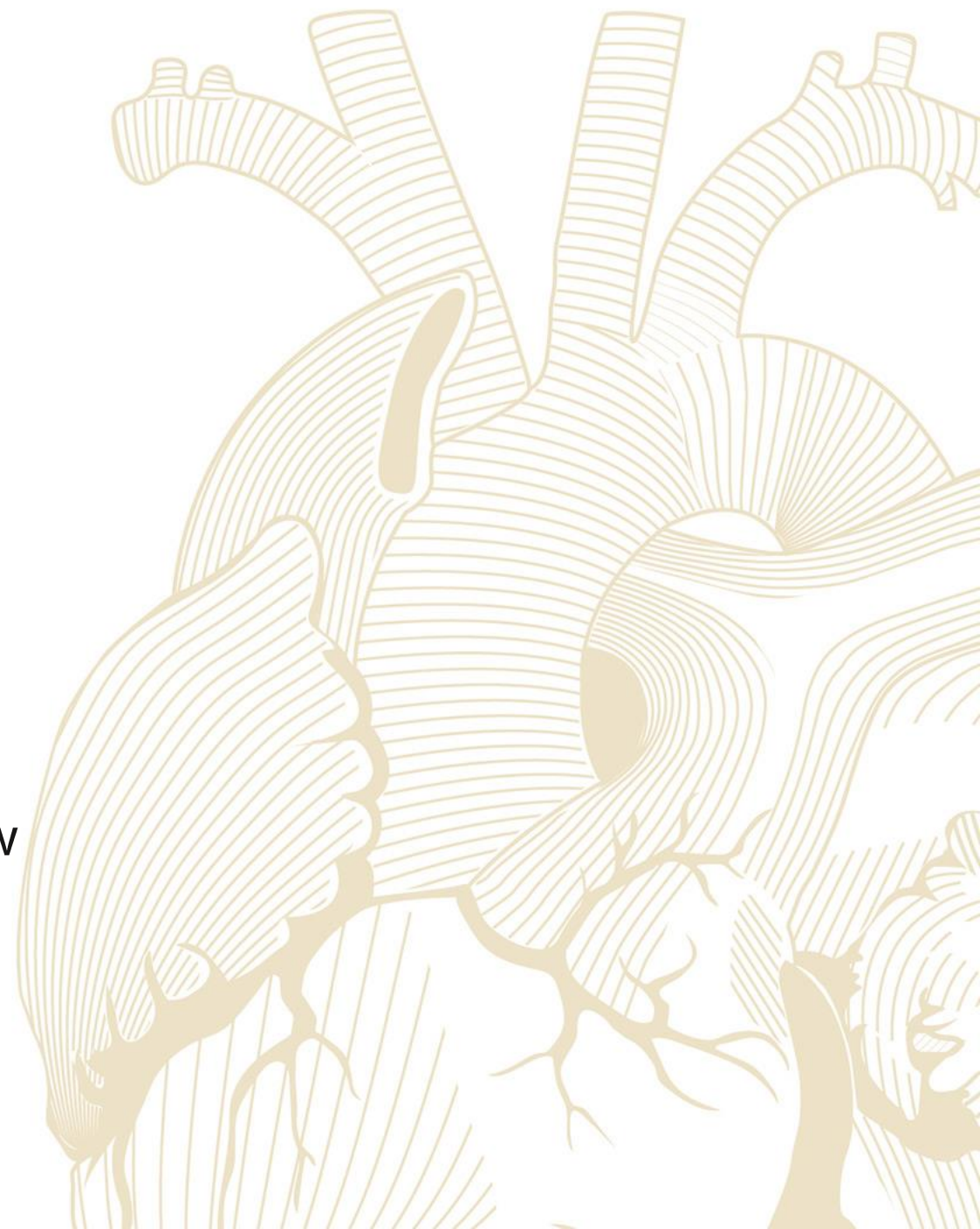


Erasmus+ traineeships 2024/2025 organisational meeting



16.01.2025, Wrocław



Application procedure

Before leaving

Upon arrival to partner
University/Institution

After departure to
home university

Final remarks

Financing of the mobility:

- ✓ minimum stay with possibility of with the possibility of increasing financing if there are funds available
- ✓ traineeship may be carried out once in a given recruitment
- ✓ **scholarship – 13 points, medium grade to 4,0 (16.01.2025)**

Deadlines:

