



UNIVERSITY
OF WARSAW

International Relations Office

ERASMUS+ – CREDIT MOBILITY

STEP BY STEP

What you should know before
your Erasmus mobility for students

2018/2019



ERASMUS CODE OF UW – PL WARSZAW01

Before You Leave

The Erasmus team of the **International Relations Office** (IRO) at the University of Warsaw have created this guide to help you with all the documents required in the Erasmus+ programme on the side of the UW. You can always count on our help in case some procedures are unclear. We always confirm that we have received your email within 3 working days. If you don't receive any reply from our office after 3 working days, please send your email again, from a different server or contact us by phone.

You can visit us from **Monday to Thursday, from 9.30 AM to 2.00 PM** (2nd floor, room 28 in the Rectorate Building).

1. Registration at the host university

Visit the website of the host university (where you are going to study) to find information about:

- registration procedures for Erasmus students, documents required, study programme, ECTS system, availability of student accommodation, contact persons, maps and practical information for foreign students, *Erasmus Student Network* (ESN), academic calendar, welcome days for exchange students etc. Pay special attention to the **deadline for the on-line registration** and/or the **deadline for sending in your application form** (deadlines may be different for **EU** and **non-EU students**);
- find out well in advance whether you need a visa and if so, make sure you get all the required documents well ahead of any deadline;
- check if the host university requires a **language certificate** or another form of confirmation of your language skills. When in doubt, email the Erasmus office /IRO at the host university to find out.



Most universities require some form of on-line student registration. Apart from on-line registration, you may also be asked to send in a registration form printed from the on-line system, which may have to be stamped and signed by the UW.

If you know that your nomination has been sent by UW but the host university still has not contacted you, try to find the registration procedures on the host university's website, and if you cannot find any information for the future Erasmus students try to contact:

- **the Erasmus Office** at the host university – **for the incoming students** (the name of such an office may be different, for example: *International Relations Office, Mobility Office, Exchange Students' Office*, etc.)
- **the Departmental Coordinator** at the host university
- **the Institutional Coordinator** at the host university

Email addresses and telephone numbers of the people in charge of Erasmus exchange should be listed on the university's website.

Make sure you read all the instructions and documents thoroughly.

2. Your documents for the host university

Some universities may require your academic transcript (**Transcript of Records**) before your arrival to see the academic courses you have taken and the results you have achieved so far in your field of study.

You can obtain a printed & signed copy of your Transcript of Records in English at your Dean's Office /Students' Office (*Dziekanat*). IRO UW does not issue nor sign students' Transcripts of Records.

You may be asked by the host university to submit a certificate in English, confirming your Erasmus+ student status (**Confirmation of nomination, Nomination Letter**, etc.). You can obtain this document at our office – we will need you to declare your exact study dates to issue such a certificate.

In the application form you may be asked to provide more details, such as:

- **your Erasmus study area code** (your field of study) – you can find your study area code in your USOSweb profile (**student's section > student exchange > mobilities > view**)
- the Erasmus code of the UW - **PL WARSZAW01**

less commonly you may be asked for:

- PIC number of the UW - 999572294
- The UW Erasmus University Charter for Higher Education (ECHE – 45834-EPP-1-2014-1-PL-EPPKA3-ECHE)



PLEASE NOTE!

If the host university requires you to send a Learning Agreement at this stage, please use the current form of Learning Agreement BEFORE the mobility, available at our website: (<http://bwz.uw.edu.pl/erasmus-kraje-programu> > dla studentów i doktorantów – studia 2018/19 > formularze > Learning agreement Before the Mobility)

http://bwz.uw.edu.pl/wp-content/uploads/2017/12/LA_for_study_2018pdf.pdf

Complete the form electronically according to the instructions in section 5.

PLEASE REMEMBER!

1. you send all the documents required by the host university yourself;
2. you need to arrange your accommodation yourself;
3. complete all forms electronically – only your signature should be made in writing;
4. make sure that all your documents are complete, correct and that they reach your host university before the deadline to avoid problems;
5. always make copies (scans) of what you send by post;
6. make sure that the personal data you give is valid (e.g. your official address).

3. Resignation

Act responsibly. If you decide not to participate in the Erasmus programme, file your official resignation with the Erasmus Departmental Coordinator's written approval on it and send /submit it to IRO as soon as possible. You also need to inform the host university about your decision and **forward the email to IRO (or attach a printout of your email to the Resignation Form)**.

The resignation form is available on our website:

<http://bwz.uw.edu.pl/erasmus-kraje-programu> > dla studentów i doktorantów – studia 2018/19 > formularze > Rezygnacja

PLEASE NOTE! Make sure that you will not be charged any costs related to your resignation (e.g. host university may decide to keep the deposit you paid for the student accommodation).

4. Confirmation of Acceptance

As soon as you have registered on-line, completed and submitted your application form within the deadline, the host university **must** confirm, in some way, that you have been **registered as an Erasmus student** in their system. The confirmation of acceptance may take the form of a formal letter of invitation sent by post, but it may also be a less formal email, confirming simply that you are welcome as an Erasmus student.

It is essential that you know the date when you are required to start and finish your studies at the host university. If the letter of acceptance does not contain the **exact start and end dates of your study period**, you need to find these dates in the academic calendar of the host university or by contacting the Erasmus office at the host university.

This information is important in calculating the amount of your Erasmus grant (which is counted on a daily basis). You will be asked for these dates when you sign the financial agreement at IRO.



PLEASE NOTE! If you are going to participate in an optional language course or an orientation course ('welcome week', 'induction days', 'adaptation days', etc.) organised by the host university, find out whether this period will be treated by the host university as part of your Erasmus study period. Find out from the host university whether the orientation course or the language course will be included in your Letter of Confirmation, issued at the end of your stay abroad. You will need to know this when you sign the financial agreement at IRO before your mobility.

