

## **RULES OF ORGANIZATION<sup>1</sup>**

### **Students mobility (arrivals to GWSH)**

a study period abroad at a partner higher education institution

**within Erasmus+ Programme**

**KA107 – 2016 (Mobility with partner countries)**

#### **I. These rules are based on:**

- a. Erasmus+ Programme Guide (Version 2 (2016): 07/01/2016).
- b. Erasmus+ Umowa finansowa KA107, 2016 (Erasmus+ Financial agreement KA107, 2016)

Documents are published: [www.erasmusplus.org.pl/dokumenty/szkolnictwo-wyzsze](http://www.erasmusplus.org.pl/dokumenty/szkolnictwo-wyzsze)

#### **II. Nomination of a participant of the mobility**

1. Foreign partner University **nominates its students** to GWSH to participate in this mobility. Students were selected in the process of recruitment where required candidates' selection criteria of Erasmus+ programme were used. Together with this nomination the foreign partner university sends to GWSH the **protocol** of students' recruitment **with its declaration** of implementation of the agreed criteria in this selection process.
2. Committee of GWSH: Institutional Erasmus Coordinator at GWSH, Faculty Dean, Head of Study Organization Centre, Representative of Students' Council, makes **final acceptance**.
3. **Application procedure and educational offer** for Erasmus+ study are published on: [www.gwsh.pl/erasmus](http://www.gwsh.pl/erasmus) in the section „In-coming Erasmus students”.
4. Students may **study in English** choosing the subjects from the offer mentioned above or in **Polish**, if they speak this language. The language requirement are given in the Erasmus inter-institutional agreement.

#### **III. Before Mobility**

1. Before student's departure all parties, i.e. sending university, hosting university and student, sign the **Learning Agreement (LA)** which describes the subjects to be taken at host institution. Together with the LA student received from his/her home university information on equivalent subjects.
2. Before departure and after the LA is signed – student receives from GWSH to review a **grant agreement** which will be signed with GWSH immediately after his arrival to Poland. Mobility (with or without the grant) may be conducted only under the condition that student accepts all provisions of this grant agreement.
3. Student receives the **Erasmus Student Card** [\[PL\]](#) [\[EN\]](#)
4. Student is obliged to obtain a document entitling him to use the medical care at the territory of Poland and to insure for the duration of travel and stay at GWSH. **The minimum coverage of the mandatory insurance is: health and accident insurance.** Student is responsible for ensuring the mandatory insurance. It is recommended to purchase the civil liability insurance by the Student (covering damages caused by the student at the study

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<sup>1</sup> Approved by the Rector of GWSH on 25/09/2017

place). Home university and GWSH will advise students on acquiring the appropriate insurance.

5. Obtaining a **visa** to Poland is the responsibility of the Student. GWSH shall issue an appropriate letter of acceptance to accompany the visa application.
6. Institutional Erasmus+ Coordinator at GWSH provide to the Student with the **practical information on arrival**.

#### IV. During Mobility

1. After arrival to GWSH, Student receives and signs the „**Certificate of Arrival**” confirming the mobility beginning date.
2. Student may introduce changes to the Learning Agreement (LA), if applicable. These changes shall be reported at the beginning of the mobility, within the first month of stay.
3. **Any changes to LA** has to be written, i.e. they need to be implemented by the Learning Agreement form – part “**During Mobility**” and be accepted by 3 parties: student, home and receiving university.
4. The **Erasmus+ grant agreement** with GWSH is signed.

#### V. Prolonging the mobility

1. Prolonging of stay at host institution within Erasmus+ is possible only within one academic year.
2. Extension for the shorter period is possible on student’s written request submitted before at least 4 weeks before the end of primarily agreed period of stay.
3. The home (sending) university has to agree on this extension before submitting the request to GWSH.
4. This request may be submitted personally or per e-mail as scanned document ([int.office@gwsh.pl](mailto:int.office@gwsh.pl)) or sent per post to postal address of IRO.
5. Decision, approval or disapproval, is taken based on the following criteria: submitted by the student justification of this extension, student performance at GWSH. Home university may impose additional criteria/conditions.
6. GWSH has the right to give a permission for extension under the condition of completing by the students additional conditions.
7. **In case of approval** and completing the given conditions:
  - 1) GWSH may change the grant agreements during the mobility so that it would cover the longer stay under the condition that the Erasmus+ financial funds of GWSH are available. In this case it is required to sign appendix to the grant agreement.
  - 2) Student is obliged to:
    - i. Insure for the longer period of stay abroad individually (health, accident and civil liability insurances)
    - ii. Contact the home coordinator in order to agree on issues connected with his/her study at home university.
8. All decisions have to be taken before the end of primarily agreed period of stay.
9. Coordinator responsible at GWSH for extension is Erasmus+ Coordinator.
10. In case of not following this procedure, the additional days shall not be accepted.

## **VI. After Mobility – finishing the mobility**

1. GWSH shall issue the **Transcript of Records, LA-„After Mobility”** to the student with confirmed period of stay.
2. Student signs **„Certificate of Departure”** confirming the ending date of this mobility.
3. Student completes the **internal evaluation survey** and **Erasmus+ on-line survey**.
4. Foreign partner university sends back to GWSH signed and completed LA in the section **“After Mobility”** with confirmation of **full academic recognition** of the student mobility and passed subjects.

## **VII. Other arrangements**

1. Submitting application to GWSH for Erasmus+ study, student confirms in the same time that he/she read this rules and mentioned below Erasmus+ Programme Guide.
2. Issues not covered by these Rules, matters of dispute and related to the funding of the mobility are subject to the provisions of the documents referred to above under point I.1, which shall take precedence over these Rules
3. The University reserves the right to make any changes to the content of these Rules, which may result from any new findings / changes that are made available on a timely basis by the European Commission and the Foundation for the Development of the Education System.

Official Erasmus + Programme Guide

[http://erasmusplus.org.pl/wp-content/uploads/2016/10/2016-erasmus-plus-programme-guide-v-ii\\_en.pdf](http://erasmusplus.org.pl/wp-content/uploads/2016/10/2016-erasmus-plus-programme-guide-v-ii_en.pdf)