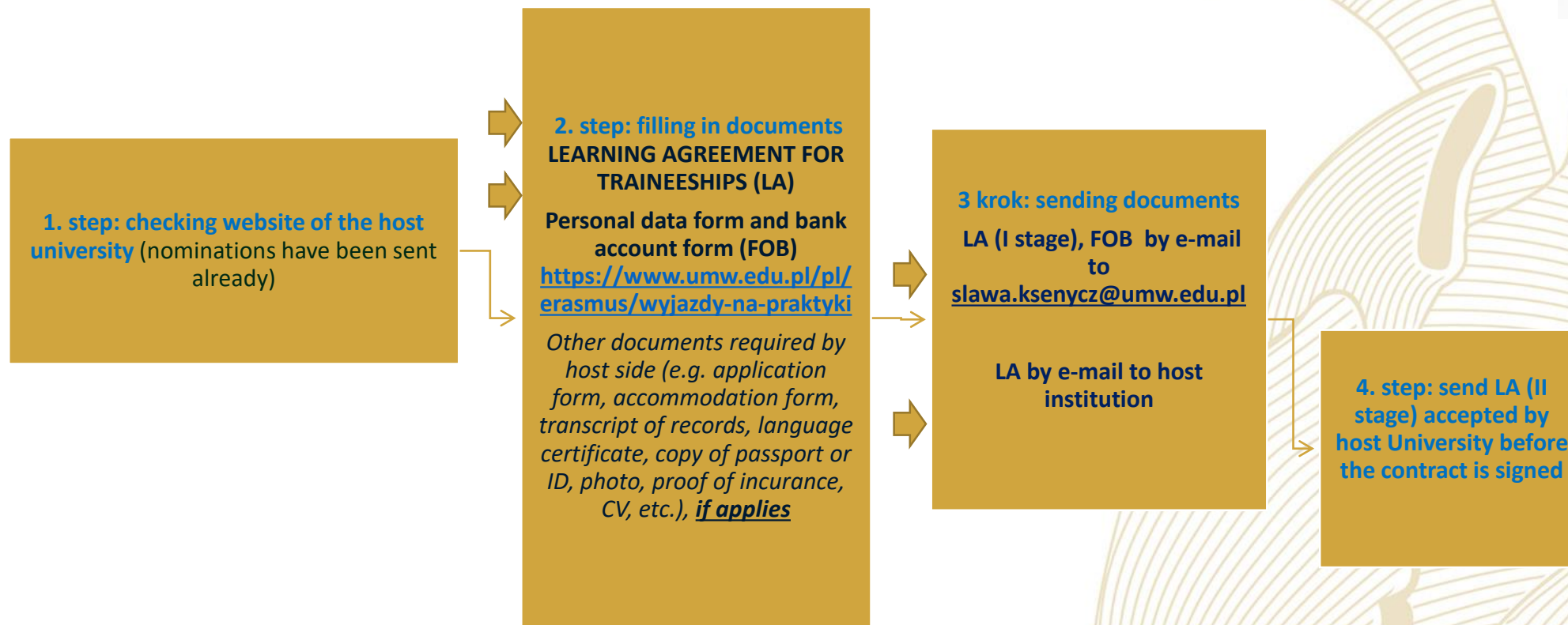
- **Place offered by the university, individual place – until 10 February**
- **Place not found yet:**
- ✓ Traineeships during studies – until 31 March
- ✓ Traineeships after studies – until 30 September

Type of traineeships:

- ✓ Long-term – 2 months (9 weeks)
- ✓ Short-term – from 5 to 30 days with obligatory virtual element



Filling in documents:



ATTENTION:

- ✓ LA I stage – signed by student and faculty coordinator of home university
- ✓ LA II stage- signed by all sides

Deadline: until 10 February or in case of students who have not found place yet (traineeships during studies – until 31.03., traineeships after studies: 30.09.)

