



**The Principles of the Implementation of the ERASMUS + Programme at
Warsaw University of Technology
in the academic year 2022/2023
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 traineeships under the ERASMUS + programme is published by the Centre for International Cooperation of WUT on its website www.cwm.pw.edu.pl and by individual faculties on their websites as well as on notice boards.
3. Traineeships can be carried out in all the EU member countries which are eligible for the implementation of the ERASMUS + Programme.
4. **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 2019/2020, entitling it to participate in the programme.
5. **A traineeship may not be carried out** at EU institutions, institutions managing EU programmes or in diplomatic missions of the student's home country.
6. **The placement** may be found by the student on their own or they can use the employers' database, to which they will receive access from the UAPE (the University Educational Programmes Agency), after completing the recruitment and delivery of application documents to the UAPE office.
7. The minimum period of traineeship is **two months**, and the maximum – **twelve months** (assuming that 1 month = 30 days).
8. The placement in a partner institution can only take place for the purpose of *full-time placement*, agreed with the host institution.
9. The placement in two different locations (companies, universities, cities, countries) is not allowed.
10. 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.

11. 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.
12. 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.
13. 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 graduate 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.
14. 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.
15. In one academic year, one traineeship only is possible.
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 duration of the participant's traineeship. The decision is made following the student's written request, which must be submitted no later than one month before the end of the originally planned duration of traineeship. The request must be first approved by the faculty coordinator as well as by the host institution. **The extension of mobility is a "zero-grant" period.**
19. Departure earlier than the planned date of commencement of traineeship specified in the agreement, and return later than contained in the agreement, do not cause the need for WUT to make the payment for the days not covered by the grant agreement. The final amount of financial support is calculated on the basis of a certificate obtained from a receiving institution. The certificate should contain a.o. the exact dates of your traineeship placement.
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. The return of the funds received will not be required from the mobility trainee in the event defined as "force majeure" (i.e. a situation independent of the student, connected with a serious illness or an unfortunate event). Each such case is considered individually by the university and the National Agency of the ERASMUS+ Programme.

22. Students with a disability certificate and receiving social scholarships at WUT may participate in the traineeship under the ERASMUS + programme, receiving financial support from the PO WER programme. **Graduates are not allowed to do traineeships under the PO WER programme.** More detailed information is available on the website of CWM (the Centre for International Cooperation) and by UAPE (the University Educational Programmes Agency).
23. General information on student mobility can be found on the ERASMUS + website in the document "ERASMUS + Programme Guide for 2019":
<http://erasmusplus.org.pl/dokumenty/szkolnictwo-wyzsze/>.

Recruitment Rules

24. Traineeships are available for **WUT students** registered for the first, second or third degree of academic studies, and for **graduates** qualified for traineeship during the last year of their study. An additional condition for the graduate's traineeship is the start and end of the mobility within 12 months from the date of graduation.
25. Postgraduate students are excluded from participating in traineeships.
26. 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.).**
27. The recruitment of students for traineeships is carried out by persons authorized by the faculties. 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.
28. The recruitment of students is continuous till the budget is exhausted. The grants will be awarded among all recruited students, on the "first come, first served" principle.
29. 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

30. Individual support from the ERASMUS + programme funds is granted in order to complete a traineeship compatible with the student's field of study.
31. The student will receive financial support depending on the country in which they will be on mobility and the duration of traineeship. The rates of financial support shall remain the same throughout the duration of the mobility project. The countries are divided into the following 3 groups:

Group	Countries	Monthly Grant Rate in Euro
I	Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden, United Kingdom	600
II	Austria, Belgium, Cyprus, France, Greece, Spain, the Netherlands, Malta, Germany, Portugal, Italy	550
III	Bulgaria, Croatia, Czech Republic, Estonia, FYROM (Former Yugoslav Republic of Macedonia), Lithuania, Latvia, Romania, Slovakia, Slovenia, Turkey, Hungary	500

