

## Erasmus+ 2021-2027, KA131 - incoming students: Formal Procedures

### I. General information:

1. List of available exchanges within inter-institutional agreements is available at the International Relations Department (IRD) [website](#).
2. Nomination/application deadlines:
  - a) for the winter semester/full academic year:  
nomination no later than 31 May, application no later than 30 June,
  - b) for the summer semester:  
nomination no later than 31 October, application no later than 30 November.

### II. Application procedure:

3. Partner higher education institution (HEI) sends the nomination of selected students by using the nomination template. The nomination should be sent via e-mail to a person responsible for incoming students at the IRD (see: [Contact](#)).
4. The nominated students are sent an email notification about the application procedure by the responsible person at the IRD.
5. The nominated student create an on-line application in the DreamApply system (DA) following provided instructions.
6. The following application documents have to be uploaded into student's online application:
  - a) scan of a valid passport or identity card,
  - b) scan of a European health insurance card (EHIC for European citizen) or any private health insurance, valid for the entire period of planned mobility and on the territory of Poland,
  - c) scan of English/other required language proficiency confirmation:
    - a certificate confirming language competence at minimum B1 level (according to Common European Framework of Reference for Languages) issued by an accredited bodyOR
    - a confirmation of placement test results at minimum B1 level (according to the Common European Framework of Reference for Languages) issued by the relevant unit at the sending HEIOR
    - the results of the Online Linguistic Support test at minimum B1 level (print screen).This requirement does not apply to students nominated to study foreign languages at the Faculty of Humanities.
7. Student also has to create an Online Learning Agreement (OLA) section 'BEFORE THE MOBILITY' which has to be approved by the student and the responsible person(s) at their sending HEI. The contact/responsible persons at the receiving institution (USz) should be filled according to the instruction: <http://dsm.usz.edu.pl/wp-content/uploads/ola.pdf>. The OLA is to be created at <https://www.learning-agreement.eu/user/login> OR via ErasmusApp: <https://erasmusapp.eu/>.
8. After verifying that all the required application documents are compliant with the formal procedures, the responsible person at the IRD sends the student acceptance e-mail. The USz can send acceptance letters for exchange students upon request, but only for visa requirements.

### III. During mobility:

9. Making changes to the OLA:

- a) students are allowed to make changes to their OLA within 3 weeks from the beginning of each semester (USz faculty coordinator has to be notified of the planned changes within this time);
  - b) changes have to be made in the OLA section 'DURING THE MOBILITY' (only!). This section has to be filled on the basis of the section 'Before the mobility';
  - c) the section 'DURING THE MOBILITY' has to be approved by all three parties without any delay (student, responsible person at the sending HEI, USz faculty exchange coordinator).
10. Extension of the mobility period – procedure to be followed by students wishing to extend their stay in the winter semester to the full academic year at the USz:
- a) the following extension documents have to be uploaded into student's online application before 15 December:
    - *Extension of short-term studies* – filled in and signed by all three parties (student, USz faculty exchange coordinator, responsible person at the sending HEI)  
OR an equivalent form on the partner HEI's template,
    - new OLA 'BEFORE THE MOBILITY' filled in only with the chosen courses for the summer semester and approved by all three parties (student, responsible person at the sending HEI, USz faculty exchange coordinator);
  - b) after verifying that all the required extension documents are compliant with the formal procedures, the responsible person at the IRD sends the student acceptance e-mail for the extended period. Acceptance letters for exchange students are sent upon request, but only for visa requirements.
11. Once the student has completed all their courses and knows the results of their exams, they fill in the *Examination sheet* with all the courses that are to be included in the recognition outcomes. In case the student received the examination sheet from the dean's office, they do not have to fill the IRD's template as well, on the condition the other document includes all the required information mentioned below.
- a) The examination sheet should include the title of the course, the name and the signature of the teacher, the local grade, the number of ECTS credits, and signature of the faculty exchange coordinator.
  - b) The filled and signed copy of the document has to be uploaded into student's online application.
  - c) In case of students accepted for the full academic year, they should upload an examination sheet at the end of each semester.

#### **IV. After mobility:**

12. On the basis of the above-mentioned examination sheet, a responsible person at the IRD fills out the OLA, if available, or a paper Learning Agreement, section 'AFTER THE MOBILITY' (LA 'AtM'), which is sent to the student after the end of the given semester.
13. In case of students accommodated in one of the USz dormitories, their LA 'AtM' will be issued no earlier than after the student has checked out from the dormitory without due payments.
14. No additional documents, apart from the LA 'AtM', are to be issued to confirm the student's study period. The dates of the student's study period are the start and the end dates of the semester.

