

# ERASMUS+ study 2022/2023

Information for students  
and PhD students qualified for the  
programme

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## 4th March 2022

- End of recruitment for Erasmus+ study in the next academic year 2022/23. Additional recruitment for the Erasmus during the next summer semester – in October 2022 – only for the left over seats
- It was possible for the students to be recruited for the first (winter), the second (summer) semesters or for the entire academic year \*

\*if the faculty recruitment rules allow



CONGRATULATIONS ON QUALIFYING FOR ERASMUS !

## At the end of the recruitment:

- 1) At first, you should confirm your willingness to do Erasmus on your USOSweb account (after the recruitment is completed, your Erasmus Coordinator grants the Erasmus place via USOSweb)
- 2) Then, each student will receive an e-mail containing the link with an access to the database of the International Office and the new application for Erasmus exchange <https://international-applications.uni.wroc.pl>
- 3) After filling in all the required data in the new Erasmus application you should submit it by **clicking „submit” button.**

### ATTENTION!

You provide the **initial start and end dates** of your Erasmus period, which will only be verified when signing the financial contract



## Your account on the International Office (BWM) site:

(in Polish: Biuro Współpracy Międzynarodowej – BWM)

<https://international-applications.uni.wroc.pl/>

- Most of the documents regarding your Erasmus will be generated from your account on the BWM website, the only exception: **Learning Agreement EWP** (*Erasmus Without Paper*)
- **One account for multiple mobilities** - for current and possible future exchange programmes (Erasmus and/or others)
- **Amenities!** - The system sends automatic e-mails regarding the next stages of your Erasmus preparations, so you do not have to log in and check every now and then.

## Nomination by the international Office to the host university

- From March 21, 2022, we start:
- verification of your applications, we check their compliance with existing agreements with partner universities
- **nominating** students for Erasmus studies to their Host Universities; two ways:
  - mainly through the nomination systems of the host university
  - less often by contacting the Host University by e-mail
- after verification and nomination by the International Office, the status of your application in the system will change to "verified" and then to "accepted"
- Moreover, after being nominated abroad, you'll receive an automatic e-mail to your address [xxxxxx@uwr.edu.pl](mailto:xxxxxx@uwr.edu.pl)
- New documents related to your Erasmus studies will be made available on your International Office account

## Erasmus nominations to the Host Universities



### DEADLINES

- Students going for Erasmus in the winter semester or for the entire academic year will be nominated first
- Estimated length of the nomination period for this group of students is **4 to 5 weeks**, → so please be patient
- **Erasmus in the second summer semester** - nominations will be sent at a later stage, in some cases only in September. The nomination systems of many universities are opened separately before each semester and there is no possibility of earlier nomination.

## Nomination, and what next?

- After the nomination, you should expect **contact from the host university by e-mail**. Therefore, it is necessary to check your e-mails regularly, including junk messages.
- You should expect the contact from a Host University within about **1 to 3 weeks** from the moment of nomination.
- Please remember that each university works at its own pace, some universities react quickly and the contact with them is perfect. However, there are also universities where it takes longer and you will need to be more patient.



**When it takes longer**, 4 to 5 weeks or more from the moment of the nomination and the Host University still has not responded

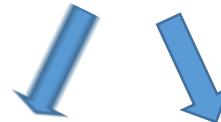


**then you should:**

- Check on the Host University website, what are the deadlines for submitting the documents by incoming Erasmus students.  
Perhaps these dates are so distant that the university is in no rush and is still collecting nominations from universities to then send a message to all the students together, in which case there is no reason to worry or panic
- Additionally, inform the International Office (BWM) about the lack of this **first contact** from the Host University in order to verify that the nomination has been done properly.

**The e-mail from the Host University** should contain: information on their Erasmus application procedure, courses offered, deadlines, accommodation, preparation language courses and other useful data

The Host University will ask you to:



Submit some additional Application Forms and it's possible that your Erasmus coordinator's signature will be required, so you will have to get it!

or

Register on-line on their website, and to do so the Host University will provide you with all the necessary links and instructions

## The host university might also ask you for:

- **Transcript of records** – a list of achievements from a previous semester or the last year at the UWr. You can obtain it at the dean's office of your faculty
- **Language certificate** – e.g. the same one you submitted while enrolling at UWr or other than English language certificates according to the language of instruction at the Host University
- **Learning Agreement (LA)** – more details on further slides
- **Nomination letter** - a confirmation of qualifying for Erasmus, such document can be download from your account on BWM, but you need to **contact BWM for the signature!**



## The Host University may offer you:

- an **optional intensive language course** before the beginning of the semester; some of these courses are free, but there may be an additional course fee depending on the university
- **Semester language course**, also optional, with or without an extra charge

**IMPORTANT!** Erasmus programme does not cover fees for language courses, but the duration of the course before the semester can be added to the period of Erasmus studies, which means that for these days a financial Erasmus grant is eligible.



