



UNIVERSITY
OF WARSAW

International Relations Office

ERASMUS+ – CREDIT MOBILITY

STEP BY STEP

What you should know before
your Erasmus mobility for studies

2022/2023

PL WARSZAW01



Table of Contents

Before your mobility..... 3

1. Registration at the host university	3
2. Your documents for the host university.....	4
3. Resignation / Shortening mobility to one semester / postponing mobility to the second semester.....	6
4. Confirmation of Acceptance	6
5. Learning Agreement (e-LA)	7
6. OLS language test.....	7
7. Insurance.....	8
8. Residence legalisation.....	9
9. Applying for a visa.....	9
10. Bank account.....	10
11. Erasmus grant calculation	11
12. Financial Agreement at IRO.....	13
13. What is required in order to sign the agreement?	14
14. Extending one-semester mobility to a full academic year...	14

When abroad..... 15

1. When you arrive at the host university	15
2. If you have a problem abroad.....	15
3. Confirmation of Arrival.....	16
4. Letter of Confirmation.....	17
5. Two-semester mobility	17

After your mobility..... 18

1. Documents to be submitted to IRO UW.....	18
2. Forms which will be available at IRO's website	19

Checklist 2020/2021

BEFORE YOUR MOBILITY

- Registration at the host university
- Confirmation of registration (*Letter of Acceptance*)
- e-Learning Agreement
- Online language test
- Health and accident insurance
- Statement about the planned travel - form
- Visa/ documents for legalising the stay (*if applicable*)
- Bank account

DURING YOUR MOBILITY

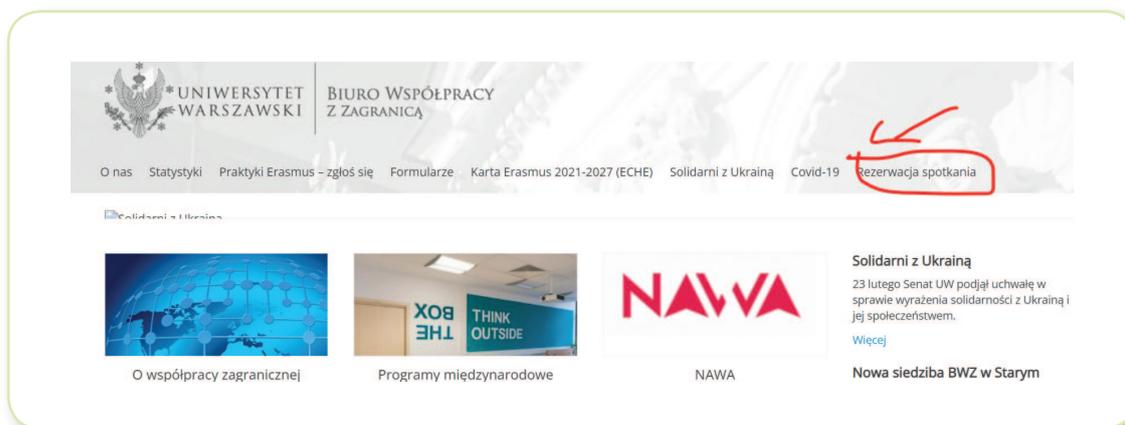
- e-Learning Agreement (final version, if changes are made)
- Confirmation of Arrival (if necessary)

BEFORE LEAVING THE HOST UNIVERSITY

- Confirmation of stay (*Letter of Confirmation*)

AFTER YOUR RETURN

- Transcript of Records
- Erasmus participant report (online survey)
- Proof of "green travel" both ways (if applicable)
- Learning Agreement AFTER the Mobility (to be printed **by IRO UW** after you submit your Transcript of Records to your host faculty/ institute to have the grades approved in USOS)



Before Your Mobility

The Erasmus team of the **International Relations Office** at University of Warsaw have created this guidebook to help you with all the documents required in the Erasmus+ programme on the side of UW. You can always count on our help in case some procedures are unclear. We always confirm that we received your email within **4 working days**. If you don't receive any reply from our office after this time, please send your email again, from a different server to erasmusbwz@uw.edu.pl or phone us (contacts: <http://bwz.uw.edu.pl/zespol-bwz/>).

1. Registration at the host university



Please note! If you are a non-EU citizen, find out at the embassy of the country where you are nominated to study, what visa procedures you need to follow to obtain a visa for the **whole study period, inclusive of the exam session (approximately 5 months)**. Do it as soon as possible.

