***How do I become an Erasmus student in program Erasmus+?***

Instructions

**Important pages**

Erasmus+ - basic information: <https://www.ucm.sk/sk/vseobecne-informacie/>

Leaving Erasmus students: <https://www.ucm.sk/sk/odchadzajuci-studenti-01/>

1. **Selection of university**
2. **Selection procedure**
3. **Application for chosen university, Learning Agreement for Studies**
4. **Acceptation and sending procedure**
5. **Residence**
6. **Return from mobility**
7. **Selection of university**

Student of UCM in Trnava may participate the Erasmus mobility only if he/she absolved **at least 1 year of study in UCM in Trnava**. Student may absolve mobility in every degree of study (bachelor, magister, doctoral) for the maximal length of 12 months under the Erasmus+ program. These 12 months may represent one long stay or several short ones in accordance with conditions for minimal length of residence.

First step of preparing for mobility is selection of university. On the UCM web page can be found ***list of partner universities*** derived by countries: link: Erasmus+ bilaterálne zmluvy <https://www.ucm.sk/sk/dolezite-dokumenty-studenti-studium/>

During the selection of the university is important to take into consideration not only the country and area of study for which the inter-institutional agreement is made, but also the offer of subjects learned on the university and conditions of host institution. Last but not least it is needed to take into consideration the personal financial possibilities because Erasmus grant is **only an allowance** to cover the costs of residence and study, **may not cover all the expenses for the residence in host country**.

The study period within the framework of Erasmus+ program is a part of proper study in UCM but chosen subjects absolved abroad should be as close as possible to the subjects that students have in their study plan at our university. Student may choose from the list of subjects on host university from higher grade than he/she studies on UCM. The student must consult the chosen subjects with his/her Erasmus departmental coordinator (see document: ***List of departmental Erasmus+ coordinators, link:*** [*https://www.ucm.sk/sk/dolezite-dokumenty/*](https://www.ucm.sk/sk/dolezite-dokumenty/)).

1. **Selection procedure**

International Relations Department of UCM (OVV) sends a call for sending the nominations of the students and employees for Erasmus mobilities in the following academic year to faculties. Faculty publishes the call for sending the applications together with the conditions for the recruitment. After the recruitment the faculty coordinator sends to OVV table with nominated participants of mobility and the memorandum from the recruitment. Another round of selection may be possible if it is needed.

ERASMUS identification code UCM in Trnava is: **SK TRNAVA02**

1. **Application for chosen university – Student Application Form, Learning Agreement for Studies**

The selected student has to search the information about application procedure at the web page of the partner university. Then the applicant fill in the applications and sends it as instructed by the partner university. After the registration at host university it is important to respect conditions and instructions of this university. At some universities the electronic registration is needed. In the case of **demands** from the host university, the **departmental coordinator** reports to host university names and needed information of students who will travel there.

Student fills out all the documents for host university ***by himself/herself and is responsible*** for its content, approval of departmental and university coordinator, assembly of needed documents and **their sending to host institution**. It is important to meet the deadline of host university!

**Learning Agreement for Studies/Traneeships (LA) has 3 parts:**

1. First part **Before the Mobility** is filled out **before the entrance to mobility** – besides the general information there must be subjects that will student study on host university and their equivalence to subjects on home university and language competence of the student. The signatures of all three parties - students, home and host universities are needed.
2. The second part **During the Mobility** is filled oud **during the mobility**- there are filled out changes of subjects (equivalence to former Changes). Document During the Mobility must be concluded and confirmed by both universities until the 5 weeks from the beginning of mobility.
3. The third part **After the Mobility** is filled out **after the mobility** – it contains Transcript of records that means extract of students results, table of recognition of results and information about the real length of students stay on mobility.

Learning Agreement for Studies/Traineeship is available on web page of UCM university.

All the documents must **be filled out on computer**.

A **contact person on behalf of UCM** in Learning Agreement is Erasmus+ **departmental coordinator**.

Dealing with the **Online Learning Agreement** is managed by guideline: <https://www.ucm.sk/sk/online-learning-agreement-usmernenie/>

30 credits for semester is recommended as a minimal number of credits in Learning Agreement.

The student and departmental coordinator are responsible for the right filling of Learning Agreement.

**Electronic versions of LA are acceptable.**

1. **Acceptation and sending procedure**

The host university approves the Erasmus stay of the student, then confirms Learning Agreement and issues the Acceptance Letter. These documents are sent mostly to student sometimes they inform even home university.

Students, who are accepted on host university, will send to OVV these documents:

* **Learning Agreement**
* **Acceptance letter**
* **Document about Health Insurance abroad**
* **Announcement of the semester length on host institution**

According to the Erasmus+ rules, the start day of the mobility period shall be the first day that the participant needs to be present at the receiving organization (e.g. Orientation Days, language course or seminar, etc.). The end date of the period abroad shall be the last day the participant needs to be present at the receiving organization (day of last exam, etc.).

**Student’s responsibilities to Study department**

Student is responsible for sending of all the documents to Study Department before and after the mobility. List of documents for OVV and Study Department are: <https://www.ucm.sk/sk/dolezite-dokumenty/>

List of documents for the Study Department:

* Learning Agreement
* Acceptance letter
* Confirmation of participation on Erasmus stay

**Grant**

The grant rates for university students can be found here: <https://www.ucm.sk/sk/dolezite-dokumenty/>. **Student, who is recipient of social scholarship** in the same academic year as his/her mobility, **has the right for grant supplement.** Scan/copy of Decision of receipt social scholarship must be sent to OVV administrator. Based on this document the administrator will make an amendment to Grant Agreement (mainly in winter semester when the decisions are sent after the beginning of mobility) with the grant increase or the grant is calculated with the increase in Mobility Tool system (process in summer semester, the increase is stated in grant treaty).

