

Regulations
on the principles and criteria for recruiting students, PhD students and employees of Medical
University of Silesia for mobilities within Erasmus + Programme Higher Education,
Educational Mobility

§ 1

1. Medical University of Silesia (SUM) realizes the following mobilities within Erasmus + Programme:

- 1) students and PhD students for studies and practice/internships;
- 2) staff for teaching/training assignments.

2. Recruitment procedure, as referred in paragraph 1 point 1 and qualifying, as referred in paragraph. 1 point 2, are carried out by the University Admission Committee of the Erasmus+ Programme, hereinafter referred to as "UKRE +".

3. UKRE + is appointed in a separate decree by the SUM Rector.

4. The terms of recruitment, referred to in paragraph. 1 point 1, including the submission of documents, transfer of documents by the relevant units of the University and the date of announcement of results is set by UKRE + and published on the website in the section www.sum.edu.pl Department Student Career and Promotion of the University under the section: ERSAMUS +.

§ 2

1. Mobility as referred to in § 1.1 point 1 shall not exceed 12 months (including supplementary internship if it is planned) as part of a given cycle of studies ie. the first, second and third cycle or 24 months as part of the uniform master, including prior participation in the previous actions of the Erasmus Program "Lifelong Learning". Minimum stay in mobility for studies is 3 months, while for practice/internships 2 months.

2. Mobility of students / PhD students to practice/internships can be carried out by the recent graduate who will be recruited to participate in the program during the last year of studies. Such mobility must start and end within 12 months from the date of graduation.

3. Mobility as referred to in § 1. 1 point 2 may not be less than two days and cannot exceed two months, excluding travel time, in all cases teaching hours must include at least 8 hours.

4. Mobilities of students/PhD students for studies and staff for teaching can be realized only in an institution, which has signed the interinstitutional agreement with Medical University of Silesia.

5. Students of medicine, dentistry and pharmacy cannot participate in the Erasmus + in the last semester of their studies.

§ 3

1. The recruitment procedure, as referred to in § 1. 1 point 1 is opened for:
– students of uniform master or first degree, who completed the first semester,
– second cycle or PhD students,

who fulfill the following conditions:

1) has the status of a student/PhD student;

2) not been on dean's leave in the academic year preceding the application and in the academic year in which the recruiting takes place,

3) has a minimum grade average of at least 3.50 for the last academic year, in the case of first-year first cycle students and master's uniform – completed first semester,

4) knows English or the language of instruction of the host institution, which may be confirmed by the relevant recognized language certificate at a minimum level B2, issued by authorized institution.

The certificate is a necessary criterion if required by the host institution.

In the absence of having a recognized certificate it is required to obtain at least good (4.0) from the last credit from a foreign language course as part of the study program is attended.

In the absence of the grade as part of the study program a certificate of a language examination conducted by the SUM Department of Foreign Languages is valid. In such a case, it is required to obtain at least good (4.0);

Proof of language proficiency does not apply to students from countries where English or the language of instruction of the host institution, is the official language,

5) received a positive opinion of the Dean / Head of PhD Studies on the application form to participate in the program.

2. Mobility as referred to in § 1. 1 point 1, does not exempt a student from the obligations related to the implementation of studies both before and after mobility.

§ 4

1. In order to participate in the recruitment procedure is to meet the requirements specified in § 3. 1 and submit the following documents:

- 1) application form, which is Appendix 1 or Appendix 2 respectively to these Regulations,
- 2) a certificate or document required to prove the knowledge of a foreign language, as referred to in § 3. 1 point 4,
- 3) documents proving the additional criteria as referred to in § 5. 4 point 3 - if any.

2. The documents as referred to in paragraph. 1 must be submitted in a single copy, in the relevant Dean's office/PhD office within the period set by UKRE +.

3. The application form shall be completed by the employee of Dean's office / PhD office with the grade average as referred to in § 3. 1, item 3, and approved by the Departmental Coordinator of ERASMUS +, Dean/Head of PhD Studies.

4. The approved form and all submitted documents of the student the Dean's office / PhD office submits to the Rectorate building at Poniatowski str. 15, 40-055 Katowice within 7 days from the expiry of the period as referred to in paragraph. 2.