Visit the website of the host university to find out about:

- Registration /application procedures for incoming 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 / orientation days for exchange students etc. Pay special attention to the **deadline for the on-line registration** and/or the **registration / application deadline** (there may be different deadlines for **EU** and **non-EU students**)
- 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.

Almost all universities require some form of on-line student registration/ application. Apart from registering on-line, you may also be asked to send a 'paper' version of your registration/ application form, which may have to be stamped and signed by UW – the procedures depend on the host university.

If you know that your nomination has been sent by IRO UW (your status in USOSweb will change to "active", as in the picture below) but the host university still has not contacted you, try to find the registration procedures on the host university's website. If you cannot find any information for the incoming Erasmus students try to contact:

Mobilities granted to you

Showing elements 1..1 (out of 1)

No.	Country	Institution name	Academic year	Mobility type	Status of mobility	Qualifications stage	Options
1	(in Polish) Niemcy	Freie Universität Berlin	2021	Studies	Active	Finished	view learning agreement EWP LA

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

If the host university informs you they have not received your nomination, please contact erasmusbwz@uw.edu.pl urgently!

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 and signed copy of your Transcript of Records in English from 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 or the embassy to submit a certificate in English, confirming your Erasmus+ student status (**Confirmation of nomination /Nomination Letter**, etc.). If you need this document contact us (erasmusbwz@uw.edu.pl) declaring the exact **dates of your study period** (as stated in the academic calendar of the host university) and indicating whether you need an original copy or an electronic document will be sufficient.



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

- the Erasmus code of UW - **PL WARSZAW01**
- **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**)
- **Departmental Coordinator / Academic supervisor at UW** – you can find this person's data in your USOSweb profile (as above)

Erasmus code of receiving institution: D BERLIN01	Receiving institution: Freie Universität Berlin	Agreement ID: 67/E+/XI13
Administrative supervisor: (unknown)	Academic supervisor: mgr Tymoteusz Kraski <t.kraski@uw.edu.pl>  send a message	
Academic year: 2021	Subject area (with ISCED code): 0312 Political sciences and civics	

- **Institutional Coordinator at UW** – Ms Monika Satała (e-mail: erasmusbwz@uw.edu.pl; tel. +48 22 55 20 818)
- **Contact person** at IRO/ Erasmus Officer – Ms Malgorzata Kostecka (e-mail: m.kostecka@adm.uw.edu.pl; tel. + 48 22 55 20 465)

PLEASE NOTE! In order to complete your Learning Agreement (LA) please follow the instructions in our guidebook http://bwz.uw.edu.pl/wp-content/uploads/sites/358/2019/12/e_LA_2019_ang.pdf.

PLEASE REMEMBER!

1. you need to send all the documents required by the host university yourself;
2. you need to arrange your accommodation yourself;
3. make sure that all your documents are complete, legible and submitted within the deadline;
4. always make copies (scans) of what you send by post;
5. make sure that the personal data you provide is valid (e.g. your official address – check if the students' office has your correct permanent address in USOS). **Please note!** You can only sign the financial agreement if your permanent address in USOS is valid. Please contact your students' office (dziekanat /sekretariat) if you need to verify or change your address or telephone number in USOS.

3. Resignation / Shortening mobility to one semester / Postponing the mobility to second semester

Resignation

Act responsibly. If you decide not to participate in the Erasmus+ programme, complete the RESIGNATION form: <http://bwz.uw.edu.pl/studia-2022-2023/>, ask your Erasmus departmental coordinator to sign it and forward it to IRO (erasmusbwz@uw.edu.pl).

You also need to inform the host university about your decision and then **forward the email to us**.

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

Instead of the form, we can also accept an email with your resignation, stating the reason for your decision, sent to IRO, your Erasmus departmental coordinator and IRO at the host university.

Shortening mobility or postponing mobility to the second semester

If you are nominated for a full academic year and would like to **shorten your mobility to one semester** or you are nominated for the first semester and would like to **postpone your mobility to the second semester** please contact your Erasmus departmental coordinator and the host university to ask for their approval. Forward **both** approvals to IRO (erasmusbwz@uw.edu.pl)!



4. Confirmation of Acceptance

When you have registered on-line, completed and submitted your application form within the deadline, the host university **must** confirm, in some way, that you are **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 (a hard copy may be required for the visa), 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 dates of your mobility at the host university. If the letter of acceptance does not contain the **exact start and end dates of your physical study period**, you need to find these

dates in the academic calendar of the host university (or contact the Erasmus office at the host university to find out). These dates will be necessary to calculate the amount of your Erasmus grant.

