



# OUTGOING STUDENTS MANUAL

*All formalities before departure, during stay and after arrival*

*Krakov University of Economics*

*Erasmus+ code: PLKrakow04*





## INTRODUCTION

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In this manual you will find the complete list of formalities which will help you to organize information regarding student mobility procedures. You are asked to read the brochure with full attention. You should download the brochure and keep it during all stages of your mobility preparations, during your stay abroad, and after your return to Poland.

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### COORDINATORS

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**Institutional coordinator** – administrative coordinator from International Programs Office

**Academic coordinator** – the academic staff member who accepts the study program for your international exchange and your Learning Agreement document

### IPO coordinators

- **Bulgaria, Belgium, France, Germany, Serbia, Slovakia, Hungary, Italy (Erasmus+):**

**Justyna Mentel**

Phone: 12/ 293 55 52, justyna.mentel@uek.krakow.pl, room 1.2

- **Austria, Croatia, Finland, Greece, Cyprus, Spain, The Netherlands, Czechia, Turkey, Ireland, Iceland, Lithuania, Latvia, Estonia, Romania, Scandinavian countries (Erasmus+), Switzerland, Liechtenstein and Norway (EOG):**

**Katarzyna Zimny**

Phone: 12/ 293 52 94, katarzyna.zimny@uek.krakow.pl, room 1.1

- **Portugal, Slovenia, Malta and Blended Intensive Programs - BIP (Erasmus+):**

**Łukasz Smug**

Phone: 12/ 293 55 86, lukasz.smug@uek.krakow.pl , room. 1.5

- **Erasmus+ - countries outside the European Union**

**Magdalena Krasowska**

Phone: 12/ 293 52 86, magdalena.krasowska@uek.krakow.pl, room. 1.3

- **Argentina, Australia, Canada, South Korea, Taiwan, USA, Mexico, Peru, Vietnam, China, Japan (bilateral agreements), Double Diploma program:**

**Sylwia Rutkowska**

Phone: 12/ 293 54 72, [sylwia.rutkowska@uek.krakow.pl](mailto:sylwia.rutkowska@uek.krakow.pl), room 2.3

- **CEEPUS, Transekonomik, Moldova, Kazakhstan, Russia, Ukraine, Georgia (bilateral agreements):**

**Małgorzata Trojanowska**

Phone: 12/ 293 52 94, [malgorzata.trojanowska@uek.krakow.pl](mailto:malgorzata.trojanowska@uek.krakow.pl), room 1.5

- **STEP (Japan), short-term programs Erasmus+:**

**Joanna Jackowska**

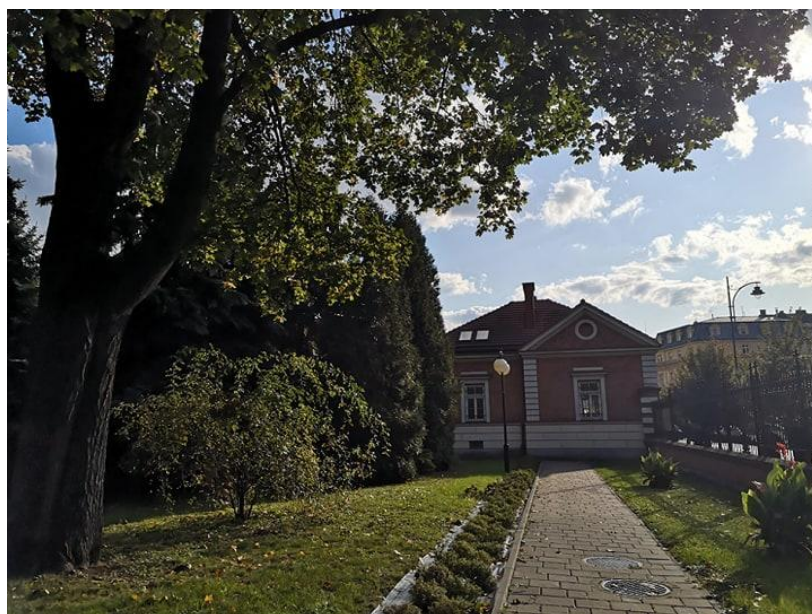
Phone: 12/ 293 52 86, [joanna.jackowska@uek.krakow.pl](mailto:joanna.jackowska@uek.krakow.pl), room 1.3

- **Erasmus + with non-EU/EOG countries, Liechtenstein and Norway (EOG):**

**Dominika Lemler**

Phone: 12/ 293 55 41, [dominika.lemler@uek.krakow.pl](mailto:dominika.lemler@uek.krakow.pl), room 1.4

As an initiative of the Erasmus Student Network an Education Officer has been appointed. His/her role is to support students while preparing for studies abroad. Feel free to contact ESN UEK: [erasmus.uek@esn.pl](mailto:erasmus.uek@esn.pl).



