

ERASMUS + STEP BY STEP

GENERAL INFORMATION

1. You can go to study within the Erasmus+ programme for one semester or one full academic year.
2. You can go to study at the first, second and third cycle.

BEFORE MOBILITY

1. First, select the university where you intend to study from our list - <http://erasmus.san.edu.pl/partner-universities> or find a university from this list that is constantly being updated- https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en -

Check if the university offers subjects that correspond with your field of study or discuss it with our Erasmus + employee. If you have doubts about your choice, you can always write to us an email and we will help you - erasmus@san.edu.pl

2. Find out how to organize studies abroad, so you don't lose anything at the sending institution (SAN) - go to the website of the receiving institution you want to go to, and collect information on the conditions of studying, subjects, academic calendar and possible accommodation.

3. You will be informed about your enrolment to the Erasmus + program by e-mail from the Erasmus + office of Spoleczna Akademia Nauk (SAN) when your official nomination to the receiving institution has been sent. After a successful nomination, you will receive an email from the receiving institution which you need to read in detail and follow.

Do not exceed any deadlines for sending the necessary documents!

4. Make sure that the Erasmus + office employee sends information about your eligibility for the Erasmus+ programme to the dean's office

5. Download the list of subjects from the receiving institution, and the list of subjects from the sending university planned for the semester of your departure. You can get it from the dean's office. Send both of these lists to the dean responsible for your major since you need to consult him on what subjects you should study abroad. If you need help with this, you can also write to us at erasmus@san.edu.pl

6. After the dean's approval and the selection of appropriate subjects, with the help of our Erasmus + office, you must create your ONLINE LEARNING AGREEMENT (OLA), which is an agreement containing your date of departure for your Erasmus+ stay, and subjects that you will be completing at a receiving institution. Make sure to select the subjects that most closely correspond to the subjects from your sending university (SAN).

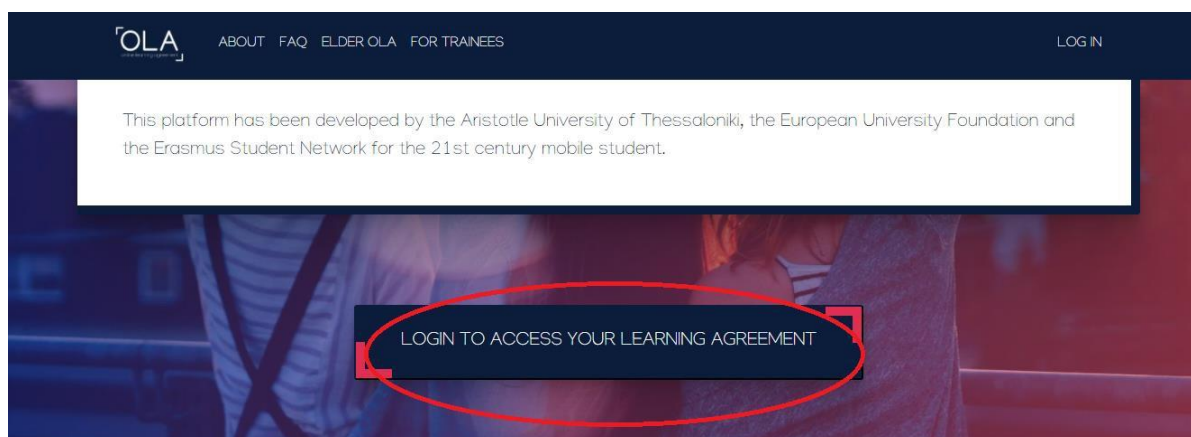
* If there are any subjects at the sending university that could not find an equivalent at the receiving institution abroad, but they must be passed - contact the lecturers from these subjects and discuss the conditions for passing them.

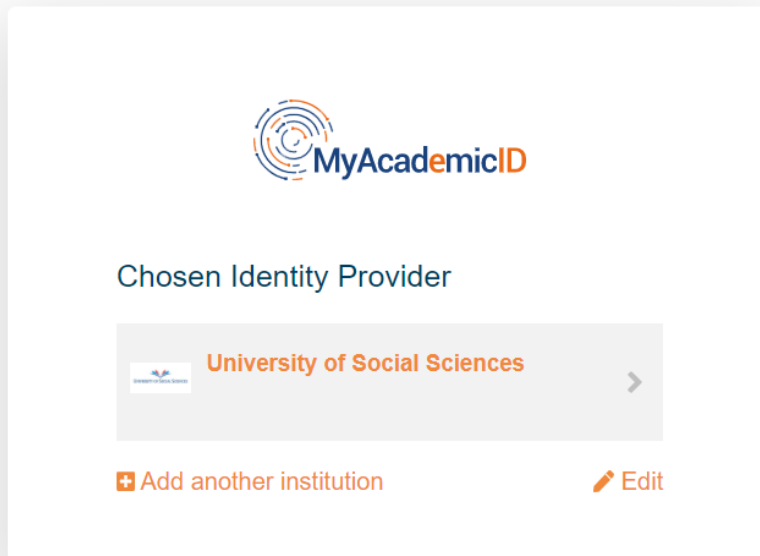
7. Before you create an OLA, please set up a Google account first since it is needed.

