

Formal procedures of applying for a study period at Kielce University of Technology (Erasmus+ student mobility between Partner and Programme countries) within the Project 2019-1-PL01-KA107-064832 (1.08.2019 – 31.07.2021)

1. The students eligible to apply for a study period at the Kielce University of Technology (Host University) are students officially registered at the Partner University (Home University) and at the moment of their arrival to the Host University have completed at least 1st year of their bachelor studies.

2. The Partner Universities participating in the Project no. **2019-1-PL01-KA107-064832** are:

- **Belarussian State University of Informatics and Radioelectronics (Belarus):**
 - Student Mobility for studies – 1 incoming mobility for 1 semester (approximately 5 months)
- **Universiti Kuala Lumpur (Malaysia)**
 - Student Mobility for studies – 2 incoming mobilities for 1 semester (approximately 5 months each)
- **Samara State University of Economics (Russian Federation)**
 - Student Mobility for studies – 1 incoming mobility for 1 semester (approximately 5 months)
- **National University of Water and Environmental Engineering (Ukraine)**
 - Student Mobility for studies – 1 incoming mobility for 1 semester (approximately 5 months)

3. Students should be guaranteed academic recognition of studies carried out at the Kielce University of Technology as equivalent to a period of study at their home University. For this purpose, a scale set out by the partner universities will apply.

4. Implementation of the mobility is organized in accordance with the principles set out in the guide for Erasmus + Programme Guide (<http://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide>) and the guidelines of the National Agency program in Poland – Foundation for the Development of the Education System.

Period for carrying out the students mobility

Students qualified for the mobility within the Erasmus+ project no. **2019-1-PL01-KA107-064832** are able to carry out the mobility in the following academic years:

2019/20 – summer semester (beginning on 24 Feb. 2020) and

2020/21 – winter semester (beginning on 1 Oct. 2020)

Application Process

5. The qualification process takes place at the student's home University according to the rules set out by the home University and Erasmus + Programme Guide. The obligatory documents to be filed at the home University are application form, transcript of records. It is required that students should demonstrate English language competence at minimum B1 level

(according to Common European Framework of Reference for Languages). It is the duty of the Home University representative to check the student's language competence.

6. The partner universities nominate the students to study at the Kielce University of Technology within the Erasmus+ programme by sending an email to the address: erasmus@tu.kielce.pl **The nomination should include the student's:**

- **name,**
- **surname,**
- **gender,**
- **email address and**
- **field of study.**

7. After receiving the welcoming/accepting email from the Host University, the nominated students should send the [Application Forms](#), and project Learning Agreements prepared in consultation with [Erasmus+ Faculty Coordinators](#) of the Host University.

Before Arrival

Acceptance Letter is issued by the Erasmus+ Faculty Coordinators (It can be used for the visa purposes if required)

8. Learning Agreements prepared by the students must be approved by the responsible person at students' home University and respectively at the Kielce University of Technology.

9. The grant agreement is signed with the student whose Learning Agreement has been approved by both universities. The grant agreement is prepared as soon as the student delivers the bank account details for the grant to be transferred to. The agreement is signed by the student and the Host University representative. It should be signed before the beginning of the mobility period stated in the agreement.

10. The student is obliged to have health and casualty insurance. The copy of it must be delivered to the Department of International Cooperation of KUT before signing the grant agreement.

Scholarship

The duration of the mobility is specified in the grant agreement, the minimum duration of the student mobility is 3 month and the maximum period of funding and the stay is 5 months. In the case of incomplete months, the grant amount will be calculated by multiplying the number of days in the month by 1/30 part of that amount).

11. The students incoming to the Kielce University of Technology will receive a grant of 800 Euro per month and additional grant to cover travel expenses calculated upon a distance using a calculator provided by the European Commission http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

12. A pre-financing payment representing 85% of the grant will be paid within 30 days since signing the Grant Agreement by both sides. The payment of 15% of the grant will be paid within 20 days since receiving the online EU survey upon the end of the mobility.

During and after mobility

In a situation when the study programme can't be realized according to Learning Agreement for various reasons beyond the control of the student, the student has the right to make amendments to LA such as deletion or addition of subjects.

13. The changes need to be approved both by the sending and hosting university within 1 month of the start of classes at the partner university. The situation when the student changes the study programme without notifying his sending or hosting university can be regarded as a breach of the agreement and lead to the subsequent need to return the grant and the non-recognition of realized but not approved beforehand subjects.

14. In order to introduce changes to the Learning Agreement, the student should fill part of the Learning Agreement "DURING THE MOBILITY", and obtain the confirmation (signature) of their home university. Then the scanned part of the Learning Agreement is signed by the respective coordinator at the faculty of The Kielce University of Technology.

15. Once the student has completed all their courses and taken exams, on the "Achievement Card" they should collect grades and teachers' signatures from all the courses that are to be included in the recognition outcomes. It should include the title of the course, the number of ECTS credits, the local grade, the surname of the teacher and his/her signature.

16. On the basis of the above-mentioned card, the Faculty Coordinator will fill out the section AFTER THE MOBILITY of the student's Learning Agreement.

Links:

[Subject catalogue](#)

[Accommodation](#)