## ACCOMMODATION

- **student residence** – many universities offer accommodation for Erasmus students, but often with a limited number of places, so it is important to apply fast and respect the deadlines; often a deposit is required in advance and sometimes students are even obliged to pay for the whole semester in the beginning
- **private housing** - if the Host University does not provide any student housing, then you can count on some kind of support in looking for a private accommodation

**Student organizations**, such as Erasmus Student Network ESN, Buddy System, are very active at many universities, they offer assistance even before arrival (eg when looking for accommodation) and often accompany incoming students throughout their stay. The contact to such organizations will be provided by the Host University.

**IMPORTANT!** Our International Office (BWM) does not act as an agent in finding accommodation.



## Please respect the deadlines!!



- Host Universities, when asking for submitting some forms or documents, set deadlines. Ignoring deadlines, failure to send documents on time may result in **cancellation of your Erasmus**
- You should especially pay attention to the dates related to the booking of accommodation, **the first come first served** principle often applies here!
- You also have to take into account the situation that the condition for booking accommodation is the payment of a **deposit**, which will have to be paid before you receive the Erasmus grant.

## Learning Agreement for Studies - LA

- To be composed by the student on the basis of the course catalogue offered at the Host University.
- Main components of LA



**Table A** – a planned list of courses to be carried out at the Host University

**Table B** – the list of courses provided for at the University of Wrocław during the Erasmus semester, which will "disappear" from your schedule as they will be replaced by the courses listed in Table A.

- students who do a **research project** during their Erasmus, as well as **PhD students** who are not planning to attend any courses, but want to devote their Erasmus on their own research, enter "research project" in their LA

## Learning Agreement for Studies – ECTS credits

- It is assumed that **30 ECTS credits** should be obtained each semester and this amount should also be planned for being during your Erasmus semester  
  
**Exception!** depending on which semester you do your Erasmus and the related programme requirements, your Erasmus coordinator at UWr may decide to reduce the number of ECTS in the LA (tab.A)  
Such a situation often takes place while going for Erasmus in the last years of studies and the seminar related to writing BA or MA thesis cannot be held at a Host University and is conducted remotely.
- **Attention!** It is not possible to plan less than 15 ECTS credits, this is the minimum amount for Erasmus to be accepted.
- **The choice of subjects and the number of ECTS must always be agreed with your Erasmus coordinator at UWr !**

## Learning Agreement – to be ready before your Erasmus

### OLD WAY

- The LA are prepared by the students on their individual accounts on <https://international-applications.uni.wroc.pl/>
- after filling in the required fields, click "**notify the Coordinator**"
- The coordinator receives information about the document awaiting her/his approval and if there is anything to be corrected, he transmits his comments through the system.
- Then you should introduce the changes and repeat the previous steps. If it's ok then LA gets approved - **it's all done online**.
  - ✓ LA with the **coordinator's signature** is available on the account (pdf file).
  - ✓ For every step an **e-mail notification** is sent to the student



# Learning Agreement - to be ready before your Erasmus

## NEW WAY



- **LA EWP Erasmus Without Papier - is prepared in usosweb (online)**
- its completion is initiated by the coordinator by filling in the dates of departure, the name of the coordinator of the Host University, etc.
- Then the student checks the correctness of the data (mobility dates, contact details of the partner university) and edits it if necessary
- The student fills in Table A, Table B, (Table C-should be completed only in the case of virtual mobility, e.g. BIP)
- The complete LA is **sent via EWP to the partner university**
- The individual activities done by the student/coordinator are visible immediately, there is no need to wait for data migration (it is possible that the system will send notifications!!??).

