



SZKOŁA GŁÓWNA
GOSPODARSTWA
WIEJSKIEGO



Współfinansowane
przez Unię Europejską

THE PROCEDURES FOR THE IMPLEMENTATION OF TRAINEESHIPS IN THE ERASMUS + PROGRAM AS PART OF EDUCATIONAL MOBILITY PROJECT (KA 131 2021-2027)

Basic principles of the traineeship implementation:

1. Every first, second or third cycle SGGW student with the citizenship of any foreign country may apply for an Erasmus + scholarship in order to complete an traineeship abroad as a student or future graduate.
2. The traineeship should be related to the study program.
3. The traineeship may be carried out as:
 - compulsory as part of the study programme,
 - optional, accounted for the student's achievement and included in the diploma supplement, as the added value.
 - a graduate traineeship.
4. it is possible to carry out the traineeship in an organization, research institute, laboratory located in the EU member states, associated countries, or in the partner countries¹, in a university with an ECHE Card, in a university located in the partner country and connected with SGGW through the interinstitutional agreement, or any other relevant place of work.
5. Erasmus + traineeships cannot be carried out at a diplomatic mission of the student's country of origin, any EU institution or an institution responsible for managing EU programmes.
6. The basis for recruitment is the candidate's own initiative, and their contacts with the host organization. The University supports its candidates by offering a possibility of using contacts within the existing networks, and also cooperates with regular partners offering traineeships and work experience to SGGW students.
7. The traineeship programme must be prepared in consultation with the host institution, the home faculty and the student/graduate, and it is an integral part of the agreement signed between SGGW and the mobility participant. Signing of the

¹ Albania, Bosnia and Herzegovina, Kosovo, Montenegro, Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine, Algeria, Egypt, Israel, Jordan, Morocco, Tunisia; Bhutan, China, Philippines, India, Indonesia, Cambodia, Laos, Maldives, Malaysia, Myanmar / Burma, Mongolia, Nepal, Sri Lanka, Thailand, Vietnam, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan, Argentina, Bolivia, Brazil, Ecuador, Guatemala, Honduras, Colombia, Costa Rica, Cuba, Mexico, Nicaragua, Panama, Paraguay, Peru, El Salvador, Venezuela, South Africa, Saudi Arabia, Bahrain, Qatar, Kuwait, Oman, United Arab Emirates, Australia, Brunei, Chile, Hong Kong, Japan, Canada, Macau, New Zealand, Republic of Korea, Singapore, United States of America, Taiwan, Uruguay, Angola, Bahamas, Barbados, Chad, Democratic Republic of Congo, Dominica, Djibouti, Ethiopia, Fiji, Gabon, Gambia, Ghana, Granada, Guyana, Haiti, Jamaica, Cameroon, Kenya, Congo, Madagascar, Mauritius, Mozambique, Niger, Nigeria, Papua New Guinea, Rwanda, Senegal, Seychelles, Somalia, Sudan, Tanzania, Trinidad and Tobago, Andorra, Monaco, San Marino, Vatican City, Faroe Islands, Switzerland, UK



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traineeship program by all three parties is unequivocal with the acceptance of that program. This will ensure the recognition of traineeships by the University and a high quality of the international traineeship. The International Relations Office undertakes to familiarize the host institutions with the principles of conducting traineeship within the Erasmus + programme. During the traineeship, the IRO coordinator will stay in touch with the student.

8. It is possible to go for traineeships several times, under the following conditions:
 - The minimum time for traineeships is 2 months, i.e., 60 days according to the tool indicated by the KE;
 - The guaranteed financing traineeship period is 4 months – the agreement is concluded for that period of time. In case the University has free funds, the traineeship may be continued with the accompanied funding;
 - Mobility, studying and traineeships at each level of bachelor/engineering, master or doctoral studies cannot exceed 12 months;
 - Mobility capital for a graduate student is 12 months, including mobility for the duration of the completed study program.
 - Graduate traineeships must be completed up to 12 months after the graduation date
 - In the case of the long-cycle studies (i.e., veterinary medicine), the mobility capital is 24 months.

General requirements for the candidate:

1. At least a second-year student with a status of the SGGW student.
2. A certified² knowledge of a foreign language at the level of at least B1. The following criteria are also considered to be a confirmed knowledge of the language:
 - studying in English at SGGW by a candidate,
 - earlier participation in the Erasmus + program, or
 - high school diploma in a foreign language at an extended level, with a result of at least 50%.

Anyone not meeting the language criteria, is obliged to pass an online exam assigned by the IRO office on the PIPPLET platform. The exam is free of charge for applicants.

