



UNIVERSITY
OF WARSAW

International Relations Office

ERASMUS+ – CREDIT MOBILITY

STEP BY STEP

What you should know before
your Erasmus mobility for studies

2023/2024

PL WARSZAW01



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Checklist 2023/2024

BEFORE YOUR MOBILITY

- Registration at the host university
- Confirmation of registration (*Letter of Acceptance*)
- Learning Agreement (e-LA or EWP LA)
- Health insurance
- Statement about the planned travel
- Visa/ documents for legalising the stay (*if applicable*)
- Bank account

DURING YOUR MOBILITY

- Learning Agreement (final version, if changes are made)
- Confirmation of Arrival (if necessary)

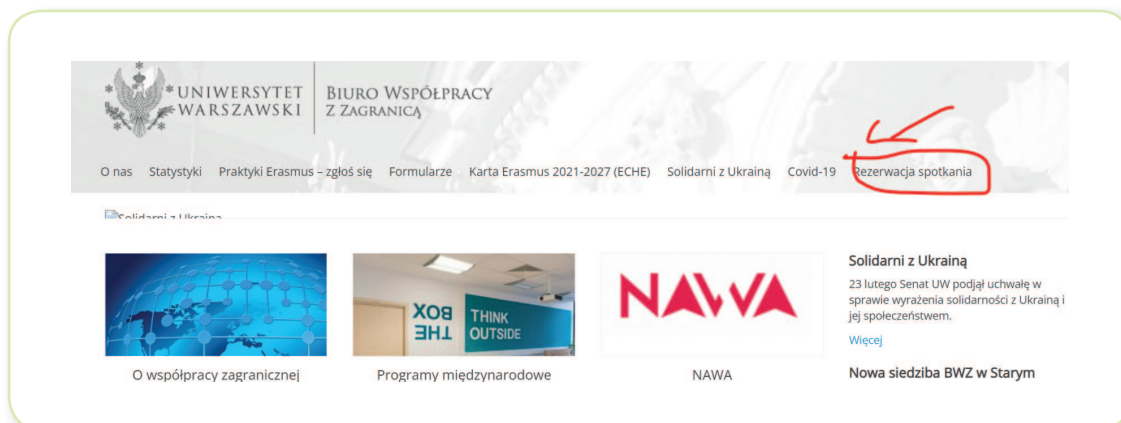
BEFORE LEAVING THE HOST UNIVERSITY

- Confirmation of stay (*Letter of Confirmation*)

AFTER YOUR RETURN

- Transcript of Records
- Erasmus participant report (online survey)
- Proof of "green travel" both ways (if applicable)
- Learning Agreement AFTER the Mobility (to be printed **by IRO UW** after you submit your Transcript of Records to your host faculty/ institute to have the grades approved in USOS)

You can visit us (Erasmus Section at the International Relations Office - IRO) from Monday to Thursday, from 9.30 AM to 2:00 PM in the Old Library building (Stary BUW), room 207, 2nd floor. Please make an appointment in our booking system at www.bwz.uw.edu.pl (<http://terminarz.bwz.uw.edu.pl/>), as indicated below.



Before Your Mobility

You can always count on our advice and support!

Visit our website (<http://bwz.uw.edu.pl/studia-2023-2024/>) on regular basis to find information for 2023/24 Erasmus outgoing students and necessary forms (provided in Polish and English).

We always confirm that we received your email within **5 working days** at the latest. If you don't receive any reply from our office after this time, please send your email again, from a different server to erasmusbwz@uw.edu.pl or phone us (contacts: <http://bwz.uw.edu.pl/zespol-bwz/>).

1. Registration at the host university

Please note! If you are a non-EU citizen, find out at the embassy of the country where you are nominated to study, what visa procedures you need to follow to obtain a visa for the **whole study period, inclusive of the exam session (approximately 5 months)**. Do it as soon as possible.



Visit the website of the host university to find out about:

- registration/application procedures for incoming Erasmus students, documents required, study programme, ECTS system, availability of student accommodation, contact persons, maps and practical information for foreign students, *Erasmus Student Network* (ESN), academic calendar, welcome days/ orientation days for exchange students etc. **Check the deadline for the registration / application at the host university (there may be different deadlines for EU and non-EU students).**
- check if the host university requires a **language certificate** or another form of confirmation of your language skills. When in doubt, email the Erasmus office /IRO at the **host university** to find out.

