



How to complete your Learning Agreement

Payment of the Erasmus+ scholarship depends on the submission of correctly completed documents therefore read carefully the following instructions as well as information on the International Relations website.

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

- Check the application documents required by the receiving institution
- Check the formalities at the Dean's Office (deadlines for the formalities)
- Check the subjects available at the receiving university
- Download the Learning Agreement template from the International Relations website (the document must be completed electronically).
- If the partner university requires their own template of the LA you are obliged to complete two LAs (both from your receiving and sending institution) and submit two documents signed and stamped.



How to complete my Learning Agreement correctly?

Complete the first table with your personal data, information about the sending and receiving institution.

Complete the field "Contact person of sending university" with the name of the Vice-Dean of the School of Graduate and Postgraduate Studies, dr Anna Kuzior.

Complete the field "Contact person of the receiving university" with the name of a person who got into contact with you after your nomination and regarding the application process.



**Before the Mobility section.
How to complete Table A and Table B.**

As Table A includes the subjects you want to study at the receiving institution, check what subjects you would have at UEK during the semester of your stay abroad.

Pay attention to the type of classes: obligatory subject, elective subject or specialization subject.

Check how many elective subjects you have left until the end of your studies within the same level of study.

Check the syllabus of the subjects at the host university. Check if the content agrees with the content of the subject at UEK.

A) In case a subject from your receiving institution is similar to the obligatory/ specialization subject at UEK, you should consult the Dean of your Faculty to make sure that the subject can be recognized and assigned with a mark. If you do not receive the approval, you will have to make up the obligatory subject/ specialization subject after your return.

B) In case a subject from your receiving institution cannot be assigned as an obligatory subject/ specialization subject at UEK, the subject can be recognized as an elective/ additional subject.

Table A

Complete the table with the names, codes and ECTS points of the subjects you will study at your receiving institution.

Remember to select subjects with the total number of ECTS points not less than 30 as this number of credits is required by the European Commission.

If the total of ECTS is not an equal number of 30, you have to choose an additional subject, so that there would be a minimum of 30 ECTS.

Table B

Complete the table with the subjects which you won't study anymore at UEK after your return.

Consult with the Vice-Dean the way of their recognition and the number of ECTS (either as obligatory/ specialization subjects or as elective subjects)

Table with signatures

Leave the space empty if you do not know the name of a signing person from your receiving institution.

Before you print your "LA - Before the mobility" section, check if it is correct and make sure that the part of the table with the signatures did not move to the next page.

The signatures cannot be on a separate page than the rest of the document. In case it is so make the font smaller or remove a part of Table B to the next page.

The content of "LA - Before the mobility" (without footnotes) should take up two pages.

Print "LA - Before the mobility" on both sides. Do not print the next section "LA-During the mobility"

Have the document signed and stamped by the Vice-Dean and send it scanned to the receiving institution with a request to send it back signed and stamped.

After receiving your LA signed by all parties, send it immediately to the International Relations, the latest on the day of signing the scholarship agreement.

Send a scan of your LA signed by all parties to the Dean's Office.



“ During the mobility” section. What to do when the subjects change.

After arrival to the receiving institution you may receive information that your selected subject is not available, the name of the subject or its number of ECTS points has changed or some classes are overlapping. This means that you have to make changes to your LA in the part "During the Mobility".

Remember that before giving the document to be signed by the host university, you have to send it to UEK with a request to accept the changes.

You need to complete "During the mobility" section in the following way:

Table A2

You need to complete the table with:

a) "deleted" subjects, these are the subjects which:

- are not available
- changed the name
- changed the number of ECTS points
- they are overlapping

b) "added" subjects, these are the subjects which:

- you add instead of those that are not available
- you add with a new name
- you add with a new number of ECTS points
- replace the removed subjects due to time overlapping

*Remember **not** to include any subjects that remain unchanged!*

Table B2

Remember that if you have removed some subject from Table A, the changes may also affect Table B. Therefore, make the appropriate changes according to the tips for completing Table A2.

IMPORTANT!

Send attached the part "During the Mobility" to the email address anna.kuzior@ue.katowice.pl (with cc. to the International Relations email address erasmus@ue.katowice.pl) no later than 2 weeks before the date indicated by the receiving institution for making changes and not later than one month after the beginning of the stay.

While sending the request for the acceptance of the changes indicate the date till which you have to receive the signed document.

Have the document signed and stamped by the host university and send it to the email address erasmus@ue.katowice.pl and to your contact person from the Dean's Office.

**You are nearly at the end of your stay....
What about "After the Mobility" section?**

The last section of the Learning Agreement is "After the Mobility". If you receive a Certificate of Stay and a Transcript of Records from your receiving institution, you do not need to submit "After the Mobility" section.

GOOD LUCK!!!