# Student account on USOSweb - 1 (here in Polish)

<b>WPROWADZENIE</b>
<b>REJESTRACJE</b>
► kalendarz
► koszyk
► na przedmioty
► bezpośrednie do grup
► preferencje grup
<b>REJESTRACJE NA EGZAMINY</b>
<b>REJESTRACJE ZETONOWE</b>
<b>MOJE STUDIA</b>
► sprawdziany
► oceny
► podpięcia
► POL-on
► decyzje
► zaliczenia etapów
► grupy dziekańskie
► rankingi
► stypendia
► wymiana studencka
► oferty wyjazdów
► wnioski
► <b>wyjazdy</b>
► konta bankowe
► ankity
► płatności FK
► dyplomy
► mLegitymacja
<b>SPOTKANIA</b>

## Moje wyjazdy



Na tej stronie znajduje się lista przyznanych Ci wyjazdów. Po przyznaniu wyjazdu przez koordynatora musisz wypełnić kilka istotnych z przyczyn organizacyjnych informacji, których pozyskanie nie było konieczne na etapie składania wniosków.

Jeśli nie dopełnisz jakiś formalności związanych z wyjazdem lub z jakiś przyczyn niezależnych od Ciebie wyjazd nie będzie mógł się odbyć, to zostanie on anulowany przez koordynatora. W takim wypadku wyjazd zostanie usunięty z poniższej listy, pomimo iż na wniosku, o ile rekrutacja odbywała się przez USOSweb, ciągle będzie widniała informacja, że wyjazd został Ci przyznany.

Jeśli ubiegasz się o wyjazd w kilku jednostkach, to może się zdarzyć, że na tej stronie nie zobaczysz wyjazdów przyznanych Ci przez inne jednostki.

### Lista przyznanych wyjazdów

Wyświetlane są elementy 1..4 (spośród 4)

Np.	Kraj	Nazwa uczelni	Rok akademicki	Typ wyjazdu	Stan wyjazdu	Etap kwalifikacji	Opcje
4	Hiszpania	Universidad Loyola Andalucia	2021/22	Studia	W przygotowaniu	Zakończona	→ podgląd → program zajęć → EWP LA

## Student account on USOSweb - 2

View of the account  
after the LA EWP  
has been initiated  
by the Coordinator

### Wyjazd

Student	Aleksandra [REDACTED]
Nr albumu	[REDACTED]
Identyfikator ESI	urn:schac:personalUniqueCode:int:esi:uni.wroc.pl:[REDACTED]
Cykl dydaktyczny	Rok akademicki 2022/23
Kraj	Polska
Kod Erasmusa	PL WARSZAW01
Nazwa uczelni	Uniwersytet Warszawski

### Dane wnioskowania

Program	KW-K-S1
Nazwa programu	Komunikacja wizerunkowa - stacjonarne I stopnia
Rodzaj studiów	stacjonarne
Tryb studiów	I stopnia
Rok studiów	2

### Dane wyjazdu

Program	
Nazwa programu	
Rodzaj studiów	
Tryb studiów	
Rok studiów	

### AKTUALIZACJA DANYCH

#### ⓘ Planowany okres działania

Planowana data rozpoczęcia mobilności  

Planowana data zakończenia mobilności  

#### ⓘ Koordynator z uczelni partnerskiej

Wybierz osobę z listy

Koordynator Partnerska  
[REDACTED]@imuw.edu.pl

[Dodaj nową osobę](#)

Nazwisko   
Imię   
E-mail

 [Zapisz](#)

### Porozumienia o programie zajęć

Rok akademicki	Poziom EOF	Typ wyjazdu	Data utworzenia	Akcje
2022/2023	6 - studia pierwszego stopnia lub pierwsze lata studiów jednolitych magisterskich	Semester Mobility	2022-02-25 13:41	<a href="#">wyświetl/edytuj</a> 

## Student account on USOSweb - 3

### view of tables A, B and C

#### Wyjazd

Student	Aleksandra [REDACTED]
Nr albumu	[REDACTED]
Identyfikator ESI	uniwroc:personalUniqueCode:int:esiuni.wroc:[REDACTED]
Cykl dydaktyczny	Rok akademicki 2022/23
Kraj	Polska
Kod Erasmus	PL_WARSAW01
Nazwa uczelni	Uniwersytet Warszawski

#### Porozumienie

Rok akademicki	2022/2023
Poziom EOF	6 - studia pierwszego stopnia lub pierwsze lata studiów jednolitych magisterskich
Typ wyjazdu	Semester Mobility

Tabela A. Program studiów w uczelni przyjmującej

Wersja z dnia 2022-02-25 13:41		Oczekiwanie na informację z uczelni partnerskiej		
Kod komponentu	Nazwa komponentu w uczelni przyjmującej	Okres zajęć	Punkty ECTS	
	przedmiot 1	Semestr zimowy	3	
KA131	course 2	Rok akademicki	5	
aaaaa	Przedmiot3	Semestr zimowy	2	