Almost all universities require some form of an on-line student registration/ application. Apart from registering on-line, you may also be asked to send a 'paper' version of your registration/ application form, stamped and signed by UW – the procedures depend on the host university.

If you know that your nomination has been sent by IRO UW (you will receive an email from IRO) but the host university has not contacted you, contact:

- **the Erasmus Office** at the host university, responsible **for the incoming students** (*Erasmus Office, International Relations Office, Mobility Office, Exchange Students' Office, etc.*)
- **Departmental Coordinator** or **Institutional Coordinator** at the host university.

If the host university informs you they have not received your nomination, please contact erasmusbwz@uw.edu.pl urgently!

Make sure you read all the instructions and documents thoroughly!

2. Your documents for the host university

The host university may require your academic transcript (**Transcript of Records**) before your arrival, to see the academic courses you have taken and the results you have achieved so far in your field of study.

You can download a pdf with your Transcript of Records in English in your USOSweb profile (*Final grades > Get transcript of Records*) and have it signed at your Dean's office /Students' office (*Dziekanat*). IRO UW does not issue nor sign students' Transcripts of Records.


You may be asked by the host university or the embassy to submit a certificate in English, confirming your Erasmus+ student status (**Confirmation of nomination /Nomination Letter**, etc.). If you need this document contact us (erasmusbwz@uw.edu.pl) declaring the exact



dates of your study period (as stated in the academic calendar of the host university) and indicating whether you need an original copy or an electronic document will be sufficient.

In the application form you may be asked to provide more details, such as:

- the Erasmus code of UW - **PL WARSZAW01**
- **your Erasmus study area code** (your field of study) – you can find your study area code in your USOSweb profile (**student's section > student exchange > mobilities > view**)
- **Departmental Coordinator / Academic supervisor at UW** – you can find this person's data in your USOSweb profile. A list of all mobility coordinators is available here: <http://bwz.uw.edu.pl/lista-koordynatorow-ds-mobilnosci/>

| | | |
|---|--|-------------------------------|
| Erasmus code of receiving institution: I VERONA01 | Receiving institution: Universita degli Studi di Verona | Agreement ID: 162/E+/KA131 |
| Administrative supervisor: (unknown) | Academic supervisor: dr hab. Katarzyna Dziewanowska prof. ucz. <KDziewanowska@wz.uw.edu.pl>  send a message | |
| Academic year: 2023 | Subject area (with ISCED code): 0410 Business and administration, not further defined | |

- **Institutional Coordinator at UW** – Ms Monika Satała (e-mail: erasmusbwz@uw.edu.pl; tel. +48 22 55 20 818)
- **Contact person** at IRO/ Erasmus Officer – Ms Katarzyna Wierzbicka (katarzyna.wierzbicka@adm.uw.edu.pl; tel. + 48 22 55 20 465)

PLEASE REMEMBER!

1. you need to send all the documents required by the host university yourself;
2. you need to arrange your accommodation yourself;
3. make sure that all your documents are complete, legible and submitted within the deadline;
4. always make copies (scans) of what you send by post;
5. make sure that the personal data you provide is valid (e.g. your official address – check if the students' office has your correct permanent address in USOS). **Please note!** *You can only sign the financial agreement if your permanent address in USOS is valid. Please contact your students' office (dziekanat /sekretariat) if you need to verify or change your address or telephone number in USOS.*

3. Resignation / Shortening mobility to one semester / Postponing the mobility to second semester

Resignation

Act responsibly. If you decide not to participate in the Erasmus+ programme, complete the RESIGNATION form: <http://bwz.uw.edu.pl/studia-2023-2024/>, ask your Erasmus departmental coordinator to sign it and forward it to IRO UW.

You also need to inform the host university about your decision and then **forward the email to us**.

Make sure that you will not be charged any costs related to your resignation.

Instead of the form, we can also accept an email with your resignation, stating the reason for your decision, sent to IRO, your Erasmus departmental coordinator and IRO at the host university.

