

## OUTGOING STUDENTS MANUAL

*all the formalities before departure, during stay and after arrival*

### **INTRODUCTION**

#### **Content:**

1. Before your exchange
2. At the host institution
3. After your arrival

The expression "**appropriate coordinator**" which appears in this MANUAL means an International Programmes Office (IPO) employee who coordinates exchange with the given country.

Full details are given below:

Bulgaria, Belgium, France, Germany, Portugal, Slovakia, Slovenia, Hungary, Italy (Erasmus+ programme)

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**International Programmes Office** is located in "Stróżówka" Building.

Office hours: Mondays, Tuesdays, Thursdays and Fridays between 11am and 3pm (for room number please check the schedule on the door). On Wednesdays the office is closed.

## **BEFORE DEPARTURE**

Content:

- I. Nomination process
- II. Application procedure
- III. Preparing documents
- IV. Submitting documents to the IPO
- V. Financial matters

**I. Nomination process.** Once the enrolment is completed IPO coordinators inform host institutions about the number of students selected.

**II. Application procedure.** Students receive application forms from the appropriate IPO coordinator or from the host institution coordinator. Students are obliged to fill in application form and collect supporting documents required by host institution within the set deadline and submit all the documents to the appropriate IPO coordinator.

Applications should be filled in electronically with CAPITAL LETTERS.

**The IPO does not offer help in organising accommodation abroad.** Host institutions offer either accommodation in dormitories or provide assistance of rental agencies. Usually this kind of information is provided on the website and/or in the application form.

Each student is obliged to read about the terms and conditions of **legalised residence and visa requirements** of the country to which he/she is travelling. Such information can be found on the websites of embassies and consulates.

Students who need to apply for a visa will receive an official acceptance letter from the host institution.

If the letter is sent to the IPO, students will be notified via e-mail.

Information about visa requirements for non-EU students can be found on: [www.migrant.info.pl](http://www.migrant.info.pl).

**III. Preparing documents.** Before submitting "IPS\_outgoing" form and **Learning Agreement** please follow the steps:

### **Step 1 Complete Learning Agreement and "IPS\_outgoing" (section 1)**

Both documents may be downloaded from the website "Documents" section on [www.bpz.uek.krakow.pl](http://www.bpz.uek.krakow.pl).

### **Learning Agreement (LA) -**

Students choose courses they will be following abroad (**table A** – Study programme abroad). Information about the courses offered is usually sent by host institution. Students should choose courses worth 30 ECTS per semester (60 ECTS per year). Students studying on their **final year of bachelor or master studies** should reduce number of required ECTS points per semester by number of ECTS points assigned to seminar class/research project.

### **Important:**

- 1) Before choosing courses to be completed abroad, students should carefully read syllabuses of courses which would normally be completed at the CUE. Attention should be especially paid to learning outcomes.  
Syllabuses are available at <https://planystudiow.uek.krakow.pl/index.php> (please select first semester of your studies in order to get relevant study programme).
- 2) Before departure, while analysing study programme at CUE and at the host University, Dean/Academic Coordinator may outline courses that will be recognised after completing semester abroad (table B1 in LA) and those which should be passed after arrival (table B2 in LA) in order to have semester abroad recognised. Deadline for completing these subjects should be defined in LA by Dean/Academic Coordinator before departure.

3) If students fail to pass course(s) Dean/Academic Coordinator should indicate additional course(s) to be completed after arrival in order to meet the requirements.

4) When choosing **foreign languages** please follow the rules:

- students who haven't completed foreign language course(s) at the CUE yet and who would like to choose foreign language at the host institution should choose the same foreign language as they are following at the CUE (please note that despite completing foreign language course at host institution students will be obliged to take standardised/final language exam organised by SJO – Foreign Language Centre at the CUE).

- students who have completed foreign language course(s) at the CUE and who would like to choose another foreign language at the host institution should choose language they haven't followed at CUE before.

Students nominated for one-year exchange must fill in **two separate** Learning Agreement documents – one document for each semester.

**"IPS\_outgoing" form** includes Dean's agreement for Individual Study Programme, participation in exchange programme together with confirmation of successful completion of the semester and/or annual settlement (the form may be downloaded from the website, "Documents" section).

