

# Guidebook for students qualified for studies within the Erasmus+ KA171

## Before your mobility

1. Check the website of the receiving institution 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 (OLA)/ Learning Agreement(LA)
  - FAQ
2. Consult the subjects selected by you from a receiving institution with the appropriate Dean/Vice-Dean at UEKat (information in the Dean's Office)
3. Send the prepared OLA/ LA to the appropriate Dean/vice-Dean and after then to the receiving institution.
4. After completing the application process, ask the receiving institution to send you the signed OLA/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).
5. Send to the IRO UEKat the „Application for funding”
6. Prepare the documents needed to sign the agreement:
  - OLA/LA - signed by the student and representatives of both institutions (if not already sent)
  - a medical insurance covering the costs of treatment and transportation
  - accident insurance
  - medical assistance
  - completed bank data form available on the International Relations website
  - ticket confirming the trip
7. Sign the agreement in order to receive the first instalment of the scholarship.

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## During your mobility

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

## After the 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:
  - Changes to OLA/LA (if not sent earlier);
  - Certificate of Stay - issued on the host university headed paper; acceptable in the original or with a digital signature.
  - Transcript of Records - if the receiving institution does not give you the original before leaving the country, make sure that it is sent by post to the 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.
  - Travel documents