§ 5

1. After analyzing and evaluating the merit of the documents as referred to in § 4. 4, UKRE + decides on the limit and extent of financing the mobilities. The decision of UKRE + depends on the agreement with the Foundation for the Development of Education System for the implementation of the mobility in the sector of higher education.

2. The information as referred to in paragraph. 1, and the results of the recruitment procedure (first and any subsequent ranking lists) will be posted on the website of the University www.sum.edu.pl. Department of Career tab and Promotion of the University Students under: ERASMUS + and include:

- 1) the album number of the student / PhD student,
 - 2) the sum of points calculated in accordance with paragraph 5.4 of the Regulations,
 - 3) The decision on eligibility or ineligibility of a candidate with the name of the host institution.
3. The order on the ranking list will be determined by the sum of points obtained in the recruiting procedure.

4. In order to calculate the sum of the points as referred to in paragraph. 3, the following rules shall apply :

1) the grade average of the last completed academic year , in case of first-year students completed semester:

Grade Average	Points
3.50 - 3.75	6
3.76 - 4.00	8
4.01 - 4.25	10
4.26 - 4.50	12
4.51 - 4.75	15
4.76 - 5.00	18

2) proof of the required knowledge of a foreign language:

a) for possession of a certificate from a foreign language - 10 points

b) for completing the course in a foreign language in the curriculum or examination conducted by the SUM Department of Foreign Languages

grade	points
Good (4.0)	2
More than good (4.5)	4
Very Good (5.0)	6

c) in the case of students from countries where English or the language of instruction of the host institution is the official language - 6 points,

3) additional recruitment criteria, only for the last academic year prior to recruitment:

a) the Minister's scholarship for outstanding achievements - 4 points,

b) participation in research programs funded by the Ministry of Science and Higher Education or the Ministry of Health - 4 points,

c) The Rector scholarship for the best students/PhDstudents - 3 points,

d) acting as the Chairman or the Deputy Chairman of the PhD students government or student's government as well as student organizations, associations of students, as referred in Art. Paragraph 204. 2 of the Act of 27 July 2005. - Law on Higher Education - 2 points,

e) membership in PhD student's government, student organizations or associations of students as referred to in Art. Paragraph 204. 2 of the Act of 27 July 2005. - Law on Higher Education -1 point.

5. Mobility of the student /PhD student to the country of which he is a citizen, the sum of points obtained in the recruitment procedures shall be reduced by 30%.

6. In the case of equal sum of points in the recruitment procedure for a number of candidates greater than the limit specified by UKRE +, the basis of qualifications will be the grade average as referred to in paragraph 3. 1, point 3, calculated to two decimal places.

7. Candidates who are not qualified because of the limit of the places referred to in paragraph 5. 1, are on awaiting list. In case of resignation of a candidate from the ranking list or free place on the list of qualified, candidates from the awaiting list may be qualified according to the place on the ranking list resulting from the sum of points obtained in the recruitment procedure.

8. Candidates, who do not submit the documents within the prescribed period, or put the wrong data to the application form will not be involved in the further course of the recruitment procedure.

§ 6

1. Recruited student/PhD student is required to establish, in consultation with the appropriate Departmental Coordinator of Erasmus+ Programme document confirming the feasibility of such leave. "Learning Agreement for Studies" or, respectively, "Learning Agreement for Traineeships" .

2. The model of "Learning Agreement for Studies " is attached as Appendix 4 to these Regulations, whereas "Learning Agreement for Traineeships" is attached as Annex 5 to these Regulations.

3. The document as referred to in paragraph 1 must be approved by the host institution.

4. With the approved document as referred to in paragraph 1, recruited student / PhD student shall submit *Recognition Confirmation* to the substantive assessment of Departmental Coordinator, and then for the acceptance to the Dean/Head of PhD Studies.

5. *Recognition Confirmation*, is attached as Appendix 6 to the these Regulations.

6. The document as referred to in paragraph 1 and other documents required by the host institution should be submitted by the qualified student to the Career and Promotion Office of Medical University of Silesia for further transfer to the host institution.

