

**Principles of recruitment of students and doctoral students for mobilities
within
the Erasmus+ programme
at the Faculty of Physics and Astronomy
for the academic year 2023/24**

30/11/2022

1. Candidates

- Persons registered in first- or second-cycle studies or are participants of doctoral studies/Doctoral School may apply for the Erasmus scholarship.
- Candidates may apply for mobility from the first year of undergraduate studies.
- Mobility for the first year of second-cycle studies is possible only if the candidate was a student of the University of Wrocław in the year preceding the mobility, ie pursued studies at the University of Wrocław. Mobility for the first year of the Doctoral School should be treated analogously (the provision applies only in the case of an announcement of supplementary recruitment, organized in September-October 2023 for the summer semester 2023/24).
- Students of the third year of first-cycle studies may participate in the qualification process, provided that they document before leaving that they have been accepted by the University of Wrocław for second-cycle studies.
- The candidate has the right to join the recruitment process during a break in studies (dean's leave), however, the condition for the mobility is to have the status of an active student.
- The basic criteria for qualifying students are: grade point average and knowledge of the appropriate foreign language as well as motivation to go abroad.

2. Mobility capital

Each person receives the possibility of multiple mobilities under the Erasmus+ program lasting a total of no more than 12 months at each level of study. The number of days/months spent abroad within the Erasmus program is called the mobility capital. The capital is calculated separately for a given level of study, and all types of mobilities are added up, including stays with zero co-financing.

3. Recruitment documents

The candidate's briefcase should contain:

1. Tabular resume.
2. Certificate from the dean's office about the grade point average for the period of previous studies (minimum 3.5 required)
3. Statement on previous mobilities (mobility capital) according to the attached template.
4. Cover letter containing the justification for the mobility. In the case of recruitment for Erasmus+ studies, a maximum of 5 universities should be indicated in the ranking order, together with an indication of the semester of the mobility.
5. Photocopy of the language certificate (in case of non-participation in the interviews conducted by SPNJO).
6. In the case of mobility for Erasmus+ studies in the last year of studies (first or second cycle) - written consent of the diploma thesis supervisor.
7. In the case of mobility of doctoral students, the supervisor's consent is required.
8. In the case of an internship or short-term trips - confirmation of acceptance for a given mobility, the so-called Acceptance Letter, issued by the receiving institution.
9. All documents may be prepared in Polish or English, with the exception of the Acceptance Letter that should be in English.
10. The folder with the documents signed by the candidate should be submitted to the dean's office of the Faculty of Physical Education, and scans of the submitted documents should be sent to the faculty coordinator.

4. Commission

- Decisions on qualifying candidates are made by the faculty committee.
- The admissions committee, when directing a candidate to a given university, takes into account the student's preferences expressed in the cover letter, however, it reserves the deciding vote, in particular in the event of insufficient number of places at selected universities (Erasmus + studies).
- In the case of additional recruitment for vacant scholarship places, the Coordinator, after obtaining the Dean's approval, may single-handedly make qualifications outside the statutory recruitment (Erasmus + studies).
- The coordinator, after obtaining the Dean's approval, may single-handedly qualify for mobilities, the recruitment of which is continuous, i.e. it is carried out throughout the year.
- Appeals against the decisions of the Commission/Erasmus+ Program Coordinator are directed to the Vice-Rector of the University of Wrocław for Projects and International Relations.

Types of mobility. Recruitment

Semester or year-long mobility to a partner university (Erasmus + studies), applies to KA131 program countries and KA171 partner countries

