

IF YOU HAVE QUALIFIED FOR MOBILITY FOR PARTIAL STUDIES AT A FOREIGN UNIVERSITY FOLLOW THE ADVICE BELOW!

BEFORE MOBILITY

STEP 1. Registration at a foreign university

On the website of the university you are travelling to, check the following:

- deadlines for submission and the types of documents to be submitted/ application forms or online registration; study programme, the ECTS system, availability of dormitories, details of contact persons, maps and practical advice for foreign students, availability of an Erasmus Student Network (ESN), the calendar of the academic year, availability of a preparatory programme, etc. Pay particular attention to online registration and/or document submission deadlines;
- whether the university requires confirmation of language skills. If you are not sure whether you meet the university's requirements, please email the foreign university's Erasmus office. The majority of universities require online registration. Apart from online registration, it may also be necessary to send appropriately executed and stamped "paper" documents.
- If the foreign university has not contacted you and you have not found information about registration procedure on its website, please contact:
 - the Local Erasmus office (International Relations Office, Mobility Office, Erasmus Office, etc.);
 - or the Departmental Coordinator at that university;
 - or the Institutional Coordinator.

STEP 2. Necessary documents and information

A foreign university may require a Transcript of Records – TR (which is "Records Card" in the EXTRANET) to be sent to it prior to mobility in order to assess your knowledge and abilities and arrange your study plan more accurately.

In order to confirm the Transcript of Records, please contact your Dean's Office.

The foreign university may ask for a certificate confirming your Erasmus scholar status in the English language (Nomination Letter, Confirmation of nomination, etc.). Your University's Erasmus Office will provide you with such a document.

It is often necessary to provide your home university's details in the application form or during online registration, such as:

- Erasmus+ code – PL WARSZAW63
- Erasmus Charter for Higher Education (ECHE) number
 - 241321-EPP-1-2014-1-PL-EPPKA3-ECHE
- PIC code – 947136713
- academic major code – to be found in the EXTRANET

If one of the registration documents required by the foreign university is the Learning Agreement, this is already the right moment to fill in the LA – BEFORE the Mobility form in line with the guidelines provided in STEP 5.

Note!

1. You are to single-handedly send all the documents requested by the foreign university.
2. You are to single-handedly organise accommodation.
3. In order to avoid serious trouble, fill in all the documents accurately and legibly (on a computer) and submit them on time.
4. Always keep copies or scans of documents and emails, which you send.
5. Make sure you provide up-to-date contact details.

STEP 3 OPTIONAL. Resign from mobility

If you resign from mobility, inform the Erasmus Office about it in written form as soon as possible.

Attach a printout of the correspondence sent to the foreign university informing about your resignation.

Make sure you are not at risk of being charged for e.g. reservation of a room in a dormitory.

STEP 4. Confirmation of acceptance for studies

If all the formal requirements have been satisfied (i.e., you registered online and filled in and submitted all the documents on time), the foreign University must confirm that it accepts you for studies in a form of a personal invitation sent to you by post or email. If the confirmation of acceptance for studies does not contain information about the period of mobility, find out what the exact commencement and termination dates of studies at a foreign university are. This information is needed in order to calculate the payable Erasmus scholarship.

Make sure! If you plan to take part in a preparatory or language course organised by the foreign university (such as orientation week, adaptation days, etc.), find out whether this period will be included by the foreign university in the period of studies.

STEP 5. Learning Agreement (LA)

In order to obtain an individual financing agreement and a scholarship, you must have a paper version of the LA Before the Mobility approved by the home University and the foreign University and you must hand in the established study programme at your Dean's Office.

Learning Agreement – BEFORE the Mobility – the European Commission's form is available at the Erasmus Office and the electronic version can be sent to you by email or you can download it from the website (Students>Erasmus+>Application Documents).