PLEASE NOTE! If you need a visa to study abroad, ask the host university to send you a **hard copy of the Letter of Acceptance** to your address. The original copy of the document may be required by the embassy, together with a confirmation of the amount of the Erasmus grant you will receive (you can get this document at IRO).

Applying for a visa for studies is your responsibility and it may require obtaining additional documents (e.g. a certificate of no criminal record).

5. Learning Agreement

Before going to the host university, all Erasmus students must complete a study contract, called a "Learning Agreement". At the UW two forms of LA are obligatory:

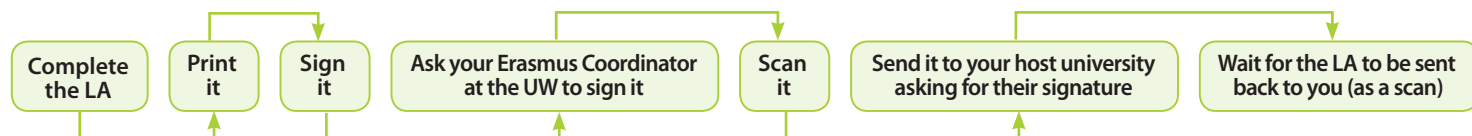
- **Learning Agreement (LA) BEFORE the mobility** – a printout of a pdf file to be signed by 3 parties (you, your Erasmus Coordinator at the UW and the Erasmus Coordinator at the host University)
- **Electronic Learning Agreement (e-LA)** – which you complete in your USOSweb mobility profile.

In order to sign the Erasmus financial agreement and receive the Erasmus grant, you must have BOTH Learning Agreements.



LA BEFORE the Mobility is a document required by the European Commission, available at our website: <http://bwz.uw.edu.pl/erasmus-kraje-programu> > dla studentów i doktorantów – studia 2018/19 > formularze > Learning agreement Before the Mobility
http://bwz.uw.edu.pl/wp-content/uploads/2017/12/LA_for_study_2018pdf.pdf

- the document is an 'active' PDF file; you need to open it using **Adobe Acrobat Reader DC** and complete it electronically (not by hand);
- all the fields must be completed (**Table A, Table B, Other specific requirements** = courses or exams to be taken at the UW during your Erasmus semester abroad). Here is the path to follow:



- make sure to send your LA **BEFORE** the Mobility early enough for the host university to sign it and send it back to you **before you sign the Erasmus financial agreement** at the IRO (some host universities may have a long summer break and getting your LA signed may take some time).

Please remember that the LA BEFORE the mobility is used to settle on a preliminary list of subjects. If you want to delete courses from the list or add new ones to it, you will NOT need to complete another LA BEFORE the mobility. **All changes to the study plan must be done with the use of the electronic Learning Agreement in your USOSweb profile.**



Higher Education Learning Agreement for Studies

Student's name
Academic Year 20.../20...

Student			<i>Student</i>		
Responsible person ¹⁰ at the Sending Institution					
Responsible person at the Receiving Institution ¹¹					

Z komentarem [u9]: Erasmus Coordinator at your home department

¹ **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.

² **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscdf-en.htm) available at <http://ec.europa.eu/education/tools/iscdf-en.htm> should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

⁵ **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

⁶ An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

⁷ **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

⁸ **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

⁹ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

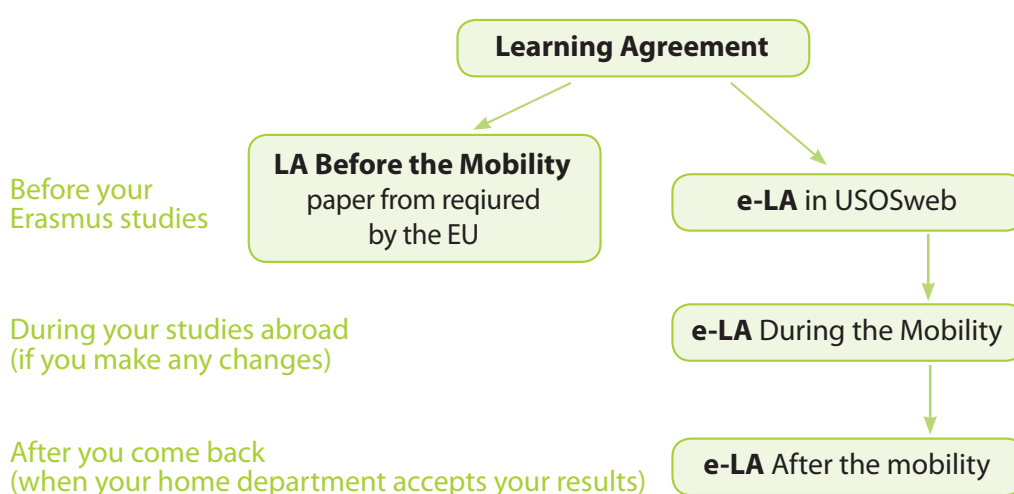
¹⁰ **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

¹¹ **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

e-LA in your USOSweb

Apart from the obligatory LA BEFORE the mobility, all UW Erasmus students must complete **an electronic Learning Agreement in their USOSweb profile**. The e-LA will be visible to the Erasmus Coordinator at the UW, the IRO and the Dean's Office/ students' office. The electronic LA must also be used if you want to make changes during your mobility.

PLEASE NOTE! The UW is currently developing an electronic version of Learning Agreement Before the Mobility. After it is implemented it will no longer be necessary to use the EU pdf version of the document. IRO UW will contact you once the LA Before the Mobility has been fully digitalised.