Shortening mobility or postponing mobility to the second semester

If you are nominated for a full academic year and would like to **shorten your mobility to one semester** or you are nominated for the first semester and would like to **postpone your mobility to the second semester** get the consent of your Erasmus departmental coordinator on the form (<http://bwz.uw.edu.pl/studia-2023-2024/>.) and contact the host university to ask for their approval. Forward **both** approvals to IRO.



4. Confirmation of Acceptance

When you have registered on-line, completed and submitted your application form within the deadline, the host university **must** confirm, in some way, that you are **accepted as an Erasmus student**. The confirmation of acceptance may take the form of a formal letter of invitation sent by post (a hard copy may be required for the visa), but it may also be a less formal email, confirming you have been accepted.

It is essential that you know the dates of your mobility at the host university. If the letter of acceptance does not contain the **exact start and end dates of your physical study period**, you need to find these dates in the academic calendar of the host university (or contact the

Erasmus office at the host university to find out). These dates will be necessary to calculate the amount of your Erasmus grant.

PLEASE NOTE! If you plan to participate in a language course or welcome days (orientation days), please find out if the host university will count this period as part of your mobility period (in the final Letter of Confirmation). You will need to know this when you sign the financial agreement.

5. Learning Agreement

In order to receive the grant you must have a Learning Agreement approved by the departmental mobility coordinator and the host university. First you need to find out if the host university is connected to EWP (Erasmus Without Paper) ex. if it uses OLA (Online Learning Agreement on the Dashboard).

You need to complete your LA in your USOSweb profile.

If the host university is connected to EWP/ uses OLA – you need to complete **LA EWP** (OLA) and follow the instructions available here: http://bwz.uw.edu.pl/wp-content/uploads/sites/358/2023/05/EWP-LA_Manual.pdf

Mobilities granted to you

Showing elements 1..1 (out of 1)

| No. | Country | Institution name | Academic year | Mobility type | Status of mobility | Qualifications stage | Options |
|-----|---------|--|---------------|---------------|--------------------|----------------------|--|
| 1 | Germany | Ludwig-Maximilians-Universität München | 2023 | Studies | Active | Finished | → view → learning agreement → EWP LA → bank account |

If the host university IS NOT connected to EWP – you need to complete **Learning Agreement** and follow the instructions available here: http://bwz.uw.edu.pl/wp-content/uploads/sites/358/2019/12/e_LA_2019_ang.pdf

Mobilities granted to you

Showing elements 1..1 (out of 1)

| No. | Country | Institution name | Academic year | Mobility type | Status of mobility | Qualifications stage | Options |
|-----|---------|--|---------------|---------------|--------------------|----------------------|--|
| 1 | Germany | Ludwig-Maximilians-Universität München | 2023 | Studies | Active | Finished | → view → learning agreement → EWP LA → bank account |

6. Online language tests (OLS)

Online language tests are NOT obligatory. However, if you would like to check how well you know a foreign language, you can do a free language placement test in an EC tool available here: <https://academy.europa.eu/>.

You must register and then choose a “placement test” of a language of your choice ex. English placement test. After you complete the test you will be able to download a certificate from the system.

Some host universities accept OLS tests as proof of language proficiency.

7. Insurance

In order to sign the financial agreement you must have a health insurance policy, **valid during your Erasmus mobility**.

If you are insured in the National Health Fund (NFZ) in Poland or another EU or EFTA country and if you are going to study in an EU or an EFTA country, you can apply for a **European Health Insurance Card**. (EKUZ in Poland). We will accept this card as a proof of your insurance.

If you are not entitled to a European Health Insurance Card, you will need to purchase **an insurance policy in an insurance agency of your choice**. We will also accept an insurance policy included in commercial student cards, such as ISIC or EURO 26 or a policy offered by any other insurer.



Please find out whether the embassy or the host university requires you to have a particular type of insurance for your mobility (e.g. some host universities require students to have an insurance policy covering costs of repatriation).

Students going to **Turkey, Republic of North Macedonia and Serbia** (where EKUZ is not accepted) should have an insurance policy covering at least the costs of medical assistance. Before buying the policy, contact your host university to find out their requirements with respect to health insurance for incoming students.

