

Mobility settlement under Erasmus + Program

Settlements made by the Vice-Rector for Education

After returning from studies / traineeships abroad, the Student should first submit documents at the Dean's Office in order to complete the semester (s) of study:

- Transcript of Records / Traineeship certificate
- Confirmation of Stay - a certificate of the duration of mobility, confirming the start and end dates of the mobility period
- Document of possible changes in LA - Changes to Original Proposed Study Program in Learning Agreement / confirmed by the Vice-Rector for Education and the person responsible for education in the foreign university

The rules for recognition/ assigning grades and completing a semester are established by the Vice-Rector for Education who approves the study program.

Settlement in the International Cooperation Department

The student is obliged to settle the mobility in the International Cooperation Department and submit an individual report of the mobility:

- Transcript of Records / Traineeship certificate
- Confirmation of Stay - a certificate of the duration of stay, confirming the start and end dates of the mobility period
- Document of possible changes in LA - Changes to Original Proposed Study Program in Learning Agreement / confirmed by the Vice-Rector for Education and the person responsible for education in the foreign university
- Complete a mobility report (EU Survey), generated by the Mobility Tool system and complete the language proficiency test in the OLS online system - if one has been awarded

within 14 days from the date of end of the stay abroad for financial settlement of the grant.

The student signs the document prepared by the International Cooperation Department, which states the final mobility settlement.

If, for reasons beyond the control of the Student, it is impossible to submit the settlement up to 14 days from the end of the mobility, please contact ICD in order to obtain consent for later settlement.

If the Student has not passed the subject (s) from the Learning Agreement, please contact ICD immediately.

Shortening the mobility for studies / traineeships

The minimum period of mobility required to receive the scholarship is **3 months (studies) or 2 months (traineeships)**.

Shortening the mobility requires the return of part of the scholarship, because **the scholarship will be granted only for the time of actual stay abroad** (in accordance

with the agreement signed by the Student with Warsaw Film School before the mobility and the certificate of the length of stay brought from the programme university/ foreign organization) .

Shortening the mobility - "**force majeure**" is possible if the Student suffers a serious accident abroad, becomes seriously diseased or in the health/ life-threatening situation of the Student.

In such a situation, **directly after the event occurs**, the Student should immediately contact the International Cooperation Department by e-mail or by phone. The National Agency in Warsaw decides on the further procedure.