- 
- Potwierdzam zgodność wydruku z dokumentem wydanym w postaci elektronicznej:

Identyfikator dokumentu	115022.292928.252379
Nazwa dokumentu	zasady przyjazdów od 24/25.docx
Tytuł dokumentu	zasady przyjazdów od 24 25
Skrót dokumentu	50388EFD8AD4B0A7CB430EEDD8C323C8CBB9 AD17
Wersja dokumentu	1.1
Akceptacja	Flaga-Gieruszyńska Kinga w zastępstwie za Prorektor ds. Organizacji US, 20.12.2023 22:51:57, wersja 1.1 (Konto funkcyjno- organizacyjne, Prorektor ds. Organizacji (O), Prorektor ds. Organizacji (O)) Uniwersytet Szczeciński
Akceptacja	Skokowska Żaklin, 20.12.2023 08:43:27, wersja 1.1 (specjalista, Dział Spraw Międzynarodowych (O-DM), Dział Spraw Międzynarodowych (O-DM)) Uniwersytet Szczeciński
Akceptacja	Skokowska Żaklin, 20.12.2023 08:35:58, wersja 1.0 (specjalista, Dział Spraw Międzynarodowych (O-DM), Dział Spraw Międzynarodowych (O-DM)) Uniwersytet Szczeciński
	EZD 3.118.1.1.
Data wydruku:	21.12.2023 08:31:01
Autor wydruku:	Skokowska Żaklin

first name	last name	email	study area code ISCED 2013*

Additional information:

1. Students choose themselves in the online application system for which semester they apply! If only one (first or second) or both (if possible within the agreement).
2. US will not fill and/or send any confirmations of arrival in paper form – we can confirm student's arrival via email upon direct request from partner university/student.
3. US will not fill and/or send any confirmations of departure/confirmations of stay neither in paper nor via email. For every student we will issue an ATM (à LA section 'after the mobility') containing both grades and dates of mobility at the end of their stay.
4. The ATM will be sent AFTER the student has checked out from the US dormitory without due payments (no debts). It will first be sent to the home HEI via email (with a copy to the student). The original ATM will be sent to the home HEI by regular post.

\* [https://circabc.europa.eu/sd/a/26e9e2b6-1344-46b1-8b62-abd72dde68e2/FoE\\_1999\\_2013\\_corresp\\_ESTAT.xlsx](https://circabc.europa.eu/sd/a/26e9e2b6-1344-46b1-8b62-abd72dde68e2/FoE_1999_2013_corresp_ESTAT.xlsx)

Potwierdzam zgodność wydruku z dokumentem wydanym w postaci elektronicznej:

Identyfikator dokumentu	115022.292913.252349
Nazwa dokumentu	USz nominations template.xlsx
Tytuł dokumentu	USz nominations template
Skrót dokumentu	68C67D1801C271A2B879B7CB84603A4097B DA475
Wersja dokumentu	1.0
Akceptacja	Flaga-Gieruszyńska Kinga w zastępstwie za Prorektor ds. Organizacji US, 20.12.2023 22:52:00, wersja 1.0 (Konto funkcyjno- organizacyjne, Prorektor ds. Organizacji (O), Prorektor ds. Organizacji (O)) Uniwersytet Szczeciński
Akceptacja	Skokowska Żaklin, 20.12.2023 08:29:19, wersja 1.0 (specjalista, Dział Spraw Międzynarodowych (O-DM), Dział Spraw Międzynarodowych (O- DM)) Uniwersytet Szczeciński
	EZD 3.118.1.1.
Data wydruku:	21.12.2023 08:30:49
Autor wydruku:	Skokowska Żaklin



**UNIVERSITY OF SZCZECIN  
INTERNATIONAL RELATIONS DEPARTMENT**

Al. Papieża Jana Pawła II 31, 70-453 Szczecin  
tel. (+48 91) 444 1058  
mail: international@usz.edu.pl

**Extension of short-term studies within the Erasmus+  
Academic year 20.../20...**

Student's Name, Surname	
Home University	
Receiving HEI	UNIVERSITY OF SZCZECIN
Receiving Faculty	
Requested additional period From - till (dd/mm/yyyy)	

Student's Signature:..... Date:.....

**UNIVERSITY OF SZCZECIN**

We hereby confirm that the above-mentioned student is permitted to extend his/her studies as exchange student at our Institution.

Signature and stamp of the Faculty Coordinator

Date:

**HOME UNIVERSITY**

I hereby confirm that the above-mentioned student is permitted to extend his/her studies as exchange student at the Receiving Institution.

Signature and stamp of the Coordinator or International Relations Officer

Date:



# UNIVERSITY OF SZCZECIN INTERNATIONAL RELATIONS DEPARTMENT

Al. Papieża Jana Pawła II 31, 70-453 Szczecin  
tel. (+48 91) 444 1058  
mail: international@usz.edu.pl

Potwierdzam zgodność wydruku z dokumentem wydanym w postaci elektronicznej:

Identyfikator dokumentu	115022.292914.252350
Nazwa dokumentu	extension form.docx
Tytuł dokumentu	extension form
Skrót dokumentu	BDC39BFDF6AF5D6E33AB54A631E5E63559DBD 603
Wersja dokumentu	1.0
Akceptacja	Flaga-Gieruszyńska Kinga w zastępstwie za Prorektor ds. Organizacji US, 20.12.2023 22:52:02, wersja 1.0 (Konto funkcyjno- organizacyjne, Prorektor ds. Organizacji (O), Prorektor ds. Organizacji (O)) Uniwersytet Szczeciński
Akceptacja	Skokowska Żaklin, 20.12.2023 08:29:14, wersja 1.0 (specjalista, Dział Spraw Międzynarodowych (O-DM), Dział Spraw Międzynarodowych (O- DM)) Uniwersytet Szczeciński
	EZD 3.118.1.1.
Data wydruku:	21.12.2023 08:30:30
Autor wydruku:	Skokowska Żaklin