It is worth insuring your belongings (ex. your laptop) against theft.

The University of Warsaw will not be liable for any consequences of a student having inadequate insurance coverage.

8. Residence legalisation

Even if you do not need a visa to travel to your host university, find out (from the host university or the embassy) what steps you have to take in order to legalise your stay in the country where you are going to study. Each country has different requirements and even EU citizens should officially register their stay at the immigration office if the stay exceeds 3 months. If in doubt, contact the IRO at the host university for more information.

9. Applying for a visa

If you are a non-EU citizen, check on the website of the host university what steps to take in order to obtain a **visa** and legalise your stay abroad. If the host university does not offer help with visa procedures, contact the embassy directly. Try to do it **as soon as possible**, since waiting for a visa may take a long time and may require special documents (e. g. a certificate of no criminal record). You will need to complete all the visa procedures **yourself**.

If an original letter of invitation/ acceptance is required by the embassy, ask the host university for this document.

If necessary, IRO UW can always send you a letter of nomination including the information on the amount of your Erasmus grant. To receive this document, contact us (erasmusbwz@uw.edu.pl) stating the exact dates of your planned study period.

Warning! A permit to stay in the host country for 3 months will **not be sufficient** to complete your Erasmus mobility. You need to have documents allowing you to stay in the host country for the whole semester/ academic year, according to the academic calendar of the host university.

Not having the appropriate legal right to stay in the host country may result in you being expelled from the country and not being able to complete the mobility, which means having to return the whole Erasmus grant.



10. Bank account

At the latest, one day before you sign the financial agreement you must **enter your bank account details** in your USOSweb profile (*Student exchange > Mobilities > bank account*)

Click *Bank account* to complete the following data:

- *Account name* – full name of the account **owner**
- *Account number* (26 digits)
- *Currency* of your bank Account
- Bank name
- *BIC (SWIFT)* code of your bank

The account must be **held in a bank in Poland** (IBAN must begin with **PL and have 26 digits**). The bank must be a member of the **SEPA** consortium (*Single Euro Payments Area* consortium), offering transfers in the SEPA system.

We can transfer your grant to an account which belongs to someone else. If you choose this option, please complete the field: "nazwa konta" in USOSweb in the following way: **Name and surname of the account holder + for + your first name and surname.**

If you would like to receive the grant into your **PLN account**, you need to ask your students' office (Dziekanat/ sekretariat) to add this account to your USOS profile (you cannot enter data of a PLN account in your USOSweb profile yourself).

PLEASE NOTE! Accounts in Revolut bank will not be accepted

If you have a "multi-currency" account in your bank, please find out which currency will be assigned to the incoming grant transfer from UW (the transfer will be made from a UW Euro account).

The Erasmus grant will be transferred to your account in **2 instalments** (if you are going for one semester) **or 3 instalments** (if you are going for two semesters). UW covers the costs of the bank transfers:

- **The first instalment** (in the case of 1 semester mobility- 90% of the amount stated in the financial agreement) will be paid out within 2-3 weeks after you sign the financial agreement and submit all the required documents. Students nominated for a **full academic year** will receive **90% of half of the total amount** in the financial agreement.
- The transfer of the grant for **the second semester** (90% of **the other half** of the total amount) will be made when the exam results after the first semester are submitted and LA for the second semester is approved online in USOSweb.



- **The second/ third instalment** (10% of the total grant) will be made when your mobility is over and after you submit your **Letter of Confirmation**, annex to the agreement (if applicable) and do the **online Participant Report** (the survey).

11. Erasmus Grant

The Erasmus grant per month depends on your destination:

- EUR 670 – Austria, Belgium, Cyprus, Denmark, Finland, France, Greece, Spain, the Netherlands, Ireland, Iceland, Liechtenstein, Luxembourg, Malta, Germany, Norway, Portugal, Sweden, Great Britain, Italy;
- EUR 600 – Bulgaria, Croatia, Czech Republic, Estonia, Lithuania, Latvia, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary.

PLEASE NOTE! Students with a disability (having a valid disability certificate), students with refugee status confirmed by the Polish Office for Foreigners and students who were entitled to a UW social benefit up to 22st of March 2023 and declared it in USOSweb will receive **an additional top-up of 250 EUR monthly**.

