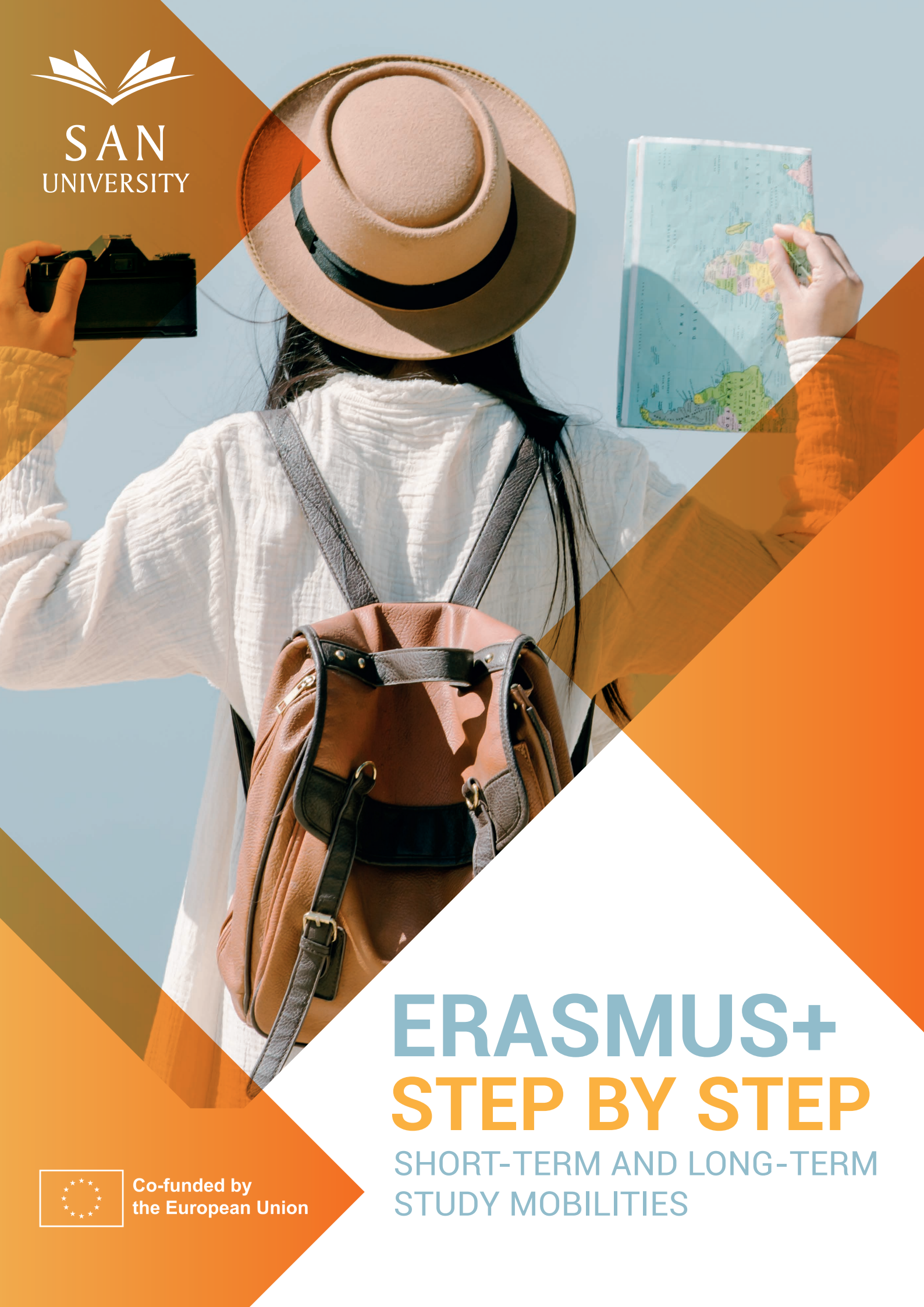




SAN
UNIVERSITY



ERASMUS+ STEP BY STEP

SHORT-TERM AND LONG-TERM
STUDY MOBILITIES



Co-funded by
the European Union

General information:

1. Mobilities are available to first and second cycle students as well as integrated long cycle master's students.
2. You can study at a foreign university for one semester, whole academic year or within Blended Intensive Programmes (short-term mobilities including virtual component).
3. Remember that you cannot exceed the 'Mobility capital' for your program of study. Mobility capital is the cumulative time of all your Erasmus+ mobilities at a given level of study and is as follows: 12 months for first cycle programs, 12 months for second cycle programs, or 24 months for integrated long cycle master programs.

