

ERASMUS+ KA171

Student mobility for Studies (SMS)

Guidelines for Incoming Students from non-EU countries

Jan Kochanowski University of Kielce (PL KIELCE 02)

1. Overview

UJK will provide support to the participants for undertaking a mobility activity of studying under the Erasmus+ Programme. The programme provides a framework and funding for students from Partner universities to study at UJK. The Erasmus+ exchange is possible only based on inter-institutional agreements which Partner universities have signed with UJK.

2. Purpose

The purpose of the student exchange is to undertake a period of studies at UJK within academic areas specified in the inter-institutional agreement. By studying abroad under Erasmus+, apart from educational benefits, the student can improve communication, language and inter-cultural skills and gain soft skills highly valued by future employers. Participants are selected by their home university.

3. General mobility rules

Opportunities to study abroad are available to students at Bachelor and Master levels, depending on the inter-institutional agreement. The participant must have recommended language skills. The participant shall complete and submit the online EU Survey after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it.

4. Selection and nomination

Participants are selected by their home university, based on its own criteria of selection. Then, the home university will nominate the participants. Subsequently, UJK will issue a Letter of Acceptance for the participant to confirm officially that the mobility is going to be implemented.

5. Erasmus+ Student Charter

The sending institution must provide every Erasmus+ student with a copy of the Erasmus+ Student Charter once they have been selected. The Student Charter highlights the students' rights and obligations. It tells them what they are entitled to and what to expect from their sending and receiving organisations at each step of their Erasmus+ experience.

6. Mobility duration

The minimum duration of the mobility is one semester. The start date of the mobility period shall be the first day that the participant needs to be present at UJK and the end date shall be the last day the participant needs to be present at UJK. The Transcript of Records (or statement attached to this document) will provide the confirmed start and end dates of the mobility period.

7. Academic recognition

UJK will provide incoming students with a Transcript of Records confirming that the agreed programme of studies has been completed. Home university must recognise the credits (using ECTS or an equivalent system) as agreed in the Learning Agreement before the mobility and count them towards the student's degree, without any further requirements.

8. Financial support

UJK will administer grant payments for incoming students from Partner universities. UJK shall provide financial support from Erasmus+ EU funds to the participant for undertaking a mobility activity for studying. Prior to the mobility period, the participant will sign the Grant Agreement with UJK. After signing the agreement by both parties, but not later than on the first day of the mobility, the participant shall receive 80% of the individual support. The institution shall pay the remaining amount within 45 calendar days of the submission of the online EU survey.

9. Bank account

The grant will be transferred in EUR. We recommend opening a bank account in EUR in order to avoid additional conversion costs.

10. EU Survey

The participant will receive an invitation to complete the online EU Survey 30 calendar days before the end of the mobility period. The participant shall complete and submit the survey within 10 calendar days upon receipt of the invitation.

11. Required documents

Incoming students from Partner universities will provide Erasmus+ Coordinator at UJK with:

- *Learning Agreement Student Mobility for Studies* signed by the participant and the home university, previously approved by UJK. The participant will receive back via e-mail the scanned document, signed and stamped by UJK authorities.

- online *Application Form for incoming students*

- *Insurance Policy*

- *Grant Agreement* signed by the participant - 2 copies with original signatures must be sent by post, no later than 4 weeks before the arrival date. The participant will receive 1 copy of the original document, signed and stamped by UJK authorities, during the mobility period.

Scanned copies of the documents need to be emailed to Erasmus+ Coordinator at UJK no later than 4 weeks before the arrival date, unless stated otherwise.

12. Insurance

The participant shall have adequate insurance coverage: health insurance, liability insurance and accident insurance. The participant is obliged to email a scanned copy of the insurance to Erasmus+ Coordinator at UJK no later than 3 weeks before arrival. Upon arrival the participant will show the original document to Erasmus+ Coordinator at UJK. Please, remember to obtain an English copy of your insurance before departure. It shall be recognized in Poland.

13. Visa

Make sure your passport is valid and apply for visa in the Polish embassy in your home country before coming to Poland. Please do not forget to apply early. The earlier you apply, the easier it is for you to plan your travel.

International Relations Office

International Relations Office at UJK is responsible for developing Erasmus+ KA171 projects with partner universities, including staff and student exchange. We provide full coordination and administration of international mobilities. Erasmus+ Coordinators support incoming/outgoing students and staff before, during and after the mobility.