If you are awarded a UW social benefit or receive a disability certificate after 21st of March 2023 or if you are nominated for a mobility after this date, you may receive the top-up, provided you apply for it to IRO UW in the semester preceding the semester of your mobility. In such cases, the top-ups will depend on whether UW has sufficient funding.

Students who choose green travel – low emission means of transport (ex. coach, train, carpooling etc.) will receive **a single top-up in the amount of 50 EUR**.

Please note: you must choose green travel both ways to receive the 50 EUR top-up. If you choose to fly one way, you are not eligible to receive the top-up.

If you choose green travel, you can receive a daily grant for up to 4 days of travel (max. 2 days each way), depending on the on the actual number of days of travel outside of the study period (the days of travel cannot overlap with the study days). You will need to keep tickets, boarding passes etc. to document your "green travel".

The Erasmus funds are granted for the **actual period of studies at the host university**, calculated to the day (where one day affects the amount of the grant), on the basis of the **Letter of Acceptance** or the host university's **academic calendar**.



The beginning of the study period is the day when you must be present at the host university (a welcome day or the beginning of the academic year), while the end of the study period is the last day when you must be present at the host university (e.g. the planned end of the exam session – excluding the retake session). The fees you may need to pay for your dormitory have no effect on the amount of the Erasmus grant, which is calculated for the **study period only**.

PLEASE NOTE! If, after you sign the financial agreement, you find out that the dates of your study period are going to be different from the dates in the agreement (causing the study period to be longer), contact IRO as soon as possible (before the end date of your studies) to declare the correct dates. If UW has sufficient funding in the project, you will receive funding for the additional days of mobility (after you sign an annex to the agreement).

You can view the dates of your mobility period in your financial agreement in your USOSweb profile (*my mobilities* > *view* > *details*) as '**date of departure declared in the agreement**' and '**date of return declared in the grant agreement**'.

Date of departure declared in the grant agreement:
2022-03-02

Date of return declared in the grant agreement:
2022-07-22

PLEASE NOTE! It will not be possible for IRO to grant you additional funds after the date of return declared in your grant agreement. According to the European Commission's guidelines, the decision to grant you additional money must be taken during your studies abroad – **before** the date of your return declared in the agreement.

12. Financial Agreement at IRO

Every outgoing Erasmus student must sign an individual financial agreement with the home university before the beginning of their studies abroad, irrespective of whether or not they receive the Erasmus grant.

IRO will publish an **announcement** (and send it to you by email) when it is going to be possible to sign the financial agreement for Erasmus mobilities in 2023/24. It will not be possible to sign the financial agreement before we publish the announcement.

The financial agreement should be signed **2-3 weeks before the start of your mobility abroad**. If you are going to be **away from Warsaw** before your Erasmus mobility, contact our office by email and submit all the required documents (as scans). We will send you the agreement by email, **as a pdf file to be printed, signed and sent back by traditional post or courier**. There will be detailed information on this procedure in the announcement from IRO.

If you are nominated for the 2nd semester, you do not need to wait for another announcement – just plan to sign the agreement 2-3 weeks before your planned departure.

Non-Polish speaking students will sign the agreement in two languages: Polish (the legally binding version) and English.

PLEASE NOTE! If you do not sign the financial agreement in due time (before the start of your study period), your mobility may be understood as cancelled and your grant may be annulled.

13. What is required to sign the agreement?

You need to submit the following documents to IRO:

- a copy of your **Confirmation of acceptance/ invitation** – or an e-mail from the host university with a confirmation of your registration.
- If the invitation does not contain the exact dates of your mobility period (start of studies or an orientation course and end of the exam session – without the retake session) please check these dates in the academic calendar or ask the host university.



