



FAQ – Frequently Asked Questions

APPLICATION / SELECTION PROCESS AND STUDY RECOGNITION FAQs

1. If I have had before a mobility grant financed by the European Union of 6 months, can I apply again?

You can apply again, however in order to be eligible a candidate must have not exceeded a "mobility capital". Grants cannot be awarded to those candidates who have studied and/or have been trained (internship) for more than a total of:

12months for the first-cycle studies (undergraduate), second-cycle studies (master) and doctoral studies OR **24 months** for the uniform Master's degree studies using financing of the European Union Scholarship opportunities (eg. Erasmus LLP, Erasmus Mundus, Campus Europae or other Scholarship and Training Fund mobility). **This rule is not applied to staff members.**

Each cycle of studies is considered separately! Prior participation in this programme your study and training experience shall be counted within the total period allowed in the current study cycle, eg. if a student has previously received a 6-month Erasmus LLP or Erasmus Mundus grant for a study/training mobility at master level, he/ she may still use an Erasmus+ grant for a master level mobility, but for a period not longer than 6 months.

2. I hold different citizenship than the country of my home institution is. Can I apply for an Erasmus+ mobility?

Students registered in one of the partner universities, enrolled in a full program of bachelor/ master/ doctorate studies and staff employed in one of the partner universities are eligible to apply for an Erasmus+ scholarship. Citizenship of another country is not an excluding criterion, however these candidates must pay attention to visa procedures which might be different than for citizens of a home country of the university concerned. For instance Ukrainian student enrolled in a master program at WULS-SGGW may apply for a mobility grant at Russian partner university despite lack of the Polish citizenship and/or permanent stay permit in the territory of the Republic of Poland. Terms of receiving a visa to a partner country of the host institution may differ from requirements the Polish citizens need to comply with.

3. Is language certificate a compulsory document needed to attach along with the application form? Can the language certificate be issued by any school of languages?

Candidates should have sufficient knowledge of the **language** of instruction of the host university they apply to (generally at least B2 level). Only official certificates will be accepted as proof of knowledge. Lack of a certificate is not an excluding criterion, however the project coordinating institution reserves

a right to carry out a language interview via Skype before the mobility takes place to verify candidate's command of English. Specific language requirements of each host university might be included in the offer of each host institution uploaded in the tab ACADEMIC OFFER on the project website (erasmusplus.sggw.pl).

4. I do not have a passport yet. Can I present any other identity document?

Any other official document (such as ID Card) giving proof of the candidate's identity will be accepted in case student yet does not hold a passport at the moment of submitting application. Passport soft copy must be provided to the e-mail address: erasmusplus@sggw.pl by **28th December 2016** for Student Mobility to ensure a mobility start in spring semester of the academic year 2016/17. Passport must be valid for at least 6 months upon returning to home university after study/ teaching period is completed.

5. I am interested in participating in the Erasmus+ programme. What language do I have to translate my documents to?

All documents must be submitted in English or translated to English. Candidatures without all compulsory documentation will be declared ineligible. The application will have to be submitted online and no paper versions will be accepted, it must be directly done and submitted by the candidate. Applications after deadlines are not accepted.

6. Can I apply for a master mobility if I did not finish my bachelor degree yet?

You can apply for a master mobility if your bachelor diploma (or at least certificate on bachelor studies completion will be attached along with the application form by the deadline for Student mobility application – 11 DECEMBER 2016. Moreover, to be eligible you need to upload a certificate of enrollment in master studies to ensure a credit mobility start in summer semester 2016/2017. Candidates who are going to graduate with a bachelor diploma in 2017 are declared ineligible for this mobility call for applicants.

7. Can I benefit from more than one mobility flow?

Candidates cannot benefit from a scholarship for the same type of mobility under another Erasmus+ project if they have exceeded the mobility capital (12 months in BSc/ MSc or PhD studies or 24 months in the uniform Master degree. Furthermore, candidates cannot benefit from more than one mobility activity within same project.

8. Must the candidate get in contact with the host university and be previously accepted before applying?

If you are a Bachelor or Master candidate please check carefully the academic offer of the concerned host university you would like to apply to, the field of your study shall correspond to the field offered by the potential host university. If you are a Doctorate or Staff candidate you must get either a confirmation of supervision letter (PhD) or a pre-acceptance letter (Staff) produced by the host university/ supervisor/ department and attach it to your application. This may be arranged by individual contacts based on the university website search or contact with a responsible person at a partner institution – local coordinator of Erasmus+ Programme with delivering a request to direct you to potential host supervisor/department. Doctorate candidates must present a research proposal (please use a template of Doctoral Student Research Agreement – to be found in section Mobility Call and Links & Materials on the project website), Staff candidates shall propose a teaching program relevant for a host field of study (please use a template of Staff Mobility for Teaching Mobility Agreement – to be found in section Mobility Call and Links & Materials on the project website). Staff is required to deliver minimum of 8 teaching hours per week. Those applications (for these academic levels) that do not include this document will be declared ineligible.

