

# Erasmus+ placement 2025/2026 organisational meeting

Wrocław, 19.01.2026



Współfinansowane przez  
Unię Europejską

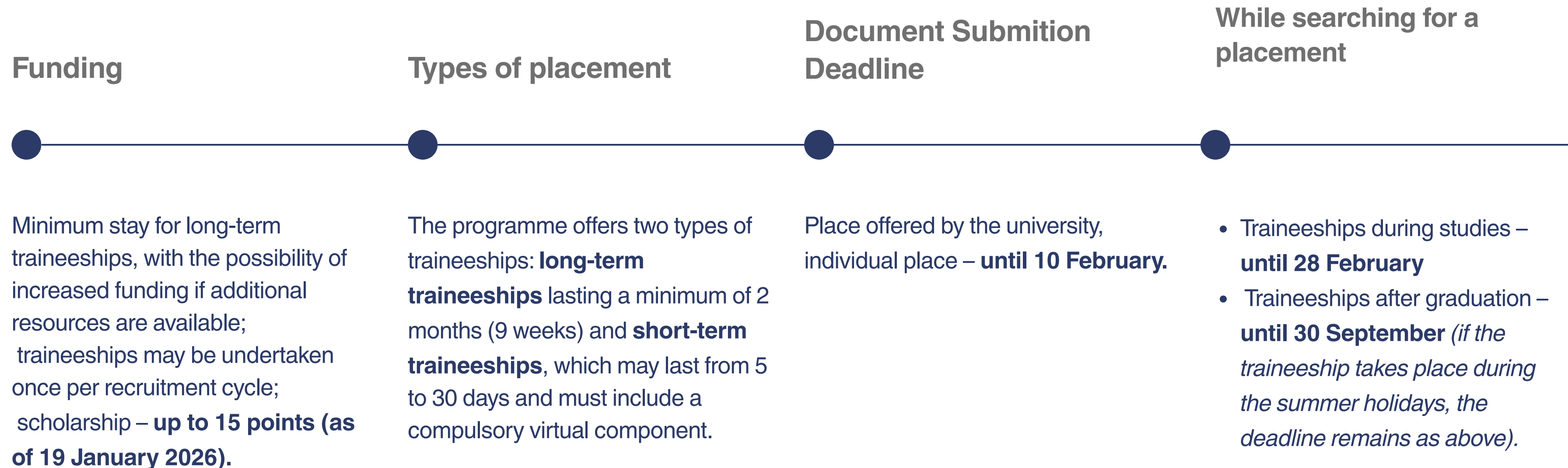


UNIwersytet Medyczny  
im. Piastów Śląskich we Wrocławiu

- **Steps for Completing Placement**
- **Before Departure for the Placement**
- **Upon Arriving at the Placement Location**
- **After Returning from the Placement**
- **Final Remarks**



# Introduction



# The process of completing the documents

1st step	2nd step	3rd step	4th step
checking the host institution's website	<p>filling in the documents</p> <ul style="list-style-type: none"><li>• <b>LEARNING AGREEMENT FOR TRAINEESHIPS (LA)</b></li><li>• <b>personal and bank details form (FOB)</b></li></ul> <p><a href="https://www.umw.edu.pl/pl/erasmus/wyjazdy-na-praktyki">https://www.umw.edu.pl/pl/erasmus/wyjazdy-na-praktyki</a></p>	<p>sending the documents</p> <ul style="list-style-type: none"><li>• LA (1st stage) and FOB sent by e-mail to the International Relations Office (DWM; <a href="mailto:slawa.ksenycz@umw.edu.pl">slawa.ksenycz@umw.edu.pl</a>)</li><li>• LA sent by e-mail to the host institution</li></ul>	<p>sending by e-mail the Learning Agreement (2nd stage), signed by all parties, before signing the grant agreement</p>
the nominations have been sent to the universities with which UMW has an agreement	<p>other documents required by the host institution (e.g. application form, accommodation form, transcript of records, language proficiency certificate, copy of passport or ID card, photo, proof of insurance, CV, etc.), if applicable</p>	<p>Deadline: by 10 February, or for students who are searching for a placement later (traineeships during studies: 28 February; traineeships after graduation: 30 September).</p>	
<p>NOTE:</p> <p>LA – 1st stage – must be signed by the faculty coordinator at the home university and by the student</p> <p>LA – 2nd stage – must be signed by all parties</p>			