- **Learning Agreement** – EWP LA approved by both universities online (no printout is necessary) or a printout / scan of your LA approved online at UW and signed by the host university
- a scan of your **insurance policy** or a European Health Insurance Card.
- a statement about your planned travel to the host university (http://bwz.uw.edu.pl/wp-content/uploads/sites/358/2023/07/2023_2024_Oswiad_o-planowanej-podrozy-studia.docx)

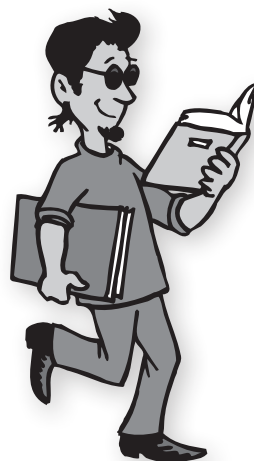
PLEASE NOTE: If any of your exams in 2022/23 academic year at UW **remains outstanding** (ex. if you failed an exam, if an exam result is not yet known or if you have one **conditional pass**) at the moment you sign the financial agreement, you need to submit **a written consent of your Erasmus Departmental Coordinator**, confirming that you are permitted to go on the Erasmus exchange in 2023/24 despite the outstanding exam (an email from the coordinator will be sufficient).

If you have more than 1 failed exam (conditional pass) after the current academic year, you must inform IRO about this fact (only one conditional pass allowed).

14. Extending one-semester mobility to a full academic year

If you would like to **extend your Erasmus studies** at the host university to a full academic year, wait for the procedure to open in **October/November** (all the students nominated for the first semester will receive information from our office about the terms and conditions and documents to be submitted).

Students nominated for the second semester of 2023/24 cannot extend their mobility to 2024/25.



When abroad

1. When you arrive at the host university

Make sure you legalise your stay (e.g. at the immigration office or at the closest police station, etc.). Take your ID or your passport and a couple of photographs with you. You may be asked to submit additional documents (e.g. registration certificate, a certificate from UW stating your Erasmus student status, a copy of your insurance policy, etc.). You may also be asked for a proof of having sufficient financial means - each country determines an amount of money which is deemed sufficient for subsistence without the need to use social services - typically this amount corresponds to the social minimum in the given country.

2. If you have a problem abroad

Remember, you are not alone! If you have a serious problem contact:

- Erasmus Coordinators (Departmental and Institutional) at the host university;
- administrative staff at the International Relations Office at the host university;
- your Departmental Coordinator at UW;
- your tutor/ 'buddy' from student organization at the host university (e.g. *Erasmus Student Network*),
- staff members at the IRO UW.

You can receive online psychological assistance in English offered by the Centre for Psychological Help at UW. For more information email cpp@psych.uw.edu.pl. Psychological support will be available on Fridays, 12:00 AM-4:00 PM on Zoom.



3. Confirmation of Arrival

If your Letter of Acceptance did not include the correct dates of your study period or if the dates of your stay turn out to be different (e.g. you registered at the university earlier or you are going to study longer), ask the host university to complete and sign a **Confirmation of Arrival** http://bwz.uw.edu.pl/wp-content/uploads/sites/358/2023/07/Confirmation-of-Arrival-23_24.docx

Send a scan of the signed Confirmation of Arrival to erasmusbwz@uw.edu.pl.

IRO UW will then send you an **annex** to your financial agreement, with a correction of the dates of the study period and a new grant calculation (if applicable). If UW has sufficient funding, an additional amount of the grant will be calculated for the longer study period.

If, at a later stage of your mobility, the **actual dates** of your studies **change** and are different from the dates in the financial agreement (e.g. your exam session will be postponed) **email IRO immediately and state the correct dates**. If UW has sufficient funds, you will receive a grant for the additional days.

You can view your mobility period in the financial agreement in your USOSweb profile (*my mobilities*> *view*> *details*) as '**date of departure declared in the grant agreement**' and '**date of return declared in the grant agreement**'.

Date of departure declared in the grant agreement:
2022-03-02

Date of return declared in the grant agreement:
2022-07-22

Please note! It will not be possible for IRO to grant you additional funds after the date of return declared in your grant agreement. According to the European Commission's guidelines, the decision to grant you additional money must be taken during your studies abroad – **before** the date of your return declared in the agreement.



4. Letter of Confirmation

On the last day of your mobility ask the Erasmus Office at the host University to sign your Letter of Confirmation. You can use the form on our website: (<http://bwz.uw.edu.pl/studia-2023-2024/>) or a form provided by the host university.

PLEASE NOTE! Your Letter of Confirmation must not contain any corrections, especially with respect to dates. If the person issuing the document makes a mistake, ask for the correction to be stamped and signed, otherwise we will not be able to accept it.