**International Programs Office is located in „Stróżówka” building.**

**Office hours: Monday – Friday – 11:00-15:00**

**Academic Coordinators:**

- **College of Economics, Finance and Law:**

International Business – dr Marta Ulbrych

Corporate Finance & Accounting, Global Finance & Accounting - dr Katarzyna Mikołajczyk  
([koordynator.finanse@uek.krakow.pl](mailto:koordynator.finanse@uek.krakow.pl))

Financial Analytics- dr Anna Doś

- **College of Management Sciences and Quality:**

Modern Business Management - dr Karolina Orzeł  
Applied Informatics – dr Paweł Konkol

- **College of Economy and Public Administration:**

Global business services – dr Norbert Laurisz



## BEFORE DEPARTURE

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### YOU ARE OBLIGED TO MEET DEADLINES ANNOUNCED BY THE IPO AND HOST UNIVERSITY.

**The IPO does not offer help in organizing accommodation abroad.** Host institutions offer either accommodation in dormitories or provide assistance from 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 **legalized 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 email. Information about visa requirements for non-EU students can be found on: [www.migrant.info.pl](http://www.migrant.info.pl).

#### I. Nomination process

Once the enrollment is completed IPO coordinators inform host institutions about the number of students selected. From that moment, you may start to receive notifications from the coordinator of your host university.

#### II. Application procedure

You will receive information about an application procedure from a coordinator of the host institution. You are obliged to fill in the application form and collect supporting documents required by the host institution within the set deadline and submit all the documents according to the instructions.

#### III. Documents required before departure:

- **Individual mode of following classes (ITZ)** consent

Before submitting the document to the relevant Dean's office, you shall obtain a confirmation of having qualified for a scholarship from the coordinator at the IPO. This document should be submitted to the Director of the relevant Institute.

- **Online Learning Agreement (OLA)**

**OLA** is a digital solution created by universities and students, with the support of the European Commission, for one of the most important steps of any Erasmus+ exchange to correctly manage the Learning Agreement in a user-friendly way.

#### Follow the instructions

You should choose courses worth 30 ECTS per semester (60 ECTS per year).

Students studying in their **final year of bachelor or master studies** should reduce the number of required ECTS points per semester by the number of ECTS points assigned to seminar class/research project.

Before choosing courses to be completed abroad, you should carefully read the syllabus of each course which would normally be completed at the KUE. Attention should be especially paid to learning outcomes.

- Syllabuses are available at <https://planystudiow.uek.krakow.pl/index.php> (please select the first semester of your studies in order to get relevant study programs).

Before departure, while analyzing the study program at KUE and at the host University, **Academic Coordinator** may outline courses that will be recognized after completing semester abroad and those which should be passed after arrival in order to have the semester abroad recognized.

Choose the courses you plan to take at the host university and add them in Table A.

You may indicate a link to the partner university's website, where you can find the university's offer and syllabuses.

In table B, enter the KUE courses, which shall overlap with the courses at the host university (receiving institution) and shall be designated by the Academic Coordinator (Sending Responsible Person).

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

- Students who haven't completed foreign language course(s) at the KUE 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 KUE (please note that despite completing foreign language course at host institution students will be obliged to take standardized/final language exam organized by CJ – Foreign Language Centre at the KUE).
- Students who have completed foreign language course(s) at the KUE and who would like to choose another foreign language at the host institution should choose a language they haven't followed at KUE before.

**Every student is required to create an [Online Learning Agreement \(OLA\)](#) regardless of whether they have already completed a similar document when applying to a foreign university.**

If the partner university does not use the Online Learning Agreement, a [paper version](#) of the document should be used.

### **1. Formalities at the IPO before the signing a financial agreement**

All documents should be filled in electronically. Each student is obliged to submit above mentioned documents in IPO **minimum 2 weeks before planned departure**. Only a complete **set of documents** will be accepted.

- **Questionnaire**
- **Letter of acceptance copy** from the host institution. After sending completed application form to the host Institution, the student receives a letter of acceptance. If the letter is sent to the IPO, students will be notified. It is needed for visa purposes.
- **Copy of Individual mode of following classes (ITZ) form.**
- **Supervisor's written consent for participation in an exchange** (if the exchange takes place during the final year of studies). No template available.