If you plan to participate in a language course or welcome days (orientation days), please find out if the host university will count this period as part of your mobility period (in the final Letter of Confirmation). You will need to know this when you sign the financial agreement.

5. Learning Agreement

In order to complete your Learning Agreement (LA) please follow the instructions in our guidebook

http://bwz.uw.edu.pl/wp-content/uploads/sites/358/2019/12/e_LA_2019_ang.pdf.

6. Online language tests (obligatory to obtain the Erasmus grant)



Before the mobility, all Erasmus students are required to do an online language test of the language of instruction (declared in USOS as *leading language abroad*) at the host university if the language of instruction is one of the following:

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

You can view the leading language you declared in your USOSweb profile:

Details

Study program: Financial Management and Accounting, full-time, first cycle programme	Year of study: 2
Study level: Pierwszego stopnia	System of studies: Stacjonarne
Leading language abroad: English	Language level: B2

The online language test will be available in an EU language support system in July 2022 at the earliest (the system is currently under construction). Links to the test and more information will follow once the system is ready.

PLEASE NOTE! If you find out that the leading language at your host university **is different from the one you declared in USOSweb inform us** (erasmusbwz@uw.edu.pl) about it as soon as possible and declare your level of the new leading language / language of instruction.

The result of the test will not affect your mobility or the grant amount.

Only true native speakers of the language of instruction (citizens of the country where the given language is the national language) will be exempt from the test.

7. Insurance

In order to sign the financial agreement you must have a health insurance policy, **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 will 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 also accept an insurance policy included in commercial student cards, such as ISIC or EURO 26 or a policy offered 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.

Please find out whether the embassy or the host university requires you to have a particular type of insurance for your mobility (e.g. some host universities require students to have an insurance policy covering costs of repatriation).



As the European Health Insurance Card **does not cover certain costs** (e.g. transportation in an ambulance or the cost of food during hospitalisation) you should have an **accident insurance** for the whole study period. 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, Republic of North Macedonia and Serbia** should have an insurance policy covering at least the costs of medical assistance. Before buying the policy, contact your host university to find out their requirements 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.

8. Residence legalisation

Even if you do not need a visa to travel to your host university, find out (from the host university or the embassy) what steps you have to take in order to legalise your stay in the country where you are going to study. Each country may have different requirements and even EU citizens should officially register a longer stay by registering at the immigration office or a police station. If in doubt, contact the IRO at the host university for more information.

9. 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. If the host university does not offer help with visa procedures, contact the embassy directly. Try to do it **as soon as possible**, since waiting for a visa may take a long time and may require special documents (e. g. a certificate of no criminal record). You will need to complete all the visa procedures **yourself**.

If an original letter of invitation/ acceptance is required by the embassy, ask the host university for this document.

If necessary, IRO UW can always send you a letter of nomination including the information on the amount of your Erasmus grant. To receive this document, contact us (erasmusbwz@uw.edu.pl) stating the exact dates of your planned study period.



Warning! A permit to stay in the host country for 3 months will **not be sufficient** to complete your Erasmus mobility. You need to have documents allowing you to stay in the host country for the whole semester/ academic year, according to the academic calendar of the host university.

Not having the appropriate legal right to stay in the host country may result in you being expelled from the country and not being able to complete the mobility, which means having to **return the whole Erasmus grant**.

10. Bank account

At the latest, one day before you sign the financial agreement you must **enter your bank account details** in your USOSweb profile (*Student exchange > Mobilities > bank account*)

Mobilities granted to you

Showing elements 1...1 (out of 1)

No.	Country	Institution name	Academic year	Mobility type	Status of mobility	Qualifications stage	Options
1	(in Polish) Turcja	Yasar Universitesi	2022	Studies	Active	Finished	→ view → learning agreement → EWP LA → bank account

Click on *Bank account* to complete the following data:

- *Account name* – full name of the account **owner**
- *Account number* (26 digits)
- *Currency* of your bank Account
- *Bank name*
- *BIC (SWIFT)* code of your bank

The Erasmus grant is transferred from a **EURO** account. If your account is held in a different currency (e. g. in PLN) your bank will do the currency conversion (from EUR to PLN) this is why it is best to have an account in EUR.

