

# KA171

## Incoming Students Guide

### Nomination Letter from Partner University

The partner university must submit a Nomination Letter containing the student's details. This letter should be prepared on official letterhead and sent to **Gabriela Węglarz** at **gweglarz@wsb.edu.pl**, Academic Mobility Coordinator.

Once WSB receives the nomination, an acceptance letter will be prepared, which will include the mobility dates, student details, and the scholarship amount.

#### Learning Agreement

Every study abroad opportunity under the ERASMUS+ program requires a **three-party agreement** called the Learning Agreement for Studies.

The parties involved in this agreement are:

- ✓ The student,
- ✓ The Academic Mobility Coordinator from the Sending Institution
- ✓ The Responsible Person from the receiving institution (WSBU).

Instructions for the online Learning Agreement will be sent to a student.

### Grant Agreement

As an Erasmus+ scholarship holder, the **Grant Agreement must be signed as soon as possible upon arrival**. To facilitate this process, the phone number and permanent address in the home country are required for preparing the agreement. A personal data form will be sent to the scholarship recipient.

Additionally, when visiting the university for the first time, an ID or passport must be presented.

### Confirmation of mobility

Upon completion of the mobility, a **hard copy** of the Confirmation of Mobility will be provided along with a Transcript of Records (list of courses with grades).

## Scholarship Payments

The Erasmus+ scholarship is intended to help cover travel and living expenses in Poland. The disbursement will be made in three installments:

- ✓ **First installment: 500 EUR** in cash, upon arrival. When collecting it an ID or passport must be presented
- ✓ **Second installment:** To receive the next payment, a bank account must be opened at a Polish bank (assistance will be provided). The funds will then be transferred to the account.
- ✓ **Third installment:** The final payment will be transferred to the bank account or provided in cash in February (winter semester) or July (spring semester), the last month of the mobility. The exact scholarship amount is indicated in the letter of acceptance.

**Please note** that the scholarship cannot be transferred in advance before the arrival of the scholarship holder.

## Health and Accident Insurance

Erasmus+ scholarship holders must have **valid health and accident insurance covering the entire stay in Poland**. Appropriate coverage must be obtained, and confirmation of the insurance must be provided

## Erasmus+ Survey

After the mobility, the Erasmus+ survey must be completed. An **email with a link** to the Erasmus+ Participant Survey will be sent.