**Step 2 Consult your Learning Agreement** with respective authority:

- Faculty of Economics and International Relations:
  - Dr Marta Ulbrych (International Business)
- Faculty of Finance:
  - Dr Katarzyna Mikołajczyk ([koordynator.finance@uek.krakow.pl](mailto:koordynator.finance@uek.krakow.pl))

**Step 3 Have your documents** ("IPS\_outgoing" form and Learning Agreement) stamped at IPO.

**Step 4 Submit to** respective Dean's office "IPS\_outgoing" form and Learning Agreement.

**Step 5 Collect** copy of signed "IPS\_outgoing" form and original Learning Agreement from the Dean's Office.

#### IV. Submitting documents to the IPO:

1. **Questionnaire** (the form may be downloaded from the website, "Documents" section).
2. **Letter of acceptance copy** from the host institution.
3. **Copy of "IPS\_outgoing" form**
4. **Copy of Learning Agreement "before the mobility" on the CUE form** (original should be taken abroad and signed by the host institution)
5. **Supervisor's written consent for participation in an exchange** (if the exchange takes place during the final year of studies). No template available.
6. **Copy of the EHIC card (health insurance) and accident insurance**

European Health Insurance Card (EHIC, in Polish: EKUZ) is issued by the National Health Fund office located nearest to student's address of residence. In order to receive the card student must provide a confirmation that he/she has been qualified for an exchange programme (issued on request by IPO) and additional documents required by the National Health Fund: <http://www.nfz.gov.pl/ue/>. Confirmation issued by IPO is valid one month.

The EHIC card gives access to medical care abroad within the European Union. The European Health Card does not provide accident cover. For this reason students additionally need to purchase accident insurance e.g. EURO26, ISIC cards etc.

Students travelling to countries outside the European Union must purchase health insurance other than EHIC card (EHIC card is not valid outside EU and EFTA) and accident cover – copies of these documents have to be submitted to the IPO.

In case it's not possible to obtain EHIC card, students must buy an alternative health insurance for the period of study abroad.

7. **Parental support confirmation** or a declaration of self-financing during stay abroad (sample document may be downloaded from the website). There is **no need** to present a notarised translation of this document.

#### V. **Signing documents:**

- financial agreement (Erasmus+, EMBS, Double Diploma, Scholarship and Training Fund)

At least two weeks before departure students should provide their IPO Coordinators with exact dates of semester. After receiving this information IPO Coordinator will prepare an agreement. All students qualified for programmes mentioned above are liable to sign financial agreement (even those who were not given the scholarship). Only students who have submitted complete set of documents may sign the agreement.

- declaration (bilateral agreements, STEP, CEEPUS, Transekonomik etc.)  
Students qualified for programmes mentioned above will be asked to sign the declaration.

Agreements and declarations should be signed **PERSONALLY**.

## **Information for Erasmus+ /Double Diploma/EMBS scholarship holders:**

### **VI. Grants and financial matters**

Only students who participate in Erasmus+, Double Diploma, EMBS, FSS programmes have the opportunity to receive the scholarship.

**NB!** Being qualified for an exchange programme **IS NOT EQUIVALENT** to receiving a scholarship. Scholarship is awarded to students according to the ranking list.

### **Erasmus+ /Double Diploma/EMBS/FSS:**

The ranking list is based on points gained during enrolment process. The amount of scholarship depends on the programme. Countries taking part in Erasmus+, Double Diploma and EMBS are divided by EU into three groups based on their living costs. Therefore amount of scholarship is set and depends on destination and length of stay (each day counts). The rates are set by National Agency. In case of FSS (Scholarship and Training Fund) programme the rate is equal for all three countries.

The IPO usually receives information about the amount of the subsidy in June/July and only then it is possible to distribute the money between beneficiaries. The list of students qualified for the scholarship will be published no sooner than in late June/beginning of July.

Students who have been awarded an Erasmus+/Double Diploma/EMBS scholarship should send the following information to [lana.kolasa@uek.krakow.pl](mailto:lana.kolasa@uek.krakow.pl):

- bank name and address
- the address of residence indicated when opening the account
- the exact account number i.e. the IBAN symbol, the bank code, the account holder's personal number
- the SWIFT code – for foreign accounts.

ONLY information provided via e-mail will be accepted.

The scholarship is paid in euro, therefore it is advised that students provide EUR account number. PLN account numbers will also be accepted, however due to commission and currency conversion losses, they are not recommended.

Scholarship is paid out in three instalments:

- 1) ~80% - after submitting set of required documents and signing the agreement
- 2) ~20% - after coming back and finalising the formalities (please see section "AFTER ARRIVAL")  
– up to three weeks after official end of study period (stated in the agreement)

Students who do not meet the conditions of the Erasmus+ programme will have to return the scholarship (entirely or partly). The terms and conditions of the programme are described in the financial agreement.

### **Ceepus:**

CEEPUS programme scholarships are given to students at the host institution. The amount of the scholarship can be found on <http://ceepus.scholarships.at> by choosing the flag of the relevant country.

Costs of travel to and from the destination are subject to refund under condition that the cheapest mean of transport has been chosen. In order to receive a refund students should provide the IPO with the ticket, a *letter of confirmation* signed by the foreign coordinator and the filled in report.