Akceptacje      Student: 2022-02-25 13:59      Koordynator: 2022-02-25 14:00

Tabela B. Uznanie zaliczenia w uczelni macierzystej

Wersja z dnia 2022-02-25 13:41		Oczekiwanie na informację z uczelni partnerskiej		
Kod komponentu	Nazwa komponentu w uczelni macierzystej	Okres zajęć	Punkty ECTS	Automatyczne zaliczenie
26-FF-51-E4-Kipdw	Konwersatorium I ( przedmiot do wyboru )	Semestr zimowy	3	<input checked="" type="radio"/> Tak <input type="radio"/> Nie
26-SC-Z1-S4-SemLic-5	Seminarium licencjackie	Rok akademicki	8	<input checked="" type="radio"/> Tak <input type="radio"/> Nie
23-PR-WM-S6-PPKG	Pozakodeksowe prawo karne gospodarcze		3	<input checked="" type="radio"/> Tak <input type="radio"/> Nie
25-BI-51-E5-BiolRZ	Biologia rozwoju zwierząt	Rok akademicki	4	<input checked="" type="radio"/> Tak <input type="radio"/> Nie

Akceptacje      Student: 2022-02-25 13:59      Koordynator: 2022-02-25 14:00

Tabela C. Część wirtualna w uczelni przyjmującej i jej uznanie w uczelni macierzystej

Wersja z dnia 2022-02-25 13:41		Oczekiwanie na informację z uczelni partnerskiej		
Kod komponentu	Nazwa komponentu lub programu mobilności	Wirtualny komponent	Okres zajęć	Punkty ECTS
ewp	course 1	component 2	Semestr zimowy	2

Akceptacje      Student: 2022-02-25 13:59      Koordynator: 2022-02-25 14:00

# Learning Agreement – must be ready before your Erasmus

## DEADLINES:

- the deadline is set by the Host University however...
  - students leaving in the first semester submit their LA no later than 30/06/2022
  - students leaving in the second semester no later than 30/11/2022

**After arriving at the Host University**, it often turns out that the subjects selected in LA are not available, or there is a timetable conflict or it was not possible to register for the selected course, then you can make changes to the original LA on another form – **Changes to Learning Agreement**



- Changes to the LA should be prepared **during the first month** of your Erasmus
- Usually one or two subjects are changed, sometimes it happens that the programme requires 100% modification.
- Changes to LA should be **sent via your account or/and EWP to your Erasmus Coordinator** at UW and you must wait for its **approval** (the procedure is similar as in the case of LA).
- If necessary additional Changes to the LA can be done again

**Acceptance of changes to your study programme (Changes to LA) is required for the full recognition of your Erasmus abroad.**

**Health insurance is compulsory**, every student going for Erasmus must have valid health insurance that will cover the entire period of the planned mobility period.

- **EU students** can use their EHIC card - the **European Health Insurance Card**.
- **Non-EU students will have to use their private health insurance**, purchased in their country or in Poland, and it must cover health costs in the country of Erasmus destination. It is also recommended to have third party liability insurance. Student often use popular insurance such Euro>26, ISIC, etc.
- **It is possible for non-EU students to apply for the EHIC card** in Poland at the National Health Fund. The card is issued free of charge and you need to present a certificate from BWM confirming your student status and Erasmus grant.
- Remember the **IHIC card is only valid in EU and EFTA countries**
- The Host University might recommend or even demand from incoming Erasmus students to buy **local insurance**



## VISAS, EU students

- traveling between **EU countries** is visa-free.
- Erasmus in **Norway or Iceland**, a visa is not required but you must legalize your stay on the spot. The procedure is usually simple and detailed information should be provided by the Host University.
- Erasmus in **Turkey** - a visa is required, simple procedure, you apply at the Turkish Embassy and the visa is issued almost immediately.
- **United Kingdom** – visa requirements depend on the length of your studies in the UK, up to 6 months you don't need a visa, more details on <https://www.gov.uk/check-uk-visa/y> .  
Unfortunately EHIC cards are not valid in the UK.

