

The Principles of the Functioning of the Erasmus+ Programme at the Warsaw University of Technology in the academic year 2023/2024

TRAINEESHIPS ABROAD

General Policy

1. The implementation of mobility for university students and staff under the ERASMUS + Programme Action 1 KA103 is carried out by the **University Educational Programmes Agency (UAPE) within the Centre for International Cooperation (CWM) of WUT (Warsaw University of Technology)**.
2. Information on student mobility for studies under the ERASMUS + programme is published by the Centre for International Cooperation of the WUT on the website erasmus.pw.edu.pl and by individual faculties on their websites and on notice boards.
3. Students, doctoral students and graduates of the Warsaw University of Technology are eligible to go on an internship. Participants of doctoral schools (doctoral students) under the rules of the Erasmus+ program are third-degree students.
4. Traineeships can be carried out in all the EU member countries which are eligible for the implementation of the ERASMUS + Programme
5. **Traineeship placements abroad may be** institutions, enterprises, research and development centres and other organisations (architectural studios, museums, libraries, etc.) A traineeship can also be carried out at a foreign university, but it must hold the ECHE card (Erasmus Charter for Higher Education) awarded by the European Commission, valid in the academic year 2023/2024, entitling it to participate in the programme.
6. **A traineeship can not be carried out at** EU institutions, institutions managing EU programmes or in diplomatic missions of the student's home country.
7. Student can find the **traineeship site** on their own or can use the database of employers, available on the CWM website (erasmus.pw.edu.pl).
8. The minimum period of traineeship is **2 months**, and the maximum – **12 months** (assuming that 1 month = 30 days).
9. The traineeship in a partner institution can only take place for the purpose of *full-time placement*, agreed with the host institution.
10. It is not allowed to carry out the traineeship at the same time in two different locations (companies, universities, cities, countries) or to change the place, city or country independently.
11. The traineeship may be compulsory or voluntary (from the point of view of the education programme), but it must always guarantee the possibility of acquiring competences related to the field of study at the home university.
12. If the traineeship is compulsory, the faculty should grant the student ECTS credits for completing it. If the traineeship is not an integral part of the studies, its implementation should be noted in the Diploma Supplement.

13. Each student participating in mobility under the ERASMUS + programme should receive a full credit of the traineeship period completed in the host institution and its recognition as equivalent to the traineeship period at the home university. Completion and recognition is made by the home faculty or doctoral school (in case of doctoral students)
14. Each student is entitled to the so-called "mobility capital" in the amount of 12 months for each cycle of study (I, II or III). This means that each student can go abroad with the Erasmus + in a particular cycle of study and/or traineeship for a total period of 12 months (maximum). In the case of graduates mobility, the duration of traineeship under the ERASMUS + programme depends on the duration of a possible mobility within the programme for studies and/or traineeship during the currently completed cycle of studies.
15. Participating in mobility for studies under the ERASMUS+ does not exclude a student from benefiting from mobility for traineeships, however, the two activities cannot overlap or be combined, i.e. the second mobility may only take place after returning and settling the first one.
16. The implementation of the traineeship once again in the same place and/or in the same academic year is only possible without co-financing.
17. A traineeship abroad under the ERASMUS + programme cannot overlap or be combined with a traineeship under another programme or bilateral agreements.
18. The university may agree to extend the participant's stay on the traineeship. The decision is made at the written request of the student, which must be submitted no later than one month before the end of the originally planned period of stay. Before that, the student must obtain approval from the host institution and the faculty coordinator. Receipt of the extension grant will depend on the financial capacity of the University.
19. For days not covered by the contract, the participant is not entitled to financial support. The final amount of financial support is calculated on the basis of a certificate from the host organization. The certificate should be signed by an authorized person in the host organization and include, among other things, the exact dates of stay at the traineeship.
20. The decision about whether the agreed conditions are met by the student is made by the faculty. In the case of non-compliance, the university may demand the return of part or of all of the received financial support.
21. Reimbursement of received funds will not be required from the mobility participant in the event of a circumstance defined as "force majeure", i.e. a situation beyond the control of the student, related to a serious illness or an unfortunate event. Each such case is examined individually by the National Agency of the Erasmus+ Program through the Warsaw University of Technology (UAPE CWM).
22. Individuals who are eligible for a social scholarship at WUT will receive additional financial support from the Erasmus+ budget in the amount of 250 Euro/month, in addition to the grant awarded in accordance with the applicable lump sum. The support will be disbursed by the WUT upon submission of all departure documents (see point 32) and the social grant decision in effect at the time of applying for the mobility