BEFORE MOBILITY

First choose a university from the list of available SAN partners - <http://erasmus.san.edu.pl/partner-universities>.

Check whether the selected university offers courses that correspond to your field of study. If you have any questions, please contact the Department of International Cooperation and Projects (DWZiPM) by email at erasmus@san.edu.pl.

Find out how to organize your studies abroad abroad, visit the website of the host university and gather information about the conditions of study, courses, academic calendar and possible accommodation. Find out if the university offers student accommodation. If it does not offer this option, you can ask for help and recommendations from the international relations department of the host university.

***Please note that SAN is not responsible for the choice of accommodation. We advise you to make informed decisions and look for apartments/rooms only from reliable sources.**

You will be informed about your qualification for the Erasmus+ program by email after the recruitment process is complete. Official nominations will be sent to the partner university by our office. After a successful nomination, you will receive an email from the host university, which you should read carefully and follow the information contained therein.

***Do not miss any deadlines for sending the necessary documents.**

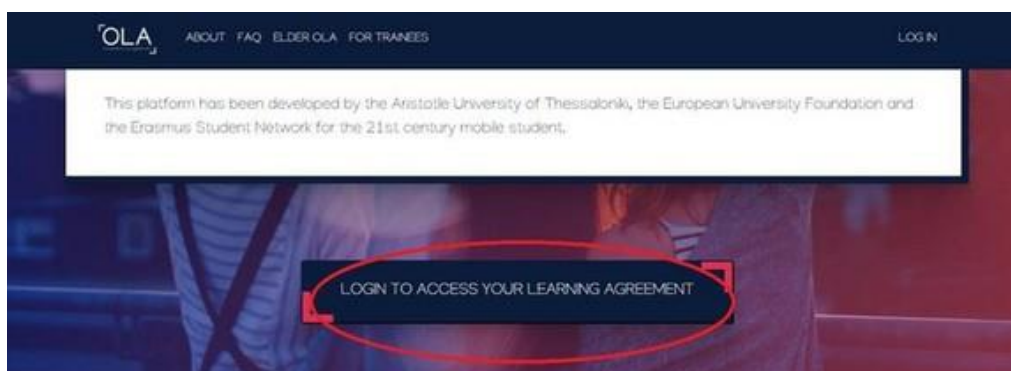
Obtain a list of courses for the semester of your mobility from the dean's office and compare it with the courses offered by the host university. Consult your planned course of study abroad with your Program Coordinator / Dean. If you need help, please contact our office erasmus@san.edu.pl.

Once the relevant courses have been approved by the Program Coordinator / Dean, you must create an ONLINE LEARNING AGREEMENT (OLA), which is an agreement on the program of study at the foreign university. Enter the courses approved by the Program Coordinator / Dean into the OLA.

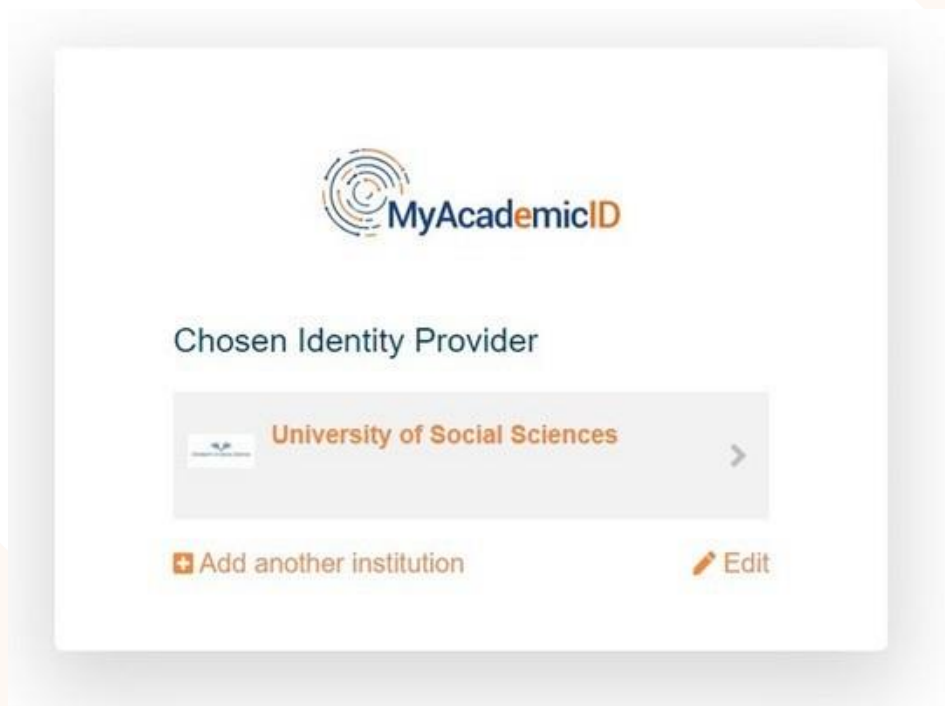
*If there are any courses at SAN for which you have not been able to find an equivalent at the host university, contact the SAN lecturers and discuss the conditions for passing them. These are program differences that will have to be completed at the home university.