The account must be **held in a bank in Poland** (IBAN must begin with **PL and have 26 digits**). The bank must be a member of the **SEPA** consortium (*Single Euro Payments Area* consortium), offering transfers in the SEPA system.

We can transfer your grant to an account which belongs to someone else (your family member or a friend you trust). If you choose this option, please complete the field: „Account name” in the following way: **„your friend’s or family member’s name and surname dla your name and surname”**.

PLEASE NOTE! Your grant cannot be transferred to multicurrency accounts such as Revolut.





If you would like to receive the grant into your **PLN account**, you need to ask your students' office (Dziekanat/ sekretariat) to add this account to your USOS profile (you cannot enter data of a PLN account in your USOSweb profile yourself).

The Erasmus grant will be transferred to your account in **2 instalments** (if you are going for one semester) **or 3 instalments** (if you are going for two semesters). UW covers the costs of the bank transfers:

1. The first instalment (in the case of 1 semester mobility - 90% of the amount stated in the financial agreement) will be paid out within 2-3 weeks after you sign the financial agreement and submit all the required documents. Students nominated for a **full academic year** will receive 90% **of half of the total amount** in the financial agreement.

The transfer of the grant for **the second semester** (90% of **the other half** of the total amount) will be made when the exam results after the first semester are submitted and LA for the second semester is approved online in USOSweb.

2. The second/third instalment (10% of the total grant) will be made when your mobility is over and after you submit your **Letter of Confirmation**, annex to the agreement (if applicable) and do the **online Participant Report** (the survey).

11. Erasmus Grant

The Erasmus grant per month depends on your destination:

- **550 EUR** – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, Austria, Belgium, Cyprus, France, Greece, Spain, the Netherlands, Malta, Germany, Portugal, Italy;
- **520 EUR** – Great Britain
- **450 EUR** – Bulgaria, Croatia, the Czech Republic, Estonia, Lithuania, Latvia, Rep. of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Hungary, Turkey.

PLEASE NOTE! Students with a disability (having a disability certificate) and students who declared they were entitled to a UW social benefit up to 22nd of March 2022 will receive **an additional top-up of 250 EUR monthly**. Students nominated to Great Britain are not entitled to the above mentioned top-ups (if you have a disability or you receive a social benefit at UW and you are going to Great Britain please contact us directly: erasmusbwz@uw.edu.pl).

If you are awarded a UW social benefit or receive a disability certificate after 22nd of March 2022 or if you are nominated for a mobility after this date, you may receive the top-up, provided you apply for it to IRO UW in the semester preceding the semester of your mobility. In such cases, the top-ups will depend on whether UW has sufficient funding.

Students who choose **green travel** – low emission means of transport (eg. coach, train, carpooling etc.) will receive **a single top-up in the amount of 50 EUR**.

Please note: you must choose green travel both ways to receive the 50 EUR top-up. If you choose to fly one way, you are not eligible to receive the top-up.

If you choose green travel, you can receive a daily grant for up to 4 days of travel (max. 2 days each way), depending on the actual number of days of travel outside of the study period (the days of travel cannot overlap with the study days). You will need to keep tickets, boarding passes etc. to document your “green travel”.

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

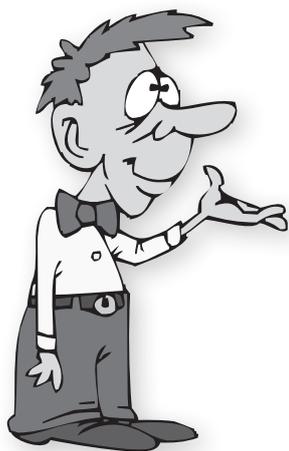
The beginning of the study period is the day when you must be present at the host university (a welcome day or the beginning of the academic year), while the end of the study period is the last day when you must be present at the host university (e.g. the planned end of the exam session – excluding the 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, after you sign the financial agreement, you find out that the dates of your study period are going to be different from the dates in the agreement (causing the study period to be longer), contact IRO as soon as possible (before the end date of your studies) to declare the correct dates. If UW has sufficient funding in the project, you will receive funding for the additional days of mobility (after you sign an annex to the agreement).

You can view the dates of your mobility period in your financial agreement in your USOSweb profile (*my mobilities* > *view* > *details*) as **‘date of departure declared in the agreement’** and **‘date of return declared in the grant agreement’**.