32. **The financial support granted in the ERASMUS+ programme is complementary; it is an individual contribution to the student's travel, insurance and subsistence costs.**
33. **Co-financing of the traineeship is granted for a period of max. 3 months.**
34. The grant will be paid to the participant after all formal conditions have been met and after signing the agreement. It will be paid in two instalments The first instalment, amounting to 70% of the total amount awarded, will be transferred to the indicated bank account before departure. The second instalment, in the amount of 30% of the co-financing awarded, will be paid after returning from traineeship and settling with the faculty and with UAPE.
35. For financial support received under the Erasmus + Programme, the exemption will apply, referred to in art. 21 par. 1 point 23a lit. a of the Act of 26 July 1991 on Personal Income Tax (Dz.U. Journal of Laws from 2012, item 361, as amended).

Formalities before Mobility

36. After the student has found the right traineeship and after qualifying by the host organization, the **Learning Agreement for Traineeships (LAfT)** is drawn up and signed by the three contracting parties (student, home faculty and host institution). This document, containing the traineeship programme, will be the basis for drawing up the traineeship agreement, and with the final document - **TRAINEESHIP CERTIFICATE** (the third and last part of the LAfT document) - will make up the basis for recognition and completion of the traineeship by the parent faculty. **Learning Agreement for Traineeships must be signed by all the three parties prior to the student's mobility.**

37. **The order in which the grant is awarded is determined by the order in which the document „Learning Agreement for Traineeships“ is submitted to UAPE by the recruited applicants at the faculty. The document must be filled in and signed by the three parties (the employer, the faculty coordinator for the ERASMUS + programme and the student).**
38. A student leaving for traineeship under the ERASMUS + programme must have a valid copy of the EHC- **European Health Insurance Card** (a document entitling you to use healthcare on the territory of the EU). A graduate, if he is not entitled to an EHC card, must purchase insurance against medical expenses in an insurance company.
39. A person leaving for traineeship must be insured against **civil liability** (OC) and **accident insurance** (NNW) for both travel and mobility in the host institution. The costs of the insurance purchase are covered by the trainee.
40. The person who submitted the LAfT signed by all parties and who has been granted a place for traineeship, in order to sign the contract, submits the following documents to UAPE - at the latest one month before departure:
 - **an application form S** (signed by the faculty coordinator and the Faculty Dean),
 - **a form - bank account** (signed by the faculty coordinator),
 - **a certificate of student or graduate status (in the case of a traineeship after graduation),**
 - **a copy of the EKUZ card,**
 - **a copy of the NNW / OC insurance.**
41. Each participant of the mobility will receive an **Erasmus Student Card** (it is an attachment to the contract).
42. Students going on traineeship under the ERASMUS + programme are required to complete an **online language test** before and after the mobility. The completion of the test prior to the mobility is a prerequisite to receive the first grant instalment, and the payment of the second instalment - a.o. also depends on the completion of the *on-line* test after mobility.

Formalities upon Return

43. In order to settle mobility and receive the second instalment, the trainee is required to:
 - **Complete *on-line* survey for participants of the ERASMUS + programme** (everyone will receive an e-mail with a link to the questionnaire),
 - **Complete the *on-line* linguistic test** after mobility,
 - Send the **Erasmus Impact Study** by email.

and to submit to UAPE:

- **a Traineeship Certificate** (the third part of LAfT),
- **a Traineeship Certificate recognised by the faculty** (not applicable to graduates),
- **a form - bank account** (a sample form on the CWM website).

The mobility participant is obliged to provide settlement documents to UAPE **within 10 working days from the date of completion of the traineeship.**



Detailed information on traineeships under the ERASMUS + programme is provided by UAPE (the University Educational Programmes Agency) employees and faculty coordinators.

Contact with the UAPE (Centre for International Cooperation):

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Monday – Wednesday 10.00-14.00

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