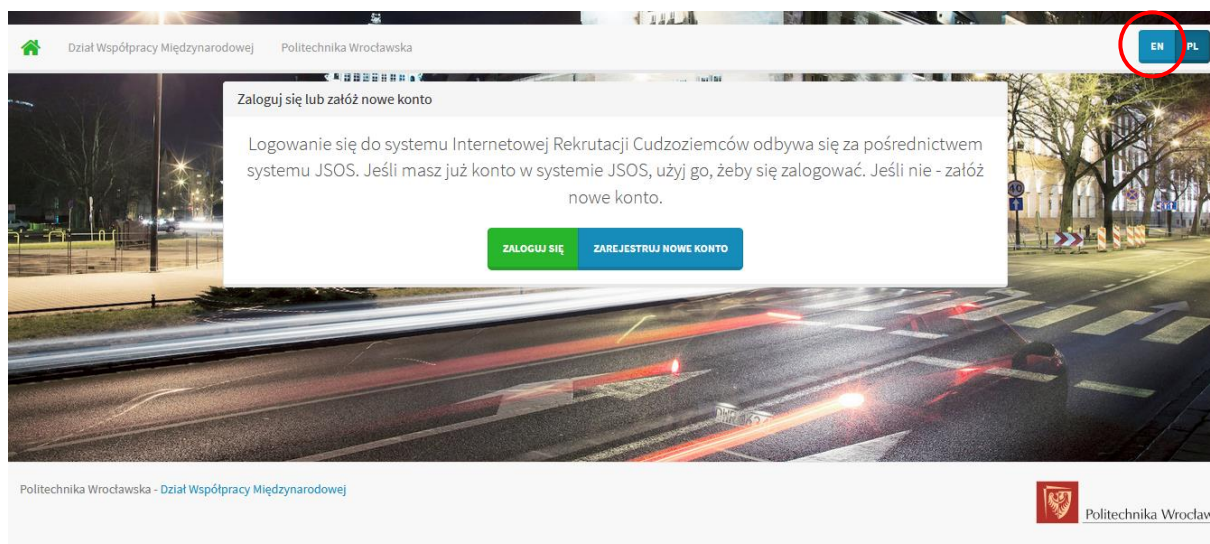


W-3 STUDENT MOBILITIES WITHIN THE ERASMUS+ STUDIES PROGRAM (long-term mobilities) Instructions for completing application documents

Students of the Faculty of Chemistry qualified for mobility must register in the IRC system (www.registration.pwr.edu.pl), where they submit a set of filled-in application documents for chosen University (complete list is given in the IRC):

1. **Application Form** with the GDPR clause, filled in digitally and signed by the student,
2. **Learning Agreement** (agreement of the program on courses) filled in **OLA** platform (<https://learning-agreement.eu/>) and approved by the Vice-Dean for Student Affairs and the Faculty Coordinator.
3. Document confirming foreign language skills – only for people who did not take the exam during the first stage of recruitment.
4. Possibly other documents required by partner Universities, i.e. **Transcript of Records** from current studies, application for a dormitory (**Accommodation Form**) on Host University forms.



Application at this stage is submitted entirely electronically, but requires all necessary signatures (electronic signatures are accepted!).

Completing of documents begins with the preparation of the **Application Form**. To do this, after logging in to the IRC, go to "**Applications**", fill in all data according to the instructions provided from the task list defined under the slogan "**To-Do**" and download the generated form with a photo (!) for signature.

The deadline for submitting the signed application form is usually March-April for all applying students.

In the next stage, you need to prepare all the remaining documents, including the **Learning Agreement!**

Important: starting this year, all students submit the Learning Agreement on the European OLA platform (<https://learning-agreement.eu/>), which is then accepted electronically. Therefore, the Faculty Coordinator, Dr inż. Anna Jakubiak-Marcinkowska, should be introduced there as the contact person at the Faculty (*Sending Responsible Person*), otherwise the form will not be visible for acceptance and no one will be able to sign it!

The deadline for submitting the remaining documents is **April 2025** - applications for the winter semester and the entire year, and **June 2025** - applications for the summer semester of the academic year 2025/2026.

Important:

Scheme for the procedure of study program (*Learning Agreement, hereinafter LA*) at the Faculty of Chemistry:

1. Before filling in the document, the student should carefully review the offer of courses available to Erasmus+ students at the partner University.
2. After selecting the courses, course descriptions or subject cards selected for the study program should be completed. Such information should be available on the website of the partner University or from the Faculty Coordinator of the Host University.
3. On the OLA platform (<https://learning-agreement.eu/>), all the fields indicated related to LA should be filled in - first of all, you should select the type and period of mobility, provide your data, data of the Home and Host Universities, fill in the proposed **Preliminary LA study program: Table A - Study Program at the Receiving Institution** (list of courses selected at the partner University) and **Table B - Recognition at the Sending Institution** (suggested equivalents from your own study program, i.e. all educational components at the Home University for which the learning outcomes are similar to the outcomes that the student will achieve as a result of completing the program at the host university). During the program evaluation, it is the learning outcomes that will determine the result of the analysis.

Note: in the "Automatic recognition" column, select 'YES' for all courses in the case of courses with similar learning outcomes or initially approved by the Vice-Dean during consultations, or 'NO' if no courses with similar learning outcomes can be assigned to the given courses. Each program is analyzed individually by the Vice-Dean.

At this stage, the student is required to provide a link or attach files describing the selected courses.

The minimum number of points that must be collected during the exchange is 15 ECTS per semester, with detailed limits set by the Faculty.

An instructional video on completing the OLA is available on the CRM website at <https://crm.pwr.edu.pl/studenci/program-erasmus-plus/erasmus/erasmus-plus-studia/online-learning-agreement-ola>.

4. After filling in all the data for the LA, the document should be signed electronically and automatically forwarded to the Faculty Coordinator '**Send the Online Learning Agreement to the Responsible Person in Sending Institution**'. At the same time, a PDF file with the study program should be generated and **sent in electronic form (together with data on selected courses, i.e. subject cards, learning outcomes) to the Vice-Dean for Student Affairs, dr hab. inż. Agata Łamacz, prof. uczelni, for the purpose of substantive evaluation of the proposed program.**

The Vice-Dean checks both tables regarding the study program, compares the learning outcomes and suggests possible corrections in the second of the mentioned tables and accepts the document by signing the draft version or sending an appropriate e-mail to the Faculty Coordinator.

Note: Due to the availability of the Vice-Dean and the Coordinator, we appeal to send the LA for evaluation at least 7 days before the application deadline!

5. The document prepared in this way is ready to be sent to the partner University.
6. **The completely signed LA (by all parties: student, Home and Host University) should be attached to the IRC.**

NOTE: In exceptional situations (mainly diploma thesis courses, diploma seminar, which may not be included in the programs of partner Universities), it will be possible to enroll in these subjects at the Home University and pass them upon return. **The main condition for such a solution is: submitting an application to the Vice-Dean for consent to external crediting of courses and the consent of the teachers responsible for given courses to such a form of crediting.** These subjects do not appear in LA then!