23. Individuals with a declared disability who qualify for the mobility will receive additional financial support from the Erasmus+ budget in the amount of 250 Euro/month, in addition to the subsidy granted in accordance with the applicable lump sum. At the same time, these individuals can apply for additional disability funds. They are intended to cover the costs associated with special needs during the traineeship under the program. The amount of the additional amount will be determined on the basis of a special application, prepared by the mobility participant and submitted on their behalf by WUT (UAPE CWM) to the National Program Agency (FRSE).
24. The application form and detailed conditions for granting subsidies for mobilities for people with fewer opportunities (those in a difficult financial situation and those with a recognised disability) can be found on the website erasmus.pw.edu.pl and on the website of the Foundation for the Development of the Education System: erasmusplus.org.pl.
25. More information on student exchanges can be found in the Erasmus+ Programme Guide and on the website erasmusplus.org.pl.

Recruitment Rules

26. **Students** of Warsaw University of Technology registered at the first or second level of study, **doctoral students** - as students of the third level of study, and **graduates** qualified for the mobility during their final year of study may go on traineeship. An additional condition for the departure of a graduate is to start and complete the traineeship within 12 months from the date of graduation.
27. Postgraduate students are excluded from participating in traineeships.
28. A student applying for a traineeship abroad under the ERASMUS + programme **must meet the following formal criteria:**
 - during recruitment and the entire stay at the host university, must be registered as a student of the first, second or third degree academic studies,
 - at the moment of departure must be a student of at least the second year of the first degree academic studies or a uniform Master's degree studies (must have completed the first year of studies),
 - **during recruitment and during the traineeship may not be on leave of absence (dean's, sick, childcare, etc.).**
29. Recruitment of students for traineeships is carried out by faculty coordinators, and in the case of a doctoral student's departure - by an authorized person at the doctoral school. **Candidates' nominations, specifying the place and date of departure, are sent by e-mail by faculty coordinators to UAPE no later than 30 days before the planned mobility.**

The following criteria are taken into account in the recruitment process:

- GPA (Grade Point Average) from the entire period of study - the faculty determines the GPA required for participation in the recruitment,
- The knowledge of a foreign language, which the student will use while on traineeship, at a minimum level of B2.

30. Recruitment for traineeships is continuous and continues until the funds allocated to PW for this purpose are exhausted. **Due to the limited budget, funding is granted for a maximum of 3 months.**
31. Students qualified for traineeship by the faculty are required to provide UAPE (the University Educational Programmes Agency) with:
- the application form,
 - copies of documents submitted to the faculty: CV, cover letter, confirmation of the language competence.

Funding Rules

32. Individual support from Erasmus+ funding shall be granted for traineeships related to the student's field of study.
33. The amount of funding available to students leaving for studies depends on the country in which they will study as part of the ERASMUS + programme and the duration of their stay (Monthly grant rates set for the academic year 2023/2024 will not change during the period covered by the financial agreement, as recommended by the National Agency of the ERASMUS + programme). The countries are divided into the following three groups:

| Group | Countries | Monthly Rate in Euro |
|--------------|--|-----------------------------|
| I | Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, partner countries from region 14 | 820 |
| II | Austria, Belgium, Cyprus, France, Greece, Spain, Netherlands, Malta, Germany, Portugal, Italy, partner countries from region 5 | 820 |
| III | Bulgaria, Croatia, Czechia, Estonia, North Macedonia, Lithuania, Latvia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary | 750 |

34. **The financial support granted under the ERASMUS+ programme is complementary; it is an individual contribution to the student's travel, insurance and subsistence costs.**
35. Students who declare to travel by low-emission means of transport (train, bus or carpooling) on more than half of the implemented route counting round trip, will receive a one-time supplementary payment of 50 euros. In addition, individual support for living expenses for up to 4 days spent on the trip (total round trip) will be granted. The number of additional travel days granted (one way) depends on the distance separating the headquarters of the WUT and the headquarters of the host university, calculated using the distance calculator found on the European Commission website:

