

Erasmus+ 2021-2027, KA131 - incoming students: Formal Procedures 2023/2024

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.
 - 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) After filling in the section 'DURING THE MOBILITY', the student signs it in person and has it signed by a responsible person at the sending HEI, as well as by the faculty exchange coordinator at the USz. Then the fully signed downloaded document has to be uploaded to the student's online application.
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, 2023:
 - *Extension of short-term studies* – filled in and signed by all three parties (student, faculty exchange coordinator at the USz, 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 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 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 and the sending HEI via email 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 kopii z dokumentem elektronicznym:

| | |
|-------------------------|---|
| Identyfikator dokumentu | 12291.28087.17733 |
| Nazwa dokumentu | procedures 23-24.pdf |
| Tytuł dokumentu | procedures 23-24 |
| Sygnatura dokumentu | O-DM.092.46.2022 |
| Data dokumentu | 21.11.2022 21:41:32 |
| Skrót dokumentu | 1C8023F56A434C28B9DBFAB992DFC256D97 75533 |
| Wersja dokumentu | 1.1 |
| Data podpisu | 21.11.2022 |
| Podpisane przez | Kinga Flaga-Gieruszyńska profesor US |
| Rodzaj certyfikatu | Certyfikat kwalifikowany podpisu elektronicznego karta |
| Akceptacja | Flaga-Gieruszyńska Kinga w zastępstwie za Prorektor ds. Organizacji US, 21.11.2022 21:43:14, wersja 1.1 (Konto funkcyjno- organizacyjne, Prorektor ds. Organizacji (O), Prorektor ds. Organizacji (O)) Uniwersytet Szczeciński |
| | EZD 3.108.84.84. |
| Data wydruku: | 22.11.2022 08:48:56 |
| Autor wydruku: | Skokowska Żaklin |

name:

UNIVERSITY OF SZCZECIN

Erasmus code:

PL SZCZECI01

| first name | last name | email | study area code ISCED 2013* |
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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

Potwierdzam zgodność kopii z dokumentem elektronicznym:

| | |
|-------------------------|---|
| Identyfikator dokumentu | 12291.28088.17735 |
| Nazwa dokumentu | USz nominations template 23-24.pdf |
| Tytuł dokumentu | USz nominations template 23-24 |
| Sygnatura dokumentu | O-DM.092.46.2022 |
| Data dokumentu | 21.11.2022 21:42:17 |
| Skrót dokumentu | 79AE522E2215A6F8322C92648666B421B0751 836 |
| Wersja dokumentu | 1.1 |
| Data podpisu | 21.11.2022 |
| Podpisane przez | Kinga Flaga-Gieruszyńska profesor US |
| Rodzaj certyfikatu | Certyfikat kwalifikowany podpisu elektronicznego karta |
| Akceptacja | Flaga-Gieruszyńska Kinga w zastępstwie za Prorektor ds. Organizacji US, 21.11.2022 21:43:27, wersja 1.1 (Konto funkcyjno- organizacyjne, Prorektor ds. Organizacji (O), Prorektor ds. Organizacji (O)) Uniwersytet Szczeciński |
| | EZD 3.108.84.84. |
| Data wydruku: | 22.11.2022 08:48:25 |
| 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:

Potwierdzam zgodność kopii z dokumentem elektronicznym:

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|-------------------------|---|
| Identyfikator dokumentu | 12291.28090.17736 |
| Nazwa dokumentu | extension form 23-24.pdf |
| Tytuł dokumentu | extension form 23-24 |
| Sygnatura dokumentu | O-DM.092.46.2022 |
| Data dokumentu | 21.11.2022 21:42:42 |
| Skrót dokumentu | C7BCF5DFC7E612D1D5370E550E274C2F54C 237BC |
| Wersja dokumentu | 1.1 |
| Data podpisu | 21.11.2022 |
| Podpisane przez | Kinga Flaga-Gieruszyńska profesor US |
| Rodzaj certyfikatu | Certyfikat kwalifikowany podpisu elektronicznego karta |
| Akceptacja | Flaga-Gieruszyńska Kinga w zastępstwie za Prorektor ds. Organizacji US, 21.11.2022 21:43:34, wersja 1.1 (Konto funkcyjno- organizacyjne, Prorektor ds. Organizacji (O), Prorektor ds. Organizacji (O)) Uniwersytet Szczeciński |
| | EZD 3.108.84.84. |
| Data wydruku: | 22.11.2022 08:48:13 |
| Autor wydruku: | Skokowska Żaklin |



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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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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.