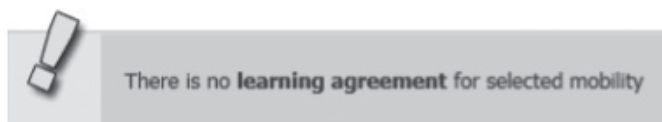
6. How to complete your e-LA?



Every UW outgoing Erasmus student must have an electronic Learning agreement created by the Dean's Office/ students' office in their USOSweb profile. You should be able to see it here:

student's section > student exchange > mobilities > learning agreement

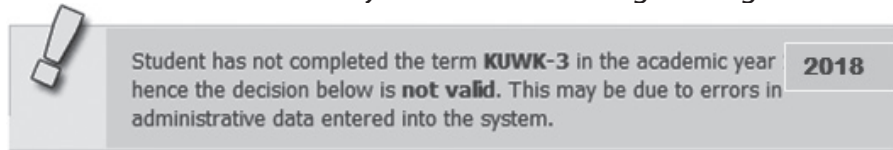
If you see a message that **no Learning Agreement** has been created for this mobility,



contact the **Dean's Office**/ students' office as soon as possible and ask for an e-LA to be created in your profile.

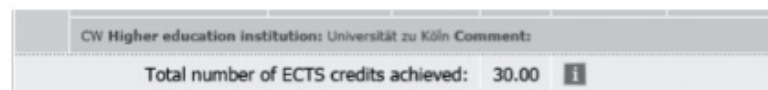
You will be able to fill in your e-LA **a day or two after** it is created by the Dean's Office (there's always a delay due to data migration between USOS and USOSweb).

PLEASE NOTE! If you see the following message:



It only means that you have not yet been registered for the next stage of your studies at the UW, during which you will be studying abroad. **Despite seeing this message, complete the e-LA following the steps described below (the e-LA is working properly).**

In order to create a list of your courses in your e-LA follow the path:
[learning agreement](#) > [details of the agreement](#) > [add new external course](#)



→ add new external course



1. Each course must be added (filled in) separately;
2. 'Name' (of the course) – write the name of the course in the **original language of instruction**;
3. 'Name (in English)' – write the English translation of the course name. if it is not provided, you will need to ask the partner university for a name of the given course translated into English (you can complete this field when abroad);
4. 'Course coordinator' – complete this field with the name of the academic teacher running the course.
5. You must provide the number of **ECTS credits** for every course (even though it is not marked as an obligatory field).

PLEASE NOTE! Before going abroad, make sure that your e-LA is assigned to the current stage of your studies (academic year and/or term). This is particularly important for students of the 1st year of their MA studies, who were nominated while doing their last year of BA studies at UW.

Study program:	NWJ-PR - Law, 5 year Master's studies - M.A. (studies paid by students)
Period of study:	PR5 - Fifth year of law
Term:	2017 - Academic year 2017/18

If you see in your USOSweb profile that your e-LA is **assigned to the previous year and/or term**, contact the Dean's Office and ask for the e-LA to be **updated**.



6. When you complete your e-LA, **email the Erasmus Departmental Coordinator** at the UW, asking him/her to accept your study plan online.
7. When your Erasmus Departmental Coordinator accepts your e-LA, you will not be able to make any changes to the existing study plan, unless the coordinator gives you another chance to change the course list (**editing the list of courses will be blocked once it is approved by the coordinator**).

PLEASE NOTE! You will know that the courses in your e-LA have been accepted if you see the following message:



Consequently, the **status** of the decision should change to: **"accepted by the Coordinator"**.

PLEASE NOTE! e-LA procedure is **obligatory** at the University of Warsaw and only the courses entered in your e-LA will be taken into account and recognised by your department at the University of Warsaw.

7. OLS language tests

If, while applying for the mobility, you declared that your language of instruction at the host university is one of the following:

English, Bulgarian, Croatian, Czech, Danish, Estonian, Finnish, French, Greek, Spanish, Irish, Lithuanian, Latvian, Maltese, Dutch, German, Portuguese, Romanian, Slovak, Slovenian, Swedish, Hungarian or Italian

you will have to **do an obligatory online language test (assessment)** on the OLS (Online Linguistic Support) website **before you sign the financial agreement at IRO**. Only students who have a status of a native speaker of the given language are exempt from the test.

The link to the test is sent automatically by the OLS system to students' email addresses stored in USOS. IRO UW will publish an announcement with information when the links to the test are going to be sent this year.

Students going abroad to study in the **1st semester** (or during the **full year**) will most likely receive the email in **May or June**. Students leaving for the **2nd term** will receive the email in **November or December**.

The link to the tests will remain active for two months only!

PLEASE NOTE! If you find out that the **actual language of instruction** at the host university is **not the one you declared** earlier (if, for example, it turns out that there are no courses available in English and you will have to do most of your courses in Italian) **inform IRO** about it as soon as possible, so that you receive a test of the correct language of instruction. After you do the test, it will be too late to do another language test.

The result of your language assessment will be one of the levels on the grading scale: A1-A2-B1-B2-C1-C2. If your result is **below B2**, you will be allocated a **free online course** of the tested language, so that you can improve your performance and reach the required minimum of B2.

PLEASE NOTE! One of the components of the test is a **listening comprehension** task. Before you start the test, make sure you have the necessary audio equipment to do the part which requires listening. The assessment will take up to **70 minutes**, so make sure you allow yourself sufficient time to do your best.

In the last month of your mobility you will receive a link to the **second language test**, which will test the progress you have made. If the result of your first test is **C2**, you will not have to do the second test.