- Fill in the form on the computer.
- Fill in all the fields (table A – a declaration about programme differences and table B may not be empty).
- After you print it out, sign at the right spot, and obtain the signature of the departmental coordinator. Scan and send the document that is filled in and signed to the foreign university asking for a signature and the LA to be sent back as a scan as well.
- Try to send the LA to the foreign university early enough (take into consideration the holiday season) so that you manage to obtain a scan signed by all the parties prior to signing the financing agreement.

The LA on the European Commission's form is needed to draw up the initial study programme component list. If the component list at the university you will be studying at changes, it must be communicated in writing to your Departmental Coordinator.

The LA template is available on the University's website www.vizja.pl tab: STUDENTS>ERASMUS+>APPLICATION DOCUMENTS

STEP 6. OLS language tests

If during the qualification process you declared that you would be studying in one of the following languages: English, Czech, French, Greek, Spanish, Dutch, German, Italian, Danish, Swedish or Portuguese, you must take placement language test in the European Commission's system for Online Linguistic Support (OLS) prior to signing the financing agreement. Only native speakers are excused from taking the test.

The OLS system automatically sends a link to the test to email addresses provided in the application form. The test link is valid for a month.

More information about the OLS test is available at the University's website, in the tab: Students>Erasmus+>Linguistic support.

Note! If you contact the foreign university and learn that most of the classes will be held in a different language than the one declared, inform your University's Erasmus Office about this fact as soon as possible so that the right language test is sent to you. After you take the OLS test, it will be too late to change the test language.

OLS tests cover a listening comprehension part so please prepare necessary equipment beforehand. Reserve about 60-70 minutes of your time to accurately complete the test.

STEP 7. Insurance

If your mobility is at a university located in an EU Member State or a member country of the European Economic Area, you must hold the European Health Insurance Card (EHIC). The Card is issued by the regional department of the National Health Fund (NFZ) on your demand. The form is available here: <http://www.nfz.gov.pl>.

Make sure you are aware what the Card entitles you to and what to do with it when you arrive in the country you will be studying in.

Make sure you are insured in the NFZ (i.e., contributions to the National Health Fund are being paid on your behalf).

Information about insurance-related requirements for the participants in Erasmus+ in Turkey are available here: http://www.ankara.msz.gov.pl/pl/aktualnosci/nowe_wymogi_dotyczace_ubezpiezen_dla_uczestnikow_programu_erasmus_w_turcji.

Apart from EHIC (i.e., health insurance), buy foreign insurance in any insurance company too.

Consider insuring against theft (e.g. of a laptop).

The University of Finance and Management assumes no responsibility for your insurance (i.e., if you do not have one or it is not appropriate).

STEP 8. Legalisation of stay

Check on the website of the Ministry of Foreign Affairs www.msz.gov.pl, what documents you are going to need. In case of doubt, ask the university you are travelling to for advice.

Prior to mobility, register your travel in the “Odyssey” service on the Ministry of Foreign Affairs' website: www.odyssey.msz.gov.pl. The service helps to locate travellers from Poland at any corner of the world. In case of emergency, it allows the consulate to send out free SMS notifications to the registered users and facilities arrangement of appropriate aid.

You can use the service on stationary and mobile devices. A traveller may register a single short journey by providing his or her personal details and the data of people who accompany him or her as well as the time and place of stay or its stages. The participants in the Erasmus programme should create an account in the service, register their journey, and update their data if necessary.

Please note that the Polish consul is entitled to act exclusively with regard to Polish citizens. The students who do not have Polish citizenship and travel abroad within the framework of the Erasmus programme, should apply for consular support in the consulates relevant for the countries they are citizens of.

STEP 9. Visa

If you are NOT a citizen of an EU Member State, please check on the foreign university's website what formal requirements must be met in order to receive a visa and legalize your stay. Do it as soon as possible as the waiting time for a visa might be long. You must single-handedly ensure all the formal requirements in this respect are satisfied.

The Erasmus Office will provide you with a certificate confirming your Erasmus scholar status, if such a document is required.

STEP 10. Bank account for transfer of Erasmus funds

Not later than 3 days before the planned execution of the financing agreement, provide the Erasmus Office with accurate information about your bank account in EUR. This information should be stated on the declaration form available in the Erasmus Office.