Filling in LEARNING AGREEMENT FOR TRAINEESHIPS (LA):

To be filled in: part I (data of the student, home university, host institution) + „BEFORE THE MOBILITY” (part A, B, C)

Before filling in LA please read „Guidelines on how to use the Erasmus+ Learning Agreement for Traineeships”

<https://www.umw.edu.pl/sites/default/files/2022-10/he-guidelines-learning-agreement-for-traineeships-.docx>

and check websites



Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility: from [month/year] till [month/year] *full two months*

If applicable, planned period of the virtual component: from [month/year] to [month/year] *obligatory virtual element*

Traineeship title: *e.g. Training in internal medicine, surgery, gynaecology*

Number of working hours per week: *30-35 hours*

Detailed programme of the traineeship period (including the virtual component, if applicable):

Internal medicine: 5 weeks, Surgery: 2 weeks

Gynaecology: 2 weeks

Practice at clinical departments: clinical history, patient examination, evaluation of laboratory and diagnostic findings, diagnosis, differential diagnosis, studying diseases and their therapy. Participation in everyday clinical work: on the wards, in rounds, consultations, in the operating theaters, outpatient care, laboratory and imaging diagnostic units, as applicable to discipline. Playing an active part in the care of patients and gradually acquire knowledge and competence in relevant clinical and laboratory techniques.

Table A cd.

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): *Improvement of clinical experience and clinical practical skills in the above mentioned fields.*

Monitoring plan: *Tutor's supervision; regular monitoring and evaluation of the activity of the student by the receiving and sending institution.*

Evaluation plan: *Final traineeship certificate.*

The level of language competence in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native speaker ☐ For the Common European Framework of Reference for Languages (CEFR) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Table B - Sending institution

Please use only one of the following three boxes:

to choose from: obligatory training, not obligatory training, training after studies

Please contact faculty coordinator if neccessary

Accident insurance for the trainee.

Answer „Yes” (students have to obtain the insurance themselves).

Table C - Receiving Organisation/Enterprise

To be filled in by receiving institution (salary, insurance).



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Virtual component:



The virtual component must provide a space for learners to work together and simultaneously online on specific tasks that form part of the practice and contribute to the overall practice outcomes.

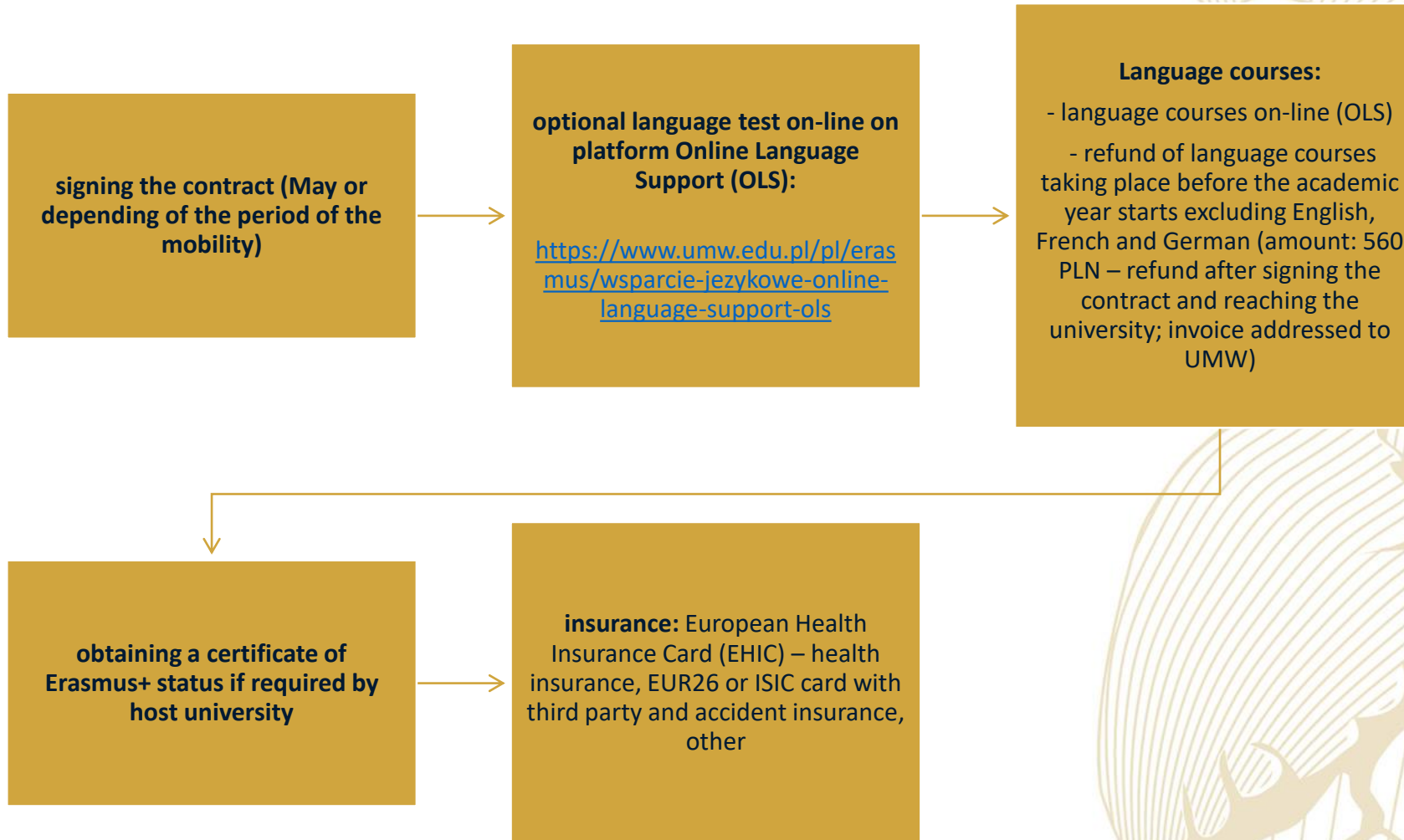
For short-term internships the virtual component is mandatory.

