



Rules for Recruitment for Internships Implemented from June 2026 under Agreement No. 2025-1-PL01-KA131-HED-000333630

I General Rules

1. Erasmus+ is a European Union program supporting education, training, youth initiatives, and sport throughout Europe. Erasmus+, Action 1, is a program addressed, among others, to universities, their students, and staff. In some of its activities, other institutions, organizations, or enterprises cooperating with universities may also participate.
2. As part of the Erasmus+ program, participants may go abroad for an **internship / graduate traineeship** to a foreign institution, such as an enterprise, research institute, organization, or any other workplace (such as a museum, library, art gallery, etc.). As a rule, participants are required to work **full time**, in accordance with the working time regulations of the host organization.
3. The following types of organizations are not eligible as host organizations for student internships:
 - EU institutions and other EU bodies, including specialized agencies (a full list is available at: https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/types-institutions-and-bodies_pl),
 - organizations managing EU programs, e.g., Erasmus+ National Agencies (in order to avoid a potential conflict of interest or double funding).
4. The internship/traineeship program should be related to the field of study studied by the participant at their home university.
5. Applications for Erasmus+ internships / graduate traineeships may be submitted by students of all fields of study who:
 - in the academic year 2025/2026 are enrolled in first-cycle (Bachelor's), second-cycle (Master's), or long-cycle Master's degree programs,
 - are full-time or part-time students,
 - at the time of application are not on a dean's leave of absence,



- have successfully completed the semester immediately preceding the departure for the internship,
- IMPORTANT – if a student has previously participated in Erasmus+ mobility (various projects), the total duration of mobility (months spent abroad for both studies and internships) may not exceed 12 months within one study cycle; in the case of long-cycle Master's degree programs, this period may not exceed 24 months,
- graduates of UAP may also participate in the Erasmus+ internship program (so-called graduate traineeships), provided that graduates must be qualified for the traineeship during their final year of studies while still holding student status.

II Procedure for Recruitment for Internships / Graduate Traineeships under the Erasmus+ Program at the Magdalena Abakanowicz University of the Arts in Poznań

- The duration of physical mobility of a student / graduate participating in an internship / traineeship may not be shorter than 2 months and may not exceed 3 months.
 - Application documents for internships / traineeships starting in June 2026 must be: sent electronically to: erasmus@uap.edu.pl between 13 April 2026 and 17 April 2026 (until 11:59 PM), and submitted in person to the Erasmus Office (Building C, Room 404) on the following dates and times: 13, 14, and 16 April between 9:00 AM and 1:00 PM, 15 April between 11:00 AM and 1:00 PM. When submitting recruitment documents electronically, please ensure that the attached files are properly named with the first name, last name, and document name. In the case of sharing Google Drive links, please ensure that folders are labeled with the first name, last name, field of study, and degree level, and that appropriate access settings are enabled. Applications submitted and delivered to the Erasmus+ Office before or after the specified deadline will not be considered.
 - A complete application must include:
 - Signed application form (available for download at: https://uap.edu.pl/dla-studentow/wymiany_miedzynarodowe/)
 - Signed motivation letter in Polish, which must include at least:
 - motivation for participating in the Erasmus+ mobility program,
 - expected benefits of participation.
- Information explaining why this particular employer was chosen is welcome.



- Portfolio (for students of artistic and design programs) / curatorial project (for students of Curatorship and Art Theory).

- The portfolio may include no more than 15 works and must be submitted only in PDF format.

- Students of Curatorship and Art Theory must prepare a project of an exhibition of their choice.

The curatorial project must include:

- exhibition title,
- exhibition script (2,000–5,000 characters including spaces),
- list of artists,
- list of selected works (with titles, dates of creation, techniques, and dimensions),
- reproductions of the works.

- The project must be submitted in **PDF format**.

- The project will be evaluated on the **same scale as the portfolio** for candidates from artistic and design programs.

- **Certificate of proficiency in the mobility language** – a document confirming language competence at a **minimum of B1 level**. The following are accepted:

- certificates issued by foreign language instructors (form available at:

https://uap.edu.pl/dla-studentow/wymiany_miedzynarodowe/),

- certificates issued by external institutions,

- secondary school graduation certificates with English as the language of instruction / extended-level final exam with a minimum score of **65%**, or

- diplomas of Bachelor's or Master's degree studies conducted with **English as the language of instruction**.

