STUDYING ABROAD

Erasmus+ step by step

What to arrange at the Institute, and when

You have qualified for Erasmus+? Congratulations! Below you will find everything you need to arrange at the Institute and at the Student Exchange Office (DWS): before departure, during your stay and after your return.

1. After qualification: what next?

Nomination. After the recruitment closes, the Student Exchange Office (DWS) sends your nomination to the host university.

Contact from the host university. The host university will then contact you by email with further instructions. Check your inbox regularly, including the spam folder.

> **You handle the formalities yourself.** You must complete the host university's application procedure on your own and on time. If you don't, the university may refuse to accept you.

Deadlines. Deadlines and formalities come from DWS and the host university, not from the Institute. If in doubt, write to **erasmus.outgoing@uj.edu.pl**.

2. Before you fill in the Learning Agreement: choose your courses

Start with the host university. Write to the Erasmus+ coordinator at the university you are going to and ask for the current course catalogue for the semester of your stay.

Then check your UJ study programme. You will find it in the UJ Syllabus Catalogue. Select, in turn: the year you started your studies, your field of study, your specialisation and the semester. Make a list of the courses in your programme for the semester of your stay.

Finally, look for equivalents. Go mainly by the course title and look for titles that are as similar as possible. At this stage, do not analyse course descriptions or their content in detail.

Not sure? Ask the Institute Coordinator, who will consult the Institute authorities if necessary. Do not consult your course choices with UJ instructors (for the one exception, see section 4).

3. EWP Learning Agreement: you fill it in twice

The EWP LA (Erasmus Without Paper – Learning Agreement) is the agreement on your study programme, submitted in USOSweb. You complete it in two stages:

1. **Before the Mobility** – before departure. The document must be approved before your mobility begins.
2. **During the Mobility** – during your stay. Here you enter all changes to the first version (e.g. a course is not running, classes clash, you switch courses).

How to do it in USOSweb

1. In USOSweb, enter your **mobility dates** and the **email address of the host university coordinator**.
2. **Only then** ask the Institute Coordinator to open an EWP LA for you in USOSweb.
3. Fill in the tables and approve the document.
4. The Coordinator approves the document or returns it for corrections. After correcting it, you approve it again.
5. Once both sides have approved it, the system sends the EWP LA to the host university automatically.
6. When the document is fully approved, let the Coordinator know by email.

Changes during your mobility are made the same way: ask the Coordinator to create a new version of the EWP LA and fill it in just like the first one.

How to fill in tables A, B and C

- **Table A** – the courses you have chosen at the partner university.
- **Table B** – their UJ equivalents. Always select "przedmiot" (course), never "punkty" (credits).
- **Table C** – leave it empty.

> **The monographic seminar** (konwersatorium monograficzne) is an elective course, so you can choose any course at the host university as its equivalent.

A course with no UJ equivalent can be listed in your Diploma Supplement (under its original title) as an elective course. In that case, in table B:

- select the course "Przedmiot Erasmus+" with the code **DOSZ.ERASMUS**;
- enter the total number of ECTS credits from all elective courses listed in table A;
- set *Automatyczne zaliczenie* (automatic credit) to *NIE* (no);
- in the comment box, enter: *Courses are recognized according to par. 11 point 8 of the Study Regulations (Regulation of the Senate of the JU of 24.04.2019 with amendments).*

You can also use the comment box to describe how the course is assessed.

If the partner university does not use EWP

If the partner university does not support the EWP LA, you may, with the consent of DWS, submit a paper version: *Learning Agreement for Studies – Before the Mobility*. If you have completed the EWP LA in USOSweb, you do not submit the paper version.

4. Programme differences and courses with no equivalent

Individual Organisation of Studies. If there are differences between your UJ study programme and the programme of the host university, you can submit an application for Individual Organisation of Studies.

Courses with no equivalent. Once your paperwork has been approved, contact the UJ instructor of the course without delay and ask whether and how you can pass it.

> **Do not propose your own form of assessment.** It is the instructor who decides whether and how you can pass the course. They are also not obliged to agree.

5. After your return: settling your mobility

> You have **30 days from your return** to settle your mobility with the Student Exchange Office. Send the documents as PDFs to **erasmus.outgoing@uj.edu.pl** or deliver them in person to DWS.

You settle your mobility in two places, independently of each other:

- at **DWS**,
- at **your own unit** – by contacting the Institute Coordinator.

Required documents

- **Confirmation of Stay (COS)** – confirms the dates of your physical presence at the partner university. It is used to determine the length of your mobility and the amount of the grant you are entitled to. Templates from other universities are also accepted.
- **Transcript of Records (TOR)** – issued by the host university. It lists the courses you have passed, with grades and ECTS credits.
- **Learning Agreement for Studies**.

Learning Agreement decision (EWP LA only)

1. Once you receive your TOR, pass it on to the Institute Coordinator.
2. Based on it, the Coordinator will issue a decision on your Learning Agreement in USOSweb.
3. Once the decision is published, inform DWS by email.