

A guidebook for students qualified for studies within the Erasmus+ Programme

BEFORE YOUR MOBILITY

1. Check the website of the host university and send application documents on time, paying attention to:

- Application deadlines
- Additional required documents (e.g. photo, CV, Transcript of records - study course card in English)
- Form of sending documents
- Academic calendar
- Information about accommodation
- Information about subjects (in order to complete the Online Learning Agreement)
- FAQ

2. Consult the subjects selected by you from a partner university with the appropriate Dean/Vice-Dean at UEKat in accordance with the following information:

- Vice-Dean of the School of Graduate and Postgraduate Studies, dr Anna Kuzior (anna.kuzior@ue.katowice.pl) - students of the Erasmus+ Programme (except double degree students);
- Vice-Dean for Arima, Dr. Krystyna Mitrega-Niestrój (krystyna.mitrega-niestroj@ue.katowice.pl) - students of Quantitative Assets and Risk Management (ARIMA);
- Dean of School of Undergraduate and Graduate Studies, dr hab. Justyna Ganassali, UE professor, (justyna.matysiewicz@ue.katowice.pl) - students of the European Master's and Customer Relationship Marketing;

3. Fill in your Online Learning Agreement through OLA system (<https://learning-agreement.eu/>) and remember to put the appropriate Dean/ViceDean as Responsible person at the Sending Institution:

ATTENTION! If a partner university does not have access to the Online Learning Agreement, please contact us at outgoing.erasmus@uekat.pl .

4. Send the Online Learning Agreement signed by all parties in Pdf file to outgoing.erasmus@uekat.pl.

5. After completing the application process, ask the partner university to send you the Letter of Acceptance (LoA), confirming the exact dates of your stay at the partner university and send this document to outgoing.erasmus@uekat.pl.

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6. Wait for a notice about the preparation of the scholarship agreement. You will receive it after sending the LoA to the International Relations Office (about one month before the beginning of your mobility).
7. Prepare the documents needed to sign the agreement:
 - Online Learning Agreement - signed by the student and representatives of both universities (if not already sent)
 - a copy of the EHIC card (if you need a certificate from the National Health Fund, send a request to International Relations Office)
 - a private insurance policy covering: accidents, costs of medical treatment, costs of transport to/from a medical facility and transportation of remains to Poland
 - completed bank data form available on the International Relations website
8. Sign the agreement.
9. Wait for the transfer of 85% of the scholarship (in EUR) in accordance with the signed scholarship agreement.

DURING YOUR MOBILITY

1. Consult the possible changes to the OLA with the appropriate Dean/Vice-Dean and complete the OLA in the Changes section so that the document is signed by all parties within 4 weeks after the start of the mobility.
2. Send the Pdf version signed by all parties to outgoing.erasmus@uekat.pl

AFTER YOUR MOBILITY

1. In order to receive the remaining part of the scholarship submit all required documents to International Relations within the date specified in scholarship agreement:
 - Online Learning Agreement - acceptable in Pdf form.
 - Certificate of Stay - issued on the host university headed paper; acceptable in the original or sent electronically in the case of a qualified signature.
 - Transcript of Records - if the host university does not give you the original before leaving for Poland, make sure that it is sent by post to International Relations.
 - Individual Mobility Report (Online EUSurvey) - to be submitted only online using an individual link that you will receive to your e-mail address after the end of your stay.