- **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 the student's address of residence. In order to receive the card, students must provide a confirmation that he/she has been qualified for an exchange program (issued on request by IPO) and additional documents required by the **National Health Fund**. 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 an EHIC card, students must buy an alternative health insurance for the period of study abroad.

- **Copy of additional insurance** – accidental insurance.
- **Financial agreement (Erasmus+ KA131, Double Diploma, Erasmus+ KA171)**

Students shall notify the relevant coordinator at the IPO at least 3 days before the planned date of signing agreement. All students qualified for programs mentioned above are liable to sign financial agreements (even those who were not given the scholarship). Only students who have submitted a complete set of documents may sign the agreement. Without an agreement signed, a starting mobility period is not possible.

Agreements should be signed **personally**.

### **Information for Erasmus+ KA131/Double Diploma/ Erasmus+ KA107 scholarship holders**

Some programs offer financial grants - [details](#)

#### **IV. Grants and financial matters**

- **Erasmus+ KA131/Double Diploma and Erasmus+KA171:**

Students who have been awarded an Erasmus+ KA131/Double Diploma/ENBS or Erasmus+KA171 scholarship should send the following information to [lena.kolasa@uek.krakow.pl](mailto:lena.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.

A novelty in the Erasmus+ KA 131 program is the **GREEN TRAVEL** allowance. The subsidy (50 Euro plus individual support) will apply to those going on exchange using low-emission means of transport (train, bus or car sharing - **declaration**).

Students with certified disabilities and/or receiving social benefit at the KUE will be financed from the Erasmus+ KA131 program (a student will receive an additional amount of 250 EUR for each month of stay). The grant will be paid in EURO.

Scholarship is paid out in two instalments:

In case of Erasmus+ KA131/Double Diploma:

Erasmus+ KA131/Double Diploma:

The first instalment of approximately 80% is paid before departure, after completion of the formalities and signing of the agreement. The last grant instalment (approx. 20%) will be paid on the basis of completion of the formalities at the BPZ up to three weeks after the end of the scholarship (according to the dates in the agreement).

Switzerland (SEMP) - the grant is awarded by the host university upon fulfilment of certain requirements.

Those who study on a fee-paying basis have the opportunity to apply for a partial fee exemption by completing **an application for a partial fee exemption** - the application should be sent by **e-mail** together with a certificate of eligibility to the partner university to the Department of Student and Doctoral Student Accounts.

## AT THE HOST INSTITUTION

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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.

### I. Learning Agreement

In case of changes in the original study program students should first contact **Academic Coordinator** and consult (via e-mail) suggested changes in the study program, and then make changes to the **Online Learning Agreement (OLA)**.

The coordinator has the right to refuse to accept changes to the LA if they are submitted more than 4 weeks after the start of classes at the host institution.

## II. Confirmation letter

Before departure from the host institution, students should obtain the **confirmation letter** from the host institution (**sample letter**). 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.

## AFTER ARRIVAL FROM THE EXCHANGE

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All scholarship holders are required to complete the formalities at BPZ and CSS before the end of the revision session of the semester in question. Students who have left in their final year of study should complete the formalities as soon as possible in order to pass the semester and be able to take their thesis defense on time. Transcripts of marks will only be issued once the other formalities have been completed at BPZ.

- **Study Plan Agreement (PPS)**  
After your mobility, you must complete the **Study Plan Agreement** (PPS) document and submit it to your Academic Coordinator for signature.
- **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** – it should be sent via email to the IPO coordinator.
  3. **A copy of the Learning Agreement** (including changes if applicable) signed by the three parties: student, academic coordinator, coordinator of the partner university.
  4. **Transcripts of records** - once your exchange has ended, you will receive from your partner university a list of the grades for the courses you have taken abroad. The university should send you the list of grades up to five weeks after the end of the examination session. Once the grades have been converted to the Polish scale, you will receive an email from BPZ with a scan of the converted grade transcript. A BPZ staff member enters the converted grades into the USOS system.

**Erasmus+ KA 131** scholarship holders are required to complete an online report - EU survey (Beneficiary Module system) uploaded automatically.

All students should submit the following documents to the CSS:

1. **Description of courses** completed abroad (syllabuses prepared by the partner university or - in case they do not provide it – self-prepared course description documents) in English.
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.
4. A copy of **Study Plan Agreement (PPS)**

**Website:**

**Biuro Programów Zagranicznych UEK**

