

## Extension of the mobility period at the host institution

Applies only to the students qualified for the first semester.

„Erasmus – educational mobility (KA103)” Project

Short-term studies abroad

*(Announcement 16/19/SMS/2019/2020)*

The International Relations Office (IRO UW) informs that:

1. extension of studies is possible only with a consent of the host university and the home faculty/institute
2. **students\*** need to consult detailed terms and conditions of the extension with their Faculty Erasmus Coordinator
3. students who extend their mobility are entitled to a scholarship in the same amount per month as in the first semester, for a period of up to 11 months.

### Step by step procedure

#### Step 1

Declare your intention to extend your stay at the receiving institution by **October 31st 2019 at the latest** to [ewa.makal@adm.uw.edu.pl](mailto:ewa.makal@adm.uw.edu.pl). Declarations sent past this date will not be accepted.

#### Step 2

Obtain an approval from the host university (please use the form: ***Extension of short-term studies as an Erasmus Student***). Find out what the end date of your mobility is going to be and put in the form.

#### Step 3

Send a scan of the **completed form** by email (only in a PDF form) to [ewa.makal@adm.uw.edu.pl](mailto:ewa.makal@adm.uw.edu.pl). The form should be sent as soon as possible, not later than **November 30<sup>th</sup> 2019**.

#### Step 4

IRO will send the form to your Faculty Erasmus Coordinator for the approval of the faculty

#### Step 5

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

- a. a certificate of extension, which needs to be provided to the host university;
- b. an annex to the grant agreement.

#### Step 6

Send your annex to the **agreement by traditional post** (the original copy). If your insurance covered only first semester, you need to send us a scan of the insurance covering the second semester.

**Please note:** The scholarship for the extended mobility period will be paid out when:

- a) you post the original of the annex to the agreement to IRO UW;
- b) you notify IRO UW that you have edited your e-LA for the second semester in your USOSweb and that the courses have been approved online by the coordinator;
- c) you send a scan of your *Certificate of Attendance and Results*, completed and signed by the host University to IRO UW.

**Attention!** the remaining 10% installment of the overall scholarship will be paid out, according to the grant agreement, after the appraisal of the full mobility.

\*Also Phd students