8. Insurance

In order to sign the financial agreement you must have an insurance policy covering the costs of medical expenses, **valid during your Erasmus mobility**.

If you are insured in the National Health Fund (NFZ) in Poland or another EU or EFTA country, and if you are going to study in an EU or an EFTA country, you can apply for a **European Health Insurance Card**. We will accept this card as a proof of your insurance.

If you are not insured in the Polish National Health Fund, you can register and obtain the card (it is called an EKUZ card in Poland), however then you would need to pay a monthly contribution to the Polish health system (for more information please contact the NFZ directly (infolinia@nfz.gov.pl))

If you are not entitled to a European Health Insurance Card, you will need to purchase **an insurance policy in an insurance agency of your choice**. We will accept an insurance policy often included in commercial student cards, such as ISIC or EURO 26 or issued by any other insurer, as long as you submit a **copy of the policy** stating your personal data, type of insurance and the period it is valid for.

As the European Health Card **does not cover certain costs** (e.g. transportation in an ambulance or the cost of stay in hospital) you should purchase an **additional accident insurance** anyway, for the whole study period. An accident insurance will not be required to sign the financial agreement at IRO but you should have it when abroad.



It is also worth insuring some precious belongings, which you are going to take with you, such as your laptop, mobile phone etc.

Students going to **Turkey or FYR Macedonia** should have an insurance policy covering at least the costs of medical assistance. Before buying the policy, contact your host university to find out what requirements Turkey and Macedonia have with respect to health insurance for incoming students.

The University of Warsaw will not be liable for any consequences of a student having inadequate insurance coverage or lack thereof.

9. Residence legalisation

Find out from your host university or the embassy of the country where you are going to study about the procedures you must follow to legalise your stay (e.g. you may be required to submit several recent photographs, a letter of nomination from UW or a confirmation of registration at the host university).

10. Applying for a visa



If you are a non-EU citizen, find out on the website of the host university what steps to take in order to obtain a **visa** and legalise your stay abroad and/or contact the embassy directly. Try to do it as soon as possible, since waiting for a visa may take a considerable amount of time and may require special documents (such as a certificate of no criminal record). You will need to see to all the visa procedures **yourself**.

If an official letter of invitation is required by the embassy, ask the host university for a hard copy of your Letter of Invitation.


If necessary, IRO UW can always issue a letter of nomination for you, including the information on the amount of your Erasmus grant.

PLEASE NOTE! Not obtaining a visa in time may mean that you will not be allowed to do your Erasmus studies abroad.

11. Bank account

At the latest, 1 day before signing the financial agreement at IRO you need to **enter your bank account details** in your USOSweb profile.

Mobilities granted to you

Showing elements 1..2 (out of 2)							
No.	Country	Institution name	Academic year ▾	Mobility type	Status of mobility	Qualifications stage	Options
1	(in Polish) Portugalia	ISCTE – Instituto Universitário de Lisboa	2018	Studies	Active	Finished	 → view → learning agreement → bank account



You will be asked to enter the following data:

- Nazwa konta – the full name of the account **owner**
- Account number (26 digits)
- Currency
- Full name of the bank
- **SWIFT code** (or BIC) of the bank;

The account must be **held in a Polish bank** but you decide about the currency of the account.

The bank where your account is held must be a member of the **SEPA** consortium (The Single Euro Payments Area consortium). The list of all the Polish banks offering money transfers in SEPA is available at:

http://epc.cbnet.info/content/adherence_database (SEPA Credit Transfer, CSV file).

If you choose:

- an account in **PLN (Polish zloty)** - you must be the owner of the account;
- an account in a **different currency** (e.g. EUR, GBP, NOK) – you don't have to be the owner of the account.

You can only enter a **non-PLN bank account** in your USOSweb profile. If you would like to receive the grant into a **PLN account**, you need to ask the Dean's office /students' office to add this account to your profile. However, if you have received any kind of money benefits from the UW in the recent years, your PLN bank account details should already be in the USOS system. We can transfer the grant to this account.

If you are going to use someone else's account, you must give the exact name and surname of the account owner in the following format e.g. *John Smith for your first name and surname.*

The Erasmus grant will be transferred to the account of your choice in **2 or 3 instalments (for students going for one or two semesters respectively)**. The UW covers the costs of the bank transfers.

- 1. first instalment** (90% of the amount calculated in the financial agreement) will be paid out within 2-3 weeks after you have signed the financial agreement and submitted all the required documents.
Students nominated for a **full academic year will** receive 90% of the grant for the first half of their stay. The transfer of the grant for the second semester (90% of the grant for the second half) will be made after the first semester's results are known.
- 2. final instalment** (10% of the whole grant) will be made when your mobility is over and after you have submitted your **Letter of Confirmation** and done the **online Participant Report** (a survey) and the **second OLS test** (if applicable).

12. Erasmus Grant

The Erasmus grant per month depends on your destination:

1. **500** euro – Denmark, Finland, Ireland, Island, Lichtenstein, Luxemburg, Norway, Sweden, Great Britain;
2. **450** euro – Austria, Belgium, Cyprus, France, Greece, Spain, the Netherlands, Malta, Germany, Portugal, Italy;
3. **400** euro – Bulgaria, Croatia, the Czech Republic, Estonia, Lithuania, Latvia, Macedonia, Romania, Slovakia, Slovenia, Hungary, Turkey.

The Erasmus funds are granted for the **actual period of studies at the host university**, calculated to the day (where one day makes a difference in the amount of the grant) on the basis of the **Letter of Acceptance** or the host university's **academic calendar**.

