

Extension of the mobility period at the host institution

For students nominated for the first semester 2022/23

„Erasmus – educational mobility Project (KA103/2021 or 131/2021)”

(Announcement no 10/22/SMS/2022/2023)

- 1) Extension of the mobility period to a full academic year requires a written consent of the host university and the home department / institute.
- 2) The student* is obliged to comply with the specific terms and conditions of extensions set out by the mobility coordinator in the given department.
- 3) Students who obtain a consent to extend their mobility **and continue their physical presence at the host university** are entitled to a scholarship in the same amount per month as in the first semester for a maximum period of 11 months.

Extension of mobility – STEP BY STEP

STEP 1

Fill in the **EXTENSION OF ERASMUS STAY** form (available [here](#)) and have it signed and stamped by the host university. Make sure you fill in the exact mobility end date in the second semester (ex. end date of the exam session, without the retakes)

STEP 2

Send a scan of the signed form as an attachment (in a pdf format only) to erasmusbwz@uw.edu.pl
The deadline for submitting the form is the end date of the mobility period in your financial agreement. You can check this date in your USOSweb profile:

Student exchange > Mobilities > View (Student Mobility Form – Details)

Date of return declared in the grant agreement

Details	
Study program: Social Policy	Year of study: 2
Study level: Pierwszego stopnia	System of studies: Stacjonarne
Leading language abroad: German	Language level: C1
Does student speak Polish: Yes	ISCED code: 0312 Political sciences and civics
Student is receiving following financial support: <i>not available</i>	Is student receiving other financial support? No
Address for correspondence: <i>Student does not want to receive correspondence by traditional post.</i>	financial support from sending faculty/unit: <i>not available</i>
Is student applying for a severe disability supplement: No	Planned duration of student mobility: Winter 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: 2022-10-03	Date of return declared in the grant agreement: 2023-01-31

**Please note: If you submit the form after the date of return declared in your financial agreement
IT WILL NOT BE ACCEPTED**

STEP 3

IRO will forward your Extension form to the mobility coordinator in your department / institute at UW.

STEP 4

After your coordinator/ Head of the Didactic Unit submits the consent to IRO, the details of your mobility will be updated in USOS.

STEP 5

You will receive an Annex to the financial agreement from IRO UW, stating the grant amount for the whole period of your mobility.

You must update your Learning Agreement to include the courses to be taken in the second semester and have the LA approved in USOSweb.

Please note!

The Erasmus grant for the second semester will be paid on your request after:

- a) you post the **original** of the annex to the agreement to IRO UW;
- b) you notify IRO UW that you have edited your 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 (form available [here](#)).

*Also applicable to Phd students

Warsaw, 18.11.2021

Erasmus Section
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