7. Recruited student/PhD student is informed by an employee of Career and Promotion Office of the University of the decision of the host institution on the accepting and the possible financial agreement for the mobility, according to University's agreement pattern, on the basis set out by the Foundation for the Development of the Education System. the decision of the host institution is communicated to the Dean/Head of PhD Studies by the Career and Promotion Office.

8. After receiving the mobility permission student/PhD student supplies before mobility to the appropriate Dean's office document as referred to in paragraph 4, which is put to the student's personal file .

9. Any arising changes in the course of mobility in approved documents as referred to in paragraph. 3 and 4 require the approval of the Dean/Head of PhD studies

10. In appropriate circumstances UKRE + can call for complementary recruiting.

§ 7

After returning from the host institution, promptly, but no later than within 14 days of the receipt of documents confirming the implementation of mobility student/PhD student is required to:

- a) submit to the Dean's office/ PhD Studies Office appropriate certificate issued by the host institution, which contains information about the length of mobility and extent of the realization of the program - Transcript of Records. Photocopy of the document should be submitted to Career and Promotion Office. The certificate must contain the exact dates of the stay in the institution.
- b) complete on-line report. Notification with a link to access the report student/ PhD student will receive in an e-mail on the last day of mobility.

§ 8

1. The procedure for qualifying for mobilities as referred to in paragraph 1.1 point 2, may be qualified a person employed by SUM, hereinafter referred to as the Employee who meets the following criteria:

- 1) at least two years working period in SUM,
- 2) knowledge of English or the language of instruction of the host institution, confirmed by a recognized certificate of language at a minimum level B2, issued by the testified institutions or passing an exam in the SUM Department of Foreign Languages. The requirement does not apply to employees with a degree or academic title and language graduates - English or the language of instruction of the host institution.
- 3) approved by the host institution " Staff Mobility for Teaching - Mobility Agreement" or respectively "Staff Mobility for Training - Mobility Agreement"
- 4) consent of the direct supervisor for the mobility or for academics consent of the Dean of the School.

2. Recruitment of staff as referred to in paragraph 1, is carried out continuously, ie. The entire duration of the contract with the Foundation for the Development of Education System for the implementation of mobilities in the higher education sector.
3. In order to take part in the qualification procedure is to meet the requirements of paragraph. 1 and submit at least 30 days before the date of mobility the following documents:
 - 1) The application form attached as Appendix 3 to these Regulations;
 - 2) approved by the host institution " Staff Mobility for Teaching - Mobility Agreement" or "Staff Mobility for Training - Mobility Agreement";
 - 3) form for paid excused absence from work, under the terms of separate internal University act.
4. The pattern of "Staff Mobility for Teaching - Mobility Agreement" is attached as Appendix 7 to these Regulations.
5. The pattern of "Staff Mobility for Training - Mobility Agreement" is attached as Appendix 8 of these Regulations.
6. The documents as referred to in paragraph. 3, shall be deposited in the Office of the SUM Rectorate,. Poniatowski Street 15, 40-05 Katowice.
7. Before mobility the Employee signs financial contract, according to pattern set by the University, accoding to the rules set out by the Foundation for the Development of the Education System.

§ 9

1. After returning from the host institution, promptly, but no later than within 14 days from the receipt of documents confirming the implementation of mobility Employee is required to:
 - 1) submit to the Career and Promotion Office of the University the certificate issued by the host institution, which contains information about the length of mobility and the extend of realization of the program. The certificate must contain the exact dates of the stay in the institution,
 - 2) complete on-line report. Notification with a link to access the report will be sent by e-mail on the last day of mobility.
2. Career and Promotion Office of the University forwards the certificate as referred to in paragraph 1, point 1 to the HR Department of the University.

§ 10

1. Within 14 days from the date of publication of the results student/PhD student may appeal to the Rector SUM.
2. Within 14 days of the receipt of the information of the results of the qualifying the employee may appeal to the Rector.
3. The Rector's decision is final.

