

TERMS AND CONDITIONS OF ENROLMENT AND COMPLETION OF INTERNATIONAL TRAINEESHIP WITHIN THE SCOPE OF SCHOLARSHIP PROGRAMMES, INCLUDING, AMONG OTHERS, ERASMUS+, POWER, EDUCATION IN THE SCHOOL YEAR 2020/2021

I. GENERAL TERMS AND CONDITIONS

1. The University commits itself to enrol candidates for Erasmus+ programme traineeship stays based on terms and conditions of **enrolment complying with principles of transparency, fairness, and equal treatment of all candidates**, made public to the student body.
2. Only persons being **CUE students** are entitled to enrol for the programme. An enrolled student must not **change their status** to graduate during the traineeship.
3. Two mobility modes are to be executed within the scholarship programmes:
 - a. trips for graduates of first, second, and third degree studies by **30.09.2021 r.**;
 - b. trips for students of first, second, and third degree studies and for students of long cycle Master's programmes by **30.09.2021 r.**;
4. The University may define limits for graduate traineeship stays.
5. The intern may remain at the receiving organisation **from 2 to 12 months** within a single settlement cycle defined in section 3 (depending on its length and the mobility capital at the participant's disposal). The intern's stay is squared with 1 day accuracy, a month is squared as 30 days. The traineeship should begin and end on a business day, unless the receiving organisation operates on other days of the week as well.
6. The financing period cannot exceed 120 days. The financing granted under the scholarship+ programmes is supplementary – it does not guarantee coverage of the total trip cost.
7. Within the scope of the Erasmus+/POWER programme, every student/graduate is given several chances to go abroad (to study or to do traineeship) for a **total period not exceeding 12 months** per each studies grade: first, second, or third, and not exceeding 24 months for uniform master's programmes. The so called "mobility capital" is assigned to the studies grade of a given enrolment.
8. During the enrolment, the applicant is obliged to state their "mobility capital" used so far within their current studies grade. Declaring quota other than actual may result in the trip being considered unjustified and the participant may have to return their subsidy.
9. An applicant may apply for one international stay only during one enrolment.
10. In order to be able to do your traineeship as a graduate, you must **be enrolled in your final year while you hold a student status**.

11. A graduate's stay abroad must Begin after your graduation and end within **12 months from that date**, within a single settlement period of the programme, defined in section 3. The date of graduation is understood as the date of your final exam, if passed.
12. Only persons who do not continue their studies at CUE during the traineeship period are entitled to go as graduates. Such a stay is not considered as an excuse for absence in class, neither at CUE, nor any other university.
13. Financing from the scholarship programme is granted in order to execute traineeship **related to your educational profile**. The traineeship must guarantee you acquire competences related to your educational programme at your home university.
14. The traineeship may be done as compulsory or optional. The traineeship officer at a given university unit decides whether your traineeship is credited as compulsory. Completion of traineeship is recorded as your achievement by an entry in your diploma supplement.
15. An international traineeship stay requires you to take up a full time job in agreement with the receiving organisation, but no less than 30 hours per week.
16. The following types of organizations **do not qualify as receiving organizations** for the purpose of student traineeship: EU institutions and other EU bodies, including specialised agencies (a detailed list of such institutions is available from http://europa.eu/about-eu/institutions-bodies/index_pl.htm); organizations managing EU programmes, for example Erasmus+ National Agencies (in order to avoid a conflict of interest or double financing).
17. Participant may do their traineeship at a given receiving organisation only once, unless the internship profile is changed so that it guarantees further development of the participant's competences.
18. Completion of traineeship at an organisation of higher education is possible only if it holds an Erasmus+ Participant Identification Code (PIC).
19. Before you leave for the traineeship, you need to obtain a document entitling you to using health services within the EU and insurance for the duration of your journey and stay at the partner institution (cost of medical services, accident insurance, liability insurance for the workplace).
20. Persons with disabilities holding a document confirming their disability degree may apply for additional financing from the resources of the Operational Programme Knowledge, Education, Development as financing of student traineeship. Candidates who plan to leave for a graduate traineeship may apply for such financing as well; the funds are assigned individually by the Foundation for the Development of the Educational System.
You need to attach such a document along with your application, that is, during the enrolment for the programme. The document confirming your disability degree (or its extension) must cover the entire period of the stay abroad.

21. Persons who qualify for financial aid at their home University or to receive such financial aid in the semester immediately prior to their stay abroad or in the semester during which they leave, may apply for additional financing from the resources of the Operational Programme Knowledge, Education, Development as financing of student traineeship. Candidates who plan to leave for a graduate traineeship may apply for such financing as well; the funds are assigned individually by the Foundation for the Development of the Educational System.

