



Wyższa Szkoła Bankowa w Toruniu

P/003/DWZ

strona 1 z 4

The procedure for qualifying students for internships abroad under the Erasmus plus program at the WSB University in Toruń

Implemented

Wersja: 1.2

14.06.2019

**Procedure of qualifying students
for foreign internships under the Erasmus plus program
at the WSB University in Toruń**

	DATA	PODPIS
Compiled :	15.05.2019	Ewa Swebocka Uczelniany Koordynator Programu Erasmus+
Checked :	20.05.2019	Monika Żuchlińska Dyrektor Centrum Rozwoju Kariery i Współpracy z Biznesem
Approved :	14.06.2019	Anna Kocikowska Kanclerz



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1) Purpose of the procedure - establishing the rules for selecting students and graduates for an internship abroad under the Erasmus plus program

2) Definitions - an extension of the terms that are in the body of the procedure

Deans of the Faculty of WSB in Toruń - Dean of the Faculty of Finance and Management in Toruń, Dean of the Faculty of Finance and Management in Bydgoszcz

3) Scope of the procedure - the procedure is applicable at all faculties of WSB University in Toruń and applies to students of all fields and modes of 1st and 2nd degree studies.

4) Related documents:

a) Rector's order for a given academic year on the introduction of recruitment rules for WSB students in Toruń for internships abroad under the Erasmus plus program

b) Rector's order for a given academic year on the appointment of the Erasmus plus Recruitment Committee

c) Rector's order for a given academic year on the introduction of the rules for trips abroad by WSB University in Toruń for internships and part of studies under the Erasmus plus program

d) Report on the meeting of the Recruitment Committee of the Erasmus plus program

e) Order of the Chancellor for a given academic year on the rules of granting scholarships to WSB students in Toruń for an internship or part of studies under the Erasmus plus program

f) Financial agreement with the National Agency of the Erasmus plus program specifying the detailed rules for the implementation of mobility in the project

5) Description of the procedure -



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Stages	Action	Responsible person	When
1. Recruitment of students for Erasmus plus internships abroad	<ul style="list-style-type: none"> - promotion of the offer: publications in the Extranet, information posters - information meetings with students - accepting application documents 	University Erasmus + Coordinator	about 3-4 months before going on placement
2. Qualification of students	<ul style="list-style-type: none"> - conducting a language test - analysis of application documents - the decision of the Recruitment Committee on the qualifications of participants (based on documents and test results) 	<ul style="list-style-type: none"> - University Erasmus + Coordinator - Deans of the Departments of WSB in Toruń 	
3. Delegating students for internships to institutions and companies	<ul style="list-style-type: none"> - sending information about the student's nomination to the institution / company - completing application documents required by the institution / company - completing the exit documentation (financial agreement with the student, 	<ul style="list-style-type: none"> - University Erasmus + Coordinator - student - Deans of the Departments of WSB in Toruń 	



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	<p>Learning Agreement for traineeships, Erasmus Student Card, insurance, optional: certificate of disability, declaration of receiving a social scholarship, statements from the PO WER fund, application for additional funding)</p> <ul style="list-style-type: none"> - departure of students - settlement of the student's departure documents with the Erasmus + University Coordinator upon arrival from the institution or company 		

6) Responsibility and powers:

a. **University Erasmus + Program Coordinator** - conducting the recruitment process, information and promotion, preparing contracts for co-financing trips and transferring them to the Chancellor, accounting for students after their return.

b. **Deans of the Departments of WSB in Toruń** - decision regarding the qualification of students for the trip.

7) Attachments

1. Student application form for the trip.
2. The Learning Agreement for traineeships form.
3. A model agreement between the student and WSB, specifying the terms and conditions of going abroad.