

IRO Announcement nr 17/20/SMS/2020/2021

Erasmus mobility for studies (KA103/2020) Signing individual financial agreements 2020/2021

International Relations Office at UW (IRO) will start signing Erasmus financial agreements with Erasmus outgoing students (going for the 1st semester or the full academic year) from August 24th Please read the English version of the agreement, available here:

http://bwz.uw.edu.pl/wp-content/uploads/sites/358/2020/08/Erasmus-Agreement-2020_21_EN.pdf

Please note! Due to COVID-19 pandemic restrictions, it will not be possible to sign the agreement at the International Relations Office (IRO). Agreements will be signed with the use of **traditional post**. After submitting the required documents (listed below), you will receive the agreement (a pdf file), which will have to be sent back by traditional post.

You should request the agreement and send the documents about **4 weeks before the start of your mobility**. If your mobility is due to start within the next few days and you do not have all the documents yet, please submit the documents you currently have and we will inform you on the next steps to take.

If your mobility is planned for the 2nd semester, you will need to sign the agreement only about 4 weeks before the planned departure.

Before sending your documents to IRO make sure that you have entered the details of your **bank account** in USOSweb profile. To complete the bank account details log into the central USOSweb:

<https://usosweb.uw.edu.pl/> and follow the path below:

STUDENT'S SECTION > MY STUDIES > student mobility > my mobilities > bank account.

- **What documents to send to IRO?**

Send an email (to the address given below) with a declaration that you are going to **study abroad** and state the following dates (please note that dates in a) and b) will have an effect on the amount of your grant):

- a) start date of the courses at the host university or start of a *welcome week/ introduction days*, etc.
- b) end of the exam session (without the retake session)
- c) planned date of your journey to the host university
- d) planned date of your return from the host university (if not known, write the same date as in b).

Declare that you have done the **language test** in the **OLS system** (in you are going to study in one of the following languages: *English, Bulgarian, Croatian, Czech, Danish, Estonian, Finnish, French, Greek, Spanish, Irish, Lithuanian, Latvian, Maltese, Dutch, German, Portuguese, Romanian, Slovak, Slovenian, Swedish, Hungarian or Italian*) if applicable.

Attach the following documents:

- 1) **Confirmation of admission** by the host university: *Letter of Acceptance / Letter of Invitation* etc. If you haven't received a formal invitation, send us an email from the host university with information that you have been accepted as an Erasmus student.
- 2) Information from the host university on **how the courses will be held**: on-line/ remotely, on-site/ face-to-face or in a mixed way (blended/ hybrid approach), if this information is not included in the confirmation of admission. If **all the courses** are going to be held **on-line**, you need to submit an additional email in which the host university agrees to your arrival and stay in the country as an Erasmus student studying on-line only ([this is a new requirement by the National Agency of the Erasmus Programme, necessary to sign the financial agreement](#)).

- 3) **e-Learning Agreement *BEFORE the Mobility*** – a scan of the document from your USOSweb profile, approved online by your mobility coordinator at UW and signed by the host university.

PLEASE NOTE! Your e-LA must contain **Table B** and a signature of the host university, otherwise it is not valid.

- 4) a copy of your **health insurance** policy for the period of your mobility (or a *European Health Insurance Card*)

- **Visa**

IRO will not require a copy of your visa but it is your responsibility to arrange all the documents necessary for you to complete a full semester (inclusive of the exam session) at the host university.

Not having the appropriate documents may mean that you will not be able to complete your Erasmus studies abroad and you may have to return the whole Erasmus grant.

Please note!

If some of your grades from exams taken in the academic year 2019/20 are still unknown or if you have a retake exam planned or you have one 'conditional pass' (a failed exam is carried over to the next academic year) – you need to submit a **consent for your mobility given by your mobility coordinator or director of studies** (an email with a consent will be sufficient).

If you are just starting the first year of your MA studies, please submit a certificate issued by your students' office (*Dziekana*) stating that you are officially enrolled on the MA degree programme at UW.

- **Where to send your documents?**

Send your documents to erasmusbwz@uw.edu.pl. You will receive a reply from one of the staff members of the Erasmus Section at IRO. Please keep in touch with this person with respect to the financial agreement.

- **Payment of the Erasmus grant**

Within 7 days from submitting your documents, IRO will send you: your individual **Financial Agreement** and another document called **Wniosek Wyjazdowy** in pdf files. You will need to print them (according to the instructions provided), sign and send them back to IRO by traditional post. Once IRO receives your documents, you will be informed when the grant payment will be made

The transfer of the 1st part of the grant (90% of the amount for the 1st semester) will be made within 3 weeks from the day IRO confirms that you have submitted all the required documents. In case some document is missing, the payment of the grant will be postponed.

You can find more information on the grant payment and the documents required before, during and after the mobility in the **Step by Step** guidebook available here:

http://bwz.uw.edu.pl/wp-content/uploads/sites/358/2019/07/krok_2019_ang.pdf

Warsaw, 20.08.2020

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