Appendix 1
to Regulations on the principles and criteria for
recruiting students, PhD students and
employees of Medical University of Silesia for
mobilities within Erasmus + Programme
Higher Education, Educational Mobility

**Uczelniana Komisja Rekrutacyjna
Programu Erasmus +
Śląski Uniwersytet Medyczny w Katowicach
ul. Poniańskiego 15
40-055 Katowice**

**APPLICATION FORM FOR STUDENTS/PHD STUDENTS
MOBILITY FOR STUDIES
academic year/.....
in the frames of ERASMUS+ PROGRAM**

1. Personal data	
Name:	Surname:
Address :	Phone:
ID number:	Citizenship:
e-mail:	Album number:
Field of studies:	
School:	Year of studies :
Previous participation in Erasmus/Erasmus+ Program (number of months):	
2. GPA from the last completed academic year, in case of first year students – completed semester.	
GPA:	<i>Seal and signature Dean's office</i>

3. knowledge of foreign languages.

Grade from the foreign language course	Seal and signature Dean's office
Grade for the exam conducted by the SUM Foreign Languages Center:	<i>Teachers signature</i>
Language certificate:	

4. List of host institutions		
Institution	Country	Semester (winter/summer)
1		
2		
3		

5. what subjects would you like to study abroad?	
Lp.	Subject
1	
2	
3	
4	
5	

6. Why would you like to study in the frazes of Erasmus+ program ?

--

7. Dean/Vicedean opinion.

8. Departmental Erasmus+ Coordinator opinion.

--	--

I hereby agree to post on university webpage my album number, number of points and the name of host institution according to the Regulations on the principles and criteria for recruiting students, PhD students and employees of Medical University of Silesia for mobilities within Erasmus + Programme Higher Education, Educational Mobility

Katowice, date,

.....

(candidate signature)

Appendix 2
to Regulations on the principles and criteria for
recruiting students, PhD students and
employees of Medical University of Silesia for
mobilities within Erasmus + Programme
Higher Education, Educational Mobility

**Uczelniana Komisja Rekrutacyjna
Programu Erasmus +
Śląski Uniwersytet Medyczny w Katowicach
ul. Poniatowskiego 15
40-055 Katowice**

**APPLICATION FORM FOR STUDENTS/PHD STUDENTS
MOBILITY FOR TRAINEESHIPS
academic year/.....
in the frames of ERASMUS+ PROGRAM**

1. Personal data	
Name:	Surname:
Address :	Phone:
ID number:	Citizenship:
e-mail:	Album number:
Field of studies:	
School:	Year of studies :
Previous participation in Erasmus/Erasmus+ Program (number of months):	
2. GPA from the last completed academic year, in case of first year students – completed semester.	
GPA:	<i>Seal and signature Dean's office</i>

3. knowledge of foreign languages.

Grade from the foreign language course	Seal and signature Dean's office
Grade for the exam conducted by the SUM Foreign Languages Center:	<i>Teachers signature</i>
Language certificate:	

4. List of host institutions		
Institution	Country	Semester (winter/summer)
1		
2		
3		

5. Scope of practice	
Lp.	Subject
1	
2	
3	
4	
5	

6. Why would you like to study in the frames of Erasmus+ program ?

--

7. Dean/Vicedean opinion.

8. Departmental Erasmus+ Coordinator opinion.

--	--

I hereby agree to post on university webpage my album number, number of points and the name of host institution according to the Regulations on the principles and criteria for recruiting students, PhD students and employees of Medical University of Silesia for mobilities within Erasmus + Programme Higher Education, Educational Mobility

Katowice, date,

.....

(candidate signature)

Appendix 3
to Regulations on the principles and criteria for
recruiting students, PhD students and
employees of Medical University of Silesia for
mobilities within Erasmus + Programme
Higher Education, Educational Mobility

**Uczelniana Komisja Rekrutacyjna
Programu Erasmus +
Śląski Uniwersytet Medyczny w Katowicach
ul. Poniańskiego 15
40-055 Katowice**

**APPLICATION FORM FOR STAFF
MOBILITY FOR TEACHING AND TRAINING**
academic year/.....
in the frames of ERASMUS+ PROGRAM

1. Personal Data	
Name:	Surname:
Address:	Phone:
ID number:	Citizenship:
e-mail:	
School/Department:	
2. Mobility:	
Mobility for Teaching <input type="checkbox"/>	Mobility for Training <input type="checkbox"/>

3. host Institution:	Mobility dates:

4. Dean/Vicedean opinion

I hereby agree to post on university webpage my name and surname, the name of host institution according to the Regulations on the principles and criteria for recruiting students, PhD students and employees of Medical University of Silesia for mobilities within Erasmus + Programme Higher Education, Educational Mobility

Katowice, dn.

