

# Frequently Asked Questions (FAQ)

## 1. Basic information connected with the Application

A. **Home University**-Sending Institution - University of Economics in Katowice, ul. 1 Maja 50, 40-287 Katowice, Poland

B. **Erasmus Code** (Sending Institution): PL KATOWIC02

C. **Erasmus+ Institutional Coordinator** (Sending Institution)- Patrycja Macioł, [erasmus@ue.katowice.pl](mailto:erasmus@ue.katowice.pl); +48 32 257 73 86

D. **Contact person** (Sending Institution): contact person from the International Relation office

E. **Departmental Coordinator (Sending Institution)**: dr Anna Kuzior, Vice-Dean of the School of Undergraduate and Graduate Studies, [anna.kuzior@ue.katowice.pl](mailto:anna.kuzior@ue.katowice.pl)

F. Host University- Receiving Institution

G. **Departmental Coordinator (Receiving Institution)**: if the university did not mention the name of the person signing Learning Agreement, leave the space empty.

## 2. Host university did not send me any information connected with the application process after the nomination by my home university. What should I do?

Despite the lack of contact do not wait for an e-mail from host university, just send the documents by e-mail by yourself. Most universities give updated information concerning the application process on their website for exchange students. If the university does not respond to your emails for a long time, please inform the contact person from the International Relations office at UEKat.

## 3. I still do not have one application document, can I do the application after the deadline?

No, you cannot. Sending documents within the deadline guarantees receiving the place at the host university. If you have a problem with getting a document on time, inform the host university about the problem and ask for their help (send an e-mail with a contact person from the International Relations at UEKat in the copy).

## 4. I want to choose subjects from a Faculty different than the one indicated by host university.

If home university has already indicated a specific faculty during the application process, it is impossible to take subjects from another faculty, as it is the condition of the inter-institutional agreement between universities. If there are no restrictions like that, it is possible but it requires their consent of the receiving institution. Be careful as the timetable of the subjects from different faculties can overlap.

## 5. The dates of my stay at the university are not the same as the ones from the academic calendar.

In there are differences between the dates given in the Letter of Acceptance and academic calendar, please contact your host university to get the right dates of your stay.

**6. Does the Erasmus+ grant cover the Orientation Week, if it is included in the Letter of Acceptance?**

Orientation Week is included in the Erasmus+ grant if it is obligatory or recommended by the host institution, is organized just before the official beginning of the semester or includes organizational matters related to the students' stay at the university, enrolment on subjects or any other required paper work.

**7. Are all the exam sessions included in the Erasmus+ grant (second, third, retake)?**

The Erasmus+ grant includes only the first exam session, covering one exam date for all subjects approved in the Learning Agreement. If the exam session lasts longer than about 3 weeks, the student is required to ask the partner university about the exact date of the end of the first exam session. Remember that if you bring the Certificate of Stay with shorter dates, it will significantly reduce the second payment of the Erasmus+ grant.

**8. I have been waiting long for a reply from the Vice-Dean of the School of Undergraduate and Graduate Studies regarding my Learning Agreement Student Mobility for Studies International Mobility/ Changes to the learning agreement.**

Contact the Dean's Office and make sure that the Vice-Dean of the School of Undergraduate and Graduate Studies is at work and not out of office. Ask them to help you.

**9. I want to reduce the number of ECTS points when making changes.**

You cannot reduce the number of ECTS points as 30 ECTS is required by your home university. If the configuration of the points does not allow you to get this amount, you should take up another subject from the host university offer.

**10. I want to extend my stay at the host university.**

Inform the contact person from the International Relations office at UEKat and get the approval of the Vice-Dean of the School of Undergraduate and Graduate Studies. Ask your host university for their approval and for issuing the Letter of Acceptance for the second semester. Remember that although you receive the consent for the extension it is not guaranteed that you will receive the Erasmus+ grant. Therefore, save some money for the second semester. You can receive the decision concerning the funding from the Erasmus+ programme shortly before the start of the second semester.

**11. What should the Certificate of Stay look like?**

International Relations office requires a certificate issued on the headed paper of the host university, which will confirm that the student has completed studies from the exact day /month/year to the exact day /month /year at the host university. The date of issue of the document cannot be earlier than 3 days before the end of your stay.