The bank that you have your account in must belong to SEPA. The list of Polish banks who joined SEPA is available here: http://epc.cbnet.info/content/adherence_database (SEPA Credit Transfer, CSV file).

The payable funds will be transferred to you by bank transfer at the expense of the University of Finance and Management from the University's bank account in EUR in two tranches:

- the first tranche (of 80% of all the payable funds) will be transferred within 2-3 weeks from execution of the financing agreement;
- the second tranche (of 20%) will be transferred after the mobility and presentation of certificates confirming the period of studies (i.e., Letter of Confirmation) at the Erasmus Office and completion of a scholar's questionnaire and the second OLS test.

STEP 11. Calculation of payable Erasmus funds

The amounts of Erasmus funds payable monthly depending on the country of destination are listed in the tab: STUDENTS>ERASMUS+>FUNDING.

Erasmus funds will be allocated to you based on the actual period of studies at the foreign university, which is confirmed in the Letter of Acceptance, regardless of the period of your actual stay in a given city or the costs of accommodation, and for a period of a maximum of 5 months.

If the final dates of commencement and termination of studies turn out to be different than the ones you declared at the time of entering into an agreement, be sure to obtain a certificate confirming the actual period of study at the Foreign Cooperation Office of the foreign university 7 days before termination of studies. Please send a scan of this document (i.e., Letter of Confirmation) to the Erasmus Office. If your mobility is longer and only if the University of Finance and Management still has available funds, you will have "prolonged" scholarship allocated to you.

Note! Award of a "prolonged" scholarship is not possible after returning from mobility. In accordance with the guidelines from the European Commission, the decision on allocation of additional funds may only be made during the student's stay at the foreign university.

STEP 12. Individual agreement

In order to be able to sign an agreement for Erasmus+ mobility, you must comply with all the formal requirements listed below:

1. invitation/confirmation of acceptance for studies (i.e., Letter of Acceptance) or a printout of an email containing the date when you must turn up at the foreign university and the dates of commencement and termination of the semester;

2. the Learning Agreement signed by all the parties, part BEFORE the Mobility (a printout of a scan is enough);
3. the EHIC and/or equivalent insurance;
4. hand over the signed LA to your Dean's Office;
5. take the OLS test (if applicable).

If you have just finished a Bachelor's degree course and intend to go for a scholarship in the winter term of the Master's degree course, bring along the decision on the acceptance for the Master's degree course issued by the Dean's Office.

If you have not settled the academic year 2015/16 due to the fact that you have not passed one or more of the exams or you obtained a provisional pass of a course year, bring along the home university's/coordinator's permit for Erasmus mobility in the year 2016/2017.

If you obtained a confirmation that you have qualified for mobility for studies from the Erasmus Office and you have the signed LA, you can come to sign the individual financing agreement. Please do it 2-3 weeks prior to the planned date of commencement of studies. The agreement is the basis for paying out your Erasmus+ funds. If you plan to go as an Erasmus Student without co-financing, you also have to sign an Agreement.

In line with the requirements of the European Commission, the National Erasmus Agency recommends for the agreement to be concluded prior to the commencement of the studies at a foreign university.

DURING MOBILITY

STEP 1. Following arrival at a foreign university:

Legalise your stay (e.g. at the office for foreigners' affairs or the nearest police station). Take your ID or passport and several photographs. You may be asked to provide additional documents (such as matriculation certificate, certificate from the University of Finance and Management, insurance) or prove that you have sufficient financial resources (each country individually determines the amount considered sufficient to maintain oneself without the need to use social services. Usually it is equal to the minimum subsistence figure).

STEP 2. Contact the Erasmus Office

Keep in touch with the Erasmus Office. You can always count on our advice and help! Visit our website www.vizja.pl (tab: Students>Erasmus+).

In case there is any trouble, please contact our office. We always confirm the receipt of your message within a maximum of 3 business days. If you do not receive such a confirmation, please seek explanation for such "lack of contact": send an email from a different server or call us.