Please note! It will not be possible for IRO to grant you additional funds after the date of return declared in your grant agreement. According to the European Commission’s guidelines, the decision to grant you additional money must be taken during your studies abroad – **before** the date of your return declared in the agreement.

PLEASE NOTE! If you obtain only up to 9 ECTS per semester or up to 18 ECTS per year, you will lose the right to receive 10% of the Erasmus grant due for your mobility.



12. Financial Agreement at IRO

Every outgoing Erasmus student must sign an individual financial agreement with the home university before the beginning of their studies abroad, irrespective of whether or not they receive the Erasmus grant.

IRO will publish an **announcement** (and send it to you by email) when it is going to be possible to sign the financial agreement for Erasmus mobilities in 2022/23. It will not be possible to sign the financial agreement before we publish the announcement.

The financial agreement should be signed **2-3 weeks before the start of your mobility abroad**. Along with the agreement you will also be asked to sign a form called *Wniosek wyjazdowy*, confirming your personal data and a contact person's data in case of emergency (for our internal use only).

If you are going to be **away from Warsaw** before your Erasmus mobility, 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 traditional post or courier (your original signature is necessary – a scan of the agreement is not acceptable by the Polish law)**. There will be detailed information on this procedure in the announcement from IRO.

If you are nominated for the 2nd semester, you do not need to wait for another announcement – just plan to sign the agreement 2-3 weeks before your planned departure.

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

PLEASE NOTE! If you do not sign the financial agreement in due time (before the start of your study period), your mobility may be understood as cancelled and your grant may be annulled.



13. What is required to sign the agreement?

You need to submit the following documents to IRO:

- a copy of your **Confirmation of acceptance/ invitation** – or an e-mail from the host university with a confirmation of your registration.
- *If the invitation does not contain the exact dates of your mobility period (start of studies or an orientation course and end of the exam session – without the retake session) please check these dates in the academic calendar or ask the host university.*
- **e- Learning Agreement (BEFORE the Mobility)** – a scan of the document approved in USOSweb and signed by the host university.
- a scan of your **insurance policy** or a European Health Insurance Card.
- an e-mail with the result of your **online language test** (if applicable)
- a statement about the planned travel (and the number of travel days in case of “green travel”)



PLEASE NOTE: If any of your exams in a.y. 2021/22 at UW **remains outstanding** when you sign the financial agreement (e.g. if you failed an exam, if an exam result is not yet known or if you have one **conditional pass**) you need to submit **a written consent of your Erasmus Departmental Coordinator**, confirming that you are permitted to go on the Erasmus exchange in 2022/23 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, you must inform IRO about this fact (only one conditional pass or one retake exam is allowed when you sign the financial agreement).

14. Extending one-semester mobility to a full academic year

If you would like to **extend your Erasmus studies** at the host university to a full academic year, wait for the procedure to open in **October** (all the students nominated for the first semester will receive information from our office about the terms and conditions and documents to be submitted).

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 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 a serious problem 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 UW;
- your tutor/ 'buddy' from students' organization at the host university (e.g. Erasmus Student Network),
- staff members at the IRO UW.

You can receive **psychological assistance** offered by the **Centre for Psychological Help at UW**. For more information visit www.cpp.uw.edu.pl, phone +48 694-711-731, email cpp@psych.uw.edu.pl, or Skype (CPP UW).



3. Confirmation of Arrival

If your Letter of Acceptance did not include the correct dates of your study period or if the dates of your stay turn out to be different (e.g. you registered at the university earlier or you are going to study longer), ask the host university to complete and sign a **Confirmation of Arrival** <http://bwz.uw.edu.pl/studia-2022-2023/>

Send a scan of the signed Confirmation of Arrival to IRO.

IRO UW will then send you an **annex** to your financial agreement, with a correction of the dates of the study period and a new grant calculation (if applicable). If UW has sufficient funding, an additional amount of the grant will be calculated for the longer study period.

If, at a later stage of your mobility, the **actual dates** of your studies **change** and are different from the dates in the financial agreement (e.g. your exam session will be postponed) **email IRO immediately and state the correct dates**. If UW has sufficient funds, you will receive a grant for the additional days.

You can view your mobility period in the financial agreement in your USOSweb profile (*my mobilities* > *view* > *details*) as '**date of departure declared in the grant agreement**' and '**date of return declared in the grant agreement**'.

Date of departure declared in the grant agreement:
2022-03-02

Date of return declared in the grant agreement:
2022-07-22

Please note! It will not be possible for IRO to grant you additional funds after the date of return declared in your grant agreement. According to the European Commission's guidelines, the decision to grant you additional money must be taken during your studies abroad – **before** the date of your return declared in the agreement.



