Guidelines for Erasmus+ Students: Study Mobility 2026/27

Matters handled at the Student Exchange Office:

1. Once you are accepted for the Erasmus+ Programme, the **Student Exchange Office** sends your nomination to the **host university**.
2. About **2–3 months before the exchange starts**, the host university will send you an email with instructions on how to apply.
3. The student must **complete the application procedure independently**, following the instructions provided by the host university.
4. The student should **check the application deadline on the host university's website** and submit all required documents on time.
5. **If the application deadline is missed**, the host university may reject the student's application.
6. **Before the mobility begins**, each student must **sign a financial agreement at the Student Exchange Office**. This agreement includes the **mobility dates and the scholarship amount**.
7. Information about the **date for signing the financial agreement** is sent to students by email approximately **two months before the start of the mobility**.
8. In justified cases (e.g. when the student is abroad), the agreement may be **signed remotely**. In such a case, the student receives the agreement electronically, **prints two copies, signs them, and sends them by traditional mail to the Student Exchange Office**.
9. Before the mobility begins, the student must submit the **required documents**. These documents may be **sent by email**. Providing them is necessary to **start the mobility at the host university and to receive the first installment of the scholarship**.
10. **BANK DETAILS FORM** – filled out on a computer, printed and signed by hand. The bank account must be in **EURO currency**. The document should be submitted as a **PDF file**.

Matters handled by the Erasmus+ Programme Coordinator at European Studies Institute (dr hab. Marcin Rebes, prof. UJ, e-mail: marcin.rebes@uj.edu.pl):

EWP LEARNING AGREEMENT – submitted through **USOSweb** and **fully approved before the mobility begins**.

Submitting the document in a **paper version (Before the Mobility section)** signed by the student and coordinators from both universities is allowed **only if the host university does not process Learning Agreements through EWP**. Students who complete the **EWP Learning Agreement in USOSweb** do not submit the paper version.

11. The student should ask the **Erasmus+ Programme Coordinator at the Institute of European Studies**, to **open the EWP Learning Agreement in USOSweb**.
12. After the EWP Learning Agreement is created, the student should complete the required information and accept the document**.**
13. In **Table A**, the student enters the **courses selected at the Receiving Institution**.

In **Table B**, the student indicates the courses that will be **recognized as equivalents at the home/sending university** (always select **"subject" in Table B, not "points"**).

14. If a course does not have an equivalent, it may be included in the **Diploma Supplement** (under its original name) as an **elective course**. In this case, the student should select **"Program Erasmus+" with the code DOSZ.ERASMUS** in Table B and enter the **total number of ECTS credits obtained from all elective courses listed in Table A**.
15. For the **DOSZ.ERASMUS** course, select **Automatic credit: NO** and enter the following phrase in the comments box:
"Courses are recognized according to par. 11 point 8 of the Study Regulations (Regulation of the Senate of the JU of 24.04.2019 with amendments.)".
If necessary, additional information about the **form of course assessment** may also be added in the comments.
16. **In part B of the table**, please **do not include compulsory courses that do not correspond to courses offered at the receiving university**. Courses are not automatically recognised due to participation in mobility within the Erasmus+ programme**. In cases where a compulsory course does not have an equivalent at the receiving university, you should apply for an Individual Study Plan** after first obtaining the consent of the academic teacher responsible for the course and agreeing on the conditions for completing the course within the Individual Study Plan.
17. **Table C should not be filled out.**
18. After the student accepts the EWP Learning Agreement, the **Erasmus+ Programme Coordinator at the Institute of European Studies,** may **approve it or return it for corrections**.
19. After the corrected document is resubmitted and accepted by both the **student and the coordinator**, the system **automatically sends the Learning Agreement to the receiving institution**.
20. If changes to the Learning Agreement are necessary after full approval, the student should ask the **Erasmus+ Programme Coordinator at the Institute of European Studies** to **create a new version of the EWP Learning Agreement in USOSweb**.
21. The student should **inform the Student Exchange Office by email once the EWP Learning Agreement has been fully approved**.

Matters handled at the Student Exchange Office:

22. **SMS STATEMENT**: a document in which the student declares:

- having a valid **EHIC card** for the entire period of travel and stay within the Erasmus+ Programme (applies only to Polish citizens; optional for mobilities to countries that do not accept the EHIC card, e.g. Turkey),
- purchase of **medical insurance and personal accident insurance** valid for the entire mobility period in the host country,
- **registration of the trip in the Odyseusz portal** (applies only to Polish citizens),
- familiarizing themselves with the **Erasmus+ Student Card**,
- having **student status** in the academic year during which the exchange takes place,
- respecting the **mobility capital rule** (up to **12 months of Erasmus+ mobility at each level of studies**, or **24 months in long-cycle master's programmes**),
- indicating the **main language of the mobility**.

25. The **SMS Statement** should be submitted as a **PDF file**.
26. Students may take the **OLS language test on the EU Academy OLS platform** in the language in which the mobility will be conducted. The test may be helpful if the student **does not have a language certificate** in the main language of the exchange. After completing the test, the student may **download the certificate from the EU Academy OLS platform**. The test is **not mandatory**.
27. The **first installment of the scholarship** will be transferred once the student has **completed all required formalities**.

Settlement of Erasmus+ Mobility

Deadline: Settle your Erasmus+ mobility within 30 days of returning.

Matters handled by the Coordinator Erasmus+ at Institute of European Studies

Document to submit:

Transcript of Records confirms courses completed at the host university

Based on this document, the following will take place:

- recognition of courses completed at the receiving university at the home university (Jagiellonian University) and recognition and conversion of grades and ECTS credits.

Matters handled at the Student Exchange Office

Documents to submit:

- Confirmation of Stay: confirms your actual stay dates at the host university.
- Transcript of Records (TOR): confirms courses completed at the host university.
- Learning Agreement for Studies: final version after the mobility.
- Decision on the LA (for EWP LA users) after your TOR is processed by your institutional coordinator, forward the decision to Student Exchange Office.
- Table D (for paper LA users) signed by the institutional coordinator and sent to Student Exchnage Office.