.....

(candidate signature)

LEARNING AGREEMENT FOR STUDIES

The Student

Last name (s)		First name (s)	
Date of birth		Nationality	
Sex [M/F]		Academic year	20../20..
Study cycle		Subject area, Code	
Phone		E-mail	

The Sending Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code	
Contact person name		Contact person e-mail / phone	

The Receiving Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code	

Contact person name		Contact person e-mail / phone	
---------------------	--	-------------------------------	--

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] till [month/year]

Table A: Study programme abroad

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring] [or term]	Number of ECTS credits to be awarded by the receiving institution upon successful completion
			Total:

Web link to the course catalogue at the receiving institution describing the learning outcomes:

[Web link(s) to be provided.]

Table B: Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad NB no one to one match with Table A is required. Where all credits in Table A are recognised as forming part of the programme at the sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window (see guidelines).

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS credits
			Total:

If the student does not complete successfully some educational components, the following provisions will apply:

[Please, specify or provide a web link to the relevant information.]

Language competence of the student

The level of language competence in [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:

A1 A2 B1 B2 C1 C2

II. RESPONSIBLE PERSONS

Responsible person in the sending institution:

Name: _____ Function: _____
Phone number: _____ E-mail: _____

Responsible person in the receiving institution:

Name: _____ Function: _____
Phone number: _____ E-mail: _____

III. COMMITMENT OF THE THREE PARTIES

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

The student

Student's signature _____ Date: _____

The sending institution

Responsible person's signature _____ Date: _____

The receiving institution

Responsible person's signature _____ Date: _____

Section to be completed DURING THE MOBILITY

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

Table C: Exceptional changes to study programme abroad or additional components in case of extension of stay abroad

Component code (if any) at the receiving institution	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component <i>[tick if applicable]</i>	Added component <i>[tick if applicable]</i>	Reason for change	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
					Total:

The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme.

Approval by e-mail or signature of the student and of the sending and receiving institution responsible persons.

II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

New responsible person in the sending institution:

Name: _____ Function: _____
Phone number: _____ E-mail: _____

New responsible person in the receiving institution:

Name: _____ Function: _____
Phone number: _____ E-mail: _____

Section to be completed AFTER THE MOBILITY

RECOGNITION OUTCOMES

I. MINIMUM INFORMATION TO INCLUDE IN THE RECEIVING INSTITUTION'S TRANSCRIPT OF RECORDS

Start and end dates of the study period: from [day/month/year] till [day/month/year].

Table E: academic outcomes at receiving institution

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits	Receiving institution grade
			Total:	

[Signature of responsible person in receiving institution and date]

II. MINIMUM INFORMATION TO INCLUDE IN THE SENDING INSTITUTION'S TRANSCRIPT OF RECORDS

Start and end dates of the study period: from [day/month/year] till [day/month/year].

Table F: recognition outcomes at the sending institution

Component code (if any)	Title of recognised component (as indicated in the course catalogue) at the sending institution	Number of ECTS credits	Sending institution grade, if applicable
		Total:	

[Signature of responsible person in sending institution and date]

LEARNING AGREEMENT FOR TRAINEESHIPS

The Trainee

Last name (s)		First name (s)	
Date of birth		Nationality	
Sex [M/F]		Academic year	20../20..
Study cycle		Subject area, Code	
Phone		E-mail	

The Sending Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code	
Contact person name		Contact person E-mail / phone	

The Receiving Organisation/Enterprise

Name		Department	
Sector			
Address, website		Country	
Size of enterprise			
Contact person		Contact person	

name / position		e-mail / phone	
Mentor name / position		Mentor e-mail / phone	

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] till [month/year]
Number of working hours per week: ...
Traineeship title: ...
Detailed programme of the traineeship period...
Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship ...
Monitoring plan ...
Evaluation plan ...

