

UNIWERSYTET  
MEDYCZNY  
W ŁODZI



# INTERNSHIP ERASMUS+ 2022/2023



UNIwersytet  
Medyczny  
w Łódzi

# INTERNSHIP INFORMATION



our website

<http://dwz.umed.pl/in-english/incomings-for-traineeship/>



e-mail

[dominika.marynczak@umed.lodz.pl](mailto:dominika.marynczak@umed.lodz.pl)



our address

Muszyńskiego 2, room. 3.07,  
2nd floor 90-151 Łódź



# RECRUITMENT PROCESS



All applicants for internships are required to provide two documents to the International Exchange Office

**1**

LETTER OF INTENT ERASMUS + 2022/2023





**2**

INTERNSHIP CANDIDATE FORM 2022/2023

**YOU CAN DOWNLOAD YOUR DOCUMENTS**  
**<http://dwz.umed.pl/in-english/incomings-for-traineeship/>**





-  Erasmus + traineeships can only be applied for those who have student's status at the time of submission of the recruitment documents
-  A person who is on Dean's leave may not apply for internship during a study break
-  Students of unified master's and first degree studies can apply for internship from the second year of studies
-  Students of II degree and doctoral studies can take part in the recruitment process on the first year



- **FINAL YEAR STUDENTS** - before the defense of the thesis should obtain the permission of the promoter to leave (a place for the signature of the Promoter is included in the application form)
- You can participate in an Erasmus internship as a graduate, but you are required to be a student on the date of submission of your application documents.
- Each applicant must have the nationality of an Erasmus eligible country/ refugee status or a permanent residence card.
- Leaving for an internship may not interfere with the completion of studies on the date provided for in the study plan.



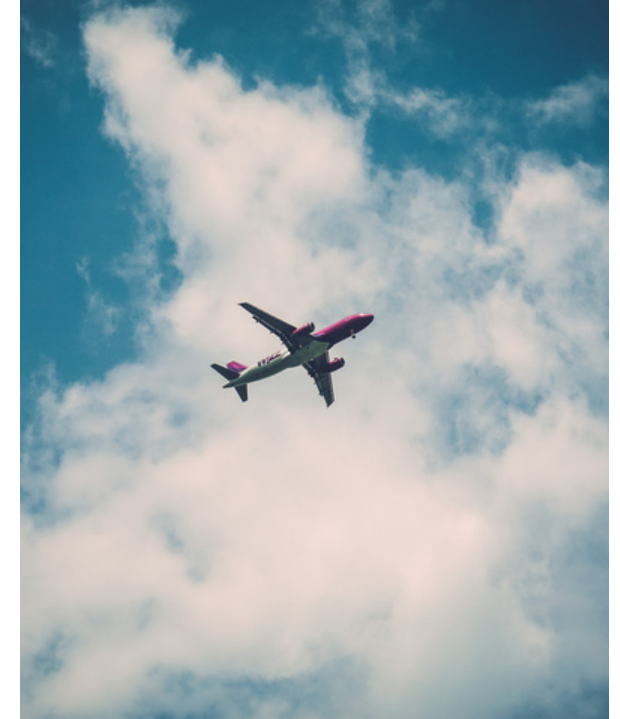
# QUALIFICATION CRITERIA

## POINTS FOR

- \* average grade rating confirmed by the Deen's Office (max 5 points)
- \* foreign language exam/language exam certificate/Lectureship score (x 1.5 points)

IF THE SCORE FROM THE LECTERN IS HIGHER OR EQUAL TO 4  
NO NEED TO SHOW A GRADE IN THE EXAM  
LANGUAGE/CERTIFICATE

- \*one extra point for first-time going students
- \* max 1 point for the so-called "Buddy programme"activists





SCHOLARSHIP



**Students can go on an internship at a host institution located in an Erasmus participating country.**

**The place of internship students should find on their own**

### **Group 1 - 700 EUR**

Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden and countries of the 14th region

### **Group 2 - 700 EUR**

Austria, Belgium, Cyprus, Greece, Spain, Malta, Netherlands, Germany, Portugal, Italy and countries of the 13th region

