

## INSTRUCTIONS FOR STUDENTS PARTICIPATING IN THE MOBILITIES FOR STUDY WITHIN THE ERASMUS+ PROGRAMME

**Dear Student,**

after you have been qualified by the University's Qualification Committee to participate in a foreign exchange of students under the **Erasmus+ Programme** you must do the following activities **before the planned mobility**:

1. Visit the website of the university you chose. List of partner universities and their websites are available here: <https://www.umb.edu.pl/s,24016/partner-universities>. Check the **deadline for submission of application documents** on the website of the selected University (in each institution it may be different) and the start and end dates of the academic year/semester.
2. Print and fill out the form **"Student Application Form"**, available on the website of the partner university. In some foreign universities, Erasmus+ students are registered online. Then deliver the completed printout of the form to the International Cooperation Department.
3. Read in advance the list of courses that are in your study programme at the MUB.  
**NOTE! Keep in mind that while you are on an Erasmus+ grant, you are required to complete the courses of the semester / academic year you are leaving for.**

If, for example, in the winter semester 2022/2023 you will be a student of the 5th year, as a student of the Erasmus+ Programme, you are obliged to pass primarily the subjects selected from the 9th semester of studies. However, classes abroad do not have to be identical to those at the home university.

In order for the period of study abroad to be recognized, you must obtain at least **30 ECTS points** (in case of departure for one semester) **or 60 ECTS points** (in case of departure for the whole academic year) according to the scoring applicable in the receiving university. To each subject a certain number of ECTS points is assigned (you can find them in the foreign university's ECTS Course Catalogue).

So you need to select from the list of subjects that you are going to pass abroad, so that their total points correspond to a minimum of 30 ECTS or 60 ECTS. You can enter the courses you choose later in the standard document **"Learning Agreement for Studies" (LA)** which you can download from the website of the partner university.

For each selected subject, enter the code (given by the partner university) and the assigned number of ECTS points.

After completing the LA, meet with the Erasmus Programme+ Departmental Coordinator to establish the study programme proposal. However, firstly contact the Dean of your Faculty in advance for prior consultation.

After obtaining the signature of the Erasmus+ Programme Coordinator and the Dean of the Faculty, the LA will be sent to the university to which you are planning to go and there it will be finally accepted and

signed by an authorized person. Signed LA guarantees that upon arrival you will be able to attend and pass your scheduled classes.

**NOTE!** Documents 'Student Application Form ' and 'Learning Agreement' must be submitted to the International Cooperation Department, at least 2 weeks before the deadline for submission of documents in a foreign university (See point 1)

Each foreign university may also require additional documents, e.g. a list of subjects passed in the previous period of study ("[Transcript of Records](#)"), [photo](#), [photocopy of the identity card](#), [status of Erasmus+ Programme student confirmed by the MUB](#) or [confirmation of the financing of the stay](#), etc. Remember to deliver all these documents to the IOD within the above-mentioned deadline.

4. Also provide the International Cooperation Department with your bank account number to which the Erasmus grant will be transferred. Use the form "[Bank account details](#)". In addition, provide a completed document [Declaration on prior participation in the Erasmus+ Programme](#) (Both documents are available for download here: [https://www.umb.edu.pl/en/s,24092/Documents\\_to\\_download](https://www.umb.edu.pl/en/s,24092/Documents_to_download)).

5. Shortly before departure, report to the nearest branch of the NFZ in order to obtain [EKUZ card \(European Health Insurance Card – EHC\)](#), which will provide you with health insurance during your stay abroad.

**NOTE!** Before departure you are required to submit for inspection in the ICD documents confirming insurance NNW and OC, valid abroad.

6. Before your planned departure date, as an Erasmus+ student, you will sign [a Mobility agreement](#) with your home university, which is the basis for receiving the Erasmus+ grant. The agreement will specify the period of your stay on the grant, the total amount of the Erasmus+ grant awarded to you, the number of instalments in which it will be paid and the mutual obligations of the student and the home university.

7. Before leaving, you are also required to fill out an online survey to check your knowledge of a foreign language. An email with a link to the survey will be sent to you at the e-mail address you provided earlier.

**Congratulations on your qualification to the Erasmus+ Programme!**

*Erasmus+ Programme Team  
of the Medical University of Białystok*

*Białystok, October 2021*

Contact information of the Erasmus+ Office in the International Cooperation Department:

tel. +48 85 686 5337

e-mail: [erasmus@umb.edu.pl](mailto:erasmus@umb.edu.pl), [joanna.zadykowicz@umb.edu.pl](mailto:joanna.zadykowicz@umb.edu.pl)

Contact details for Erasmus Programme Coordinators:

<https://www.umb.edu.pl/s,24093/contact>