

# Erasmus+ 2023 Program



Pomeranian  
Medical  
University  
in Szczecin



*Join our Erasmus+ Program  
Studies and traineeships abroad*

## *What you need to know*

*Apply for studies in academic year 23/24  
and traineeships until 31.03.2023*



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## 1. RECRUITMENT PROCESS - SUBMISSION OF THE APPLICATION FORM

Student submit: an application form, a certificate of language knowledge, if he has: additional academic achievements, a certificate of the degree of disability. For the traineeship, apart from the above-mentioned documents, student submit the institution's agree for traineeship with information on the language level of the traineeship. At this level, there are also language exams for students who do not have language certificates.

## 2. QUALIFICATION

The student receives an e-mail that he/she has been qualified for the Erasmus+ program.

## 3. STUDENT NOMINATION / CONTACT WITH THE RECEIVING UNIVERSITY / APPLICATION TO THE PARTNER UNIVERSITY

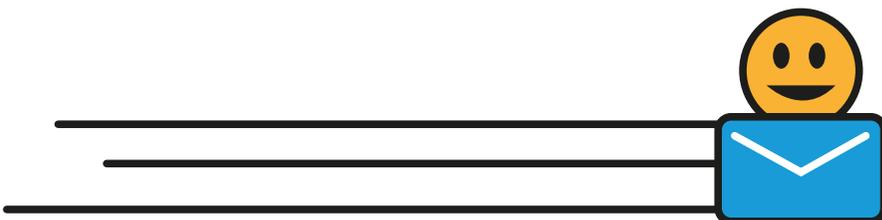
After qualifying and sending the nomination (it is recommended to do it much earlier), the student should read the information on the partner university website about application procedure, application deadlines, program offer, etc.

This information can be found in various guides and in on the partner universities websites.

Information materials are also usually sent to the student after receiving the application form by the host university.

### **The student also receives from the Erasmus + Office:**

- a certificate after passing language exam,
- certificate to obtain an EHIC card,
- certificate of admission to the program.



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## 4. DOCUMENTS THAT SHOULD BE SENT TO THE PARTNER UNIVERSITY:

### APPLICATION FORM

Partner Universities often have an IT system to complete the online application form.

### LEARNING AGREEMENT OF THE STUDY PROGRAM

Section BEFORE the MOBILITY should be prepared with the Faculty Coordinator.

Please plan about 2 weeks for preparing learning agreement. The agreement should be signed by the student, Coordinator and Vice-Dean before sending it to the Partner University.

### In the case of TRAINEESHIP

The LA for TRAINEESHIP should also be created, sign by the coordinator and student. Student should consult with coordinator if plan of traineeship will be considered as studies traineeship.

**Note: The recruitment process may require: a certificate of language knowledge, a certificate of accident and civil liability insurance, a certificate of admission to the Erasmus+ program, a medical certificate.**

## 5. DOCUMENTS THAT A STUDENT SHOULD RECEIVE FROM A FOREIGN UNIVERSITY:

**Confirmation of admission to studies under the Erasmus+ program (letter of acceptance).**

**Signed by all sides and returned Learning Agreement.**

## 6. BEFORE SIGNING THE FINANCIAL GRANT AGREEMENT

Obtain an **EHIC** - European Health Insurance Card.

**PROVIDE BANK ACCOUNT DATA** Before signing the GRANT AGREEMENT, please send to Erasmus+ office the information on the data of the currency account to which the scholarship will be transferred in EUR (name and surname of the owner, bank name, bank SWIFT, IBAN - full account number).

**BUY AN INSURANCE** the student has to purchase accident insurance and third party liability insurance for the period of stay on the scholarship.

**CERTIFICATE OF THE COMPLETED YEAR OF STUDY** - Before signing the grant agreement, student should send the confirmation of completion of the previous year of studies provided by dean's office. If it turns out that the student repeats the year, his mobility will not be possible.

**ICE** - It is recommended to send the contact an ICE (in case of emergency).

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## **SUBMISSION OF DOCUMENTS AND SIGNING THE FINANCIAL GRANT AGREEMENT and collecting a certificate confirming the amount of the grant awarded**

### **COMPLETING THE ONLINE LANGUAGE TEST (ONLINE LINGUISTIC SUPPORT - OLS)**

At the participant's request, a license for an on-line language course may be granted. The license may be granted to willing participants upon receipt of the OLS language proficiency test results completed before departure. Student who wish to obtain a license should submit a written request to Erasmus+ Office before signing the financial agreement. If the result is B1, the license is granted automatically.

### **PAYMENT OF FINANCING**

for studies to the account provided by the student in three parts 70% 20% and 10% after return, for traineeship in two parts 90% and 10% after return.

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## **AFTER ARRIVAL TO THE PARTNER UNIVERSITY**

### **CONFIRMATION OF STARTING STUDIES / TRAINEESHIP**

- confirmation of the start of stay at the Partner University on e-mail: [erasmus@pum.edu.pl](mailto:erasmus@pum.edu.pl)

### **CONTACT DETAILS IF IT CHANGE**

- If the contact details abroad (e-mail, phone number) of the participant change from those given in the application form, please inform Erasmus office immediately.

### **CHANGES DURING THE MOBILITY IN THE CASE OF CHANGES IN PLANS**

- if, after arriving at the university, it turns out that the approved LA study program at the partner university cannot be completed, it is possible to change LA by completing the following parts: During the mobility - Table A2 and B2.

### **INFORMATION ABOUT SHORTENING / EXTENSION OF STAY**

- in the event of a need to change the dates of the mobility period (extension or shortening), the Erasmus office should be immediately informed and the information should be sent to the Faculty Coordinator at [erasmus@pum.edu.pl](mailto:erasmus@pum.edu.pl). Appropriate changes to the LA should also be prepared and the Dean's office should be informed about the planned earlier or later return.

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## AFTER THE DEPARTURE

### TRANSCRIPT OF RECORDS AND DATE OF STAY CERTIFICATE

- depending on the university, this document may be issued in the form of separate documents: a certificate confirming the period of stay at the university and the Transcript of Records. Please note that the period of stay on the scholarship is calculated on the basis of the dates entered in the certificates issued by the host university, and not those declared in the financial agreement.

### INDIVIDUAL REPORT AFTER MOBILITY COMPLETED

- complete the individual participant's report on-line.

#### NOTE:

**If the participant fails to submit a transcript of records, a certificate of the dates of stay, fails to complete the on-line report, the period of studies at the host university is considered failed, and the participant is obliged to return the entire amount of the scholarship.**