### **Group 3 - 600 EUR**

Bulgaria, Croatia, Czech Republic, Estonia, Lithuania, Latvia, Romania, Serbia, Slovenia, Slovakia, Turkey, Hungary, Republic of Northern Macedonia

## SCHOLARSHIP OF THE SHORT TERM MOBILITIES

Short term mobilities last from 5 to 30 days


from 5th to 14th day **70 EUR/ per day**

from 14th do 30th day **50 EUR/ per day**

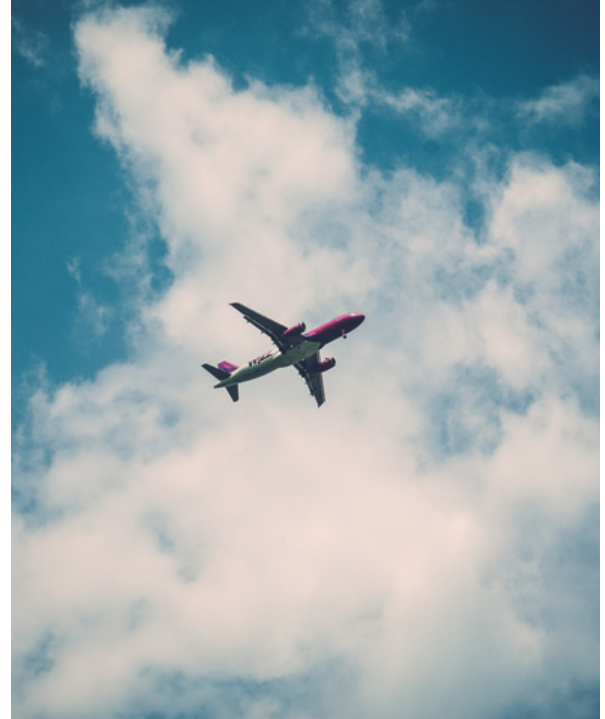
Short term mobilities are for doctoral studies only.




# HOW MANY TIMES CAN YOU GO?

 = 24 MONTHS

- UNIFORM MASTER'S DEGREE (24 MSC)
- BACHELOR (12 MSC) + MASTER (12 MSC) DOCTORAL
- STUDIES-12 MONTHS







# SCHOLARSHIP

## IS PAID IN TWO INSTALLMENTS

**1 installment 90%**  
**NO LATER THAN 30 DAYS AFTER RECEIVING**  
**CONFIRMATION OF ARRIVAL FROM THE STUDENT**

**2nd installment 10 %**  
**AFTER RETURNING FROM PRACTICE**

**COST OF TRAVEL- UPON RETURN**





## TRAVEL EXPENSES

### REIMBURSEMENT OF TRAVEL EXPENSES:

PLANE TICKETS  
INVOICE WITH ATTACHED NAME  
TICKET / BOARDING CARD IN CASE OF  
AIR TRAVEL + CONFIRMATION OF  
PAYMENT IN CASE OF PAYMENT VIA  
THE INTERNET.

