

# Guidebook for students qualified for studies within the bilateral agreement

## BEFORE YOUR MOBILITY

1. Check the website of the International Relations (IRO UEKat), in particular:
  - Guidebook for qualified students
  - Recognition rules and instructions regarding filling in Learning Agreement
2. Check the website of the receiving institution, paying attention to
  - application documents
  - application deadlines
  - academic calendar
  - accommodation options
  - study offer for incoming exchange students
  - visa regulations
  - additional medical documentation (if required)
3. Consult the subjects selected by you from a receiving institution with the appropriate Dean/Vice-Dean at UEKat (information in the Dean's Office).
4. Send the prepared LA to the appropriate Dean/ Vice-Dean.
5. Send to the receiving institution application documents and the signed by the appropriate Dean/ Vice-Dean Learning Agreement.
6. After completing the application process, ask the receiving institution to send you the signed LA and so called Letter of Acceptance (LoA), confirming the exact dates of your stay. Send both documents to the e-mail address [outgoing.erasmus@uekat.pl](mailto:outgoing.erasmus@uekat.pl) (International Relations at UEKat-IRO). Check with the consulate if an original Letter of Acceptance is required for the visa process.
7. Check with the Dean's Office other important formalities.
8. Prepare the documents needed to sign the agreement:
  - LA - signed by the student and representatives of both institutions (if not already sent)
  - Private insurance policy including accidental insurance, medical costs, transport to/ from medical unit and transport of the corps to your home country.
9. Sign the agreement in the International Relations approximately 3 weeks before the mobility's start.

## DURING THE MOBILITY

1. Should you need to change the subjects accepted in your LA, consult them with the appropriate Dean/ Vice-Dean, complete the document "Changes to the LA" and collect all required signatures within 4 weeks after the start of the mobility. Send the Pdf version signed by all parties to

outgoing.erasmus@uekat.pl.

2. Remember to attend classes regularly. Absences may result in failing the course. Prepare conscientiously for exams (no special treatment).
3. At the very end of your stay ask the receiving institution to issue the document „Confirmation of Stay”, confirming the exact dates of your mobility (take the original with you).

#### AFTER THE MOBILITY

1. Wait until the receiving institution issues and sends to you the „Transcript of Records/ Grades” including all subjects with marks and local credits (check if on the document is a scale which will allow our university to convert the local marks and credits to ECTS scale).
2. Settle your mobility within 30 days from the mobility’s end, submitting to the International Relations the following documents:
  - Confirmation of Stay
  - Transcript of Records/ Grades
  - Survey from your mobility (including such topic like: formalities, accommodation, form of classes/exams, studies conditions, cost of living, daily life/ students organization, advice- your opinion can be published on our website when you give your consent).
3. Check in the Dean’s Office the required formalities after the mobility’s end.