



UNIwersytet Medyczny

IM. PIASTÓW ŚLĄSKICH WE WROCLAWIU

Rules of selection and criteria of recruitment of students with regards to a traineeship during the studies and after the studies (recent graduates) within the Erasmus+ programme (from 2 to 12 months)

§ 1

Recruitment of the students is done by the Board.

§ 2

Conditions of the participation in the programme are as follows:

- 1) completing I year of studies,
- 2) minimum average grade of entire period of studies: **3,0**,
- 3) knowledge of the language of instruction of receiving institution (or excellent knowledge of English),
- 4) students of the last year of studies can benefit from the programme (traineeship) providing they obtain the acceptance of the dean of the faculty,
- 5) period of placement is from 2 to 12 months,
- 6) the same student may participate in the ERASMUS+ programme a few times providing:
 - a) it is maximum 12 months per each cycle of studies,
 - b) it is maximum 24 months per one-cycle of studies;*In the Erasmus programme each student may benefit from the programme a few times up to 12 months per each cycle of studies and up to 24 months per one-cycle of studies. It is called „outgoing capital”. Prior experience under LLP-Erasmus counts as well.*
- 7) in case of recent graduates the student must be selected at the last year of studies,
- 8) in case of recent graduates - the duration of a traineeship by recent graduates counts towards the 12 months maximum of the cycle during which they apply for the traineeship.
- 9) in case of recent graduates – the place of a traineeship must be found by the student.

§ 3

1. A student should submit the following documents when applying:
 - 1) letter addressed to the Institutional Coordinator ,
 - 2) certificate taken from the Dean's Office stating the average grade of entire period of studies (up to the 2nd place after comma),
 - 3) appropriate certificates with regards to extra criterias of recruitment mentioned in § 5, point 3.
2. Required documents should be submitted to the International Relations Office (Erasmus Office) **until 30 November each year or 15 March each year (recent graduates only).**

§ 4

1. The base of recruitment of the student is the amount of points awarded for:
 - 1) average grade of entire period of studies prior to departure,
 - 2) language exam taken during the period of recruitment (carried out by the Department of Languages),
 - 3) certified documents of criterias of recruitment mentioned in § 5, point 3.
2. On the basis of submitted documents mentioned in § 3, point 1 the International Relations Office (Erasmus Office) prepares the list of applicants willing to take a traineeship abroad according to the awarded points.
3. In case of the same number of points awarded the order is made by average grade of entire period of studies prior to departure.

§ 5

On the basis of the Decision of the Rector of the Wrocław Medical University no 51/XV R/2014 dated 30.07.2014

The following rules apply to calculation of points:

- 1) average grade of entire period of studies

Average grade	Points
3,00 – 3,50	6
3,51 – 3,75	7
3,76 – 4,00	8
4,01 – 4,25	9
4,26 – 4,50	10
4,51 – 4,75	11
4,76 – 5,00	12
5,01 – 5,25	13
5,26 and above	14

- 2) points awarded in language exam

Language exam – grade	Points
bardzo dobry (5)	4
ponad dobry (4,5)	3
dobry (4)	2
dość dobry (3,5)	1

- 3) extra criterias of selection:
 - a) active participation in Students' Science Associations – minimum 1 year (no matter how many associations a student is a member of) – 1 point,
 - b) research works presented in conferences of Students' Science Associations or published in handouts of that conferences (no matter how many research works were presented or published) – 1 point,
 - c) research works presented or published in conferences or published in scientific journals (no matter how many research works were presented or published) – 1 point,
 - d) awards given to a student during the studies – Ministry, Rector's or University awards (no matter how many) or – 1 point,
 - e) foreign interships, foreign vocational courses or workshops (no matter how many) – 1 point,
 - f) work for student's life (confirmed by the organisation and university authorities) – 1 point.
 - g) work for the Erasmus+ programme at the home university.

§ 6

1. Financial conditions during a student's stay abroad cover:
 - a. grant of the Erasmus+ programme (amount of grant is agreed each year depending on availability of funds awarded from the National Agency) – a way of payment of the grant is agreed between parts in the contract,
 - b. refund of costs of language course (excluding English, French, and German) which takes place before the studies at partner universities start. The amount is agreed each year.

§ 7

Timetable of recruitment of students

- 1) submitting application and additional documents – **until 30 October**
- 2) language examination – **until 15 December**
- 3) interview with a relevant board of recruitment – **until 15 January**
- 4) announcement of the result of the recruitment – **until 20 January**
- 5) organisational meeting with the accepted students – **until 25 January**
- 6) submitting documents to be sent to host organisations – **until 10 February**

or (recent graduates only)

- 1) submitting application and additional documents - until 15 March,**
- 2) language examination - until 30 March,**
- 3) interview with a relevant board of recruitment – until 15 April,**
- 4) announcement of the result of the recruitment – until 20 April,**
- 5) organisational meeting with the accepted students – until 25 April,**
- 6) submitting documents to be sent to host organisation – until 10 May.**