*If you don't want to set up a Google account, please contact us since the procedure of uploading OLA is different then.

To create an OLA, go to the website - <https://www.learning-agreement.eu/>

Click on "Login to Access Your Learning Agreement", log in with EDUGAIN, and follow the instructions. Fill in all required fields and be sure to include the correct dates and contact addresses.





You should see such screen and choose your university – University of Social Sciences (Spoleczna Akademia Nauk)

8. In step two, enter the data of the administrative person at your sending university, and the data of the dean of your field of study on the right.

Sending Responsible Person	Sending Administrative Contact Person
<p>First name(s) *</p> <input type="text" value="IMIĘ DZIEKANA KIERUNKU"/>	<p>First name(s)</p> <input type="text" value="Anita"/>
<p>Last name(s) *</p> <input type="text" value="NAZWISKO DZIEKANA KIERUNKU"/>	<p>Last name(s)</p> <input type="text" value="Wojciechowska-Chrabąszcz"/>
<p>Position *</p> <input type="text" value="DEAN/DZIEKAN"/>	<p>Position</p> <input type="text" value="Outgoing Mobilities Coordinator"/>
<p>Email *</p> <input type="text" value="MAIL DZIEKANA"/>	<p>Email</p> <input type="text" value="erasmus@san.edu.pl"/>
<p>Phone number</p> <input type="text"/>	<p>Phone number</p> <input type="text"/>
<p><small>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.</small></p>	<p><small>Administrative 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.</small></p>

Remember to choose the country and the name of your sending institution from the drop-down list

9. In step three, enter the data of the Erasmus + program coordinator at the receiving institution. If you don't know what data you should put, please write a mail to the Erasmus+ office from your sending institution

10. In step four you have to put the names and codes of subjects with their ECTS points:

- in table A put subjects from the receiving institution that were chosen by you and your dean (they need to carry between 15-30 ECTS points)

- in table B put subjects from your sending institution (SAN)

***the remaining subjects from your sending institution that could not find the equivalents with subjects from the receiving institution and couldn't be put to the table B, have to be passed (consult your lecturers at SAN how you can pass them)**

11. After completing all the fields and adding items to OLA, go to the next step and electronically sign your OLA. Remember that subjects you are going to pass during one semester must give a total sum of 30 ECTS points.

12. After you sign the OLA, inform us by e-mail about adding the document to the system and wait for our confirmation and verification of your OLA

13. After receiving confirmation from our Erasmus + office that your OLA is correct, send your OLA in pdf to your dean (ADVISABLE), or make an appointment and bring the printed OLA. Ask for a signature of the dean in the "Responsible person at the sending institution" on page 2 on the printed page or ask for the scan of it (ADVISABLE)

14. After obtaining the dean's signature on your OLA, please send us a copy / scan of the document, and the second scan / copy to your receiving institution

15. Also remember to send the document "Podanie do dziekana" by e-mail, which you can find here - <http://erasmus.san.edu.pl/files-to-download>

16. Get the dean's signature on this document and send us a scan of the signed document to erasmus@san.edu.pl

17. About a month before your departure, you sign a Financial Agreement (2 copies), which you will receive from us by e-mail and which must be completed and signed by you

18. Complete the obligatory language test on the OLS platform (you will receive a request to complete it by e-mail)

19. Make sure that all formalities have been completed (contact: Erasmus office, a dean, a partner university)

20. Find out about the accommodation conditions at the host university. If the university guarantees a dormitory, contact their Erasmus + office. If not, look for accommodation in private apartments using trusted sites. **We do not take any responsibility for your choice of accommodation. We advise to take smart decisions and look for only trustable sources.**

21. Remember about having a health insurance:

- if you are a student of SAN and you are from Poland, please get yourself an EHIC card (karta EKUZ)

- if you are a student of SAN and you have a different citizenship, please get yourself an EHIC card/NFZ insurance (more information on <https://www.nfz.gov.pl/dla-pacjenta/ubezpieczenia-w-nfz/>) or a commercial insurance