- **Scan of a document confirming the host institution's readiness to accept the intern / trainee.**

A correct **Letter of Acceptance** must include:

- name of the host company / institution,
- address of the company / institution,



- contact details (email address and telephone number),
- contact details of the person responsible for the internship / traineeship at the host institution,
- signature and date of signing (company stamp preferred),
- a brief description of the internship duties.

4. Additional Optional Documents:

- documented additional activities for the benefit of the university, students, or other social groups, e.g., participation in scientific circles, student organizations, volunteering,
- a declaration of participation in the **ESN Erasmus Buddy mentoring program** in the academic year 2025/2026, signed by the candidate (the information will be verified in cooperation with a representative of ESN Poznań),
- documents confirming eligibility for **additional funding for candidates with “fewer opportunities”**: a disability certificate or confirmation of receiving a social scholarship. More information can be found in the document *University Rules for Financing Scholarship Trips under the Erasmus+ Program*, point 4: *Rules for Financing Study and Internship Trips for “Persons with Fewer Opportunities”*.

5. Procedure for the Substantive Evaluation of Erasmus+ Applications Includes the Following Elements:

- evaluation of the motivation letter – on a scale of 1 to 5 points,
- evaluation of the portfolio / curatorial project – on a scale of 1 to 20 points,
- documented additional activities for the benefit of the university, students, or other groups, e.g., participation in scientific circles, student organizations, volunteering – 1 point,
- declaration of participation in the ESN Erasmus Buddy program (additional document) – 1 point,
- grade point average (GPA) – the arithmetic average from the last semester of studies (winter semester of the 2025/2026 academic year). The GPA is equal to the number of points awarded,
- scan of a document confirming the host institution’s readiness to accept the trainee – 1 point,
- no previous Erasmus+ study trips (across all study programs completed by the student) – 1 point.



6. The maximum number of points possible (assuming the highest possible GPA of 5.5) is 84.5 points.
7. At the faculty level, the body responsible for evaluating complete application documents is the Faculty Recruitment Committee, hereinafter referred to as the "Committee." The Committee for each faculty is appointed by the Dean at the request of the Rector's Plenipotentiary for International Cooperation. Each Committee consists of three members. Individual Committees evaluate the application materials of students originating from the faculty they represent.
8. The number of places available for internships / traineeships under the KA131-2025 project is 11.
9. Based on the points awarded by the recruitment committees, the GPA, and any additional points, a university-wide ranking list for internship mobility will be created.
10. Based on the number of points obtained in the recruitment process, the ranking position, and qualification or non-qualification for the trip will be sent to all participants by email from erasmus@uap.edu.pl no later than 7 days after the end of the Faculty Committee meetings (scheduled for 20–24 April 2026). Students have the right to appeal the Committee's decision to the Rector within 14 days of the publication of the results. The appeal must be submitted to the Erasmus+ Program Coordinator.
11. After the list of accepted candidates is announced, the student is obliged to complete the set of documents required for signing the financial agreement. A detailed list of required documents is provided in Section IV of this document.
12. A student qualified for an Erasmus+ internship / graduate traineeship who decides to resign from participation in the program is obliged to immediately inform the Erasmus+ Program Coordinator of their decision.

III Qualified for the exchange program

1. Candidates with the highest scores will be qualified for the trip.
2. Each person qualified for the trip is considered preliminarily qualified until the following documents are signed:

- Financial agreement with the University of the Arts (UAP).

The financial agreement for the trip, i.e., the agreement signed with the home university, defines the conditions of the internship as well as the payment and settlement of the grant, including, among others, the duration of the internship, the amount of the grant, the method of payment, and the deadline for settlement with the university.



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- Learning Agreement for Traineeships – an agreement between the student, the host institution, and the home university, defining the program and course of the internship. This agreement forms the basis for the recognition and crediting of the internship by the university. The agreement must be signed by all three parties before the student's departure. Full completion of the agreed internship program should guarantee its automatic recognition by the home university.
3. In the event of a resignation by any of the candidates qualified for participation in the internship / traineeship or in the event that additional places become available, the Erasmus+ Program Coordinator will contact the next persons on the ranking list.
 4. Internships carried out during the course of studies must take place between June and September, so as not to interfere with the student's study program. Graduate traineeships may begin after the diploma defense and must be completed within 12 months from the date of the diploma defense.
 5. The Committee reserves the right not to grant trips to all applicants and not to fill the full number of available places.
 6. The trip will be canceled if, at the time of departure, the student:
 - is repeating a stage of studies,
 - has a conditional enrollment for the next semester or does not meet the criteria required in the document *University Rules for Financing Scholarship Trips under the Erasmus+ Program*,
 - is on a leave of absence,
 - does not hold student status at UAP,
 - has not signed the scholarship agreement at the Erasmus+ Office before the start of mobility,
 - has not submitted the complete set of documents required for the trip,
 - has not paid the tuition fees (in the case of fee-paying studies),
 - has not obtained the diploma – in the case of a graduate traineeship.