# 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 obtaining the insurance themselves).*

**Table C - Receiving Organisation/Enterprise**

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



# Virtual component

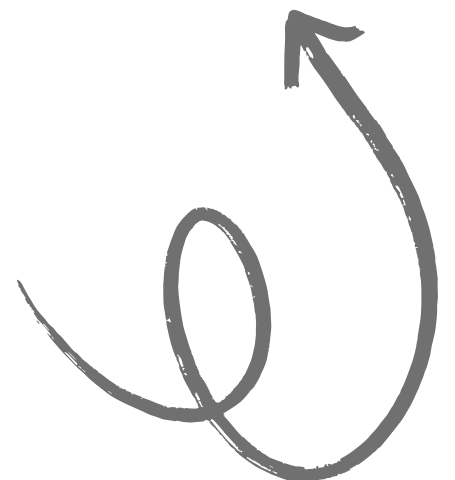
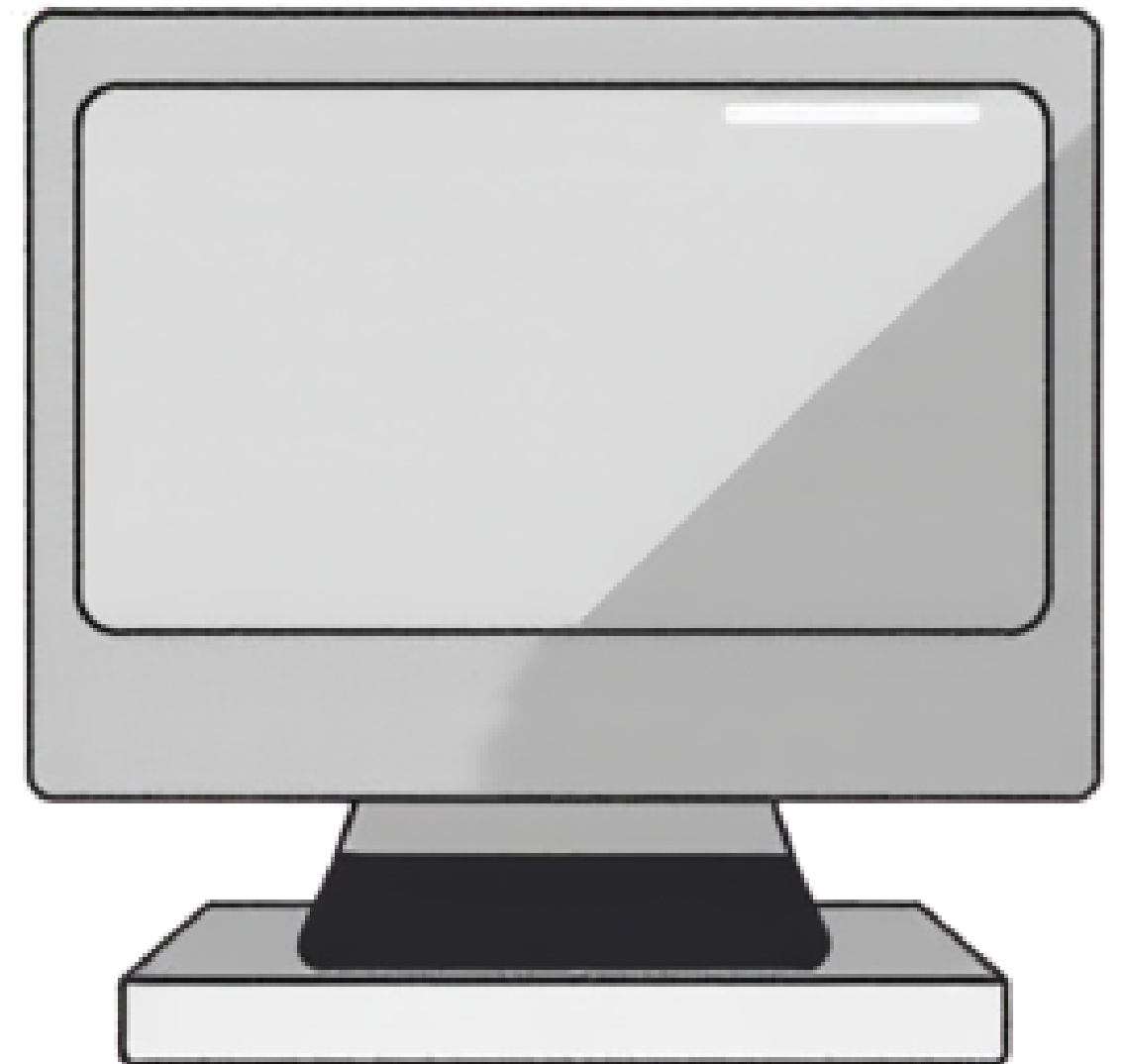
Online cooperation within the traineeship

## Mandatory component

The virtual component is **mandatory** for short-term traineeships, enabling students to collaborate effectively online on practical tasks, which enhances their engagement and skills.

## Online cooperation

Participants have the opportunity to work together on projects, which not only supports learning but also helps build relationships between students from different universities.



## Required signatures

To ensure the proper course of the traineeship, it is necessary to obtain signatures from the student, the university coordinator, and the supervisor at the host institution, which formalises the process.