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

Click on “Login to Access Your Learning Agreement,” log in with EDUGAIN, and follow the instructions. Fill in all the required fields and remember to enter the correct dates and contact addresses.



The following screen should appear. Select University of Social Sciences - Spoleczna Akademia Nauk from the list and proceed to the next steps.



Enter the details of the Program Coordinator / Dean and the administrative staff member from the Erasmus+ office.

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

Next, enter the details of the Erasmus+ Program Coordinator at the host university. If you do not know what details, contact the host university by email to obtain the relevant information. Then enter the names and codes of the courses along with their ECTS credits. If the courses do not have codes, enter N/A:

- In Table A, list the courses from the host university that you have selected and that have been approved by your Program Coordinator / Dean (their total should be a maximum of 30 ECTS credits per semester).
- In Table B, enter the SAN courses that are planned for the semester of your mobility and will be credited at SAN in exchange for the courses entered in Table A.

Now you can sign the document.

Once you have obtained the Dean's signature on your OLA, send us a copy/scan of the document to DWZiPM office. We will then be able to approve your OLA in the system.

Please also remember to obtain the Dean's signature on the "Application to the Dean" document, which can be found at <http://erasmus.san.edu.pl/procedury-rekrutacyjne-i-dokumenty-do-sciagniecia>. This document should be submitted to your Dean's Office and, once signed, a scan should be sent to: erasmus@san.edu.pl.

After submitting a complete set of documents to DWZiPM office, the Student signs a financial agreement for the mobility. The agreement must be signed no later than two weeks before departure (otherwise, the deadline for payment of the scholarship before the start of the stay at a foreign university/institution may not be met). In any case, the agreement with the must be signed before the start of their mobility. An account in EUR is preferred. Transfers in PLN will only be made at the student's request.

The mobility grant is paid in two installments:

- the first one – 70% – before the departure,
- second one – the remaining 30% – after returning from mobility and completing all procedures, i.e. -providing all required documents – Transcript of Records / Confirmation of stay and after completing the Erasmus+ Program Beneficiary Survey, which is sent to the student's email address specified in the financial agreement at the end of mobility.

We encourage you to actively use the opportunity to improve your language skills on the OLS (Online Linguistic Support) platform. You will receive a link with instructions by email.

Remember to purchase health insurance, civil liability insurance, and accident insurance. Additionally, if you are from Poland, you are also required to obtain an EKUZ card from the NFZ.

***Be sure to visit the Dean's office before your departure so that the Dean's office staff can enter your mobility into the university system.**

DURING MOBILITY

Should it happen that not all of the courses you selected in your OLA are available at the host university upon your arrival, go to the Erasmus+ office to arrange any changes (Changes to the Learning Agreement) and then consult them with your Program coordinator / Dean and also inform the DWZiPM office of the situation no later than 3 weeks from the start date of your mobility.

Once the changes have been approved, enter them into the OLA by logging in again at:

<https://www.learning-agreement.eu/>, and send an email from your Program coordinator / Dean to DWZiPM accepting the changes. Sign the Changes online.

The Erasmus+ Program Coordinator at your university will sign the document in the system, followed by the Host University.

Before leaving the host university, you should obtain the following documents:

- TRANSCRIPT OF RECORDS (list of credits) – the host university has 5 weeks to issue it, so if the document is not ready at the time of your departure, it will be sent to our office by email.
- CONFIRMATION OF STAY – a certificate with the dates of your mobility.

***Make sure you take 3 originals of each document – for yourself, the Dean's office, and for the DWZiPM office.**

AFTER MOBILITY

After completing your mobility, you must submit the following documents to the DWZiPM office:

- Transcript of Records (ToRs)
- Confirmation of Stay (with dates of stay at the host university)

You must also complete the online Beneficiary Survey. You will receive a link to the survey by email.

Copies of TORs, Confirmation of Stay, and OLA should also be submitted to the Dean's office in order to record the mobility and recognize the courses from the mobility program.

*Instructions on how the Dean's office staff should enter your mobility into the system BEFORE and AFTER your departure can be found on the back of the Application to the Dean for Studies. Make sure that both the Erasmus+ program office and the Dean's office of your department receive your list of credits (ToRs).