Terms and conditions of assigning financial aid are defined in the “Law on Higher Education” (chapter 2: students’ rights and obligations). Your entitlement for such financial aid must be documented at the time of application for international stay, that is, during enrolment for the programme. According to the principle of equal treatment for all participants of the programme, such financing may be granted for the maximum period of 90 days, regardless of the duration of the traineeship stay.

II. ENROLMENT FOR THE PROGRAMME

1. Enrolment for intern candidates is run by the Student Career Centre which acts as Coordinator for Erasmus+ Traineeship. Enrolment for the programme is based on points scored in individual areas as defined in Appendix no 1. During the enrolment, the University takes into account the student’s achievements (grades) and their level of language which will be the language of instruction for the traineeship. Additional points may be awarded for finding an employee during the enrolment and documented forms of student activity listed in section 5 (e.g. if the number of candidates exceeds the number of traineeship vacancies).

2. Formal criteria:

- a. Persons enrolled for a stay may hold double citizenship. Their entitlement for such stay is determined by them being a member of the student body (that is they should be students at the sending university). If such a person holds citizenship other than of any of the EU or EEA member state, they should check the terms and conditions applicable to entrance on the territory of the receiving country in relation to Erasmus+ stays.
- b. Only persons of age may go for traineeship stays;
- c. Students of **first grade studies and uniform master’s programmes may go abroad for traineeship upon completion of their first year; students of second grade studies upon completion of their first semester, students of doctoral programmes are not limited with regard to that.** Students of first and second grade studies going abroad during their final year must obtain an additional permission from their thesis supervisor. Both students of full and part time programmes are entitled to participate in the traineeship programme.
- d. Pursuant to the provisions of section 2c, only students who have their average score calculated for at least one credited semester of first degree studies may apply.
- e. The candidates’ status at the University must be clear and they must have completed all credits for the semester prior to their traineeship, unless they are given an individual approval from their dean.
- f. Students cannot take a year off nor go on a leave during the traineeship stay.

- g. Students applying for a traineeship stay declare their **availability throughout the traineeship period**. Students cannot participate in any other international programme carried out by CUE or in any other programme financed from European Funds during the traineeship stay.

3. Application procedure

In order to apply for traineeship you need to do the following:

- a. **fill in an online application form** available at www.kariery.uek.krakow.pl;
b. **deliver** a complete set of **documents** to the Students Career Centre within the deadline.

Required documents:

- CV in English;
- Statement of the student's status and their total average grade **for the entire portion of studies completed so far**, issued by their dean;
- Statement on their knowledge of a foreign language (e.g. a language certificate of grade from their language class).

4. Documents awarded additional points:

- Learning Agreement for Traineeships - (*Section to be completed BEFORE THE MOBILITY*);
- Confirmation by a specified CUE unit on active contribution to promotion of the University or volunteering, according to the following score:

Score	Volunteering within and outside CUE
0.5	minor activities, leaflets, one-time activity
1	short-time activity - important role (e.g. coordinator),
1.5	up to 1 month
2	from 1 to 2 months
2.5	from 2 to 3 months
3	over 3 months

A complete set of documents must be delivered to the Students Career Centre or to the secretary's office (in such a case, they should be placed in a sealed envelope with an inscription "**Students Career Centre – International Traineeship Application**") within the enrolment deadline.

III. QUALIFICATION PROCEDURE

1. The body responsible for carrying out the qualification procedure is the University Qualification Commission for CUE Student International Stays. The list of the Commission members is published at www.uek.krakow.pl. The qualification is carried out in two steps:
- a. Qualification for the programme by the University Qualification Commission for CUE Student International Stays, based on documents delivered to the Student Career Centre, according to criteria defined in the table in appendix no 1;

from the traineeship. The tests is a tool for evaluation only, its result does not affect the permission to go.