### COMMITMENT:



**At the moment of sending the LA – 1st stage to the International Cooperation Office (DWM), two signatures are required (the student and the faculty coordinator at the home university).**

**The document signed by all parties must be sent to the DWM by e-mail before the grant agreement is signed.**

# Preparations before departure



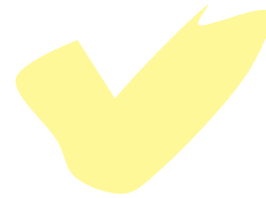
signing the grant agreement (March/April or depending on the departure date)



optional language test on-line on platform Online Language Support (OLS):  
<https://www.umw.edu.pl/pl/erasmus/wsparcie-jezykowe-online-language-support-ols>



Language courses:  
- language courses on-line (OLS)  
- refund of language courses taking place before the academic year starts excluding English, French and German (amount: 560 PLN – refund after signing the contract and reaching the university; invoice addressed to UMW)



obtaining a certificate of Erasmus+ status if required by host university



insurance: European Health Insurance Card (EHIC) – health insurance, EUR26 or ISIC card with third party and accident insurance, other

Before departure, students must **sign** the grant agreement, complete the OLS language test (optional), arrange the appropriate insurance.



# Traineeship funding: rates and allowances

<p><b>Grant amounts 2025/2026</b></p> <p><a href="https://www.umw.edu.pl/sites/default/files/2024-04/Zasady%20finansowania%202024-2025.pdf">https://www.umw.edu.pl/sites/default/files/2024-04/Zasady%20finansowania%202024-2025.pdf</a></p>	<ul style="list-style-type: none"><li>• <b>Long-term mobility:</b> Group 1 – Austria, Belgium, Denmark, Finland, France, Ireland, Iceland, Liechtenstein, Luxembourg, the Netherlands, Germany, Norway, Sweden, Italy, and non-associated Programme countries from Regions 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</li><li>• <b>Short-term mobility:</b> 79 EUR per day from day 5 to day 14 of the activity and 56 EUR per day from day 15 to day 30 of the activity. Region 13 countries: Andorra, Monaco, San Marino, Vatican City Region 14 countries: Switzerland, the United Kingdom, the Faroe Islands The grant is paid in one instalment: 100% before departure</li></ul>
<p><b>International mobility</b> (countries not associated to the Programme)</p>	<p>One amount <b>700 EUR</b></p>
<p><b>Students with fewer opportunities</b></p> 	<p>An additional allowance for individual support of 250 EUR per month for long-term mobilities and 100 EUR/150 EUR for short-term mobilities:</p> <p><a href="https://www.umw.edu.pl/erasmus-uczestnicy-z-mniejszymi-szansami">https://www.umw.edu.pl/erasmus-uczestnicy-z-mniejszymi-szansami</a></p> <p>Eligible students/graduates: students receiving a social scholarship, persons with disabilities, individuals with children under the age of 8, and persons benefiting from the right to asylum or holding refugee status.</p>



# Travel costs and green (ecological) travel options

Participants may use standard or green means of transport. Additional travel days may range from 2 to 4 days, depending on the type of traineeship and the participant’s preferences:

<https://www.umw.edu.pl/pl/erasmus/green-travel>

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 travel” and “green travel” columns do not add up.  
For trips of up to 499 km, participants should use low-emission means of transport.  
transportu.
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.
- A stylized line-art illustration on a light orange background. It features a green electric train with a bicycle rack on top, a black bicycle leaning against it, and a silver car parked next to the train. The background includes a large white sun or moon and several small clouds.

# Upon arrival at the placement location

Upon arrival, you must **complete and send** the “Certificate of Arrival”:

<https://www.umw.edu.pl/pl/erasmus/wyjazdy-na-praktyki>

**Submit** any changes to the Learning Agreement (Section to be completed DURING THE MOBILITY), **if applicable**.





# After Returning from the Placement

After completing the internship, you must **submit** the online report and, optionally, complete the language test. You must also provide the required certificates (the traineeship certificate – Section D “**After the Mobility**” in the Learning Agreement for Traineeships; the dates must cover 2 full months in the case of a long-term mobility; a scan is acceptable) and complete the individual settlement of the compulsory internship.





# Final Remarks

**Empty fields** in the Learning Agreement **should be avoided**, and any withdrawal must be reported. The grant agreement should be signed only after the Learning Agreement has been approved.

Graduates may go abroad **after completing** their studies.

**International mobility** (possibility of going to countries outside the European Union: **only to a university with which an agreement is in place**).

The agreement may be signed after receiving the approved **LEARNING AGREEMENT FOR TRAINEESHIPS**.



# Contact and support for students

## Institutional Coordinator

### Outgoing students

Sława Ksenycz [slawa.ksenycz@umw.edu.pl](mailto:slawa.ksenycz@umw.edu.pl)

### Incoming students

Dominika Lucińska [dominika.lucinska@umw.edu.pl](mailto:dominika.lucinska@umw.edu.pl)

Sylwia Kołodziejska [sylwia.kolodziejska@umw.edu.pl](mailto:sylwia.kolodziejska@umw.edu.pl)

Uniwersytet Medyczny im. Piastów Śląskich we Wrocławiu

Dział Współpracy Międzynarodowej

ul. T. Chałubińskiego 6a

50-368 Wrocław

tel: +48 71 784 16 85

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



# Thank you!

