the foreign company (certificate with dates of the beginning and the ending of the traineeships – it may be an e-mail);
- b) submit the traineeship programme to the Departmental Coordinator and the traineeships mentor for their approval and signature (**Learning Agreement During the Mobility**) with changed dates (the start date remains the same, the end date changes);
- c) buy health, civil liability, and accident insurance valid for the entire duration of the traineeships, if the insurance purchased for the initial period of traineeship expires during its extension.

10.3 A set of the above-mentioned documents should be delivered at least one month before the end of the mobility period specified in the Grant Agreement to the International Relations and Promotion Department. The graduate will be informed about the final decision concerning the extension of the stay within a week from the day of submitting the complete set of documents via e-mail from the IRO.

10.4 In the case of extending the stay, the graduate will receive funding for the entire duration of the traineeship and the International Relations and Promotion Department will issue an annex to the agreement.

10.5 All forms are available on the Academy's website in the tab "Student" --> "Erasmus+ student guide".

11. ONLY ERASMUS+ PROGRAMME: WHAT ARE THE FLEXIBILITY PRINCIPLE +/- 5 DAYS AND FORCE MAJEURE?

11.1 If the expected period of stay will be **longer than the one specified in the Grant Agreement**, then:

- a) The Academy in consultation with the student may change the agreement only during the student's mobility to cover a longer stay. In such a case, please contact the IRO which will issue an annex;
- b) or the Academy may agree with the participant during the mobility that the additional number of days will be considered as a zero grant period (period of stay not covered by the grant).
- c) NOTE: The amount of the grant cannot be increased after the mobility.

11.2 With respect to the agreed minimum duration of the mobility (60 days), if the confirmed period of stay on the certificate from the foreign university (*Confirmation of Exchange*) is **shorter than the one specified in the Grant Agreement**, then:

- a) If the difference is greater than 5 days, the grant will be proportionally lower;
- b) If the difference is 5 days or less, the scholarship will not be reduced.

11.3 If the student terminates the agreement due to "**force majeure**", i.e. an unpredictable, exceptional situation or event beyond the student's control, which is not the result of his/ her error or negligence, the student will be entitled to receive the amount of the grant corresponding at least to the actual duration of the mobility period, and the rest of the grant will be paid back to the Academy. Such cases must be reported by the Academy to the Polish National Agency for the Erasmus+ Programme and require its approval.

12. HOW SHOULD YOU ACCOUNT FOR THE MOBILITY?

12.1 In order to account for his/her mobility, the student/graduate is obliged to:

- a) submit to the IRO a certificate of completion of traineeships with the exact dates of their duration and the employer's opinion about the trainee:
 - a. Erasmus+ Programme: ***Learning Agreement for Traineeships After the Mobility***;
 - b. Workshops in Knoxville: ***Memorandum***;
- b) Erasmus+ Programme: complete an **online EU Survey** from their stay abroad. The survey is sent automatically to the student's e-mail after completing the mobility.

12.2 All above-mentioned documents must be completed/ delivered to the IRO no later than 4 weeks after the end of the mobility. Otherwise, the Academy has the right to require from the participant that he/she returns all or part of the awarded scholarship.

13. UNTIL WHEN CAN YOU RESIGN FROM THE MOBILITY?

13.1. The student/graduate has the right to resign from the mobility. A written resignation form should be submitted to the IRO not later than 1 month before the date of the start of the mobility which was approved by the host institution. If the student fails to deliver the required documents by the given date, the scholarship is automatically canceled. In addition, the student who does not submit the resignation form, in the next academic year is not allowed to apply for a mobility.

The regulations were approved by the Academy's legal representative on 20 November 2023.