IV. Rules for Implementing Mobility



1. The two basic documents that must be concluded before departure for an internship are: the financial agreement for the implementation of the internship, and the Learning Agreement for Traineeships, as described in point III.2.a–b.
2. Complete set of documents required for signing the grant agreement:
 - Learning Agreement signed by the student, the responsible person at UAP, and the responsible person at the host institution.
(More information on the signing procedure is provided in point IV.2.)
 - Travel declaration, the so-called “green travel” statement,
 - result of the mobility language placement test,
 - proof of health insurance, accident insurance (NNW), and third-party liability insurance (OC) valid for the entire mobility period,
 - document with personal data for the agreement.
3. Procedure for Signing the Learning Agreement/Internship Program Agreement:
 - The student downloads the paper form from the UAP website (international exchanges section) and completes all required information in the “Before Mobility” section.
 - The completed and signed document is submitted to the student’s Dean’s Office for the Dean’s approval (the request form is available for download on the UAP website, international exchanges section).
 - The Learning Agreement approved by the Dean is forwarded to the International Office.
 - The Erasmus+ Exchange Coordinator signs the Dean-approved Learning Agreement and forwards it to the host institution for approval.
1. The document is considered signed once it contains three signatures with dates. A scanned copy of the document is accepted.
4. After Returning from the Internship / Traineeship the student is obliged to submit the following documents:
 - Certificate of Stay / Traineeship (*Certificate of stay – traineeship*).
Note: The date of signature must be the same as or later than the end date of mobility.
 - The “During Mobility” and “After Mobility” sections of the Learning Agreement, issued by the host institution, to the International Office,
 - “Green travel” travel certificate (available for download from the UAP website, international exchanges section),
 - The participant is obliged to complete the individual participant report (EU Survey).
A participant who fails to submit the report within 30 days after the end of mobility will be called upon by the University to fully reimburse the received grant.



All of the above documents must be submitted to the International Office,
Plac Wielkopolski 9, 4th floor, room 404,
within 30 days of the end date of the internship.

5. Insurance

- Students going abroad receive a certificate of departure to be submitted to the National Health Fund (NFZ). On this basis, the student is issued the so-called European Health Insurance Card (EHIC), which entitles them to use healthcare services during their stay in other member states of the European Economic Area (EEA) and Switzerland (detailed information about the European Health Insurance Card can be found on the website of the National Health Fund: <http://www.nfz.gov.pl>).
- During the traineeship, the participant is required to hold medical treatment insurance, accident insurance, and third-party liability insurance.
- It is also possible to use insurance options such as ISIC, Euro26, Planeta Młodych.

6. Language Support:

- The EU Academy platform is intended to help participants develop their language skills. Each participant is required to log in to EU Academy and complete a language test in the mobility language.
- Instructions for logging into EU Academy are available on the UAP website (international exchanges section).
- Language tests and OLS courses are conducted online and are available to exchange participants free of charge.

7. Recognition of the Internship:

- Recognition of the traineeship is a requirement of the Erasmus+ program. For this purpose, the trainee is required to submit to their home university documents confirming the completion of the traineeship, in accordance with the rules of the Erasmus+ program.
- A participant carrying out an internship during the course of studies may submit an application to the Faculty Dean for entry in the Diploma Supplement.
- Failure to submit full post-mobility documentation to the International Office within 30 days after the end of mobility will result in a request for repayment of the grant.

V. Funding of exchanges

1. During the period of studies abroad, participants in the Erasmus+ program receive a **grant** as a form of financial support for their stay at a foreign university. The grant **does not cover the full**



costs related to staying abroad (such as visa costs, insurance, and living expenses, which the student must cover from their own financial resources).

2. The amount of the grant and additional information on funding are described in the document *University Rules for Financing Scholarship Trips under the Erasmus+ Program*, and the current rates are published on the website of the National Erasmus+ Agency.