**Based on Grant Agreement, the student will get grant in two payments to his/her bank account:**

* 80% of grant before the mobility
* the rest of the grant after the end of the mobility and delivering all the needed documents.

**Grant Agreement** is signed by student and institutional Erasmus+ coordinator. The Grant Agreement is issued by OVV after receiving all the needed documents from student. Student adds his/her personal information into the treaty, **prints it in three exemplars, signs and sends it to OVV.** OVV coordinator will submit the Grant Agreement to institutional coordinator for signature, and after its signing the OVV coordinator will instruct the Economical Department for the first payment of the grant. **The student must arrange the documents so that his printed Grant Agreement is delivered to the institutional coordinator before the departure to mobility. The ERASMUS grant is only a contribution to the realization of mobility,** which means to balancethe cost of livingbetween the home and host country.

**Grant is awarded for the period indicated in the Grant Agreement. After the return from mobility the student proves the real length of the mobility by document Confirmation/Certificate of Stay/Study Period**. Confirmation document should be confirmed by the host university.

If these periods do not match and the real period of Erasmus stay has been shorter than predetermined, the total amount of the grant will be reduced accordingly. **If the real length of the mobility is shorter by maximum of 5 days, in this case the grant remains in original amount. If the real length of mobility is shorter for 6 or more days, the grant is reduced.**

**If these periods do not match and the actual duration of stay was longer than predetermined, UCM is not obligated to provide an additional grant beyond the originally agreed term of stay. The additional number of days is considered to be zero grant period.**

**On-line Linguistic Support (OLS)**

Testing of language capabilities is compulsory for all the students - Erasmus+ participants whom the mobility started after 1.1.2015. It is carried out through the online assessments in **On-line Linguistic Support (OLS) sy**stem**. Language assessments are mandatory** for those students who are preparing to study **in language, which is included in OLS system. These are:** Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovenian, Spanish or Swedish language.

Student must take the first assessment before the mobility and the second before its ending. The second assessment verifies the improvement of language capabilities of student.

**If student achieves in his first assessment the highest valuation C2, he/she does not need to take the second assessment.**

If student achieves in his/her first assessmen lower valuation (A1, A2, B1), the student gets access to on-line language course which will run throughout the mobility.

The results of assessment receives student and the contact person of UCM.

The officer puts into the system OLS mail contacts of those students to whom this obligation applies. The system the sends invitations for assessmen to students with log in information and link for assessmen.

15 days before the announced end of OLS mobility, the student will be given the acces to the second assessmen in the same language that he/she was tested at the beginning of the mobility.

**IMPORTANT WARNING:**

**If the student cannot participate on Erasmus mobility** **(family, health or other issues), he/she can cancel the Erasmus mobility. He/she must inform the departmental coordinator, host university and the OVV officer in writing about his/her decision. There are no sanctions from the UCM side for this type of withdrawal.**

1. **During the mobility**

In case of any problems during the mobility, change of subjects, number of credits, etc. contact your department coordinator.

**Prolongation of mobility**

Prolonging of mobility is possible only after the written agreement between the student and host and home university. **The student must apply for prolonging of mobility no later than month before the estimated end of mobility.**

The financial support for prolonged mobility does not occur automatically. **We recommend to consult the prolongation of mobility on home department mostly because of recognition of subjects from Erasmus mobility, because in case of non-recognition of most subjects there is possibility of repetition of the whole grade.**

University decides if the students will be given financial support for the prolongation of mobility, or approves the prolongation of mobility without the financial support.

If the university approves the prolongation of mobility, the following must be agreed in writing by an amendment to the contract:

* The decision of the prolongation of mobility must be realized before the originally planned end of mobility;
* The prolongation of mobility must follow immediately after the regular mobility period. Student residence must not be interrupted. Allowed interruption of mobility must be justified from the home university side.

Beside the amendment to financial treaty the student must have signed the amendment to the Learning agreement for Studies which will show the student's extended study plan for the extended mobility period.

*Extension of residency for a whole semester is solved by separate Vice-Rector's guidance, which is on link* [*https://www.ucm.sk/sk/dolezite-dokumenty/*](https://www.ucm.sk/sk/dolezite-dokumenty/) *- Guidance on prolongation of Erasmus mobility.*

1. **After the mobility**

After the return from the mobility student is obliged to deliver to OVV UCM the **Transcript of Records** and **Confirmation of Stay** as separate documents or as the third part of Learning Agreement **After the Mobility.** Transcript and the **Confirmation of stay should be issued by host university. Electronic versions of documents are accepted.**

Subjects in Transcript must match with the **Learning Agreement / Before the Mobility** or with approved changes (**During the mobility).**

Student must deliver to dean of home faculty the **application for recognition of examinations. The Application is submitted to the Study Department. The student must deliver the scan or copy of transcript and Confirmation of Stay to the Study Department (study officer IFBLR).**

Before the end of mobility and after its end the student is obliged:

* Absolve **the ending testing in On-line Linguistic Support (OLS) system.**
* **Fill and submit on-line report** in EU Survey system no later than 30 days upon receipt of a call of completion. The student will receive a call from the system to fill in the file to his/her e-mail after the date of pre-reported mobility return.

**In case of non-compliance with the terms of the grant agreement, the amount of the grant will be reduces according to the set terms and conditions.**

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