



## ERASMUS+ INTERNSHIPS

### Selection Rules and Regulations for Student Mobility of Placement (SMP) through ERASMUS+ programme, Action 1 – Higher Education (KA103), for the 2018/2019 academic year

1. Students eligible for placements include:
  - a. First-cycle (Bachelor studies) students who have completed the first year of their studies;
  - b. Second-cycle (Master studies) students who have completed the first semester of their studies and third-cycle (Doctoral studies) students;
  - c. SGH graduates who have their thesis defence scheduled in the 2018/2019 academic year;irrespective of students' citizenship provided that:
  - the joint time of LLP Erasmus and Erasmus+ mobility (studies and placement) at given study level does not exceed 12 months;
  - third-year first-cycle students, second-year second-cycle students and third-year third-cycle students that wish to participate in the mobility as students are allowed to take part in the selection process under the condition that throughout the mobility period (from the commencement to the end of the placement) they will retain their SGH student status
  - students who wish to participate in the mobility as graduates must be selected for the mobility before they complete their studies (before defending the diploma thesis).  
The placement must commence and end within 12 months of completions of their studies. Completion of studies is understood here in accordance with Study Regulations or Doctoral Studies Regulations in force at SGH.
2. The placement must end no later than September 30, 2019.
3. The placement cannot be conducted in the student's country of origin.
4. The placement will be conducted in a country authorised to participate in the program in institutions including:
  - a. schools with Erasmus Charter for Higher Education – ECHE,
  - b. foreign enterprise/company, research and development institution, non-profit organisation,
  - c. other institutions (museum, libraries, hospitals, local or central administrative units, etc.).
5. Erasmus+ placements cannot be conducted in a diplomatic mission of student's own country, in EU institutions nor in any institution managing EU programmes;
6. Basic selection criteria:
  - Knowledge of the language in which the placement will be conducted or the working language of the host institution, documented with a commercial language certificate, high school or university diploma in which the student studied in a foreign language (that is the same as the language of the placement or the working language of the host institution), language competence test from SGH Foreign Language Office (CNJO) or a certificate from CNJO stating the student's final grade from the obligatory language course at B2 level or higher;
  - submission of placement application along with all required documents (as listed in item 8) duly signed by the student, employer and dean to the International Centre no later than one month before the placement commences;
  - confirmed duration of the placement mobility which lasts a minimum of two months (student mobilities are counted by days with variance no bigger than 1 day; a calendar month is counted as 30 days).

- the maximum duration of the internship for placement, which a student can receive funding at a given study levels, can amount to a total of six months
7. The final approval for student placement mobility through Erasmus+ programme is expressed by the Dean of Bachelor Studies, Dean of Master Studies or Doctoral Studies Administrator through a signature on the Exchange Request .
  8. Documents that need to be submitted along with the Placement Mobility Request:
    - Employer's confirmation form of accepting the student for a placement
    - Learning Agreement for Traineeships
    - Placement Agreement
    - Exchange Request
    - Declaration on previously conducted mobility programmes
    - Language certificate
  9. Financial agreements will be signed with students who fulfil selection criteria for internships abroad through Erasmus+ programme.
  10. **Recruitment of students for placement mobilities is of first-come, first-served basis and is subject to availability.**
  11. To apply for an internship, students to complete the Placement Mobility Request which needs to be supplemented with documents specified in item 8. Complete documents should be submitted to Ms. Agata Kowalik ([akowalik@sgh.waw.pl](mailto:akowalik@sgh.waw.pl), 9844) the International Centre, room 17, building A

Information on individual financial support rates provided through Erasmus+ KA103 programme and outgoing mobility procedures area available at International Office website under the tab Erasmus+ Internships.