3. Candidates planning to go on traineeships as graduates must enrol before losing the status of a student i.e., before the diploma final exam.

² e.g. FCE, CAE, CPE, TOEFL, LCCI



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Enrolment and selection process

RECRUITMENT FOR TRAINEESHIPS IN EU AND ASSOCIATED COUNTRIES IS ORGANIZED BY THE INTERNATIONAL RELATIONS OFFICE

until the funds are drained away.

The candidate is obliged to:

1. become familiar with the basic principles of the traineeship and the general criteria for candidates;
2. find a company / organization / institution that host candidates for traineeships
3. prepare the required documents and submit them to the IRO:
 - application form
 - confirmation of knowledge of a foreign language (or passing an exam),
 - preliminary consent of the host institution in the form of an e-mail or in a written form, and the [Learning-Agreement-for-traineeships](#) signed by the student and approved by the Vice-dean for Didactics and a person responsible for the student's traineeship at the host institution.
 - in case of veterinary students - approval of the faculty coordinator for the implementation of traineeships in a given clinic.

Selection process:

In case of a large number of candidates, priority is given to those who have not participated in the Erasmus + program yet. Anyone who has submitted a complete set of the above documents, according to the order of applications, is eligible for the traineeship. The recruitment is carried out until funds are drained away.

After being selected, the student is obliged to:

1. Prepare a time away request form in accordance with the instructions provided by IRO.
2. Sign an agreement with SGGW specifying the terms and conditions of traineeships, as well as the scholarship payment and settlement.
3. Buy insurance - each person going for traineeships must have an EHIC card (EKUZ), accident insurance (NNW), and civil liability insurance (OC). In case of traveling to a country where the EHIC card is not valid, it is compulsory to purchase health care insurance.



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THE RECRUITMENT FOR TRAINEESHIPS IN THE PARTNER COUNTRIES IS ORGANIZED BY THE INTERNATIONAL RELATIONS OFFICE (IRO) once a year, in April and May, unless the funds are drained away. The details may be found on the IRO's website.

Any candidate is obliged to:

1. become familiar with the basic principles of the traineeship and the general criteria for candidates;
2. find a company / organization / institution that host candidates for traineeships
3. prepare the required documents and submit them to the IRO:
 - application form
 - confirmation of knowledge of a foreign language (or passing an exam),
 - preliminary consent of the host institution in a form of a letter of intent containing the signature of the legal representative of the host institution (e.g. president, director, head of human resources department) and the institution's official seal. In case the seal is missing, the letter should be printed on the organization's letterhead paper.
 - two recommendation letters from the SGGW academic teachers, confirming the candidate's good reputation and support for the implementation of the indicated traineeships.
 - a cover letter prepared by the candidate justifying the selection of the host centre and the expected mobility results in the context of the development of skills and additional learning outcomes.
 - in case of veterinary students - approval of the faculty coordinator for the implementation of traineeships in a given clinic.

Selection process:

Incomplete documents shall not be accepted. The selection will be based on the analysis of the submitted documents. Priority will be given to those who:

1. will have a status of a student during the traineeship;
2. join the program for the first time
3. will implement the traineeship in regions 13 and 14³

The final selection will be published as the ranking list.

³ Region 13: Andorra, Monaco, San Marino, Vatican; Region 14: Faroe Islands, Switzerland, UK.



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After being selected, the student is obliged to:

1. Prepare the Learning Agreement for Traineeships; signed by the student and approved by the vice-dean for Didactics and a person responsible for the student's traineeship at the host institution.
2. Prepare a time away request form in accordance with the instructions provided by IRO.
3. Sign an agreement with SGGW specifying the terms and conditions of traineeships, as well as the scholarship payment and settlement.
4. Buy health care insurance, accident insurance (NNW), and civil liability insurance (OC).

Funding rules:

The detailed information on the rates for a given academic year and the payment methods can be found in "Principles of financing student mobility activities under the Erasmus + program" approved by the Vice-Rector for International Cooperation.

Traineeship settlement:

In order to confirm the termination of the traineeship, the host institution is required to issue a traineeship confirmation document along with the student's evaluation, the "Traineeship Certificate".

After completion of the Erasmus + scholarship, the mobility participant is obliged to:

1. provide the Confirmation of Stay, including the period of stay and a document certifying the completion of traineeships;
2. fill the evaluation form;
3. in case of veterinary studies: prepare the following documents according to the faculty coordinator's instructions:
 - clinical reports for medical clinic practices
 - work placements within the implemented medical clinic internships.
4. In case of obligatory internships, they should be settled on the basis of the internship journal and in accordance with the faculty guidelines.

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Dr hab. Marta Mendel

Vice-Rector for International Cooperation