- Recruitment is carried out at the faculty by the coordinator of the Erasmus program as part of the faculty admissions committee.
- Recruitment takes place in the period from December 2022 to March 2023. Then places will be allocated for both the winter and summer semesters in the academic year 2023/2024.
- Additional recruitment will be organized in September-October 2023 only if the University of Wrocław has free scholarships. Additional recruitment will only apply to mobilities for the summer semester 2023/2024.
- A student may be qualified for a mobility to a university with which the faculty has signed a cooperation agreement under the Erasmus programme. In exceptional cases, with the agreement of the coordinators, it is possible to use the agreement of another faculty of the University of Wrocław.
- Students of inter-area studies may apply for qualification within the fields included in the studies. These students are subject to the same eligibility criteria as faculty students.
- The purpose of the mobility is to complete part of the studies at the partner university, which will result in obtaining a fixed number of ECTS as agreed in the Learning Agreement. It is assumed that a semester is 30 ECTS. Due to the specificity of study programs at a given stage, it is possible to establish a different, usually smaller number of ECTS. Agreements on the type of selected subjects and the number of credit points require the consent of the Erasmus+ program coordinator. The minimum required number of ECTS to be obtained at the partner university is 16 ECTS.
- Doctoral students can attend classes and earn the required number of ECTS points agreed between the universities, or they can devote their stay to the so-called own research without having to attend classes and earn credits. Then it is necessary to indicate a tutor/tutor at the foreign university who will confirm the implementation of the program.
- The length of the mobility depends on the schedule of the academic year at a given foreign university. Possibility of obtaining funding for a period of 2 (in the case of trimesters or doctoral student mobility for research purposes) to 10 months (in the case of annual mobility).

STAGE I – language check

Qualifying interviews in foreign languages (English, German, French, Spanish, Italian) are conducted at the Practical Foreign Language Study Center (registration and interview dates are available at <http://www.spnjo.uni.wroc.pl/>).

STAGE II – recruitment at the faculty

February 23, 2023 - submitting the candidate's file to the Dean's Office and sending scans of documents to the Coordinator's address.

February 27, 2023 – recruitment. Determining the ranking list based on submitted documents.

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

March 3, 2023 - end of recruitment.

Short-term mobility for an organized activity, e.g. summer/winter school or other short research mobility / KA131

- Period of short-term student mobility: from 5 to 30 days.
- Obligatory virtual component, i.e. in addition to the time spent abroad, a virtual part is necessary (before, during or after the actual mobility).
- Obtaining a minimum of 3 ECTS is mandatory.
- The virtual component and the obligation to obtain ECTS do not apply to doctoral student mobility.
- Recruitment is carried out at the faculty by the Erasmus program coordinator.
- Recruitment is continuous, until the places are filled.
- Language check is done on an individual basis, contact SPNJO.

After passing the recruitment process at the faculty, the candidate for the trip receives a link to the application in the database of the International Cooperation Office <https://international-applications.uni.wroc.pl/>.

Internship during studies (Erasmus+ internship)/ KA131

- Mobility co-financed for a period of 2 to 10 months.
- Offer for undergraduate and graduate students and doctoral students.
- Recruitment carried out at the faculty by the coordinator of the Erasmus program as part of the faculty recruitment committee.
- Recruitment takes place throughout the year and is continuous.
- Language check is done on an individual basis, contact SPNJO
- The purpose of the mobility is to carry out an internship in a foreign institution, ECTS credits are not required.
- Internship in the Erasmus program is usually treated as an additional student activity. Implementing the obligatory internship provided for in the study program in this way requires the consent of the Dean after the approval of the Dean's Plenipotentiary for internships.

A candidate for a mobility implemented under the Erasmus+ program is additionally required to generate an application form via an individual account in the database of the International Cooperation Office <https://international-applications.uni.wroc.pl/>.

Consent to the mobility is obtained by obtaining the Coordinator's signature on the aforementioned document, which should then be submitted to the International Cooperation Office.

Mobility to graduate practice / KA131

- Mobility subsidized for a period of 2 to 5 months.
- Graduates of the University of Wrocław, before completing first-cycle, second-cycle or doctoral studies, may apply for mobility. Candidates must complete the recruitment process before graduation, i.e. before defending their diploma thesis. If the defense is postponed, the date of September 30 (of the last semester of studies) applies. Mobility capital is calculated as part of the last studies.
- Recruitment is carried out at the faculty by the coordinator of the Erasmus program as part of the faculty admissions committee. Recruitment is continuous.
- Language check is done on an individual basis, contact SPNJO.

A candidate for a mobility implemented under the Erasmus+ program is additionally required to generate an application form via an individual account in the database of the International Cooperation Office <https://international-applications.uni.wroc.pl/>.

Consent to the mobility is obtained by obtaining the Coordinator's signature on the document, which should then be submitted to the International Cooperation Office.

Regulations related to the implementation and settlement of the mobility, as well as information on the amount of co-financing are presented in the "Rules for the implementation of mobility" and described on the website of the International Cooperation Office.

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