9. How can I know the academic offer of each university taking part in the project?

To know the academic offer of the host institutions, you can check it on the project portal (erasmusplus-world.sggw.pl) – section "ACADEMIC OFFER" by downloading their info sheets.

10. If I apply in 2016, when shall I start the mobility?

Student mobilities are going to start in the summer semester of 2016/2017 academic year. Exact date of the beginning of mobility will be determined by the academic calendar of your host university (it is scheduled from beginning/mid-February 2017). If you are a staff grantee you can carry out your mobility from March 2017 onwards, however your mobility dates must be previously approved by the host institution.

11. How to apply for the Erasmus+ scholarship?

It is recommended to follow the procedure described step-by-step below. The candidate shall:

1. Read very carefully "Call for Applications Guidelines" and "Required Documentation Guide".
2. Check that complies with the General Admission Requirements and Specific Mobility Type Requirements.
3. Check available scholarships within the project grant distribution.
4. Look over the academic offer of the Host Universities in order to search the specific study program/ research activity/ teaching field a candidate wants to do.

5. Create individual Erasmus+ account to log in, fill online application form with the information required, starting with Profile data and then Application Form.
6. Attach the required documents. All documents must be submitted in English or translated to English. Candidatures without all compulsory documentation will be declared ineligible.
7. Doctorate and Staff applicants need to upload a confirmation of supervision (Doctorate) or a pre-acceptance letter (Staff) from the Host University they apply for. Those applications (for these academic levels) that do not include this document will be declared ineligible.
8. Submit application respecting deadlines for:

11th December 2016 (23:59 CET) for Student and Staff Mobility

12. Which documents do I have to submit in order to apply?

A candidate has to read very carefully the call for applications guidelines and enclose the documents requested to apply to your specific academic level. The online application tool will also ask you to submit the compulsory documents. There is a possibility to attach additional documentation like certificates of any academic achievements, proof of vulnerable situation or proof of disability – if any of them are applicable.

13. What is motivation letter?

A motivation (cover) letter is a document with a maximum 2 pages length, in which a candidate needs to justify his/her interest in the scholarship he/she is applying for. This letter shall present your strong features as a best candidate to be awarded a grant and shall explain why you are interested in a particular university/study program and what benefits you are going to gain from this opportunity if given a chance.

14. What is a Learning Agreement?

A learning agreement is a study plan with listed courses a candidate intends to attend and pass exams during a mobility. The study program abroad shall replace a compulsory program of studies to be carried out at a home institution and shall be discussed with a faculty authorities of sending institution. The learning agreement should be signed by responsible authorities of home and host institutions as well as the student before the mobility start. Any modifications to the originally proposed study program need to be agreed by all three parties involved. The Learning Agreement and a transcript of records guarantee a transfer of credits for courses passed successfully by an exchange student. After the mobility completion, students return to their home institution to complete their studies. Each participating institution shall prepare and implement relevant mechanisms to enable study/ research/ teaching period recognition upon

the beneficiary's return. The relevant person in charge at the home university carries out the recognition after the student returns to his/her home institution.

15. What is a “transcript of records”?

A transcript of records presents a list of subjects, grades obtained and number of credits earned during the mobility period abroad. The Learning Agreement and the transcript of records guarantee a transfer of credits for courses passed successfully by the exchange student. The relevant person in charge at your home university carries out the recognition after the student returns to his/her home institution.

16. How will the academic recognition be ensured regarding my stay in a host university?

Academic recognition must be assured by the partnership at the end of the period of studies/ research/ teaching abroad. Erasmus+ Programme is based on bilateral inter-institutional agreements signed between home and host universities. In this context, the Learning Agreement/ Doctoral Research Mobility Agreement/ Staff Mobility for Teaching Mobility Agreement are the key documents that shall ensure academic recognition by the home institution of the mobility period abroad. Study results shall refer to a Diploma Supplement, if appropriate.

17. Will I be awarded kind of a diploma at the end of my mobility period?

Erasmus+ Programme does not cover the whole length of the bachelor/ master/ doctorate course, you will not obtain a diploma from the host institution at the end of your mobility period. However, exchange students will be provided with a transcript of records specifying the credits obtained for courses successfully completed. Each project beneficiary may be provided with a certificate confirming mobility period accomplished successfully at a host university, depending on the internal procedures of universities taking part in the project.