

Erasmus + 2021-2027 - incoming students: Formal Procedures 2021/2022

I. General information:

1. List of available exchanges within inter-institutional agreements (the list of higher education institutions- HEI) is available in the DreamApply system (DA): <https://incoming.dsm.usz.edu.pl/>
2. Nomination/application deadlines:
 - a) for the winter semester/full academic year: nomination no later than May 31st, application no later than June 30th,
 - b) for the summer semester: nomination no later than November 30th, application no later than December 31st.

II. Application procedure:

3. Partner HEI sends the nomination (please download the nominations template) of the selected students to University of Szczecin (USz). Nomination file should be sent via e-mail to the person responsible for incoming students at the International Office in the US (see: Contact USz section).
4. The nominated students are sent an invitation to the DA with further instructions by contact person responsible at IO.
5. The nominated student create an on-line application in the DA following provided instructions.
6. The following application documents have to be uploaded into student's online application:

- a) copy of the Learning Agreement created via OLA: <https://www.learning-agreement.eu/user/login>

OR via ErasmusApp: <https://erasmusapp.eu/>

Online Learning Agreement (OLA) – only the section 'BEFORE THE MOBILITY', which has to be approved (with electronic signature) by the responsible person(s) at their sending HEI and the student, for the USz authorization an e-mail address of the relevant interexchange coordinator should be applied to OLA (On-line Learning Agreement), details are available at the following link: <http://dsm.usz.edu.pl/en/erasmus-plus/study-information/faculty-coordinators/>

OR created in a paper form due to inaccessibility of OLA

Learning Agreement (LA) – only the section 'BEFORE THE MOBILITY', which has to be approved (signed) by the responsible person(s) at their sending HEI and the student

- b) passport or identity card
- c) European health insurance card (EHIC) or any private health insurance, valid for the entire period of study in Poland
- d) English/other required language proficiency confirmation:
 - certificate confirming language competence at minimum B1 level (according to Common European Framework of Reference for Languages) issued by an accredited body

OR

- 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 HEI

OR

- the results of the Online Linguistic Support test at minimum B1 level (printscreen).

This requirement does not apply to students nominated to study foreign languages at the Faculty of Humanities.

7. After verifying that all the required application documents are compliant with the formal procedures, the responsible person at the IO 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:

8. Making changes to the Learning Agreement:
 - a) students are allowed to make changes to their LAs within 3 weeks from the beginning of each semester.

- 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) in case of OLA - After filling in the section 'DURING THE MOBILITY', the student signs it themselves and has it signed by the faculty exchange coordinator at the USz, as well as by a responsible person at the sending HEI, on the same basis as approving OLA 'Before the mobility'. Then the downloaded document has to be uploaded to the student's online application.

In case of paper LA - After filling in the section 'DURING THE MOBILITY', the student signs it themselves and has it signed by the faculty exchange coordinator at the USz, as well as by a responsible person at the sending HEI. Then the document has to be uploaded to the student's online application.

9. 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 Dec 15th, 2021:

- extension of short-term studies, Academic Year 2021/2022 – filled and signed by all three parties (student, faculty exchange coordinator at the USz, responsible person at the sending HEI);
- in case of OLA - New OLA 'BEFORE THE MOBILITY' filled only with the chosen courses for the summer semester and signed by all three parties (student, faculty exchange coordinator at the USz, responsible person at the sending HEI); to be filled on the basis as for the winter semester;
- in case of paper LA - New LA 'BEFORE THE MOBILITY' filled only with the chosen courses for the summer semester and signed by all three parties (student, faculty exchange coordinator at the USz, responsible person at the sending HEI);

- b) after verifying that all the required extension documents are compliant with the formal procedures, the responsible person at the IO sends the student acceptance e-mail for the extended period.

The USz can send acceptance letters for exchange students upon request, but only for visa requirements.

10. 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 IO'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:

11. On the basis of the above-mentioned examination sheet, a responsible person at the IO fills out the LA section 'AFTER THE MOBILITY' (LA 'AtM'), which is sent to the student via email and in case of paper LA also to the sending HEI via regular post after the end of the given semester. 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.

12. 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.

PLEASE PAY ATTENTION!!! While applying please consider that Erasmus Without Paper (EWP) is still in an initiation phase, the detailed rules for completing and accepting Learning Agreement are subject to change!

Zatwierdził: Prorektor ds. Organizacji, dr hab. Kinga Flaga-Gieruszyńska, prof. US

23 KWI. 2021 PROREKTOR
ds. Organizacji

dr hab. Kinga Flaga-Gieruszyńska, prof. US

Student's name

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/Department	Address	Country	Contact person name ⁴ ; email; phone		
Receiving Institution	Name	Faculty/ Department	Address	Country	Contact person name; email; phone		
	University of Szczecin	International Office	Al. Papieża Jana Pawła II 22a 70-453 Szczecin	Poland, PL	Żaklin Skokowska zaklin.skokowska@usz.edu.pl , tel. +48 91 444 1018		

Before the mobility

Study Programme at the Receiving Institution

Planned period of the mobility: from [month/year] to [month/year]

Component ⁵ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁶)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁷ to be awarded by the Receiving Institution upon successful completion
Total: ...			

Web link to the course catalogue at the Receiving Institution describing the learning outcomes:
Courses in English: <http://dsm.usz.edu.pl/en/study-programmes/>

The level of language competence⁸ in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 A2 B1 B2 C1 C2 Native speaker

Recognition at the Sending Institution

Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
Total: ...			


Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Sending Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student					
Responsible person ⁹ at the Sending Institution					
Responsible person at the Receiving Institution ¹⁰			In Exch		

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dr hab. Kinga Flańska-Gieruszyńska prof. US
Prorektor ds. Organizacji

Student's name

During the Mobility

Exceptional changes to Table A <small>(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)</small>						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ¹¹	Number of ECTS credits (or equivalent)
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable) <small>(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)</small>					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person ¹⁰ at the Sending Institution					
Supervisor ¹¹ at the Receiving Organisation			Faculty Coordinator		



Student's name

After the Mobility

Transcript of Records at the Receiving Institution

Start and end dates of the study period: from [day/month/year] to [day/month/year]

Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
				Total: ...	

Commitment	Name	Email	Position	Date	Signature
Supervisor ¹¹ at the Receiving Organisation	Żaklin Skokowska	zaklin.skokowska@usz.edu.pl	IRO officer, Contact Person for Incoming Students		

Transcript of Records and Recognition at the Sending Institution

Start and end dates of the study period: from [day/month/year] to [day/month/year]

Table D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
				Total: ...

Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person ¹⁰ at the Sending Institution					

- ¹ **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.
- ² **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- ³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.
- ⁴ **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.
- ⁵ An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
- ⁶ **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
- ⁷ **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- ⁸ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ⁹ **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹⁰ **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹¹ **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

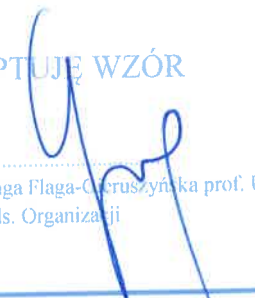


EXAMINATION SHEET
PLEASE FILL WITH CAPITAL LETTERS

Student's Name and Surname:

Course title	Teacher's name and signature	Date	Grade	Number of ECTS points

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dr hab. Kinga Flaga-Czeruszyńska prof. US
Prorektor ds. Organizacji

Signature and stamp of the faculty coordinator:

After the examination sheet has been filled in, the student has to upload it to their online application.



Extension of short-term studies within the Erasmus+
Academic year 2021/2022

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:

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Prorektor ds. Organizacji