VEHICLE MILEAGE RECORDS  
DOCUMENT TO DOWNLOAD



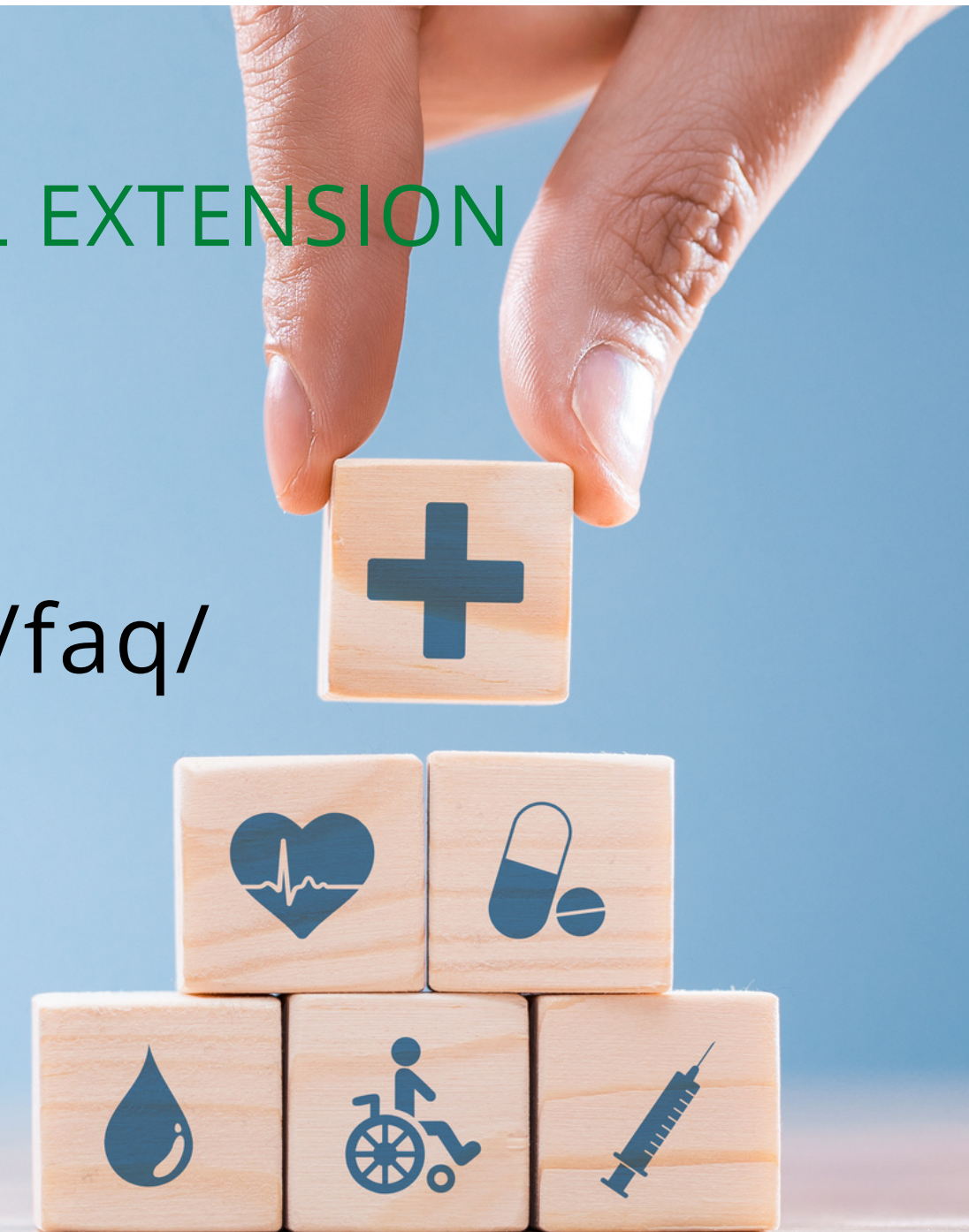
# COMPULSORY INSURANCE BEFORE DEPARTURE

SAFE STUDENT LIFE PACKAGE + TERRITORIAL EXTENSION

<https://www.nnw.umed.pl/>

<https://umed.pl/student/ubezpieczenie/faq/>

EKUZ CARD OR EQUIVALENT



# JAK SZUKAĆ PLACÓWKI NA PRAKTYKĘ?



BY YOURSELF



ON THE INTERNET



CONTACTING THE STUDENTS WHO  
TOOK PART IN ERASMUS+ INTERNSHIP



LECTURERS CONTACTS



# HOW DO I CORRESPOND WITH INTERNSHIP FACILITIES?

- *WRITE AN OFFICIAL EMAIL IN ENGLISH OR THE OFFICIAL LANGUAGE OF THE COUNTRY YOU WANT TO GO TO. ATTACH YOUR CV.*

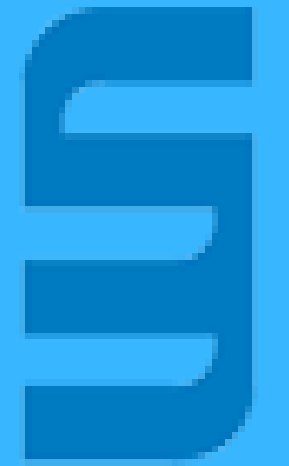
*INTRODUCE YOURSELF, BRIEFLY DESCRIBE YOUR PROFESSIONAL EXPERIENCE, INTERNSHIPS COMPLETED SO FAR, PRESENT YOUR EXPECTATIONS - IN WHICH DEPARTMENTS OF THE HOSPITAL YOU WANT TO PRACTICE, IN WHAT DIMENSION OF TIME, SPECIFY PROPOSED TERM OF PRACTICE.*

