



UNIVERSITY
OF WARSAW

International Relations Office

ERASMUS+ – CREDIT MOBILITY

STEP BY STEP

What you should know before
your Erasmus mobility for studies

2020/2021

PL WARSZAW01



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PLEASE NOTE! Due to the current Covid-19 crisis information in this guidebook may be updated depending on further developments. All the updates will be sent to you by email and will be published as announcements on our website: <http://bwz.uw.edu.pl/dla-studentow-i-doktorantow-studia-2020-2021/> (22.04.2020)

Before You Leave

The Erasmus team of the **International Relations Office** (IRO) 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 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.

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**. Do it as soon as possible.



Visit the website of the host university to find out 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**)
- check if the host university requires a **language certificate** or other 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 in a 'paper' version of your registration/ application form, which may have to be stamped and signed by UW.

If you know that your nomination has been sent by IRO UW 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:

- **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.)
- **the Departmental Coordinator** at the host university
- **the Institutional Coordinator** at the host university.

Make sure you read all the instructions and documents thoroughly!

2. Your documents for the host university

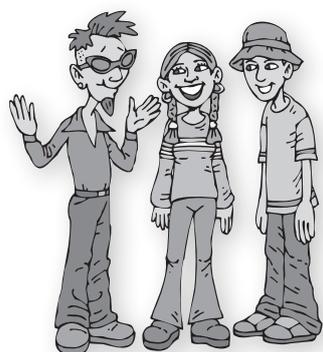
Some universities may require your academic transcript (**Transcript of Records**) before your arrival, to see the academic courses you have taken and the results you have achieved so far in your field of study.

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 to submit a certificate in English, confirming your Erasmus+ student status (**Confirmation of nomination / Nomination Letter**, etc.). On your request we can send you a scan of this document – we will need you to declare the exact dates of your study period (as stated in the academic calendar of the host university).

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

- the Erasmus code of UW - **PL WARSZAW01**
- UW Erasmus University Charter for Higher Education (ECHE – 45834-EPP-1-2014-1-PL-EPPKA3-ECHE)
- **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)



Opiekun organizacyjny: (nieznan)	Opiekun naukowy: mgr Dorota Jurkiewicz-Eckert <d.eckert@uw.edu.pl>  wyślij wiadomość 
Rok akademicki: 2019	Dziedzina wraz z kodem Erasmus: 14.6 Stosunki międzynarodowe, europeistyka, studia regionalne

- **Institutional Coordinator at UW** – Ms Sylwia Salamon (e-mail: sylwia.salamon@adm.uw.edu.pl; tel. + 48 22 55 24 009)
- **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! If the host university requires you to send your **Learning Agreement (LA)** at this stage, **please use the e-Learning Agreement available in your USOSweb profile (e-LA Before the Mobility)**. To complete the e-LA correctly please follow our **e-LA user guidebook** available here: 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 and legible (if possible, completed **electronically**) and that you submit them to your host university well ahead of the deadline;
4. always make copies (scans) of what you send by post;
5. make sure that the personal data you give is valid (e.g. your official address – check if the students' office has your correct permanent address in USOS).

3. Resignation

Act responsibly. If you decide not to participate in the Erasmus+ programme, complete the RESIGNATION form (available here: http://bwz.uw.edu.pl/wp-content/uploads/sites/358/2020/04/Formularz_Rezygnacja_20_POL_ANG-2.docx)

ask the Erasmus coordinator at your Faculty/ Institute to sign it and **send it as a scan to IRO** in a pdf or jpeg format.

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

Make sure whether 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).



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 a 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 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 contact the Erasmus office at the host university to find out).

The study period is important in calculating the amount of your Erasmus grant (which is counted on a daily basis). Make sure you know the start date of your studies and the end date of the exam session (without the retake session). 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**. Ask 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 (on your request we can send you a scan of a certificate of nomination with the grant amount).

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 Before the Mobility" (LA). To complete the e-LA correctly please follow our **e-LA user guide** available here: http://bwz.uw.edu.pl/wp-content/uploads/sites/358/2019/12/e_LA_2019_ang.pdf

6. OLS language tests (obligatory to obtain the grant)



Before and after the mobility, all Erasmus students are required to do an online language placement test. If, while applying for the mobility, you declared in USOSweb 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 online language test (language 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. **Doing the test is mandatory to receive the transfer of the Erasmus grant.**

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 receive the email in **May or June**. Students leaving for the **2nd semester** 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 but you are capable of studying in this language (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 start the test, it will be too late to change the tested language.

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 assigned 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 (final language assessment)**, 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.

7. Insurance

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

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 buy an **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, Republic of North Macedonia, Serbia and the UK** (following Brexit, European Health Insurance Cards will only be valid until 31.12.2020) 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 during a period longer than 3 months. Each country may have different requirements and even EU citizens should officially register a longer stay.

PLEASE NOTE! A permit to stay in the host country for 3 months will **not be sufficient** to complete your mobility. Please note, that you need to have a visa or another permit 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 being expelled from the country and not being able to complete the mobility and, in turn, having to return the whole Erasmus grant.

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 (such as a certificate of no criminal record). You will need to see to 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 scan of a letter of nomination including the information on the amount of your Erasmus grant. In order to issue this document, we need to know the exact dates of your planned study period.