Send a scan of your Letter of Confirmation to IRO as soon as your study period is over.

5. Two-semester mobility

If you are nominated for a full academic year or you have been allowed to extend your stay, you will need to submit a scan of your Transcript of Records (1 semester) or a **Confirmation of Attendance and Results** – a form which needs to be signed by the host university, confirming your attendance and the number of ECTS gained in the first semester.

You also need to have your LA in USOSweb for the whole academic year approved by your departmental coordinator at UW.

If the number of ECTS you obtain in the first semester is unsatisfactory, your home department may demand that you come back to UW for the second semester of your studies.



After your mobility

As soon as you finish your mobility, you need to submit the final documents to IRO, not later than:

- **by 31st March 2024** if you studied abroad in the first semester;
- **by 31 July 2024** if you studied abroad in the second semester or during the whole academic year.

Send the following to IRO (erasmusbwz@uw.edu.pl)

1. a scan of your confirmation of stay (**Letter of Confirmation**) stating the exact dates of your study period
2. a scan of the final version of your **e-LA During the Mobility (from USOsweb)** signed by the Erasmus Coordinator at the host university (only if your final *LA* is different from your *e-LA Before the Mobility*) or, if you had EWP *LA*, make sure the latest version has been approved by both universities
3. a scan of your **Transcript of Records** or other document proving your academic records at the host university
4. an email informing us that you completed the Erasmus **Participant report** - an obligatory survey; the link to the survey will be sent to your email address on the last day of your mobility
5. proof of "green travel" both ways: train /coach tickets or declaration about travelling by car (in case of car-pooling) – applicable only if you received a top-up for "green travel".



PLEASE NOTE! You can submit all the documents **gradually**, one by one, but make sure you submit your Letter of Confirmation as soon as you complete your studies.

Make sure you send all the documents as **attachments, preferably in a pdf format** (not elements pasted into an email).

Most likely, your **Transcript of Records** will be sent to you (or us) a few weeks after you finish your studies at the host university. Before your departure, confirm with the host university how it will be sent (a hard copy, a scan or whether you will be able to download it). If the host university is going to send a hard copy of your TR by regular post, find out what address it will be sent to (IRO UW, your department or your home address?).

PLEASE NOTE! Once you submit the online survey (participant report), your Letter of Confirmation (with an annex, if required) and proof of "green travel" (if applicable), **you will receive the final payment of the Erasmus grant (10%).**

If you are a BA or MA student and you obtain 10 -19 ECTS during a one-semester mobility or 19-39 during a two-semester mobility, you will need to submit a written statement (signed by your home faculty coordinator) to IRO UW (erasmusbwz@uw.edu.pl) with information on how you are going to obtain the missing ECTS to complete the academic year 2023/24.

If you obtain: **up to 9 ECTS per semester** or **up to 18 ECTS per year**, (in case of BA and MA level students) you must **submit a written explanation to IRO UW** (erasmusbwz@uw.edu.pl) why you obtained an insufficient number of ECTS credits with information on how you are going to obtain the missing ECTS to complete the 2023/24 academic year at UW. The request must be signed by the Erasmus departmental coordinator before it is submitted to IRO.



List of forms available on IRO's website (www.bwz.uw.edu.pl)

The English version of our website is under construction but the necessary forms are available in Polish and English:

- Resignation form
- Confirmation of Arrival
- Extension form (applications for extensions will be accepted from November 2023)
- Shortening of the mobility to one semester (for students who are nominated for two semesters)
- Letter of Confirmation (to be submitted after the mobility)
- Confirmation of Attendance and Results (for students who are going to study during the whole academic year)
- Statement about the planned travel (before the mobility)
- Statement about travel by car (after the mobility)

Other important information on our website:

- Erasmus (Mobility) Coordinators per UW unit:
<http://bwz.uw.edu.pl/lista-koordynatorow-ds-mobilnosci/>
- Erasmus+ partner universities in 2023/24
http://bwz.strony.uw.edu.pl/wp-content/uploads/sites/358/2021/04/umowy-Partnerzy21_22.pdf

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Warsaw, July 2023