*IN THE CASE OF PRIVATE INSTITUTIONS OR PLACES THAT ARE NOT HOSPITALS, BRIEFLY DESCRIBE THE PROPOSED SCOPE OF PRACTICE, SPECIFY THE PROPOSED TERM OF PRACTICE.*

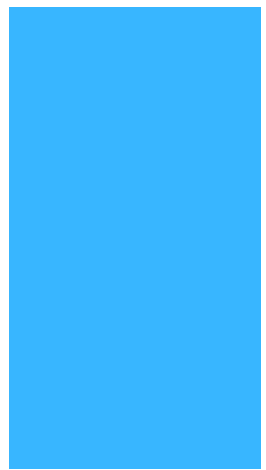
## ■ **LETTER OF INTENT**

Letter of intent - in order to obtain formal consent from the institution

Send to the Erasmus+ coordinator when the facility agrees to your practice.



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# E-MAIL EXAMPLE



Dear Sir/Madam,

My name is XXXX and I am currently an undergraduate student, at the last year of my studies, in the Department of XXXXX of the University of West Attica, in Greece. I have successfully completed all my courses so far and also my obligatory three-months traineeship in Greece.

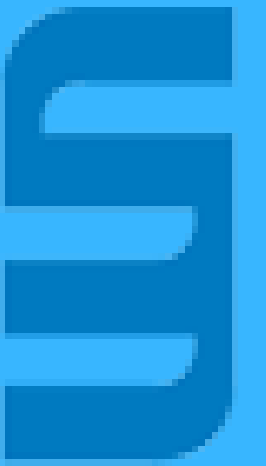
I am contacting you to enquire the feasibility of carrying out a traineeship in a hospital affiliated with your University, sometime between March 2021 to August 2021. More specifically, I am interested in joining your team of trainees through a work placement, i.e the erasmus+ placement programme ([https://ec.europa.eu/info/funding-tenders\\_en](https://ec.europa.eu/info/funding-tenders_en) )

I am enclosing my CV and my motivation letter and I will be glad to provide you with any reference letters, upon request. However, I would like to inform you that if, initially, receive a positive reply from you, I will send you a template of the Letter of Acceptance and a template of Learning Agreement of Traineeships and I will have to kindly ask you to (i) complete and sign the form entitled 'Learning Agreement of the Traineeship', setting out the programme of traineeship to be followed, and (ii) send me a 'Letter of Acceptance'.