22. Remember about getting yourself a universal student card which can be valid in any country of European Union, e.g. ISEC/Euro 26

23. Remember to open a Euro bill on your bank account since the Erasmus+ scholarship is transferred to your bill in Euro

Groups of countries	Monthly amount of the Erasmus+ scholarship in Euro
Group 1 – Denmark, Great Britain, Finland, Ireland, Iceland, Lichtenstein, Luksemburg, Norway, Sweden,	520
Group 2 – Austria, Belgium, Cyprus, France, Germany, Greece, Holland, Italy, Malta, Spain, Portugal	500
Group 3 – Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey	450

Amount of the Erasmus+ scholarship per month for students (SMS mobility)

24. Remember that you get 70% of the Erasmus+ grant before your mobility start, and the remaining rest (30%) of it is transferred to your account after your arrival and providing documents (Transcript of Records, Confirmation of Stay OLS test, etc.)

25. Remember that students who have the right to receive a social scholarship, are going to get additional 200 Euro/month

DURING YOUR MOBILITY

1. It might happen that not all subjects chosen by you will be available at the receiving institution after your arrival. Usually they launch new subjects instead.

In this case, go to the Erasmus + office in the receiving institution to determine any possible changes within the list of your subjects - Changes to the Learning Agreement, page 3 in OLA, if, for example, one of the subjects you have chosen have not been launched.

Do it within 2-3 weeks, report it to us and your dean.

2. In order to determine substitutes for subjects, consult your Dean, send the Dean's new launched subjects, inform us about the situation and wait for the Dean to decide what new subject/-s you can add instead of this/those that have not been launched.

3. After the dean approves the replacement subjects, make changes to your OLA at <https://www.learning-agreement.eu/>

4. After entering the replacement subjects and signing the Changes to the Learning Agreement, inform us by e-mail about the change of the document in the system.

You need to wait for our confirmation and checking your Changes to the Learning Agreement -OLA

5. After receiving confirmation from our Erasmus + office that your Changes to the Learning Agreement-OLA are correct, send your updated OLA in pdf to your dean (ADVISEABLE), ask for a signature in the "Responsible person at the sending institution" on page 4

6. After obtaining the dean's signature on your updated OLA, please send us a copy / scan of the document, and the second scan / copy to your receiving institution

7. Ask the receiving institution to sign your Changes to the Learning Agreement

8. Once they sign it, send by email to our Erasmus+ office a PDF with all three signatures- yours one, your dean's, and the receiving institution's

9. Try to find friends using different Facebook groups, eg. Erasmus students in (name of the city you are in), Foreigners in (name of the city where you are) or websites, eg ESN. If your university organizes workshops and so-called Orientation Week, take an active part in them!

10. Before returning to the country, you should obtain from the host university abroad:

- TRANSCRIPT OF RECORDS (list of your subjects and your final marks)

- CONFIRMATION OF STAY - certificate with exact dates of your Erasmus+ stay at the receiving institution (the dates should match the dates on your Financial Agreement)

MAKE SURE YOU TAKE 3 COPIES OF EACH DOCUMENT - for yourself, the dean's office and our Erasmus + office.

AFTER MOBILITY

1. Within two weeks of returning by e-mail (scan, in PDF), you must send us:

- TRANSCRIPT OF RECORDS

- CONFIRMATION OF STAY

- STUDENT SURVEY - you fill in on-line, you will receive a link to the survey to the e-mail address provided in the application for candidates for foreign studies

- LANGUAGE TEST - you complete it on the OLS platform

2. You go to the dean's office and bring in paper form or send by e-mail (ADVISABLE) copies of your TRANSCRIPT OF RECORDS or LEARNING AGREEMENT with a request for credit and recognition at the Społeczna Akademia Nauk

***Make sure that both the Erasmus+ office and the dean office of your faculty receives your documents.**

Remember to go to the dean's office BEFORE leaving for your studies- so that the dean's office employee can put your Erasmus+ mobility into the computer system, and AFTER ending your studies abroad- go there with your Certificate / After Mobility

Instructions on how an employee of the dean's office should put your Erasmus+ mobility into the system BEFORE AND AFTER DEPARTURE are on the back of "Podanie do dziekana- na studia" - <http://erasmus.san.edu.pl/files-to-download>

*Make sure that both the Erasmus+ office and the dean office of your faculty receives your Transcript of Records. The name of the receiving institution you have been to, courses with their ECTS credits, your final marks and the exact dates of your Erasmus+ mobility must be put by the dean office to the internal system in order to be recognized and printed in Diploma Supplement later.