The beginning of the study period is the day when you must be present at the host university (a welcome day or the beginning of the academic year), whereas the end of the study period is the last day when you must be present at the host university (e.g. the planned end of the exam session – excluding the retake session). The fees you may need to pay for your dormitory have no effect on the amount of the Erasmus grant, which is calculated for the **study period only**.

If, during your mobility, the **actual dates** of your studies **change** and are different from the dates in the financial agreement (e.g. your mobility started earlier or you are going to finish later) **contact IRO by email and state the correct dates**. If the UW has sufficient funds, you will receive a grant for the additional days.

The dates in your financial agreement will be visible in your USOSweb profile: *my mobilities > view > details*.



Details

Study program: Law, 5 year Master's studies - M.A. (studies paid by students)	Year of study: 4
Study level: Jednolite magisterskie	Mode of study: Niestacjonarne (wieczorowe)
Leading language abroad: English	Language level: B2
Does student speak Polish: Yes	
Student is receiving following financial support: not available	Is student receiving other financial support? No
Student is homeless or excluded from access to accommodation: unknown ⓘ	Student is living in a household without any employed persons: unknown ⓘ
Student is living in a household without any employed persons with dependent children: unknown ⓘ	Student is living in a household with one adult and dependent children: unknown ⓘ
Address for correspondence: (unknown)	financial support from sending faculty/unit: not available
Is student applying for a severe disability supplement: Yes	Planned duration of student mobility: Spring semester
Proposed number of months with the Erasmus scholarship: 3.93	Proposed number of months without the Erasmus scholarship: 0
Date of departure declared in the grant agreement: 2018-04-03	Date of return declared in the grant agreement: 2018-07-31



PLEASE NOTE! It will not be possible for IRO to grant you additional funds after the end of the study period stated in the financial agreement. According to the European Commission's guidelines, the decision to grant you additional money must be taken during your studies abroad – on the date of your return declared in the agreement **at the latest**.

ATTENTION! If you obtain unsatisfactory results at the host university: **≤ 10 ECTS per term** and **≤ 21 ECTS per year**, you will **not be entitled to receive 10% of the whole grant**.



The final amount of the grant will be confirmed after the mobility, based on the Letter of Confirmation issued by the host university at the end of your stay. If the confirmed period of studies is shorter than in the original agreement, your grant will be reduced and the final payment may be lower than initially planned. In some cases (if the period of stay is much shorter than in the agreement) you may be asked to return a part of the grant (then you will be charged with the cost of the bank transfer).

EXTENSION! If you would like to **extend your Erasmus studies** at the host university to a full academic year, the procedure will open in October (all the students nominated for the first semester will receive information about the documents to be submitted). Please note, unless UW receives additional funding, there will be **no Erasmus grant for the extended study period**.

13. Financial Agreement at IRO

According to the European Commission's decision, every outgoing Erasmus student must sign an individual financial agreement before the beginning of their studies abroad, irrespective of whether they receive the Erasmus grant or not.

About **2-3 weeks before the start of your studies abroad** come to IRO to sign the financial agreement (you cannot do it before the IRO announces the start of signing agreements this year – the announcement will be sent to you in July or August).

If you are going to do your Erasmus studies in the 2nd semester, you don't need to wait for another announcement – just come to our office 2-3 weeks before your planned departure.

If you are going to be **away from Warsaw** before your Erasmus studies, contact our office by email and submit all the required documents (as

scans). We will send you the agreement by email, **as a pdf file to be printed, signed and sent back by post (your original signature is necessary)**. There will be detailed information on this procedure in the announcement from IRO.

Non-Polish speaking students will sign the agreement in two languages: Polish (the legally binding version) and English.

If you do not sign the financial agreement by the beginning of the academic year/ semester/ trimester at the host university, your mobility may be understood as cancelled and your nomination to the host university may be withdrawn.

14. What is required in order to sign the agreement?

- **Letter of acceptance/ invitation** – a formal letter or a printout of an e-mail with confirmation of acceptance, with the exact dates when you have to be present at the host university and when your study period is going to end;
- **Learning Agreement BEFORE the Mobility (a printout of a scan** of the document described in pt. 5, signed by you, your Erasmus Departmental Coordinator and the Coordinator at the host university);
- **Insurance policy/ European Health Insurance Card**

At least 1 day before you come to IRO

- Enter all the courses you are going to take at the host university in your e-LA (see pt.6). At this stage your **e-LA should be accepted electronically** by your Erasmus Departmental Coordinator, so that the system will keep track of the initial form of your LA, together with subsequent changes. If your e-LA is not approved before you introduce changes, the system will not detect that changes were made and you will not be able to print your LA During the Mobility.

PLEASE NOTE! You will be able to sign the financial agreement at IRO without having your e-LA approved in USOSweb, however make sure your e-LA is accepted before you introduce any changes.

- **Do the OLS test** (if applicable) – we will see your results in the system;
- Enter your **bank account data** in your USOSweb profile (see section 11 above).

PLEASE NOTE! If you have just completed the **last year of your BA studies** (first cycle) and you are going to study abroad during the winter term of your **first MA year** (second cycle), you need to submit:

- a **copy of the DECISION** issued by your **Dean's Office/ Students' Office**, stating that you have been enrolled for the second cycle of studies. No Erasmus funding may be granted for a mobility which started before the issue date of this decision.

ATTENTION! If any of your exams at the UW remain outstanding (e.g. if you failed an exam in the summer exam session, if the result is not yet known, or if you have 1 conditional pass) you need to submit:

- a **consent of your Erasmus Departmental Coordinator**, confirming that you are permitted to go on Erasmus exchange despite the outstanding exam (an email from the coordinator will be sufficient).