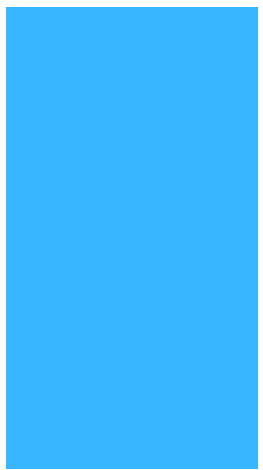
Thank you for your time,

Yours sincerely,

XXXXXX



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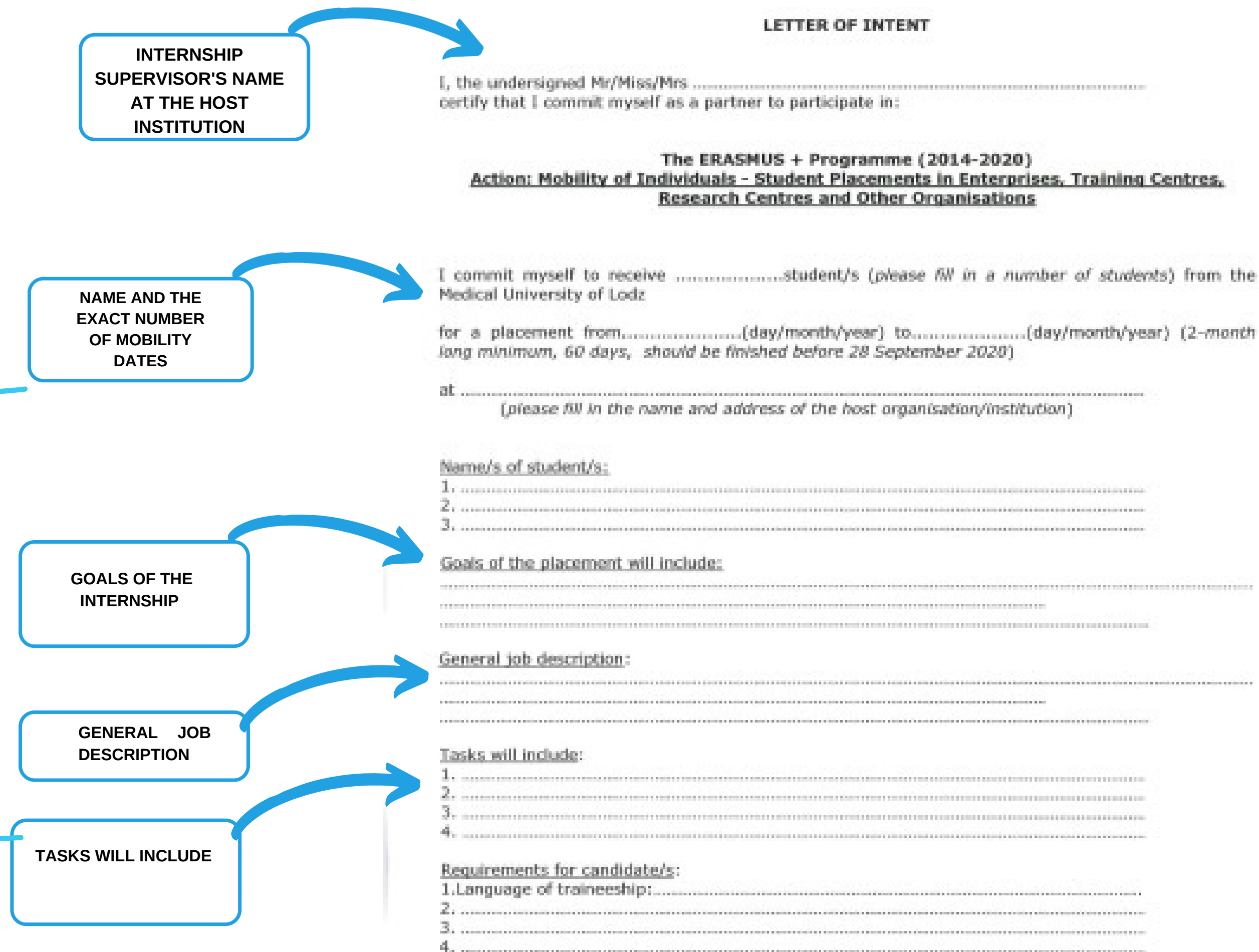




# WHAT IS THE LETTER OF INTENT?

Letters of intent can be completed independently and sent to the institution for signature, or you can ask the institution to fill in.

A LETTER OF INTENT scan is sufficient for the recruitment process, it does not have to be the original.





# Co to jest Letter of Intent



Placement Coordinator of student placement

.....  
.....  
(please fill in the name, position, address incl. phone, fax and email)

I guarantee a placement for visiting student/s and a Certificate of Attendance confirmed by the Placement Coordinator and signed by the Head or any other person in charge.

The period of placement will be covered by a placement contract and carried out according to a Training Agreement regarding the programme of the placement period. Both documents will be accepted by the Medical University of Lodz,

.....and the student/s.  
(please fill in the name of the organisation/institution)

.....  
(please fill in the name of the organisation/institution) will provide assistance in finding accommodation for the student/s.

The student will receive a financial support for his placement  
Yes ☐ in amount.....EUR net per 1 month/ No ☐.



## KONTAKT

DOMINIKA.MARYNCZAK@UMED.LODZ.PL

IF YOU HAVE ANY FURTHER  
QUESTIONS, PLEASE CONTACT  
US BY EMAIL.

THANK YOU FOR YOUR  
ATTENTION.







Erasmus+