



**Guidebook for outgoing
students**

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Studies

Erasmus+ Recruitment at the end of February

All interested in participating in the Erasmus+ programme is required to provide the Coordinator of Erasmus+ with the following documents:

- a resume;
- an applying form (download [HERE](#) for studying and for traineeship [HERE](#));
- a cover letter;
- an academic teacher's reference (chosen by a student)
- a certificate from the Dean's Office of the University of Economy of an average mark from a last closed study semester;
- a certificates of additional student's achievements and activities.

→ After submitting documents, candidates obtain information about the date and place of the interview by email;

--> Interview is held in English;

--> Candidacy of students will be marked in: average mark from last closed semester -40%, interview, also including the knowledge of English and alternatively the language of classes to be held at foreign university(exceptionally if that language will not be English), and the motivation-40%;

→ Additional achievements and activities of a student, including activities in favor of university-20%;

--> Candidates will be informed about the results of recruitment by email at the latest two weeks after the recruitment meeting;

! It is worth to familiarize with stories of students who attended foreign universities in previous semesters. Their reports are available on the website of the International Affairs Office [HERE](#).

Course of proceeding

When you have been selected

- A student needs to confirm which University wants to choose for studying in the framework of an Erasmus+ programme and a semester (winter/spring). List of partner universities according to a field of study might be found [HERE](#);
- Scholarship according to a country might be found [HERE](#);
- The Coordinator of the Erasmus+ Programme of the University of Economy sends the student's nomination to a partner university in order to start an application procedure.

- ➔ A student starts the application procedure with the host university;
- ➔ A participant fills in the Learning Agreement with an Institutional Coordinator at WSG (download [HERE](#)) according to the list of courses conducted by a selected University in an analogous semester;
- ➔ After signing the Learning Agreement student signs the Financial Agreement with the home university and receives a scholarship;
- ➔ Visa: a student has to obtain a student visa. Regarding this case, the participant needs to contact an Embassy of a country, where would like to spend a semester. The student is responsible for concluding a visa.
- ➔ Health insurance: a participant needs to have adequate insurance coverage. Having Liability insurance coverage and accident insurance coverage by the participant is highly recommended. The student is responsible for concluding the insurance.
- ➔ A student has a duty to submit the 1st OLS test, which receives on an email.

Before the Mobility

During the Mobility

- ➔ Stay at foreign University should last as long as specified in the financial agreement between WSG and a student;
- ➔ A student mobility can't be shorter than 3 months. In case if a student mobility takes place on the last year of studies (Master or Bachelor), the participant is required to contact a thesis supervisor at WSG and provide further stages of Master/Bachelor thesis at the scheduled time by a thesis supervisor;
- ➔ A student may change subjects from a Learning Agreement at a host university only in cooperation with the Erasmus+ Coordinator in the host and the send universities.

- ➔ After coming back from a host university student has to present full set of documents signed by foreign university:
 - ❖ Transcript of Records
 - ❖ Certificate of Stay
- ➔ A student needs to submit an Erasmus+ Survey, which receives on an email;
- ➔ A student is obliged to submit a 2nd OLS test, which receives to an email;
- ➔ Every student prepares the report regarding a mobility abroad, which includes text and pictures.

After the Mobility