**ATTENTION!** Please note that traveling to some countries passport is required



## VISAS, non-EU students

- **Separate rules for nationals of different countries.** The regulations are not uniform, students must check what rules apply to each country.
- In general, **it is recommended to apply for a visa for each trip.** A visa application can be submitted both while **in Poland** (at the embassy of the given country in Warsaw) or **in your home country.** Visa procedures often take a long time, so it is worth checking where there is a chance to settle the matter faster, at home, or in Poland.
- In some EU countries, you can **legalize your stay on the spot**, i.e. if you have a valid Polish visa, or you hold a temporary residence in Poland, you can enter another EU country and legalize your stay there. Unfortunately, this is not possible everywhere, and the procedure is often complicated.
- **United Kingdom** – visa requirements depend on your country of origin and the length of your studies in the UK, <https://www.gov.uk/check-uk-visa/y>

**IMPORTANT! It's definitely recommended to ask a Host University for their recommendations on visas and legalization of stay!**

## Online Linguistic Support (OLS) – language tests and courses

- Each mobility participant is required to do two OLS on-line language tests, before and after their Erasmus, they should be treated as a kind of language check, the result does not affect participation in the programme.
- **OLS tests are compulsory** for all Erasmus trips, regardless of language certificates.
- After taking the first test, it is possible to obtain a **license for a free online language OLS course** for the duration of the mobility
- the OLS system covers **all the EU languages**, but your choice is limited to the language of instruction of the Host University or the language of the country.



**After filling in the LA and receiving the coordinator's on-line approval, a tab dedicated to the FINANCIAL CONTRACT will appear on your account.**

- The contract specifies **the dates of the planned mobility, financial conditions, the method of payment**, but above all the **rights and obligations** of the mobility participant.
- The financial contract is generated through an individual account in the BWM database. After you complete the required data, a document in a pdf file is provided, which must be **printed, signed, and sent** to the International Office (BWM).
- The contract must be **mailed, or delivered in person**, as it must contain the original signatures of the programme participant – student and the UW representative – BWM.
- Changes related to the length of stay, and thus the amount of Erasmus grant, are introduced in the form of an **annex to the contract**.



## Payment of Erasmus grant

- After the financial agreement is signed, the **payment of the 1st instalment** of the Erasmus grant to student's bank account is made.
- It is recommended to **prepare the contract about a month before the date of your departure** to the host university, so that after it is checked and registered, there is time to make a money transfer before you start your Erasmus.
- The Erasmus grant is paid to the **bank account in EUR**, which is **owned by the student**. It can be only a **bank account in Poland**, as we do not make transfers abroad. An exception can be made only for Erasmus Mundus students, who can provide us with their foreign bank accounts.
- Students should note, that when going for Erasmus, they are still obliged to pay the **tuition fee for their studies at the UWr**. Therefore before receiving Erasmus grant, your tuition fee for the following academic year, your Erasmus year, should be paid.

**Important!** The Erasmus grant is paid for a maximum period of 5 months in the case of semester mobility, and for 10 months when Erasmus lasts the whole academic year.

## If you do Erasmus for one semester, the grant is paid in two instalments:

- **1st instalment** - is paid out before departure in **80% of the total amount** specified in the financial contract
- **2nd instalment** - the transfer is **made after your return from Erasmus, and after submitting all the required documents** necessary to its recognition

**Important!** The final payment is strictly related to the departure settlement. If it turns out that the mobility period was slightly shorter or longer than planned in the financial contract, then the amount of the 2nd instalment will be proportionally reduced or increased, subject to the principle of financing for a maximum period of 5 months.



## If you do Erasmus in two semesters the grant is paid in three instalments:

- **1st instalment** – is paid before departure in 80% of the amount for the duration of the first semester.
- **2nd instalment** - is paid after the student has submitted the credits for the 1st semester (at least the initial version) - the amount of the payment covers the rest of the scholarship, minus the one-month grant, which is paid as the final payment.
- **3rd instalment** - after the settlement of your Erasmus, one-month grant.

**Important! The final payment is strictly related to the departure settlement.**

If it turns out that the mobility period was slightly shorter or longer than planned in the financial agreement, then the amount of the last instalment will be proportionally reduced or increased, subject to the principle of financing for a maximum period of 10 months.

## Erasmus grant

- The amount of Erasmus grant varies depending on the country of departure and is determined by the European Commission.
- monthly Erasmus grant rates in 2022/2023:



Monthly grant	Country
<b>550 Euro</b>	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, UK
<b>500 Euro</b>	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, the Netherlands, Malta, Portugal, Spain
<b>450 Euro</b>	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Lithuania, Latvia, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey

\* The total amount of the grant is calculated with accuracy to one day, assuming that a month is 30 days, the daily rate is the value of the monthly grant divided by 30.

