

### PREPARATORY ACTIONS

- Be informed about the possibilities, conditions and procedures
- Prepare documentation for application process: write good CV and motivation letter
- Ensure yourself that you fulfill local criteria to go abroad regarding grades or language
- Meet with ICO at home university, read posts in the internet and ask other Erasmus students what they think about their mobility and what are advantages and difficulties

#### **ICO of the University of Applied Sciences in Nysa:**

- *Send Invitation with deadlines to a partner university*
- *Prepare and send or update List of valid courses*

### APPLICATION PROCESS AND RECRUITMENT

- Fill in the online application form to be registered in the recruitment procedure
- Complete documentation and submit at your home ICO in original and scanned version send to the host institution
- Take an English exam if available or bring other certificate of your language proficiency
- Wait for the confirmation that you have been provisionally accepted

#### **ICO of the University of Applied Sciences in Nysa:**

- *Send to a student's home university information about possibilities, conditions and procedures*
- *Check the enrollment /application documents by the deadline*
- *Contact with the student if required*
- *Send to the student's home university signed Acceptation Letter*

### PREPARING THE MOBILITY AT HOME INSTITUTION

- After receiving confirmation go to your home ICO and sign an agreement for mobility as well as discuss the Learning agreement with home coordinator
- Check if you have been assigned the place at Dormitory or ask for help in finding other accommodation with host University
- Start procedure of applying for visa
- Take an English preparatory course if available
- Get signed agreement back and read the Erasmus Charter to know your rights
- Wait for money transfer (50%) max. 30 days after signing the agreements by all the parties
- Plan your travel to meet the deadline of arrival within host university and buy tickets
- Inform Your host coordinator and ICO about the date of arrival
- Learn a bit about Polish culture and opinions how to survive in Poland and about non-academic offer of Your host university

#### **ICO of the University of Applied Sciences in Nysa:**

- *Send the draft of the agreement to be filled in by a student and sending university*
- *Check the agreements*
- *Check Learning Agreement of a student*
- *Send information about the student and his/her Learning Agreement to appropriate Coordinator and Institute*
- *If accepted – send back signed and stamped LA to student's home university*
- *Inform students about formalities: accommodation, academic calendar, grant, agreement, bank account number, insurance, etc.*
- *Pay the first installment of the grant (50%) max. 30 days after signing the agreements by all the parties*
- *If needed – help a student to book a room in the Dorm / other accommodation*
- *Set up meetings with coordinators*

## **PREPARING THE MOBILITY AND INTRODUCTION AT HOST INSTITUTION**

- Arrive on time and come to host ICO to get the confirmation of arrival to be sent to your home university
- Participate in obligatory ADAPTATION DAY organized by your host university
- Learn about the host university and procedures, supporting programme for international students, meetings, check availability of chosen subject and make necessary changes in Your LA (max in 3 weeks upon arrival), decide if You would like to learn Polish language for free
- Meet Your coordinator at the institute and take plan of study for coming semester and names of the lecturers

### ***ICO of the University of Applied Sciences in Nysa:***

- *Check the dates of student's arriving to Nysa*
- *Prepare the Adaptation Day for students and during it inform students about: procedures, supporting programme for international students, meetings, available language courses, excursions, student's activities, Student card, Library card, Dormitory regulations, meetings with coordinators etc.*
- *Prepare the Confirmation of Arrival and give it to a student on a day of his/her arrival*
- *Participate in meetings with coordinators*
- *Check and accept Changes in LA; Sign the document and send it back to Home University*

## **MOBILITY & MONITORING**

- Participate in lectures, laboratories, workshops and meetings organized by the host office.
- After 1 month since arrival and delivery of final version of your LA as well as monitoring report get your 2<sup>nd</sup> grant installment (30%)
- If you plan to prolong your stay contact with host ICO in order to discuss such opportunity no later than 2 months before the semesters ends and wait for confirmation.

### ***ICO of the University of Applied Sciences in Nysa:***

- *Monitoring of the student*
- *Sending a monitoring report (e-mail) to a student*
- *Pay the second installment of the grant (30%) after one month since student's arrival and delivery of final version of LA and filled-in monitoring report*

## **CLOSING MOBILITY PROCEDURES**

- Take examination chart and ask for exams termination and requirements
- Fill in the report generated from MT which enable the final money transfer (20%)
- Bring Your examination card to host ICO in order to get final Transcript of records obtained
- Plan Your travel back and buy tickets.

### ***ICO of the University of Applied Sciences in Nysa:***

- *Prepare an examination chart for a student*
- *Check and analyze a report send by a student*
- *Prepare the Transcript of Records and Confirmation Letter*
- *Pay the final installment of the grant (20%) after one delivered filled-in report from MT*