

ERASMUS+ MOBILITY FOR TRAINEESHIPS



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

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

ERASMUS+

Scholarships - Mobility for placements/traneeships

Below is a table divided into the countries you can go to and monthly scholarships.

Countries divided into groups	Monthly scholarship
<u>Group 1</u> – Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxemburg, Norway, Sweden	670 EUR
<u>Group 2</u> – Austria, Belgium, Cyprus, France, Greece, Spain, Malta, Netherlands, Germany, Portugal, Italy	670 EUR
<u>Group 3</u> – Bulgaria, Croatia, Czech Republic, Estonia, Lithuania, Latvia, North Macedonia, Rumunia, Serbia, Slovakia, Slovenia,Turkey, Hungary	600 EUR

RECRUITMENT PROCESS

step by step

*What should you do to do a traineeship
under the Erasmus + Programme?*

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 placement in the academic year 2022/2023
- Graduate internship (in which you can complete a volunteering placement or part of a postgraduate internship) available to students who will graduate in the 2022/2023 academic year.

Download from the website <https://student.sum.edu.pl/outgoing-students/>

APPLICATION FORM FOR STUDENTS
- MOBILITY FOR TRAINEESHIPS

University Erasmus+ Recruitment Committee
Medical University of Silesia in Katowice
ul. Poniatowskiego 15
40-055 Katowice

APPLICATION FORM FOR STUDENTS
MOBILITY FOR 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 FOR PLACEMENTS/TRAINEESHIPS

- summer traineeships in the academic year 2022/2023
- graduate traineeship in the academic year 2023/2024

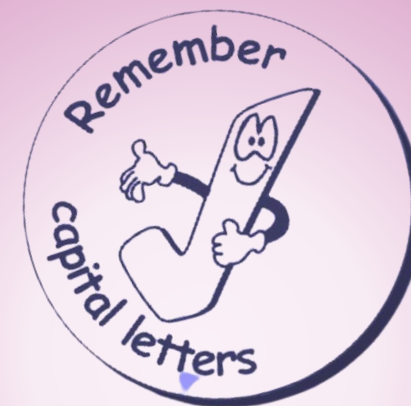
2022/2023
or
2023/2024

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 have an exam or certificate? You can
still pass the exam at the Foreign Language
Center SUM



Complete
the document
CLEARLY
CAPITAL LETTERS

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

APPLICATION FORM FOR STUDENTS FOR PLACEMENTS/TRAINEESHIPS

- summer placement in the academic year 2022/2023
- graduate traineeship in the academic year 2023/2024

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

Indicate the subject matter of the traineeship. The areas listed may change during the preparation of the Learning Agreement.

What motivates you to participate in the Erasmus + Programme?

Get approval from and the Faculty Coordinator and the Dean

State the planned duration of the traineeship - remember that a person qualified for the traineeship has a scholarship for 2 months. Nevertheless, in the form give the exact number of months for which you would like to go. Depending on the funds SUM will have at its disposal within the agreement signed with FRSE, we will determine whether we are able to grant you a scholarship for the whole planned period of the traineeship or only for the required 2 months.

List 3 institutions where you would like to do your traineeship . They do not have to be 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 has to contact the institution you are interested in. At the recruitment stage it is important to obtain a confirmation that you will be accepted for the traineeship at the selected time. 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 e-mail: "CONFIRMATION – TRAINEESHIP".

I agree that my anonymised student book number, information about number of points and the name of the host institution be published on the website in accordance with the Regulations on the rules and criteria for the recruitment of students, PhD candidates and employees of the Medical University of Silesia in Katowice for mobility under the Erasmus+ Higher Education, Educational Mobility 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. Poniatowskiego 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 in Katowice for mobility within the Erasmus+ Higher Education, Educational Mobility 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 FOR PLACEMENTS/TRAINEESHIPS

- summer placement in the academic year 2022/2023
- graduate traineeship in the academic year 2023/2024

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

Which attachments?

Among others:

- Certificate confirming knowledge of a foreign language.
- Confirmation of student organisation membership for the academic year 2021/2022
- The decision to award the Rector's Scholarship for the academic year. 2022/2023

For other scoring achievements, see the regulations § 5(1)(3)

Are you receiving a maintenance grant for the academic year 2022/2023?

- Include the decision in your documentation and you will have the chance to finance your trip with a higher scholarship.

ATTENTION: 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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w Katowicach



...Now patiently wait for the
results of Recruitment...



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

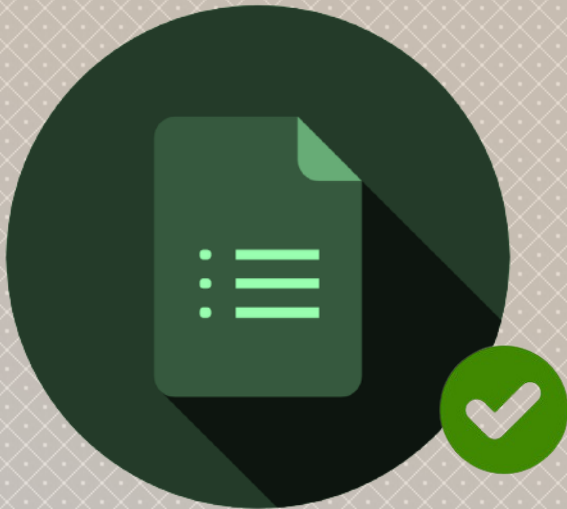
within 30 days of the end date of the Recruitment
process.

ERASMUS+ RECRUITMENT RESULTS

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

You are:

QUALIFIED



ON THE RESERVE LIST



UNQUALIFIED



ERASMUS+ MOBILITY FOR TRAINEESHIPS

You are qualified.

What next?



1. Within 60 days of the announcement of the results, send a confirmation of your acceptance to 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 placement or graduate 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 placement or graduate 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.

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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.

YOU act here



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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 to set a date - 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 scholarship, i.e. 70% of the amount granted to you.


We work together here

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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.

ERASMUS+ MOBILITY FOR TRAINEESHIPS

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.

END OF MOBILITY

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



ERASMUS+ MOBILITY FOR TRAINEESHIPS

What do you need to deliver to the Rector's 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.

CONTACT INFORMATION

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



INSTITUTIONAL COORDINATOR OF ERASMUS+ PROGRAMME

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erasmus@sum.edu.pl

Erasmus+ Office

Open from Monday to Thursday
From 9:00 to 14:00
Room no. 6