If you have more than 1 conditional pass after the current academic year, your Erasmus exchange will be cancelled (only one conditional pass is allowed!).

IRO UW will pay out your grant within 3 weeks from the day you sign the financial agreement and submit all the required documents.



When abroad

1. When you arrive at the host university

Make sure you legalise your stay (e.g. at the immigration office or at the closest police station). Take your ID or your passport and a couple of photographs with you. You may be asked to submit additional documents (e.g. registration certificate, a certificate from the UW stating your Erasmus student status, a copy of your insurance policy, etc.). You may also be asked for a proof of having sufficient financial means - each country determines an amount of money which is deemed sufficient for subsistence without the need to use social services - typically this amount corresponds to the social minimum in the given country.

2. If you have a problem abroad



Remember, you are not alone! If you have any serious problems, contact:

- Erasmus Coordinators (Departmental and Institutional) at the host university;
- administrative staff at the international relations office at the host university;
- your Departmental Coordinator at the UW;
- your tutor from students' organization at the host university (e.g. Erasmus Student Network),
- staff members at the IRO UW.

You can receive psychological assistance online (via Skype) offered by the Centre for Psychological Help at UW. For more information visit cpp.uw.edu.pl, phone 694-711-731 or email cpp@psych.uw.edu.pl

3. Changes to your e-LA = LA During the Mobility

Once you've finally decided on your course list make sure that your e-LA in your USOSweb profile is up-to-date and it has been approved by the coordinator. Any change to your study programme **must be made in the e-LA in your USOSweb**, so there is no need to complete the 'paper' version of the LA During the Mobility (which some universities may require).

Within 3 weeks from the beginning of the academic semester at the host university you can still make changes to the originally approved e-LA. In order to do it follow the steps below:

1. contact the Erasmus Departmental Coordinator at the UW, asking him/ her to allow you to make changes to your e-LA;
2. You will be able to change your e-LA (delete a course or add a new one) only after your Erasmus Departmental Coordinator at the UW has allowed you to modify your study program in the USOSweb system (by clicking the button 'edit the LA')

→ add new external course

No.	Name	Academic term	Passed	ECTS	Language	i	Grade	Coordinator	Status	Options i
Current not approved course list										
1.	Drafting Contracts 14142.4020	2017L	NO	6.00	English	not available / not available	not available	Wilder Keith	E - not yet approved	edit <input type="button" value=""/> delete <input type="button" value=""/>
CW Higher education institution: Universität zu Köln Comment:										
2.	Law of US Federal Evidence 13980.2174	2017L	NO	6.00	English	not available / not available	not available	Junker Kirk William	E - not yet approved	edit <input type="button" value=""/> delete <input type="button" value=""/>
CW Higher education institution: Universität zu Köln Comment:										
3.	US Constitutional Law: The Bill of Rights 13980.2083	2017L	NO	6.00	English	not available / not available	not available	Wilder Keith	E - not yet approved	edit <input type="button" value=""/> delete <input type="button" value=""/>
CW Higher education institution: Universität zu Köln Comment:										
4.	US Criminal Law 13980.1014	2017L	NO	6.00	English	not available / not available	not available	Owens John Michael	E - not yet approved	edit <input type="button" value=""/> delete <input type="button" value=""/>
CW Higher education institution: Universität zu Köln Comment:										
5.	US-American Legal Culture	2017L	NO	6.00	English	not available / not available	not available	Junker Kirk William	E - not yet approved	edit <input type="button" value=""/> delete <input type="button" value=""/>
CW Higher education institution: Universität zu Köln Comment:										
Total number of ECTS credits achieved:				30.00	i					

→ add new external course

3. having modified your e-LA, contact your Erasmus Departmental Coordinator at the UW again, asking him/her to approve the changes you have made;
4. print out the final, accepted version of your e-LA During the Mobility from USOSweb: mobilities > learning agreement > print LA During the Mobility (a blue arrow in the middle of the page)

	Study cycle	Term	Status	Changes possible until	Options
Decision date 2017-03-27	2017 - Academic year 2017/18	FIR-FIM-3 - Third year, specialty – Finance and International Investment	W - modification in progress in USOSweb Defining the course list	2018-09-30	→ print LA Before the mobility → print LA During the mobility i → send link i → details of the agreement

5. Then, ask the Erasmus Coordinator at the **host university to sign the document**. The e-LA printed from the UW system does not need signatures or stamps of the coordinators at the UW. The printout contains information that it is generated from the USOS system and it has been electronically approved by both the Departmental and Institutional Coordinator at UW.

PLEASE NOTE! The printed, final version of e-LA should be signed by the host university **within the first month after the start of the academic courses**.

PLEASE NOTE! There is no need to send your e-LA printouts to the IRO UW while you are abroad. The document (stamped and signed by the coordinator at the host university) can be submitted upon your return, however no later than **31st March/ 15 September 2019** in case of students coming back after the winter and spring semester respectively.

ATTENTION! Do not print your e-LA if there is an inscription/watermark: **"DRAFT VERSION"** across the document. This watermark means that the study plan in your e-LA has not been approved by the Erasmus Coordinator at the UW. Ask the Coordinator to accept your e-LA before you print it.