4. Letter of Confirmation

In the last week of your studies abroad, remember to ask the **Erasmus Office at the host University to sign your Letter of Confirmation**. You can use the form on our website: <http://bwz.uw.edu.pl/studia-2022-2023/> or a form provided by the host university.

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

Send a scan of your Letter of Confirmation to IRO as soon as your study period is over.

5. Two-semester mobility

If you are nominated for a full academic year or you have been allowed to extend your stay, you will need to submit a scan of your Transcript of Records (1 semester) or 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 semester. The form is available here: <http://bwz.uw.edu.pl/studia-2022-2023/>.

You also need to have your LA in USOSweb for the whole academic year approved by your departmental coordinator at UW.

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

As soon as you finish your mobility, you need to submit the final documents to IRO, not later than:

- **by 31st March 2023** if you studied abroad in the first semester;
- **by 15th September 2023** if you studied abroad in the second semester or during the whole academic year.

Send the following to IRO:

1. a scan of your **Confirmation of stay (Letter of Confirmation)** stating the exact dates of your study period
2. a scan of the final version of your your **e-LA During the Mobility (from USOsweb)** signed by the Erasmus Coordinator at the host university (only if your final *LA* is different from your *e-LA Before the Mobility*)
3. a scan of your **Transcript of Records** or other document proving your academic records at the host university
4. an email informing us that you completed the Erasmus **Participant report** - an obligatory survey
5. proof of "green travel" both ways: train /coach tickets or declaration about travel by car (in case of car-pooling) – if you received a top-up for "green travel".



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

Make sure you send all the documents as **attachments, preferably in a pdf format** (not elements pasted into an email).

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 whether you will be able to download it). If the host university is going to send a hard copy of your TR by regular post, find out what address it will be sent to (IRO UW, your department or your home address?).

PLEASE NOTE Once you submit the online survey (participant report), your Letter of Confirmation (with an annex, if required) and proof of “green travel” (if applicable), **you will receive the final payment of the Erasmus grant.**

However, if you obtain unsatisfactory results at the host university: **up to 9 ECTS per semester or up to 18 ECTS per year**, (in case of BA and MA level students) **you will not be entitled to receive 10% of the grant due for the mobility.**

In such a situation you must obtain a consent of the Erasmus Institutional Coordinator to keep 90% of the Erasmus grant already received – you will need to **submit a written explanation to IRO UW (erasmusbwz@uw.edu.pl)** why you obtained an insufficient number of points and how you are going to obtain the missing ECTS to complete the academic year 2022/23 at UW.

If you are a BA or MA student and you obtain 10 -19 ECTS during a one-semester mobility or 19-39 during a two-semester mobility, you will need to submit a written statement (signed by your home faculty coordinator) to IRO UW (erasmusbwz@uw.edu.pl) with information on how you are going to obtain the missing ECTS to complete the academic year 2020/21.

List of forms available on IRO's website (www.bwz.uw.edu.pl)

The English version of our website is under construction but the necessary forms are available in Polish and English:

- Resignation form
- Confirmation of Arrival
- Extension form (applications for extensions will be accepted from October 2022)
- Shortening of the mobility to one semester (for students who are nominated for two semesters)
- 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)
- Statement about the planned travel (before the mobility)
- Statement about travel by car (after the mobility)

Other important information on our website:

- Erasmus (Mobility) Coordinators per UW unit:
<http://bwz.uw.edu.pl/lista-koordynatorow-ds-mobilnosci/>
- Erasmus+ partner universities in 2022/23
http://bwz.strony.uw.edu.pl/wp-content/uploads/sites/358/2021/04/umowy-Partnerzy21_22.pdf



Prepared by: Erasmus Section, International Relations Office, University of Warsaw.
All rights reserved © International Relations Office of University of Warsaw.



Co-funded by
the European Union

The information contained in this publication may be used and copied for non-commercial purposes, however its source must be indicated. International Relations Office of University of Warsaw reserves the right to change the content of the publication. University of Warsaw is not responsible for the content of external websites indicated in this guidebook. This publication has been issued with the support of the Erasmus+ Programme and it reflects the views only of the authors and The European Commission and the National Agency of the Erasmus+ Programme cannot be held responsible for any use which may be made of the information contained therein.

Warsaw, May 2022