## Co-financing for students with disabilities.

- Additional funding in the amount of EUR 250/month
- A photocopy of the medical certificate specifying the degree of disability is required.
- **If the disability is significant**, an additional application may be submitted to cover the increased costs related to the disability, e.g. paying for a carer, specialized rehabilitation, etc.
- A separate application is required, indicating the type and amount of costs related to the disability.
- Co-financing is settled according to actual costs.
- Applications can only be submitted through the International Office before the Erasmus exchange starts

## „GREEN TRAVEL”

- Travel by low-emission means of transport such as bus, train or car-sharing
- additional EUR 50 for meeting the requirements related to „green travel”
- possible individual support for subsistence costs for up to 4 additional days of travel for long-haul destinations



## Student Scholarship Programme of the Municipal Office of Wrocław

### Possible additional funding for students going for Erasmus.

The Programme initiated by the President of Wrocław and coordinated by the Academic Cooperation Bureau at the Wrocław City Office

<https://wca.wroc.pl/en/student-scholarship-programme>

The scholarships are funded by the commune of Wrocław and the amount is about PLN 500 per month to be paid for the period maximum 9 months.

Deadline for applications:

30<sup>th</sup> June for students going for Erasmus in the winter semester

30<sup>th</sup> November in the summer semester

On-line application: <http://sps.cui.wroclaw.pl/Accounts/LogOn?ReturnUrl=%2f>

More information and contact:

Płoszaj, tel.: +48 71 770 20 04, [monika.ploszaj@um.wroc.pl](mailto:monika.ploszaj@um.wroc.pl)

71 798 13 13, [anna.banas@um.wroc.pl](mailto:anna.banas@um.wroc.pl)

(in Polish)



Monika

Anna Banaś, tel.: +48

<https://wca.wroc.pl/aplikuj-o-stypendium> (in Polish)

## Resignation from Erasmus

In case of resignation from Erasmus, it is urgent to **inform BWM and your Erasmus Coordinator at the faculty**. If the resignation takes place after the nomination to a Host University, it is also necessary to e-mail the coordinator at the Host University.

You can resign from Erasmus at any stage of the preparation without any consequences, however, failure to inform about such a situation is perceived as a gesture of disregard 😞

**A very inappropriate method of resignation is to ignore the e-mail information received from a Host University**, because the lack of reply does not necessarily mean that someone has resigned - it is known that sometimes e-mail can get lost!



# Erasmus Extension for another semester

## (from the 1st to the 2nd semester 2022/23)

- The University's acceptance to extend Erasmus **depends on the state of implementation of the mobility capital**. You've got 12 months of Erasmus capital on every level of studies, which includes Erasmus internships.
- The **persons in charge of accepting your extension** are your Erasmus Coordinator at UWr and the Coordinator at the Host University.
- By extending your stay, you can count on the **continuation of Erasmus grant payment** for a maximum period of 10 months.
- Your individual account has a **separate tab regarding the procedure of extending** your Erasmus. An annex to the financial contract and other required documents are generated through your account on the BWM site.

## Settlement of Erasmus+ exchange

The following are required for the Erasmus settlement at BWM within 2 weeks of returning from your Host University:

- **Erasmus certificate** - a certificate signed by a host university confirming the duration/exact dates of your study at the Host University - you can use the template available on your individual account
- **Transcript of Records** - list of obtained grades and credits
- **LA / Changes to LA** - with the signatures of both universities or **LA EWP**
- **EU survey** - survey for the European Commission, the link by e-mail
- **OLS** - language test no.2, the link by e-mail



**Attention!** Regardless of the settlement at BWM, it is necessary to contact your Erasmus Coordinator at the Faculty and the dean's office in order to get the full recognition of your achievements at the Host University.

## For more questions, please contact:

### Erasmus Coordinators for outgoing Erasmus students:

Anna Sas- Korobczak [anna.sas-korobczak@uwr.edu.pl](mailto:anna.sas-korobczak@uwr.edu.pl)

Joanna Skotnicka [joanna.skotnicka@uwr.edu.pl](mailto:joanna.skotnicka@uwr.edu.pl)



### Institutional Erasmus Coordinator:

Barbara Skałacka-Harbold [barbara.skalacka-harbold@uwr.edu.pl](mailto:barbara.skalacka-harbold@uwr.edu.pl)

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# Thank you for your attention 😊

International Office team

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[www.uni.wroc.pl](http://www.uni.wroc.pl)