COMMITMENT:



- ✓ LA I stage – signed by student and faculty coordinator of home university
- ✓ LA II stage (before the contract is signed) - signed by all sides

Before leaving:



Funding I:



Scholarship

Long-term mobility:

- Group 1 – Austria, Belgium, Denmark, Finland, France, Ireland, Iceland, Lichtenstein, Luksemburg, Netherlands, Germany, Norway, Sweden, Italy and countries not associated to the Programme from region 13 and 14: **820 EUR**
- Group 2 – Cyprus, Czech Republic, Estonia, Greece, Spain, Latvia, Malta, Portugal, Slovakia, Slovenia: **820 EUR**
- Group 3 – Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Türkiye, Hungary: **750 EUR**

Short-term mobility: 79 EUR per day from 5 to 14 and 56 EUR per day between 15 and 30 day

Countries region 13: Andorra, Monaco, San Marino, Vatican; countries region 14: Switzerland, Great Britain, Faroe Islands

International mobility (countries not associated to the Programme)

- One amount **700 EUR**

Extra funds for students who meet the definition of "people with fewer opportunities" (students receiving a social scholarship, students with disabilities)

- 250 EUR/month: per month for long-term mobility and EUR 100/EUR 150 for short-term mobility: <https://www.umw.edu.pl/erasmus-uczestnicy-z-mniejszymi-szansami>



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Funding II – travel cost NEW:

TRAVEL COSTS APPLY TO ALL TYPES OF MOBILITY

Travel distance	Green travel	Non-Green travel
10 - 99 km	56 €	28 €
100 - 499 km	285 €	211 €
500 - 1999 km	417 €	309 €
2000 - 2999 km	535 €	395 €
3000 - 3999 km	785 €	580 €
4000 7999 km	1188 €	1188 €
8000 km or mre	1735 €	1735 €

Attention! The amounts in the "standard trip" and "green travel" columns are not added up.

The distance calculator available on the website is used to calculate the travel distance:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

For trips up to 499 km participants should use low-emission means of transport.

In justified cases, participants are entitled to receive individual support to cover costs subsistence during travel before and after the start of the activity (according to flat rates listed in the section on individual support):

- for participants receiving a lump sum for a standard trip, it is a maximum of individual support for 2 days travel
- for participants receiving the "green travel" lump sum, this is a maximum of individual support for a 6-day trip



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Funding III – green travel:

Travel using low-emission type of transport such as bus, train or carpooling.

Rules available at: <https://www.umw.edu.pl/pl/erasmus/erasmus-informacje-ogolne>

1. Students, doctoral students and graduates applying for a lump sum for travel costs resulting from travel on more than half of the route (on its larger part) - counting the round trip, using low-emission means of transport (so-called "green travel"), submit to the International Cooperation Department a declaration of the planned journey, indicating the means of transport. The declaration template is available on the website.
2. The lump sum will be paid together with the remaining components of the Erasmus+ scholarship in accordance with the submitted declaration according to the template and applicable rates.
3. The declared method of getting to the place is confirmed upon return in the following way:
 - 1) persons traveling by public transport (e.g. bus, train) are obliged to submit copies of invoices/tickets confirming the journey;
 - 2) persons traveling together by car with a person from the UMW who is also going on a scholarship are obliged to submit a declaration according to the template.
4. If the trip is not confirmed, the student will be asked to refund the amount resulting from the "green travel" entitlement.
5. The travel distance will be calculated based on the "distance calculator":
<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>
6. Green travel may be granted an additional maximum of two travel days before and after the start of mobility:
 - 1) for trips 0 – 1500 km – 1 additional day;
 - 2) for trips from 1,501 km – 2 additional days.

