



„Erasmus – educational mobility (KA103)” Project
Short-term studies abroad
Extension of the mobility period at the host institution
Applies only to the students qualified for the winter semester
(Announcement 21/16/SMS/2016/2017)

The International Relations Office informs that:

1. extension of studies is possible only with a consent of the receiving institution and home faculty/institute
2. **students*** needs to consult detailed terms and conditions of the extension with their Faculty Erasmus Coordinator
3. students who extend their mobility are **not entitled** to the scholarship.

The deadline for submitting application forms is **December 15th 2016**.

In order to extend the mobility period please contact IRO: sybilla.marinkovic@adm.uw.edu.pl.

Extension of the mobility period at the host institution – Step by step procedure

Step 1

Report your intention to extend your stay at the receiving institution by November 15th 2016 to sybilla.marinkovic@adm.uw.edu.pl.

Step 2

Obtain an approval from the receiving institution (please use the form: *Extension of short-term studies as an Erasmus Student*).

Step 3

Send a completed, signed and stamped application form by fax (+48 22 55 24 011) or by email (only in a PDF form) to sybilla.marinkovic@adm.uw.edu.pl.

Step 4

IRO will send the form to your Faculty Erasmus Coordinator.

Step 5

After obtaining the approval of the Dean, the Head of the Faculty or the Erasmus Coordinator, IRO will send you:

- a. a certificate which needs to be provided to the host institution;
- b. a certificate for the National Health Fund to extend validity of medical insurance card (EKUZ) (if applies)
- c. an annex to the grant agreement.

Step 6

Send your annex to the agreement and a copy of your medical card (EKUZ) or other equivalent insurance valid for the period of the mobility to IRO.

Step 7

3 weeks after starting the new semester/trimester, at the latest, complete your e-Learning Agreement in USOS system. Subjects in the system require a consent of the Erasmus Coordinator.

Attention! Scholarship for the extended mobility period may be granted provided the University of Warsaw obtains additional funds from the Erasmus+ National Agency, in February 2017. In case additional funds are obtained, the IRO will inform students about the way the scholarship will be paid out in the second semester.

Attention! Regardless of the decision about the scholarship for the second semester, the remaining 10% installment of the overall scholarship will be paid out, according to the grant agreement, after the appraisal of the mobility.

*Also Phd students