Language competence of the trainee

The level of language competence in [*workplace main language*] that the trainee already has or agrees to acquire by the start of the mobility period is:

A1 A2 B1 B2 C1 C2

The sending institution

The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

[Please fill in only one of the following boxes depending on whether the traineeship is embedded in the curriculum or is a voluntary traineeship.]

The traineeship is <u>embedded in the curriculum</u> and upon satisfactory completion of the traineeship, the institution undertakes to:
--

- Award ECTS credits.
- Give a grade based on: Traineeship certificate Final report Interview
- Record the traineeship in the trainee's Transcript of Records.
- Record the traineeship in the trainee's Diploma Supplement (or equivalent).
- Record the traineeship in the trainee's Europass Mobility Document Yes No

The traineeship is voluntary and upon satisfactory completion of the traineeship, the institution undertakes to:

- Award ECTS credits: Yes No
If yes, please indicate the number of ECTS credits:
- Give a grade: Yes No
If yes, please indicate if this will be based on:

Traineeship certificate Final report Interview
- Record the traineeship in the trainee's Transcript of Records Yes No
- Record the traineeship in the trainee's Diploma Supplement (or equivalent), except if the trainee is a recent graduate.
- Record the traineeship in the trainee's Europass Mobility Document Yes No *This is recommended if the trainee will be a recent graduate.*

The receiving organisation/enterprise

The trainee will receive a financial support for his/her traineeship: Yes No

If yes, amount in EUR/month:

The trainee will receive a contribution in kind for his/her traineeship: Yes No

If yes, please specify:

Is the trainee covered by the accident insurance? Yes No

If not, please specify whether the trainee is covered by an accident insurance provided by the sending institution: Yes No

The accident insurance covers:

- accidents during travels made for work purposes: Yes No
- accidents on the way to work and back from work: Yes No

Is the trainee covered by a liability insurance? Yes No

The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee.

Upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate by [*maximum 5 weeks after the traineeship*].

II. RESPONSIBLE PERSONS

Responsible person in the sending institution:

Name:	Function:
Phone number:	E-mail:

Responsible person in the receiving organisation/enterprise (supervisor):	
Name:	Function:
Phone number:	E-mail:

III. COMMITMENT OF THE THREE PARTIES

By signing this document, the trainee, the sending institution and the receiving organisation/enterprise confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties.

The trainee and receiving organisation/enterprise will communicate to the sending institution any problem or changes regarding the traineeship period.

The trainee	
Trainee's signature	Date:
The sending institution	
Responsible person's signature	Date:
The receiving organisation/enterprise	
Responsible person's signature	Date:

Section to be completed DURING THE MOBILITY

EXCEPTIONAL MAJOR CHANGES TO THE ORIGINAL LEARNING AGREEMENT

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] till [month/year]
Number of working hours per week: ...
Traineeship title: ...
Detailed programme of the traineeship period...
Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship ...

Monitoring plan ...

Evaluation plan ...

The trainee, the sending institution and the receiving organisation/enterprise confirm that the proposed amendments to the mobility programme are approved.

Approval by e-mail or signature from the trainee, the responsible person in the sending institution and the responsible person in the receiving organisation/enterprise.

II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

New responsible person in the sending institution:

Name: _____ Function: _____
Phone number: _____ E-mail: _____

New responsible person in the receiving organisation/enterprise:

Name: _____ Function: _____
Phone number: _____ E-mail: _____

Section to be completed AFTER THE MOBILITY TRAINEESHIP CERTIFICATE

Name of the trainee:

Name of the receiving organisation/enterprise:

Sector of the receiving organisation/enterprise:

Address of the receiving organisation/enterprise [*street, city, country, phone, e-mail address*], **website:**

Start and end of the traineeship:

from [day/month/year] till [day/month/year]

Traineeship title:

Detailed programme of the traineeship period including tasks carried out by the trainee:

Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved):

Evaluation of the trainee:

Date:

Name and signature of the responsible person at the receiving organisation/enterprise:

	<p>MEDICAL UNIVERSITY OF SILESIA ERASMUS+ PROGRAMME ECTS</p> <p><i>RECOGNITION CONFIRMATION</i></p>
---	--

Academic year 20..../20.... semester:

Name:	Field of study:
Partner institution/Erasmus code:	Country:

PROPOSED STUDY PROGRAM DURING THE MOBILITY
(subjects to be realized in host institution in the academic year)

Subject code	subjects in host institution	ECTS points	Name of the subjects in home institution	ECTS points
TOTAL:			TOTAL:	

SUBJECTS TO BE REALISED IN MEDICAL UNIVERSITY OF SILESIA

The below mentioned subjects, if completed after the mobility period mean that the student completes the academic year.

Subject code	subject	ECTS points
TOTAL		

<p style="text-align: center;">Student's Name</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">Signature:</p> <p style="text-align: center;">Date:</p>	<p style="text-align: center;">Departmental Coordinator signature</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">Date:</p>
---	---

<p style="text-align: center;">Date:</p>	<p style="text-align: center;">Dean signature</p>
--	---

STAFF MOBILITY FOR TEACHING

MOBILITY AGREEMENT

The Teacher

Last name (s)		First name (s)	
Seniority		Nationality	
Sex [M/F]		Academic year	20../20..
E-mail			

The Sending Institution/Enterprise

Name		Size of enterprise (if applicable)	
Erasmus code (if applicable)		Department/unit	
Address		Country/ Country code	
Contact person name and position		Contact person e-mail / phone	
Type of enterprise: NACE code (if applicable)			

The Receiving Institution

Name		Department/unit	
Erasmus code (if applicable)			

Address		Country/ Country code	
Contact person name and position		Contact person e-mail / phone	

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the teaching activity: from [day/month/year] till
[day/month/year]

Duration (days):

- Additional day for travel needed directly before the first day of the activity abroad
- Additional day for travel needed directly following the last day of the activity abroad

Subject field:

Level: Short cycle (EQF level 5) ; Bachelor or equivalent first cycle (EQF level 6) ; Master or equivalent second cycle (EQF level 7) ; Doctoral or equivalent third cycle (EQF level 8)

Number of students at the receiving institution benefiting from the teaching programme:
.....

Number of teaching hours:

Overall objectives of the mobility:

Added value of the mobility (both for the institutions involved and for the teacher):

Content of the teaching programme:

Expected outcomes and impact (not limited to the number of students concerned):

II. COMMITMENT OF THE THREE PARTIES

By signing this document, the teacher, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teacher.

The teacher will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The teacher and receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

The teacher

Name:

Signature:

Date:

The sending institution/enterprise

Name of the responsible person:

Signature:

Date:

The receiving institution

Name of the responsible person:

Signature:

Date:

STAFF MOBILITY FOR TRAINING MOBILITY AGREEMENT

The Staff Member

Last name		First name	
Seniority		Nationality	
Sex [M/F]		Academic year	20../20..
E-mail			

The Sending Institution

Name		Department/unit	
Erasmus code (if applicable)			
Address		Country/ Country code	
Contact person name and position		Contact person e-mail / phone	

The Receiving Institution / Enterprise

Name		Size of enterprise (if applicable)	
Erasmus code (if applicable)		Department/unit	
Address		Country/ Country code	
Contact person, name and position		Contact person e-mail / phone	

Type of enterprise:			
NACE code (if applicable)			

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the training activity: from *[day/month/year]* till *[day/month/year]*

- Additional day for travel needed directly before the first day of the activity abroad
- Additional day for travel needed directly following the last day of the activity abroad

Overall objectives of the mobility:
Added value of the mobility (both for the institutions involved and for the staff member):
Activities to be carried out
Expected outcomes and impact:

II. COMMITMENT OF THE THREE PARTIES

By signing this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

The staff member	
Name:	
Signature:	Date:

The sending institution/enterprise

Name of the responsible person:

Signature:

Date:

The receiving institution

Name of the responsible person:

Signature:

Date: