

Guide for Students of the Medical University of Silesia, Katowice intending to go for a **TRAINEESHIP** within the Erasmus+ Programme



Pan-European platform - you can find
available traineeship opportunities there.
<https://erasmusintern.org/>



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ERASMUS+

PROGRAM COUNTRIES

European Union Member States

- Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Spain, Netherlands, Ireland, Lithuania, Luxembourg, Latvia, Malta, Germany, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden, Hungary, Italy.

Non-EU countries participating in the Programme

- Iceland, Northern Macedonia, Liechtenstein, Norway, Turkey, Serbia



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LONG-TERM TRAINEESHIP

FINANCIAL SUPPORT IS GRANTED FOR 2 MONTHS. IF YOU WISH TO STAY LONGER, THE REMAINING PERIOD WILL BE WITHOUT FINANCIAL SUPPORT.

- ❖ Lasts from 2 months (60 days) till 12 months of physical mobility.

SHORT-TERM TRAINEESHIP

FINANCIAL SUPPORT IS GRANTED FOR 14 DAYS. IF YOU WISH TO STAY LONGER, THE REMAINING PERIOD WILL BE WITHOUT FINANCIAL SUPPORT.

- ❖ Lasts from 5 to 30 days (duration of a single stay) of physical mobility.
- ❖ A student traineeship obligatorily includes online learning (virtual component) – the min/max duration is not specified, for doctoral student mobility the virtual component is optional.
- ❖ The virtual component should be completed before, during or after the traineeship.



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SHORT-TERM TRAINEESHIP

What conditions must a virtual component meet?

The virtual component enables teamwork and exchange of experiences in collaborative e-learning.

It must provide a space for learners to work together and simultaneously online on specific tasks that are part of the mobility programme and contribute to the overall learning outcomes.



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SHORT-TERM TRAINEESHIP

Examples of a virtual component:

- ❖ Overview of the hospital regulations
- ❖ Theoretical basics of sample preparation and microscopy techniques
- ❖ Receiving guidance/teaching from a group of professionals who are experts on promoting mental health skills

The virtual component can be organised very various – the only requirement is that it meets the criteria posted on the previous slide.



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Scholarships - Mobility for long-term traineeship

Below is a table divided into the countries you can go to and monthly scholarships for long-term traineeships.

Countries divided into groups	Monthly scholarship
<u>Group 1</u> – Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Italy, Lichtenstein, Luxemburg, Netherlands, Norway, Sweden	820 €
<u>Group 2</u> – Cyprus, Czech Republic, Estonia, Greece, Spain, Latvia, Malta, Portugal, Slovakia, Slovenia	820 €
<u>Group 3</u> – Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary	750 €

Students and Graduates who meet the criteria included in the definition of 'fewer-opportunities participants' will receive an additional € 250 for each month of their stay, regardless of the type of trip.



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Scholarships - Mobility for short-term traineeships

For short-term traineeship you receive a daily grant.

Daily grant	
Stay from 5 to 14 days	79 € / day
Stay from 15 to 30 days	56 € / day

Additional amount for participants who meet the definition of fewer opportunities participants	
Stay from 5 to 14 days	100 € / for mobility
Stay from 15 to 30 days	150 € / for mobility



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Travel allowance

Travel cost support covers all types of mobility.

Distance	Green travel flat rate	Standard travel flat rate
From 10 to 99 km	€56 per participant	€28 per participant
From 100 to 499 km	€285 per participant	€211 per participant
From 500 to 1999 km	€417 per participant	€309 per participant
From 2000 to 2999 km	€535 per participant	€395 per participant
From 3000 to 3999 km	€785 per participant	€580 per participant
From 4000 to 7999 km	€1188 per participant	€1188 per participant
8000 km or more	€1735 per participant	€1735 per participant

Please note! The amounts in the 'standard travel' and 'green travel' columns do not add up. To calculate the travel distance, use the distance calculator available at http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

For mobilities of up to 499 km, participants should use low-carbon means of transport.



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RECRUITMENT PROCESS

step by step

What do I have to do to go for traineeship abroad within the Erasmus+ Programme?



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ERASMUS+ RECRUITMENT PROCESS

The announcement about the recruitment to the Erasmus+ Program will be posted on the SUM website <https://student.sum.edu.pl/category/Erasmus/>

If you would like to go on:

- ✓ Summer traineeship in 2026
- ✓ Graduate traineeship (in which you can complete a volunteering traineeship or part of a postgraduate traineeship) available to students who will graduate in the 2026/2027 academic year.

Download from the website („Recruitment” or „Rekrutacja” tab)
<https://student.sum.edu.pl/wyjazdy-studentow/>

APPLICATION FORM FOR STUDENTS - MOBILITY FOR TRAINEESHIPS



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University Erasmus+ Recruitment Committee
Medical University of Silesia in Katowice
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40-055 Katowice

APPLICATION FORM FOR STUDENTS MOBILITY
FOR LONG-TERM/SHORT-TERM TRAINEESHIPS
ACADEMIC YEAR/.....
WITHIN ERASMUS+ PROGRAMME

(PLEASE COMPLETE THE DOCUMENT
IN CAPITAL LETTERS)

1. PERSONAL DATA.	
Name:	Surname:
Address:	Phone:
Date of birth:	Citizenship:
E-mail:	Student book number:
Field of studies:	
Faculty:	Year of study:
I have previously participated in Erasmus+ Programme (please, provide number of days):	
2. GRADE POINT AVERAGE (GPA) FROM THE LAST COMPLETED ACADEMIC YEAR	
GPA:	
Stamp and signature of the employee of the Dean's Office	

3. FOREIGN LANGUAGE SKILLS	
Final credit grade in a foreign language included in the curriculum:	
Stamp and signature of the employee of the Dean's Office	
Grade in the examination conducted by the SUM Foreign Language Study Center:	
Signature of the language teacher	

APPLICATION FORM FOR STUDENTS - TRAINEESHIPS

Summer traineeships in the academic year 2025/2026

&

Graduate traineeship in the academic year 2026/2027

2025/2026
or
2026/2027

Indicate the correct type of traineeship.
Once the form has been submitted, it will not be possible to change it!

Complete your
Personal Data.

The average grade is
completed by the Dean's
Office.

Grade from the foreign language course
is completed by the Dean's Office.

Don't you have an exam or certificate?
You can still pass the exam at the Foreign
Language Center SUM.



Complete
the document
CLEARLY
CAPITAL LETTERS



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APPLICATION FORM FOR STUDENTS - TRAINEESHIPS

Summer traineeships in the academic year 2025/2026

&

Graduate traineeship in the academic year 2026/2027

Language certificate:		
4. LIST OF HOST INSTITUTIONS (IN ORDER OF PREFERENCE)		
Institution	Country	Scheduled date of the internship/traineeship
1.		
2.		
3.		
5. FIELD OF TRAINEESHIP		
1.		
2.		
3.		
4.		
5.		
6.		
6. WHY WOULD YOU LIKE TO DO TRAINEESHIP ABROAD UNDER THE ERASMUS+ PROGRAMME?		
7. APPROVAL OF THE ERASMUS+ COORDINATOR	8. APPROVAL OF THE DEAN/VICE-DEAN OF THE RELEVANT FACULTY	

Attach the B2 Certificate from a foreign language if you have one

Specify the planned duration of the traineeship - remember - a person qualified for a **long-term traineeships** is guaranteed a scholarship for **2 months**.

For **short-term traineeships** the scholarship is provided for **14 days of physical mobility**.

List 3 institutions where you would like to do a traineeship. They do not have to appear on the list of partner universities. It can be, for example, any hospital, pharmacy or other institution operating in the [Programme Countries](#).

Remember that **it is you who must contact** with the institution you are interested in. At the recruitment process, it is important to receive confirmation that you will be accepted as a trainee. Such confirmation should be sent to erasmus@sum.edu.pl within 60 days of the announcement of the Recruitment results.

Remember to write in the subject line of the email: "CONFIRMATION OF TRAINEESHIP".

Specify the topic of your traineeship. The areas listed may change during the preparation of the Learning Agreement.

What motivates you to participate in the Erasmus+ Programme and do a traineeship abroad?

Obtain approval from the Faculty Coordinator and the Dean.



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I agree that my ~~anonymous~~ student book number, information about number of points and the name of the host institution be published on the website in accordance with the Rules and Regulations Governing the Recruitment of Students, Doctoral Students and Staff of the Medical University of Silesia, Katowice for Mobility under the Erasmus+ ~~Programme~~.

Information clause on the processing of personal data

I acknowledge the following information arising out of the information obligation laid down in Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Official Journal of UE L 119 of 04.05.2016, p. 1), hereinafter referred to as GDPR:

- 1) Medical University of Silesia in Katowice, ul. ~~Boniatowskiego~~ 15, 40-055 Katowice, telephone no.: 32 208 3600, NIP [Tax ID. No.]: 634-000-53-01, REGON [National Business Registry No.]: 000289035 is the Personal Data Controller;
- 2) Updated contact details of the Data Protection Officer are available at the following telephone number: 32 208 3600 or can be accessed online at sum.edu.pl and iod.sum.edu.pl;
- 3) Your personal data are processed on the basis of: Article 6.(1)(c) of RODO for the purpose of the Recruitment of students and doctoral students of the Medical University of Silesia, Katowice for mobility within the Erasmus+ ~~Programme~~ and for the purpose of concluding an agreement pursuant to Article 6.(1)(b) of RODO;
- 4) The recipients of personal data are the operationally and technically responsible employees of the Medical University of Silesia in Katowice authorized to process the personal data, and other public bodies which may submit a legally justified application to make the personal data available to them;
- 5) The data will be stored for a period determined on the basis of the single substantive list of files at the Medical University of Silesia in Katowice and, in particular, for a period no shorter than the period of limitation of financial claims arising from generally applicable regulations.
- 6) You are entitled to demand from the Medical University of Silesia in Katowice to give you access to your personal data, to have them rectified, erased or to limit their processing. You are further entitled to object to processing and to transfer the data.
- 7) You have the right to lodge a complaint against the processing of your personal data to the President of the Office for Personal Data Protection.
- 8) Provision of personal data is compulsory and is a necessary condition for carrying out the recruitment process under the Erasmus + ~~Programme~~. Failure to provide personal data will result in the candidate being excluded from the recruitment process.
- 9) There is no automated decision-making involved in the processing of the personal data provided.

Katowice, date.

.....
(Legible candidate signature)

APPLICATION FORM FOR STUDENTS - TRAINEESHIPS

Summer traineeships in the academic year 2025/2026

&

Graduate traineeship in the academic year 2026/2027

Submit the completed document and all attachments to the Dean's Office of your faculty no later than the last day of recruitment!

What attachments?

Among others:

- Certificate confirming knowledge of a foreign language.
- Confirmation of membership in a student organization 2024/2025 academic year.
- The decision to award the Rector's Scholarship in the 2025/2026 academic year.

About other scored achievements, read in the Regulations § 5 sec. 1 point 3

IMPORTANT: Within the framework of recruitment, points from a specific category can only be obtained once and do not add up! E.g. Participation in 3 different study groups results in a single point total. Having both a language certificate and a pass grade in a foreign language will result in points only for the certificate.

Don't forget to sign your consent to process your personal data!



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Additional opportunities to receive a higher scholarship



Are you receiving a maintenance grant for the academic year 2025/2026?

☒ Please attach confirmation to the documentation – an official document issued by the university authorities (photocopy).

Do you have disability status?

☒ Please attach confirmation to the documentation – a certificate of disability (photocopy).

Are you a parent of a child under 8 years of age (during the academic year of your mobility)?

☒ Please attach confirmation to the documentation – a statement confirmed by the child's birth certificate (photocopy).

Do you have a refugee status?

☒ Please attach confirmation to the documentation – a statement confirming the right to asylum/refugee status (photocopy).



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Now wait for the results of Recruitment...



The Results will be published on
www.student.sum.edu.pl/category/erasmus/

within 30 days of the end date of the Recruitment process.



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ERASMUS+ RECRUITMENT RESULTS

Result list is announced.
There are three possibilities of the result.

You are:

QUALIFIED



ON THE RESERVE LIST



UNQUALIFIED



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ERASMUS+ MOBILITY FOR TRAINEESHIP

You are qualified.

What next?



1. Within 60 days of the announcement of the results, send a confirmation of your acceptance on the placement or graduate traineeship to erasmus@sum.edu.pl. Please write "CONFIRMATION – TRAINEESHIP" in the subject line of your message. The confirmation may be e.g. an e-mail message from the institution you wish to go to, stating that you will be admitted to the traineeship on the date selected by you.
2. After 60 days from the announcement of the results, the Ranking List will be updated to include ONLY those candidates who have received and sent in a Confirmation of Acceptance for traineeship .

REMEMBER:

- even if you have not had any scholarship before, you may still get it after the list is updated;
- even if you had a scholarship before and did not send the confirmation, you will not take part in the Erasmus+ Programme.

YOUR TASK



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ERASMUS+ MOBILITY FOR TRAINEESHIP

You are qualified.

What next?



3. Find out from the Dean's Office what you should complete during your mobility. You do not have to do this if you want to complete the traineeship outside of the Program of Studies, and you will complete the obligatory placement in Poland, or if you want to do the graduate traineeship.
4. Contact the institution where you are going for your traineeship, check what documents they require and agree with them on the details of the Learning Agreement.
5. Take the agreed Learning Agreement and in case of obligatory placement as a part of your Program of Studies Recognition Confirmation to the Faculty Coordinator for the signature.
6. Remember to get the Dean's approval and signature on the Recognition Confirmation.



YOUR TASK



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ERASMUS+ MOBILITY FOR TRAINEESHIP

You are qualified.

What next?



7. Send a scan of your Learning Agreement and Recognition Confirmation to erasmus@sum.edu.pl with „Contract documents – traineeship” in the subject line at least 30 days before the planned mobility start date.
8. You report to the Erasmus+ Office (Medyków 4, 40-752 Katowice, room no. 6) to sign the grant agreement. Contact us before arrival at erasmus@sum.edu.pl - especially if you are traveling from a distance. 😊
9. Once you sign the agreement, a payment order will be sent to the Bursar's Office for the first instalment of the financial support, i.e. 80% of the amount granted to you.



YOUR & OUR TASK



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ERASMUS+ MOBILITY

GREEN TRAVEL



Erasmus+ students and graduates taking part in the Erasmus+ Programme travelling by low-emission means of transport such as bicycle, bus, train or carpooling can receive higher grant.

The condition for receiving funding is:

- a. Use of environmentally friendly means of transport
- b. Making a declaration (<https://student.sum.edu.pl/wp-content/uploads/2025/01/Green-Travel-SUM-declaration-50-EUR-ANG.pdf>)
- c. Presentation of purchased tickets (if applicable)



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ERASMUS+ MOBILITY FOR TRAINEESHIP

You are on reserve list.

What next?



After 60 days from the announcement of the results, the Ranking List will be updated to include ONLY those candidates who have obtained and sent the Confirmation of Acceptance for the placement or graduate traineeship. Those who have not done so will be removed from the list and the scholarship will be awarded to candidates who were on the reserve list.

The ranking list will also be updated on a regular basis in case of resignation of those qualified for the Mobility with the traineeships.

Follow closely the ERASMUS NEWS page: <https://student.sum.edu.pl/category/Erasmus/> where updated lists will be posted.



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You are not classified.
Can you do anything else?



This is because you did not meet any of the recruitment criteria.

If you think you have been incorrectly assessed, **write an appeal.**

Address the appeal to the Chairman of the Erasmus+ University Recruitment Committee,
the Vice-Rector for Studies and Students
Professor Jerzy Stojko, MD, PhD

If your appeal was successful,
follow the steps for students on the Qualified List.



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THE END OF THE MOBILITY

What documents are needed to
settle the mobility
under the Erasmus+ Programme?



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What do you need to deliver to the Erasmus+ Office?

1. The original signed *Confirmation of Stay* – It's confirmation of the exact dates of your stay at the host university.
2. The original signed *Learning Agreement After Mobility*.
3. Remember to fill out the *raport in the Beneficiary Module system*.

Above mentioned documents you can send us by e-mail.



If you didn't get the link inviting you to report, first check the SPAM folder in your mailbox, and if you still don't have an invitation - contact us by writing to erasmus@sum.edu.pl (enter „REPORT” in the subject of an email).

Once the above formalities are completed, a payment order for the remaining scholarship amount will be sent to the Bursar's Office.



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CONTACT INFORMATION

Should you have any questions or doubts, please contact the Erasmus+ coordinators or administrative staff.



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Bielsko-Biała Branch

dr hab. n. med. Ewa Romuk



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43-382 Bielsko-Biała
1st Armoured Division 45



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ŚLĄSKI
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W KATOWICACH

ERASMUS+ OFFICE



Location:

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ul. Medyków 4
40-752 Katowice



tel. 32 364 1015

tel. +48 798 027 859



erasmus@sum.edu.pl



Erasmus+ Office

Open from Monday to Thursday

From 9:00 to 14:00

Room no. 6



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our official
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