HIGHER EDUCATION LEARNING AGREEMENT FOR STUDIES DURING THE MOBILITY Academic year 2017/18			
STUDENT			
Last name: Adamska	Citizenship: Poland	First name: Katarzyna	Study cycle: _____
Date of birth: 02.08.1994		Sex: female	
Field of education: Law (0421)	The level of language competence that student already has or agrees to acquire by the start of the study period		
English: C1			
SENDING INSTITUTION			
Name: University of Warsaw			
Faculty / Department: Faculty of Law and Administration			
Erasmus code: PL WARSZAW01			
Country: Poland			
Address: 00-927 Warszawa, ul. Krakowskie Przedmieście 26/28			
Contact person: _____			
RECEIVING INSTITUTION			
Name: University of Zagreb			
Faculty / Department: _____			
Erasmus code: HR ZAGREB01			
Country: Croatia			
Address: Chorwacja, 10000 Zagreb, Trg. Marsala Tita 14			
Contact person: _____			

PLEASE NOTE! In exceptional cases, you will be able to make more changes to an already modified e-LA, provided the Erasmus Departmental Coordinator at the UW allows you to do it. In such a case, follow the steps described above.

PLEASE NOTE! If you have been allowed to **extend your study period** to the second term, you must add the courses to be done in the 2nd term. Similarly, if you want to make changes to your e-LA in the second term, follow the steps described above.

4. Confirmation of Arrival

If your Letter of Acceptance did not state the exact study period or the dates you declared while signing the financial agreement turned out to be wrong (e.g. you were registered at the host university earlier than you expected) ask the host university to complete and sign a **Confirmation of Arrival**. This form will be available at: <http://bwz.uw.edu.pl/erasmus-kraje-programu> > dla studentów i doktorantów – studia 2018/19 > formularze > Confirmation of Arrival.

Send a scan or a photo of your Confirmation of Arrival to IRO.

IRO will send you an **annex to the financial agreement** with the correct dates. If your study period is longer and if the UW has sufficient funds, you will be granted funding for the additional days of studies.

If, at a later stage, it turns out that the dates of your study period are going to be different from the ones in your financial agreement or an annex to the agreement (the dates are visible in your USOSweb profile: mobilities > view > details), **send an email to IRO stating the correct dates** of your mobility. If your study period is longer and if the UW has sufficient funds, you will be granted funding for the additional days of studies.



Details

Study program: Law, 5 year Master's studies - M.A. (studies paid by students)	Year of study: 4
Study level: Jednolite magisterskie	Mode of study: Niestacjonarne (wieczorowe)
Leading language abroad: English	Language level: B2
Does student speak Polish: Yes	
Student is receiving following financial support: not available	Is student receiving other financial support? No
Student is homeless or excluded from access to accommodation: unknown 1	Student is living in a household without any employed persons: unknown 1
Student is living in a household without any employed persons with dependent children: unknown 1	Student is living in a household with one adult and dependent children: unknown 1
Address for correspondence: (unknown)	financial support from sending faculty/unit: not available
Is student applying for a severe disability supplement: Yes	Planned duration of student mobility: Spring semester
Proposed number of months with the Erasmus scholarship: 3.93	Proposed number of months without the Erasmus scholarship: 0
Date of departure declared in the grant agreement: 2018-04-03	Date of return declared in the grant agreement: 2018-07-31



PLEASE NOTE! It will not be possible for IRO to grant you additional funds after the end of the study period stated in the financial agreement. According to the European Commission's guidelines, the decision to grant you additional money must be taken during your studies abroad – i.e. on the date of your return declared in the agreement at the latest.

PLEASE NOTE! If you obtain unsatisfactory results at the host university: ≤ 10 ECTS per term and ≤ 21 ECTS per year, you will **not be entitled to receive 10% of the whole amount of the grant.**

5. Letter of Confirmation – in the last week of your studies abroad

In the last week of your studies abroad, remember to ask the Erasmus Office at the host University to sign your Letter of Confirmation. Then, send a scan of the document to the IRO UW and later, submit the original copy of the document to our office (before the deadline).

You can use the form used by the host university (if there is one) or the form available at our website: <http://bwz.uw.edu.pl/erasmus-kraje-programu> > dla studentów i doktorantów – studia 2018/19 > formularze > Letter of Confirmation

PLEASE NOTE! Your Letter of Confirmation must not be signed earlier than 7 calendar days before the end of your mobility stated in the document (e.g. if your study period will end on January 31st, the document may be signed on January 24th at the earliest). Forms signed too early will not be accepted.

ATTENTION! Your Letter of Confirmation must not contain any corrections, especially with respect to dates. If the person issuing the document makes a correction, ask for the particular correction to be stamped and signed (initialled), otherwise we will not be able to accept it.

Your Letter of Confirmation should be submitted/ emailed to IRO as soon as your study period is over.

6. Erasmus studies during the whole academic year

If you are nominated for a full academic year or you have been allowed to extend your stay, you will need to send us, among other documents, a **Confirmation of Attendance and Results** – a form which needs to be signed by the host university, confirming your attendance and the number of ECTS gained in the first term

The form will be available at: bwz.uw.edu.pl/erasmus-kraje-programu
> dla studentów i doktorantów – studia 2018/19 > formularze > Confirmation of Attendance and Results

If the number of ECTS you obtain in the first semester is unsatisfactory, your home department may demand that you come back to UW for the second semester of your studies.



After your mobility

1. Documents to be submitted to IRO UW

Visit our office as soon as you finish your studies abroad, not later than:

- **31st March 2019** if you are studying abroad in the winter semester;
- **15th September 2019** if you are studying abroad in the spring semester or during the whole academic year.