Next steps:

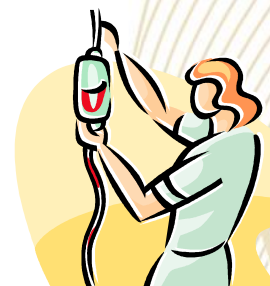
Upon arrival to host institution:

- ☐ sending „certificate of arrival”(by mail)
- ☐ <https://www.umw.edu.pl/erasmus-praktyki>
- ☐ sending changes to learning agreement („Section to be completed DURING THE MOBILITY”), **if applies**

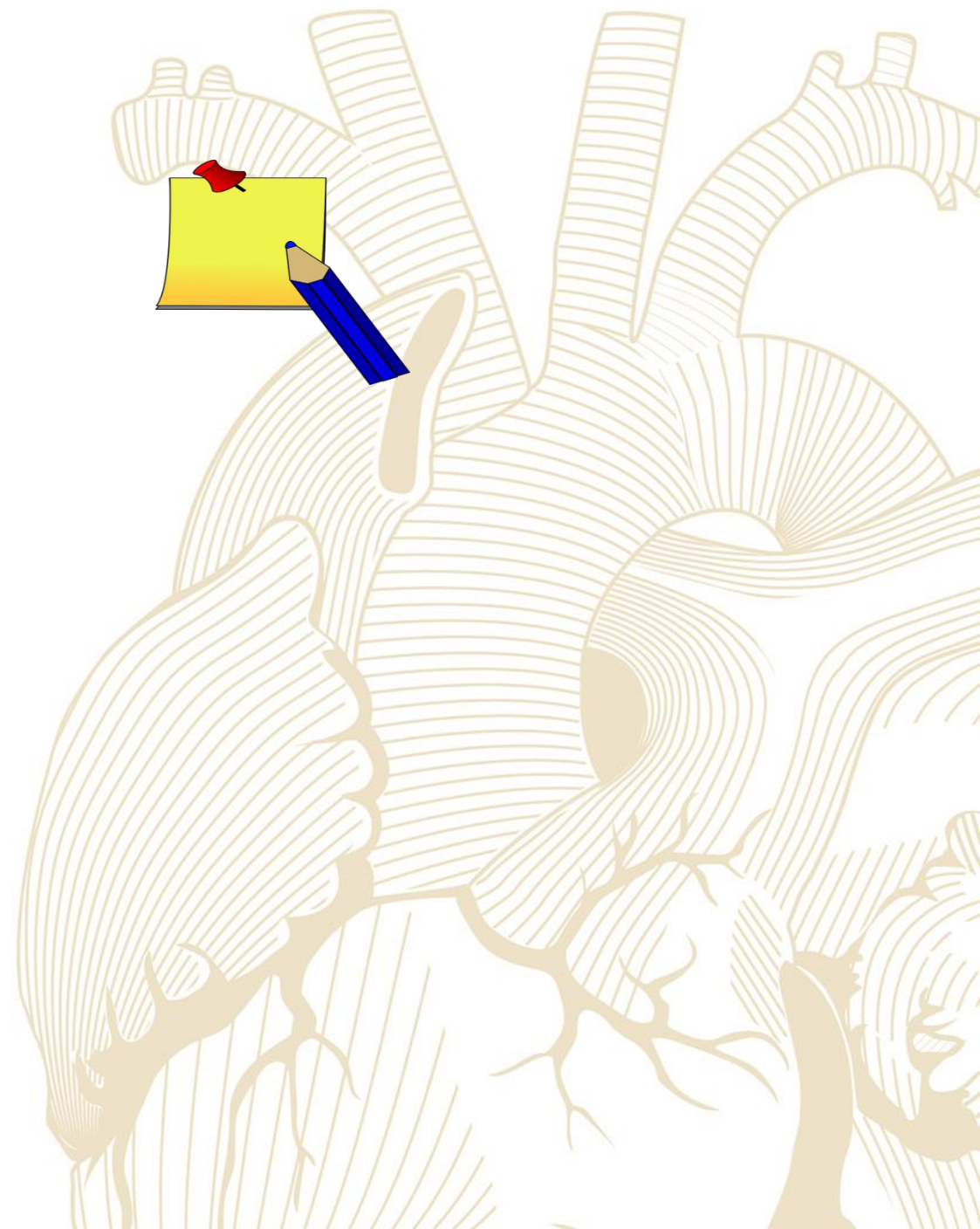
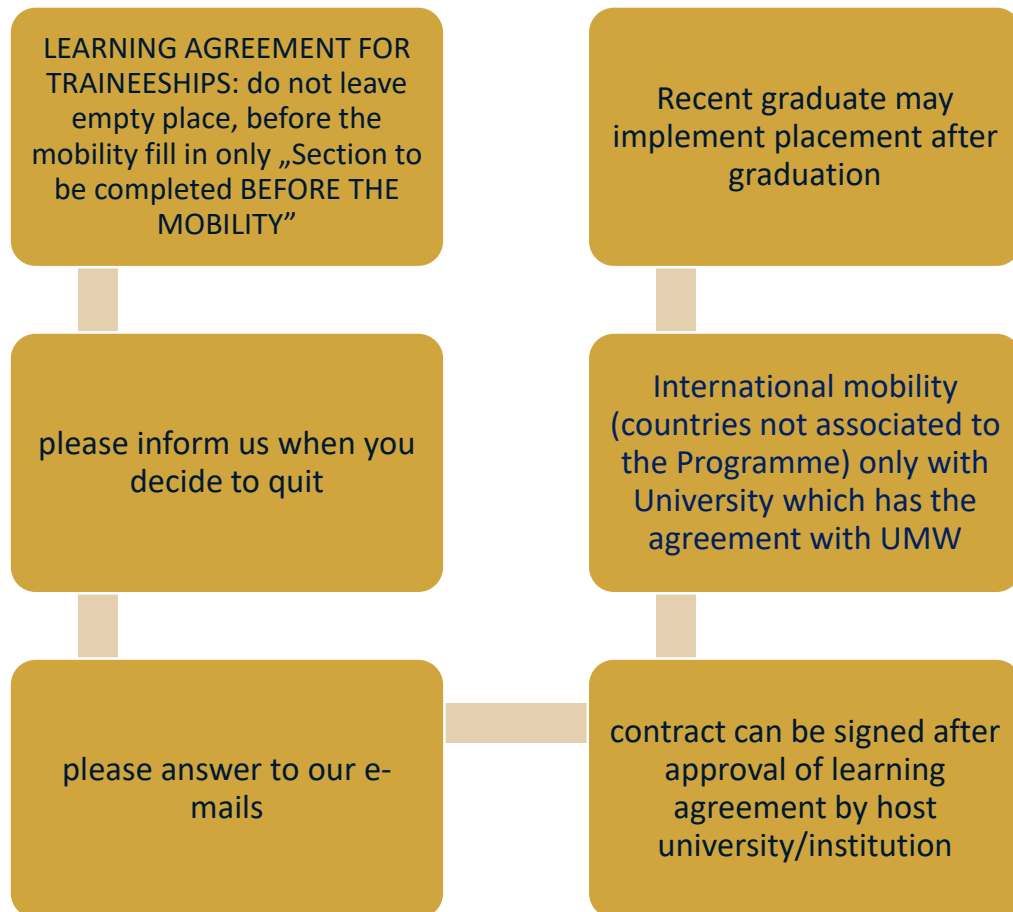


After departure to home university:

- ☐ submitting a report on-line (e-mail will be sent by the system)
- ☐ language test on-line (not obligatory)
- ☐ delivering document - traineeship certificate – part D „after the mobility” in Learning Agreement for Traineeships; dates – 2 full months in terms of long-term mobility; scan is accepted)
- ☐ Indywidual recognition of obligatory placement



Final remarks:



Contact:

➤ Institutional Coordinator

Outgoing students

Sława Ksenycz slawa.ksenycz@umw.edu.pl

➤ Incoming students

Dominika Lucińska dominika.lucinska@umw.edu.pl

Uniwersytet Medyczny im. Piastów Śląskich we Wrocławiu

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tel: +48 71 784 16 85

<https://www.umw.edu.pl/pl/erasmus/wykaz-koordynatorow>



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