

FORMALITIES BEFORE DEPARTURE TO HOST UNIVERSITY [\(PDF\)](#)

AT THE FET DEAN'S OFFICE

Before going on Erasmus every student leaves at the FET Dean's office:

- application to **vice-dean for education for crediting at FET PUT the respective semester(s) based on the grades achieved during the Erasmus study period**

This is for the Dean's office a formal confirmation of the fact that the student carried out studies abroad, being at the same time a FET PUT student.

- **copy of Learning Agreement**
- **copy of the agreement with PUT.**

Resignation from the study period

If you resign from the study period, you should ASAP:

- inform the supervisor of the study period
- inform the Institutional Coordinator and deliver to her a written information about the fact, signed by the vice-dean for education
- leave a copy of this information at the Dean's office (for Anna Pawlaczyk)
- **INFORM THE HOST UNIVERSITY! Individually or through the Institutional coordinator**

AT THE INTERNATIONAL OFFICE – ERASMUS COORDINATOR

The ERASMUS agreement, set up with PUT

is the basis for obtaining the scholarship. On behalf of PUT it is signed by the prorector and the head of financial department. The agreement contains a lot of information concerning the study period, especially its financial side, so we encourage you to read the model!

When is the agreement signed?

- study periods in autumn semester – the agreements are usually ready at the beginning of July.
- study periods in spring semester – the agreements are usually ready in December/January.

Declaration of having all the required courses credited

Student signs a declaration stating that they have all the required courses credited before signing the ERASMUS agreement.

If the student has not credited all the courses yet, an agreement of the vice-dean for education is needed for going for Erasmus without all the ECTS credits achieved.

Certificate of language course at PUT

should be picked up at the Centre for Languages and Communication, and presented when signing the agreement.

Health insurance – EHIC or equivalent

is required from the outgoing students. Additionally, also a private health insurance policy is required.