PLEASE NOTE: Obtaining a visa may sometimes take as long as 3 months. Not getting a visa in time may mean that you will not be allowed to do your Erasmus studies abroad.

10. Bank account



Before you sign the Erasmus financial agreement you need to **enter your bank account details** in your USOSweb profile.

Click on *Bank account* and fill in the following data:

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

The account must be **held in a bank in Poland** (the IBAN nr must begin with **PL**). The bank where your account is held must be a member of the **SEPA** consortium (The Single Euro Payments Area consortium), offering transfers in SEPA system.

The Erasmus grant is paid out of a EURO account. If your account is held in a different currency, your bank will do the currency conversion.

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 your students' office (Dziekanat) to add this account to your profile. However, if you have received any kind of money benefits from UW in the recent years, your PLN bank account details should already be visible in the USOS system.

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 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 amount** in the financial agreement. The transfer of the grant for **the second semester** (90% of **the other half** of the amount) will be made when the exam results after the first semester are known and LA for the second semester is approved online.
- 2. The second/ third instalment** (10% of the whole grant) will be made when your mobility is over and after you submit your **Letter of Confirmation**, annex to the agreement (if applicable), do the **online Participant Report** (the survey) and the **second OLS test online** (if applicable).

11. Erasmus Grant

The Erasmus grant per month depends on your destination:

- 1. 520 EUR** – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, Great Britain;
- 2. 500 EUR** – Austria, Belgium, Cyprus, France, Greece, Spain, the Netherlands, Malta, Germany, Portugal, Italy;
- 3. 450 EUR** – Bulgaria, Croatia, the Czech Republic, Estonia, Lithuania, Latvia, Rep. of North Macedonia, Romania, Serbia, 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), 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 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 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.

EXTENSION

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).

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 2020/21. 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 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 post (your original signature is necessary)**. 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 annulled.

You will receive the first instalment of your grant **within 3 weeks** from the day we sign the financial agreement and **we receive all the required documents**.



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

You need to submit the following documents to IRO:

- a scan 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 days 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 **first OLS test** (if applicable)

PLEASE NOTE:

If you are currently doing the **last year of your BA studies** (first cycle) and you are nominated to study abroad during the winter term of your **first MA year** (second cycle), the Erasmus funding may only be granted to you for the period starting on October 1st at the earliest (when you are going to be officially enrolled on MA programme) and your mobility must last at least 90 days, which means it must not end earlier than 31st December 2020.

IMPORTANT!

If any of your exams 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 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!).

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;
- 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** form (http://bwz.uw.edu.pl/wp-content/uploads/sites/358/2020/04/Confirmation-of-Arrival-2020_21.doc)

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 agreement**' and '**date of return declared in the agreement**'.



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 scholarships: 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 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/wp-content/uploads/sites/358/2020/04/Letter-of-Confirmation_20_21.doc 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 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 semester.

The form is available here:

http://bwz.uw.edu.pl/wp-content/uploads/sites/358/2020/04/Confirmation_of_Attendance-and-Results_20_21.doc

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 2021** if you studied abroad in the first semester;
- **by 15th September 2021** 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 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; a link to the report will be sent to your email address on the last day of your mobility (or a few days later)
5. an email informing us that you completed the **second OLS language test** (if applicable) – a link to the test 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.

Make sure you send all the documents as **attachments** (not elements pasted into an email) and saved in a **pdf** or **jpeg** format.

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 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: **up to 9 ECTS per semester and up to 18 ECTS per year, you will not be entitled to receive 10% of the grant due for the mobility.**

You will also need to obtain a consent of the Erasmus Institutional Coordinator to keep 90% of the Erasmus grant already received. In such a case, you will also need to **submit a written explanation** why you obtained an insufficient number of points and how you are going to obtain the missing ECTS to complete the academic year 2020/2021.

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



2. 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: <http://bwz.uw.edu.pl/erasmus-kraje-programu> > dla studentów i doktorantów – studia 2020/21 > formularze

- Resignation form
- Confirmation of Arrival
- Extension of short-term studies as an Erasmus student (applications for extensions will be accepted from October 2020)
- 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)

Other important information on our website:

- Erasmus (Mobility) Coordinators per UW unit:
<http://bwz.uw.edu.pl/lista-koordynatorow-ds-mobilnosci/>
- Erasmus+ partner universities:
http://bwz.uw.edu.pl/wp-content/uploads/sites/358/2020/02/Uczelnie-partnerskie-19_20.pdf

PLEASE NOTE! Due to the current Covid-19 crisis information in this guidebook may be updated depending on further developments. All the updates will be sent to you by email and will be published as announcements on our website: <http://bwz.uw.edu.pl/dla-studentow-i-doktorantow-studia-2020-2021/> (22.04.2020)

Checklist 2020/2021

BEFORE YOUR MOBILITY

- Registration at the host university
- Confirmation of registration (*Letter of Acceptance*)
- e-Learning Agreement (*LA Before the Mobility*)
- OLS language test
- Health and accident insurance
- Visa/ documents for legalising the stay
- Bank account

DURING YOUR MOBILITY

- e-Learning Agreement (*LA During the Mobility* – if necessary)
- 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)
- Second OLS language test (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)

Prepared by: Erasmus Section, International Relations Office, University of Warsaw.
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