<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

according to the following distribution:

| Distance | Number of travel days (one way) |
|-----------------|---------------------------------|
| 0-1999 km | 1 |
| 2000 km or more | 2 |

In order to document the "green travel" trip, copies of the tickets or a statement on sharing a personal car **must be submitted to UAPE before signing the financial agreement** (a sample statement can be found on the website erasmus.pw.edu.pl). If the student decides to take "green travel" only on the return trip, copies of tickets or statement on sharing a personal car must be sent to UAPE **no later than 7 days before the planned end of the stay**. Applications submitted after the return will not be considered. The additional "green travel" grant will be paid along with the other components of the Erasmus+ grant.

36. After submitting the required documentation (Point 42 of the rules) and signing the agreement between WUT and the mobility participant, the first instalment in the amount of 80% of the total grant will be transferred to the student's bank account. The remaining amount will be transferred to the student's account after the settlement of the mobility (a list of documents needed for settlement can be found on the website www.cwm.pw.edu.pl, in the annex to the agreement and in point 45 of these Rules).
37. The final amount of grant paid to each student must be justified by the student's duration of stay at the host institution. When determining the period of mobility, the duration specified in the certificate confirming the mobility will be considered.

Formalities before Mobility

38. Once the student has found a suitable placement and has been qualified by the host organisation, a ***Learning Agreement for Traineeships*** (LAfT) is prepared and signed by the three contracting parties (student, home faculty/doctoral school and host institution). This document, including the programme of the traineeship, will be the basis for the preparation of the mobility agreement and, together with the final **TRAINEESHIP CERTIFICATE** (the third and final part of the LAfT document), the basis for recognition and credit for the traineeship by the home department/doctoral school. **The Learning Agreement for Traineeships must be signed by all three parties before the student's departure.**
39. **The order in which funding is awarded is determined by the order in which the faculty/doctoral school recruits submit to UAPE a Learning Agreement for Traineeships document, completed and signed by three parties (the employer, the faculty Erasmus+ coordinator and the student).**
40. A person leaving for an Erasmus+ traineeship must have a valid **European Health Insurance Card** (EHIC) - a document entitling them to healthcare within the EU. If you are not entitled to an EHIC card, you must take out insurance against medical expenses with an insurance company..
41. Those going on traineeship must additionally be **insured against third-party liability** (OC) and **personal accident** (NNW) for both the duration of the journey and the stay at

the host institution. The cost of purchasing the insurance is to be covered by the participant.

42. A person who has provided an LAfT signed by all parties and who has been awarded a traineeship place shall, in order to sign the contract, submit the following documents to UAPE **one month before departure at the latest**:
- **Referral abroad application WWS** (signed by the faculty coordinator and the Dean of the Faculty or the Head of the Doctoral School),
 - **Form - bank account** (signed by the applicant),
 - **Certificate of student, doctoral student or graduate status (in case of departure after graduation)**,
 - **Copy of the EHIC card**,
 - **Copy of the accident and personal liability insurance.**
43. Students going on mobility under the ERASMUS + programme **are required to complete an on-line language test** before the mobility. Link to the test will be sent to the student's email address, and the results obtained do not affect the decision for qualification.
44. All mobility participants are required to familiarize themselves with and apply the regulations currently in force in the host country.

Formalities upon return

45. In order to settle the mobility and receive the second instalment of the grant, the outgoing person is obliged to:
- **Filling out an online survey for Erasmus+ participants** (each participant will receive an email containing a link to the survey),
 - Sending **impressions of stay** by e-mail.
- and for delivery to UAPE:

- **Traineeship Certificate** (third part LAfT),
- **Certificates of recognition of the traineeship period by the faculty/doctoral school** (not applicable to graduates),
- **Form - bank account** (signed by the applicant),

The mobility participant is obliged to submit the settlement documents to UAPE **within 10 working days after the end of the traineeship..**

For detailed information on traineeships, please contact UAPE staff and faculty coordinators.

Contact with UAPE:

The Office Building, ul. Noakowskiego 18/20, staircase B, sixth floor

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Office hours:

- Monday – Wednesday 10.00-14.00

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