Report problems to:

- the (Departmental or Institutional) Erasmus Coordinator at the foreign university;

- persons responsible for Erasmus students at the local Erasmus or foreign cooperation office;
- a student-attendant appointed at the local student organisation (e.g., Erasmus Student Network);
- or an employee of the Erasmus Office at the University of Finance and Management.

There is a practical guide “A Pole abroad” available on the website of the Ministry of Foreign Affairs: <http://poradnik.poland.gov.pl> and contact details of Polish facilities abroad.

STEP 3. OPTIONAL changes in the LA DURING the MOBILITY

Any changes to the Learning Agreement are made in writing on the paper version of the LA During the Mobility.

Up to 3 weeks following the commencement of the semester at a foreign university, you may introduce changes to the LA that has already been established. For that purpose:

1. Contact the departmental coordinator at the University of Finance and Management.
2. Only having obtained the approval of changes in the programme from the coordinator, can you introduce them in the DURING the MOBILITY chart.
3. Having introduced the changes, seek contact with the departmental coordinator at the University of Finance and Management again and ask for approval of the changes.
4. Printout the final version approved by the departmental coordinator. Next, obtain the approval and signature of the coordinator at the foreign university, obtain the signature of an authorized person, add your own signature and hand over the scan to the Erasmus Office and your Dean's Office.

If you are prolonging the period of studies by another semester, you have to get a new LA; likewise, if you wish to make changes in the LA in the second semester, follow the steps above.

AFTER THE MOBILITY

STEP 1. Settlement at the Erasmus Office of the co-financing granted to the student

To settle the obtained funds immediately after the mobility, not later than on:

- 31 March 2017, if your mobility took place in the winter semester;
- 15 September 2017, if your mobility took place in the summer semester;

first and foremost, provide the Erasmus Office with:

1. a certificate confirming the period of studies at the foreign university (e.g. Letter of Confirmation).

Note! The certificate confirming the period of studies, such as a Letter of Confirmation, must be issued (and signed by the foreign university) not earlier than 7 days prior to termination of the period of studies stated in this document (e.g. if the document confirms that you studied until 31 January, it may be issued not sooner than on 24 January).

You can send the document as a scan (not a photograph) but provide the Erasmus Office with the original immediately after you come back from mobility.

Other documents necessary to settle mobility:

2. printout of the final version of the Learning Agreement with the signature of the foreign university's coordinator equivalent to the LA During the Mobility (if applicable),
3. Transcript of Records or other equivalent,
4. online questionnaire. The link to the questionnaire will be automatically sent to your email address on the final day of your studies at a foreign university,
5. the second language placement test (OLS). The link to the second test will be automatically sent to the same email address that the first one was sent to. It will take place in the month entered into the OLS as the end of studies at the foreign university.

You can submit documents successively. You will most likely receive the Transcript of Records several weeks after your studies finish. At the local Foreign Cooperation Office, ask what address it will be sent to: the Erasmus Office, to your Faculty or your private address.

When you fill in the above-mentioned mandatory online questionnaire, take the foreign language placement test, and submit a Letter of Confirmation to the Erasmus Office, our office will transfer the last tranche of the Erasmus funds (i.e., 20% of the total amount) to you.

STEP 2. Settlement of the study programme with the faculty and the LA AFTER the MOBILITY

We will make and keep copies of documents enumerated in point 1 at the university's Erasmus Office. You must also present the Departmental Programme Coordinator with the originals in order to settle the study programme and have the period of study abroad credited towards your academic course.

The Coordinator will transpose the grades you have obtained at the foreign university to the scale applicable at the University of Finance and Management.

The paper version of the Transcript of Records containing grades calculated by the coordinator, must be handed over to the Dean's Office/Secretariat or the office indicated by the coordinator. The correctness of the points and grades you entered will be verified and each course passed at the foreign university will be introduced into the EXTRANET as a passed course.

Having obtained grades from courses that fill in the gaps between programmes (if applicable), you will have the stage of studying at the foreign university finally settled.