### **Government grants:**

**STEP (Japan)** – it is possible to receive a scholarship funded by the Japanese government and by Hiroshima University of Economics. CUE nominates selected students, but the host institution decides

how many students will receive the scholarship. The amount of the scholarship may be different each year.

**Swiss Government Grant** – students nominated to study at one of the Swiss universities will receive governmental scholarship. The amount is set each year by the government. The scholarship is paid at the host institution.

**Bilateral agreements – travel without additional benefits: Canada, China, Kazakhstan, Korea, Taiwan, USA (Roosevelt University, Elon University), Mexico, Peru, Venezuela.**

Students nominated to study in the above mentioned countries are exempt from tuition fee at the host institution, but receive no additional scholarships – they will be expected to cover all cost of stay in a foreign country: travel, visa (if applicable), accommodation, sustenance, books.

**Bilateral agreements – travel with additional benefits: Moldavia, Russia, Ukraine, USA (Grand Valley State University)**

Students nominated to study in the above mentioned countries are exempt from tuition fee at the host institution and receive additional benefits (e.g. accommodation, insurance, sustenance, books) Please visit IPO's website (section "Universities") to check the details about benefits in each university.

## AT THE HOST INSTITUTION

### I. Learning Agreement.

Up to one month after arrival at the host institution students are obliged to send to the IPO Coordinator (via e-mail) final version of the Learning Agreement signed by host institution. In case of changes in the original study programme students should first contact Academic Coordinator or Dean and consult (via e-mail) suggested changes in the study programme. While making changes to the original study programme, students should remember that they have to choose courses worth minimum 30 ECTS per semester (students studying on the final year may reduce number of ECTS required with number of ECTS assigned to seminar class). Deleted and added courses should be listed in **table C** in LA. The reason for changes should be indicated as described in LA.

After analysing changes made to the original study programme at the host University Dean/Academic Coordinator will once again outline courses that will be recognised after completing semester abroad (table D1 in LA) and those which should be passed after arrival (table D2 in LA) in order to have semester abroad recognised. The changes have to be signed and scanned or signed electronically by student, Academic Coordinator/Dean and by the host institution. Final recognition of the semester is made by the Dean based on the transcript of records.

Final LA signed by three parties should be sent to the IPO Coordinator via email. The original document should be brought back to the CUE and submitted to the Deans office.

### II. Confirmation letter.

Before departure from the host institution, students should obtain the confirmation letter from the host institution (sample letter may be downloaded from IPO's website). It is important that the confirmation letter is signed and includes: name and surname of the student, name of the host institution, exact dates of study period. The letter should be issued no sooner than the last week of study period.

**NB!** Throughout your stay abroad students should check **their email box regularly**; as IPO coordinators will be contacting students via e-mail and providing information concerning formalities.

## AFTER ARRIVAL FROM THE EXCHANGE

After arrival all students are obliged to meet all the formalities before **the end of the re-sit examination session** (March for winter semester, September for summer semester. Students travelling during their final year of studies will be expected to meet the formalities as soon as possible in order to successfully complete the semester and be able to defend their Bachelor's/Master's thesis on time.

**The following documents should be submitted to the IPO:**

1. **Confirmation letter** – a letter confirming the study period at the host institution, signed and stamped by the international student coordinator.
2. **Report** (the form may be downloaded from the IPO website) – it should be sent via email to the IPO coordinator.
3. **A copy of the Learning Agreement** (including changes if applicable) signed by three parties.
4. **Transcript of records** should be sent by host institution up to five weeks after completing the examination period. Before the document may be submitted to the Dean's Office, IPO Coordinator should convert grades into Polish grading scale. Usually transcripts of records are sent directly to International Programmes Office. In such case IPO Coordinator informs students via e-mail and asks them to collect the document. Otherwise students are asked to provide transcript of records to relevant IPO Coordinator in order to have the grades converted into Polish grading scale.

**Additionally:**

- *Erasmus+* scholarship holders must fill in **an on-line questionnaire**. The link to the questionnaire will be sent automatically to the student after completing the study period at the host institution.

- *Ceepus* scholarship holders must additionally fill in the **Mobility Report** – the link to the report will be sent from the Ceepus Programme Office

<p><b>NB! Transcripts will be issued ONLY after all the formalities have been met at the IPO.</b></p>
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**All students should submit the following documents to the Dean's Office:**

1. **Description of courses** completed abroad – in Polish or English (stamped by IPO).
2. **A copy of the Learning Agreement** (including changes if applicable) signed by three parties.
3. **Transcript of records** – with grades converted by the IPO Coordinator.

**Website:** <http://bpz.uek.krakow.pl/?language=en>

*Prepared by: IPO, last update 22.09.2017*