5. The funds may be transferred to the participant only on the condition that they accept all terms and conditions of the agreements. The beneficiaries commit themselves to observe all provisions of the agreement, including the obligation to deliver reports on the progress of their internship, documents, and bills, if applicable, within specified dates.
6. In the case of graduate traineeship, the recommended period between the completion of studies (final exam) and the departure should be no less than 2 weeks.
7. The traineeship may be terminated before the minimum 60-day period only under force majeure. Force majeure means **exceptional situation or event that could not be anticipated or beyond the participant's control and not resulting from their mistake nor negligence**. Each such situation that causes termination of the traineeship must be reported to Student Career Centre immediately. The participant is obliged to hand in a request for considering a given occurrence as "force majeure ". They are also obliged to attach the Learning Agreement For Traineeships After The Mobility stating the beginning and ending dates of their stay confirmation of occurrence of force majeure (e.g. doctor's certificate, police report, etc.). The University forwards a request to the National Agency and if it grants the request, the student may keep a part of the scholarship proportionate to the length of their stay at the receiving institution, while the remaining part of the scholarship must be returned. If the Agency does not grant the request, the entire scholarship shall be returned.
8. If the student resigns from their internship after signing the agreement or returns before the end of internship as defined in the agreement, they are obliged to **return the entire sum** granted from the Erasmus+ programme (except for situations considered to be force majeure).
9. The participant is obliged to inform the Student Career Centre immediately upon occurrence of any significant problems during the traineeship or of circumstances that prevent its completion and, in the case of resignation, to inform the employer as well.
10. The participant is obliged to obtain a Traineeship Certificate from the receiving organisation confirming:
 - that the programme of the traineeship was completed and assessed by the traineeship supervisor from the receiving organisation,
 - the duration of stay of the trainee at the receiving institution.
11. Upon the return from the receiving organisation, the participant is obliged to fill in an online *Erasmus+ Final Report* . Filling in the survey, taking a compulsory online language test, and providing the Student Career Centre with the required documents within 30 days from the completion of the traineeship constitute necessary conditions for the financial settlement of the stay and awarding credits for the traineeship. We recommend that you complete original documents signed by and between your home University and receiving institution; scans of documents or electronic signature are acceptable depending on the legal regulations of a given country or institution.

12. Each candidate is **entitled to appeal** the decision of the University Qualification Commission for Student International Stays to the University Appeal Commission for Student International Stays within 14 days from publication of the results.

V. FINAL PROVISIONS

1. The above terms and conditions apply to participants going away for internship without subsidy.
2. The list of documents, deadlines, and information on the enrolment and execution of the programme are available at the Student Career Centre's website www.kariery.uek.krakow.pl.
3. Cracow University of Economics reserves the right to amend the above terms and conditions. Amendments may result from new terms and conditions forwarded by the European Commission and the National Agency during the course of the programme. The participant is obliged to make themselves familiar with the premises of the scholarship programmes and check the Student Career Centre's website for information and updates on the programme. The Student Career Centre is obliged to inform the participants on significant changes concerning the execution of the programme.
4. The student is obliged to inform the unit coordinating the enrolment on all changes, including changes in contact data, student status, resignation etc.
5. **The method of financing** studies within the scope of the Erasmus+ programme is defined in a separate document – Cracow University of Economics terms and conditions of execution and financing international study and traineeship stays within the scope of Erasmus+ (K103) and PO WER programmes and Cracow University of Economics terms and conditions of execution and financing international study and traineeship stays within the scope of the Education programme available at the Student Career Centre's website www.kariery.uek.krakow.pl.

Appendix no 1.

SCORE – Erasmus+ traineeship

No.	Criterion	Points awarded
1.	Average grade: for the entire portion of studies completed, confirmed by your home Dean's Office	The number of points awarded equals to your average grade.
Average grade of 4.0 and above is awarded bonus points: (4.00- 4.11) - 3pts. (4.12- 4.22) - 4pts. (4.23- 4.36) - 5pts. (4.37- 4.53) - 6pts. (4.54- 5.50) - 7pts. Your total score is the sum of your average grade and bonus points.		
2.	Foreign language proficiency: (language certificate or confirmation of taking part in a language course or an aptitude test taken at the	3, 4, 5, or 6 points

Centre for Foreign Language Studies)

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| 7. | Voluntary activities, promotion of CUE (e.g. Job Fair, Open Door events) and other forms of activity and achievements | 0.5- 3 points |
| 8. | Finding an employer within the enrolment deadline | 2 points |

Voluntary Activities and other forms of activity and achievements:

Points	Voluntary work within and outside CUE
0.5	Mini activities, leaflets
1	Single event, key role
1.5	Up to 1 month
2	From 1 to 2 months
2.5	From 2 to 3 months
3	More than 3 months

Foreign language proficiency:

Beginner levels	A1- Beginner	2
	A2 – Pre-Intermediate	3
Intermediate levels	B1 – Intermediate	4
	B2 – Upper-Intermediate	5
Advanced levels	C1 – Advanced	6
	C2 – Proficient	6
Language course grade	5.0	4
	4.0	3
	3.0	2

The maximum score for “Voluntary activities” is 3 points.

(E.g. if a volunteer has earned more than 3 points through their activities, they will be awarded the maximum of 3 points in this category.)

Points for “Language proficiency” in individual languages do not add up. The score for the best language is awarded (that is, if you have e.g. 5 pts. for your proficiency level in Italian and 3 pts. for your proficiency level in French, you will be awarded 5 pts.)