

Regulations for Settling Expenses for Mobility under the Erasmus+ Program in the Academic Year 2025/2026 by Students of the Faculty of Chemistry at the University of Wrocław

1. Recruitment of students and doctoral candidates for mobility under the Erasmus+ program in the academic year 2025/2026 is conducted in accordance with the regulations presented on the website <https://chem.uwr.edu.pl/programy-miedzynarodowe/program-erasmus/>.
2. Students qualified for mobility are required to prepare a Learning Agreement detailing the courses they will undertake at the partner university during their stay. This document must be approved and signed by the student, the faculty's Erasmus+ program coordinator, and the responsible person from the host institution.
3. Amendments to the prepared Learning Agreement can be made within 30 days from the start of the semester at the host institution. Each change must be approved by the Erasmus+ program coordinator of the host institution and the faculty's Erasmus+ program coordinator.
4. Before the end of the mobility period at the host institution, the student is required to obtain the following documents: a) Transcript of Records (a list of completed subjects along with the corresponding ECTS credits and grades). The courses listed in this document must correspond to the program outlined in the final Learning Agreement. The Transcript of Records must be signed by the responsible person from the host unit. b) In the case of participating in a research project - a written confirmation of the student's participation in the research, including a brief description of the conducted research, evaluation, and the duration of the project. This document must be signed by the responsible person from the host unit.
5. Students/doctoral candidates qualified for mobility under the Erasmus+ traineeship program must prepare information on the conducted traineeship in the form of a Learning Agreement for Traineeship. This document should indicate the host unit, the academic supervisor, a brief description of the traineeship along with its title, as well as the intended working hours and method of evaluation. It must be approved and signed by the student, the faculty's

Erasmus+ program coordinator, and the responsible person from the host institution.

6. Before the end of the mobility period in the host unit, the student must obtain a document confirming the completion of the traineeship (Traineeship Certificate), which includes a brief description of the project completed, the evaluation of the student's work, and information about the duration of the traineeship. This document must be signed by the academic supervisor in the host unit.
7. After returning to the home institution, the student must submit the signed and stamped aforementioned documents to the faculty's Erasmus+ program coordinator within 30 days (copies of the documents should be sent to the email address remigiusz.bachor@uwr.edu.pl) and to the Dean's Office (original documents). The Transcript of Records serves as the basis for crediting the study period, while the Traineeship Certificate serves as the basis for settling the scholarship.
8. ECTS Credits: a) ECTS credits for participating in seminars at partner institutions are recognized only for students of the second and third cycles of studies who are conducting research projects at the partner institution. b) ECTS credits for language classes and sports activities undertaken by the student at partner institutions are not included in the required total credits for the semester upon return. c) In the event that fewer ECTS credits are obtained than anticipated by the home unit in the semester in which the mobility is conducted, the student is obliged to report to the faculty's Erasmus+ program coordinator to determine how to make up for the deficit.
9. Settlement of short-term mobility for internships or other activities under the Erasmus+ program. Before concluding the mobility, the student is required to obtain confirmation of participation in the internship/other activity (referred to as the Traineeship Certificate). The document must be signed by the responsible person (supervisor, coordinator) from the host institution.

Regulations Prepared by:

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