

**ERASMUS+ KA131 PROGRAM
INTERNSHIPS**

Selection Rules and Regulations for Student Mobility for Placement (SMP)
within the framework of the ERASMUS+ program
Sector: Higher Education, mobilities to countries in the program

1. Students eligible for placement include:
 - a. First-cycle (Bachelor studies) students who have completed their first year of studies;
 - b. Second-cycle (Master studies) students who have completed their first semester of studies;
 - c. Third-cycle (Doctoral studies) students who have completed their first semester of studies;
 - d. SGH graduates who will defend their theses in the academic year before their mobility with the prerequisite that they qualify for their mobility before their defence;

regardless of citizenship, on the conditions that:

- the joint time of the mobilities within the framework of the Erasmus+ program (studies and placement) at a given study level does not exceed 12 months,
 - final year students of the first, second and third cycle 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 status as an SGH student,
 - students who wish to participate in the mobility as graduates must be selected for the mobility before they complete their studies (before defending their diploma theses). The placement must commence and end within 12 months of completing their studies. The date of graduation is understood in accordance with the provisions of the Study Regulations or the Regulations of Doctoral Studies, respectively, in force at SGH Warsaw School of Economics.
2. The placement will not be conducted in the individual's country of origin.
 3. The placement will be conducted in a country eligible to participate in the program, in such an institution as:
 - a college or university with an Erasmus Charter for Higher Education – ECHE,

- a foreign enterprise/company, research and development institute, non-profit organization,
 - other institutions (museums, libraries, hospitals, central administrative units etc.)
4. Erasmus+ placements cannot be conducted in a diplomatic mission of an individual's own country, in EU institutions or any institutions managing EU programs.
 5. Basic selection criteria:
 - proficiency in 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 candidate studied in a foreign language (that is the same as the language of the placement or the working language of the host institution), language competency test from SGH Foreign Language Centre (CNJO) or a certificate from CNJO stating the student's final grade from the obligatory language course is at a B2 level or higher;
 - submission of placement application along with all required documents (as listed in item 7) duly signed by the student, employer and Dean, to the International Centre no later than 1 month before the placement commences as a student / no later than 1 month before the defence of the thesis in case of the placement as a graduate;
 - confirmed duration of the placement mobility which lasts a minimum of two months (student mobilities are counted by days with accuracy up to one day; a calendar month is counted as 30 days).
 6. Final approval for student placement mobility through the Erasmus+ program is expressed by the Dean of Undergraduate Studies, Dean of Graduate Studies or Dean of Doctoral School by agreeing to the Exchange Request.
 7. Documents required for submission along with the Placement Mobility Request:
 - Employer's confirmation form of accepting the student,
 - Learning Agreement for Traineeships,
 - Placement Agreement,
 - Exchange request,
 - Declaration of previously conducted mobility programs,
 - Foreign language certificate.
 8. Financial agreements will be signed with persons fulfilling the selection criteria for placement abroad through the Erasmus+ program.
 9. Recruitment for placement mobilities is on a first-come, first-serve basis and is subject to availability.

10. A full set of documents should be submitted at the International Centre to the contact persons indicated on the website <https://www.sgh.waw.pl/en/erasmus-internships>.
11. Information on individual financial support rates provided within the framework of the Erasmus+ KA131 program as well as outgoing mobility procedures is available on the International Centre Internship Erasmus+ website.

Final provisions

1. These regulations enter into force on 25 July 2022.
2. SGH Warsaw School of Economics may amend the regulations in the event of necessity resulting from a change in the implementation guidelines of the KA131 Program.
3. In matters of dispute and not regulated by these Regulations, final decisions shall be made by the Vice-Rector of the Warsaw School of Economics for International Cooperation.