



ERASMUS+ PROGRAMME Key Action 1 - International Credit Mobility (KA107)

ORGANIZATIONAL PROCEDURES AND DOCUMENTS FOR OUTGOING STUDENTS Before - During - After mobility

BEFORE MOBILITY

Students are in compliance with the payment of university fees and any other obligations for the duration of the mobility. This has to be certified by the UKZKM Finance office.

UKZKM (Institutional Erasmus coordinator/ Educational and Research Projects Office) sends to the Host University the selected outgoing students data/nominations. **A letter of acceptance** is sent to students from the Host University (requested by embassies for VISA procedures).

Students get acquainted with the institutions grading system and assessment procedures and set their Learning agreement for studies for about 28 to 30 ECTS per semester at the Host University. Students submit the **Learning Agreement for studies/traineeship** (Section Before mobility) to their UKZKM Erasmus academic coordinator approval/signature who will assist, support and give specific guidance and also to the Host University/ institution approval/signature.

Students follow and complete all the procedures required by the Host University and prepare the requested documents for **applications** within the set deadlines.

UKZKM (Institutional Erasmus coordinator/ Educational and Research Projects Office) runs pre-departure **orientation** sessions providing the necessary information and support about logistic and administrative aspects as insurance coverage, VISA, travel information, bank account, accommodation options, linguistic and cultural preparation, grant agreement rules and conditions etc., in collaboration with the Host University.

Students undersign the **Grant Agreement** with the Host University in the programme country which will administer the grant payments for mobility. The GA sets out the financial support and payment arrangements to the participant. Students must accept all the conditions, commitments, rights and obligations within the established deadlines.

DURING MOBILITY

Upon arrival at the Host University, students take part to welcome **orientation** events/meetings and get informed about the procedures connected with their stay (permits of stay, insurance, enrolment and attendance to courses, facilities on campus, social life etc).

Students send to UKZKM the **Arrival certificate**, signed and stamped by the responsible international offices at the Host University.

When necessary, during the study period abroad, the students have the chance to modify the Learning Agreement (Section During mobility) by adding or deleting courses. The changes must be agreed (signatures needed) with the UKZKM Erasmus Academic Coordinator and with the Host University within 30 days from the start of courses/mobility.

AFTER MOBILITY

Students send to UKZKM the **Attendance certificate/ Traineeship Certificate/letter of thesis supervision**, which is the confirmation of the study/traineeship/ thesis preparation period, signed and stamped by the responsible/competent persons at the Host HEI/company/ institution.

Students/Host University send to UKZKM the **Learning agreement** (section After mobility) or equivalent **Transcript of Records** documenting the completed courses/exams/ traineeship, grades, credits earned abroad. This document is a condition for the recognition process to be followed upon return at UKZKM from the Host University.

Students submit a **final report** by responding to an **EU online Survey**. Students will receive the link to the report by email automatically by the Erasmus Mobility Tool, 30 days before the end of their mobility period.

A further complementary survey specifically on recognition may be sent to the student after the mobility period to assess the quality of the recognition provided. Also students are expected to respond to an internal **questionnaire** sent by UKZKM.