Potwierdzam zgodność kopii z dokumentem elektronicznym:

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|-------------------------|---|
| Identyfikator dokumentu | 12291.28089.17734 |
| Nazwa dokumentu | exam sheet 23-24.pdf |
| Tytuł dokumentu | exam sheet 23-24 |
| Sygnatura dokumentu | O-DM.092.46.2022 |
| Data dokumentu | 21.11.2022 21:41:55 |
| Skrót dokumentu | 2E8C5B29AD861A95B12E988E8AC3437A533 EE3D8 |
| Wersja dokumentu | 1.1 |
| Data podpisu | 21.11.2022 |
| Podpisane przez | Kinga Flaga-Gieruszyńska profesor US |
| Rodzaj certyfikatu | Certyfikat kwalifikowany podpisu elektronicznego karta |
| Akceptacja | Flaga-Gieruszyńska Kinga w zastępstwie za Prorektor ds. Organizacji US, 21.11.2022 21:43:21, wersja 1.1 (Konto funkcyjno- organizacyjne, Prorektor ds. Organizacji (O), Prorektor ds. Organizacji (O)) Uniwersytet Szczeciński |
| | EZD 3.108.84.84. |
| Data wydruku: | 22.11.2022 08:48:44 |
| Autor wydruku: | Skokowska Żaklin |

Student's name

After the Mobility

Transcript of Records at the Receiving Institution

Start date and end date of the complete study period (incl. virtual component, if applicable):
from [day/month/year] to [day/month/year]

Start date and end date of physical mobility: 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 | |
|--|----------------------------|--|--|--|---|--|
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| | | | | | Total: ... | |
| Commitment | Name | Email | Position | Date | Signature | |
| Supervisor ¹¹ at the Receiving Organisation | | | | | | |

Transcript of Records and Recognition at the Sending Institution

Start date and end date of the complete study period (incl. virtual component, if applicable):
from [day/month/year] to [day/month/year]

Start date and end date of physical mobility: 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) | |
|--|----------------------------|--|--|---|------------|
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| | | | | | Total: ... |
| Commitment | Name | Email | Position | Date | Signature |
| Student | | | <i>Student</i> | | |
| Responsible person(s) ¹⁰ at the Sending Institution | | | | | |
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Potwierdzam zgodność kopii z dokumentem elektronicznym:

| | |
|-------------------------|---|
| Identyfikator dokumentu | 12291.28091.17737 |
| Nazwa dokumentu | LA after 23-24.pdf |
| Tytuł dokumentu | LA after 23-24 |
| Sygnatura dokumentu | O-DM.092.46.2022 |
| Data dokumentu | 21.11.2022 21:43:05 |
| Skrót dokumentu | 5682B6A6B622C4BB17F2DE993D3AB38C1B C7CF36 |
| Wersja dokumentu | 1.1 |
| Data podpisu | 21.11.2022 |
| Podpisane przez | Kinga Flaga-Gieruszyńska profesor US |
| Rodzaj certyfikatu | Certyfikat kwalifikowany podpisu elektronicznego karta |
| Akceptacja | Flaga-Gieruszyńska Kinga w zastępstwie za Prorektor ds. Organizacji US, 21.11.2022 21:43:39, wersja 1.1 (Konto funkcyjno- organizacyjne, Prorektor ds. Organizacji (O), Prorektor ds. Organizacji (O)) Uniwersytet Szczeciński |
| | EZD 3.108.84.84. |
| Data wydruku: | 22.11.2022 08:47:46 |
| Autor wydruku: | Skokowska Żaklin |