Submit the following documents to IRO:

1. **Letter of Confirmation** stating the exact dates of the beginning and the end of your study period.
1. If you cannot visit us immediately after the end of your mobility, send **us a scan (not a photograph) of your Letter of Confirmation** first and submit the original copy immediately upon return.
2. the final version of **your e-LA During the Mobility** signed by the Erasmus Coordinator at the host university (in case you have changed your LA);
3. **Transcript of Records** or other document proving your academic records at the host university – it will be sent to you or our office within a few weeks after the end of your mobility;

If you cannot visit our office immediately after you finish your mobility, **send us the documents listed above as scans (in pdf files).**

Complete two documents online:

4. Erasmus **Participant report** – an obligatory survey; it will be sent to your email address on the last day of your mobility or a few days later;
5. **2nd OLS language test** – it will be sent to you in the middle of the month which you declared in your OLS profile as the last month of your mobility. Students whose first OLS test result was C2 will not receive a link to the second test.



PLEASE NOTE! You can submit all the documents gradually, one by one but make sure to submit your Letter of Confirmation as soon as you complete your studies.

Most likely, your **Transcript of Records** will be sent to you (or us) a few weeks after you finish your studies at the host university. Before your departure, confirm with the host university how it will be sent (a hard copy, a scan or if the document will be available as a download). If the host university is going to send a hard copy of your TR, find out what address it will be sent to (IRO UW, your faculty or your home address?).

PLEASE NOTE! Once you submit the online survey (participant report), do the second OLS test (if applicable) and submit your Letter of Confirmation (with an annex – if required), **you will receive the final payment of the Erasmus grant.**

However, if you obtain unsatisfactory results at the host university: **≤ 10 ECTS per term and ≤ 20 ECTS per year, you will not be entitled to receive 10% of the whole Erasmus grant** for your mobility.

2. Recognition at the home department (documents to be submitted)

You are obliged to submit the documents listed above to your Erasmus **Departmental Coordinator** (at IRO we only keep copies of the original documents, with the exception of the Letter of Confirmation), so that your department can formally **recognise** the ECTS you gained abroad.

STEP 1

The Erasmus Departmental Coordinator will convert the grades in your Transcript of Records to the grades used in the Polish system at UW.

STEP 2

The Coordinator will allow you to make changes in **your e-LA**, so that you can add the Polish grades to the courses listed in your e-LA and/or correct the number of ECTS recognised by your department. The Coordinator will need to click the 'cancel approval / anuluj akceptację' option in your e-LA.

STEP 3

You need to **enter the grades** obtained abroad (in the **Polish grading system**) in your e-LA – click **'Edit' next to every course to add the grade**. You may also need to update the number of ECTS for each course, if the number of points in the e-LA differs from the number of obtained points, as shown in your Transcript of Records.



1.	Development policy	2017L	NO	7.00	English	not available / not available	not available	(unknown)	E - not yet approved	edit  delete 
CW Higher education institution: University of Zagreb Comment:										

STEP 4

Next, you need to **submit** your Transcript of Records to your **students' office** (Dean's Office /Dziekanat / Sekretariat) or to the person indicated by the Coordinator. This person will verify correctness of the grades and ECTS in **USOS** and will mark each course with a grade as approved (recognised) and, finally, change the status of your e-LA to: 'Final approval completed'.

PLEASE NOTE! Your final grades should not be approved in USOSweb by the Coordinator, as the grades in your e-LA must be approved in USOS by the Dean's Office/ students' office.

STEP 5

Check the status of your e-LA in your USOSweb profile. When you see that the status has changed to:

Final approval completed (by the students' office)

Send an email to IRO to inform us that your e-LA has been approved by the students' office.

	Study cycle	Term	Status	Changes possible until
Decision date 2017-04-26	2017 - Academic year 2017/18	SM-2 - (in Polish) Drugi rok stosunków międzynarodowych	Z - final approval completed (by the student's office)	

STEP 6

IRO will print out your **LA After the Mobility** (Recognition at Home University), which is the final document required in the Erasmus programme. You do not need to collect it from our office or have it signed.

STEP 7

You are obliged to take any outstanding exams at UW - if the 'Programme differences/ other requirements' of your LA Before the Mobility listed any exams to be taken at the UW upon your return.

Forms which will be available at IRO's website

<http://bwz.uw.edu.pl/erasmus-kraje-programu> > dla studentów i doktorantów – studia 2018/19 > formularze

- ✓ **Learning Agreement BEFORE the Mobiliy** (editable pdf)
- ✓ Resignation
- ✓ Extension form (applications for extensions will be accepted from October 2018)
- ✓ Shortening of the mobility to one semester (for students who have signed the financial agreement for the whole academic year)
- ✓ **Letter of Confirmation** (to be submitted after the mobility)
- ✓ Confirmation of Attendance and Results (for students who are going to study during the whole academic year)



Checklist ERASMUS – Mobility 2018/2019

BEFORE the Mobility

- ✓ registration at the host university
- ✓ **Letter of Acceptance**
- ✓ **Learning Agreement BEFORE the Mobility**
- ✓ Courses listed in the **e-LA in USOSweb** (*accepted by your UW coordinator*)
- ✓ **OLS first language test** (*if applicable*)
- ✓ **Insurance/ European Health Insurance Card**
- ✓ **bank account** for transfer of the scholarship (*in your USOSweb profile*)
- ✓ Visa (*if applicable*)

Checklist ERASMUS – Mobility 2018/2019

DURING the Mobility

- ✓ Confirmation of Arrival (*if the start of the mobility is different from the date in the agreement*)
- ✓ **e-LA DURING the Mobility** (*if you have made changes to your LA*)
- ✓ **Letter of Confirmation**
- ✓ Confirmation of Attendance and Results (*to be submitted after the first semester by students who are going to stay during the whole academic year*)

AFTER the Mobility

- ✓ **Letter of Confirmation**
- ✓ **Transcript of Records**
- ✓ **Participant report** – an online survey
- ✓ **OLS** final language assessment (*if applicable*)
- ✓ **Learning Agreement AFTER the Mobility** (*to be printed by IRO*)