

Guidebook for students qualified for studies within the Erasmus + programme

You have been qualified for the Erasmus+ scholarship, which steps do you need to take?



Check again the partner university website for exchange students, especially:

- Application documents
- Application deadlines
- Academic calendar
- Information on accommodation
- Study offer
- Read the FAQ



Prepare the Learning Agreement document in accordance with the guidelines given in the Guidebook on the International Relations website.



Prepare and send a set of application documents, pay attention to the following issues:

- Form of the documents you need to send (online, scanned or in original information available on the partner university website)
- Additional documents required for the application (e.g. a photo, your CV, a language certificate, English version of the transcript of records from the studies at UEKat)
- **Learning Agreement** (can be sent only after the acceptance) and signature given by:
 - dr Anna Kuzior,)Vice-Dean of the School of Graduate and Postgraduate Studies or
 - dr Krystyna Mitreęga-Niestrój if you are an ARIMA student, or
 - Prof. Justyna Matysiewicz Ph.D. if you are a MERCURI student.



Ask the partner university to send you a **Letter of Acceptance** with the exact dates of your stay and a signed Learning Agreement.

Which application steps are coordinated by the International Relations?




Sending information about your nomination to the Partner University together with your email address (afterwards you can be in a direct contact with your receiving university).

Preparing the confirmation of your qualification and sending it directly to the Dean's Office.

In case you are a member of the Polish National Health Fund, preparing and sending you a letter to be presented in the Fund's office to enable you to apply for a European Health Insurance Card (EHIC).



Before signing the Agreement...



-  Send Letter of Acceptance to International Relations.
-  Wait for a notice from the International Relations about the date of signing the Erasmus+ scholarship agreement (usually about one month before the beginning of your mobility)
-  Come to the International Relations office to sign the agreement.

You need to submit the following documents:

- Learning Agreement signed by you and representatives of both universities,
- a copy of your insurance covering the costs of medical treatment (European Health Insurance Card or a private insurance policy),
- a copy of your insurance covering accidents, transportation costs to and from a hospital as well as the transportation of remains to Poland or your homeland (a private insurance policy),
- completed bank data form downloaded from the International Relations website.



After signing the Agreement...

-  Do the online language placement test called OLS (Online Linguistic Support) assigned to you on your email by the International Relations
-  After submitting the OLS test you will receive 85% of the Erasmus+ scholarship (15% will be transferred to you after your return and after submitting all required documents)

**What to remember
about while studying
abroad?**

- ➔ Make changes in the **Changes to the learning agreement** .The changes must be confirmed by both universities not later than *four weeks* after the beginning of your stay.
- ➔ Attend to classes (your attendance influences the final assessment)
- ➔ Take all exams and do your best to pass them
- ➔ At the end of your stay ask your host university to provide you with the required documents like *Certificate of Stay and Transcript of Records*

**What do I need to do after returning to my
home university?**

- ➔ Submit all required documents in the International Relations within the date specified in the scholarship agreement. You need to submit the following documents:
 - Your **Learning Agreement** section and **Changes to the LA**, if you made changes in the initial selection of the subjects. Both documents must be signed and stamped by your host university and your Dean from UEKat.
 - **Certificate of Stay** at your host university with exact dates of your stay, issued on the host university headed paper.
 - **Transcript of Records**. If your host university cannot give you the original document before your departure, make sure that it will be soon sent to you or the International Relations by post.
 - **Complete and submit online EU Survey** a participant report completed and submitted online. At the end of your stay you will receive an e-mail from the European Commission with an individual link to access the report.
- ➔ **International Relations** will send your Learning Agreement and Transcript of Records to the Dean's Office in order to recognize the credits you got during your stay abroad and to verify any program differences that you will have to make up at UEKat.

The amount of the last Erasmus+ scholarship payment (max. 15%) will depend on the length of your stay abroad confirmed by a Certificate of Stay issued by the host university!

Before you start the application process and completing your Learning Agreement, read the FAQ as you will find a lot of useful tips over there!