

DURING THE ERASMUS STUDY PERIOD [\(PDF\)](#)

Changes to LA

Every change in the Learning Agreement should be agreed ASAP with Erasmus coordinator, possibly by email (can be done via Anny Pawlaczyk).

NOTE: Please send the Changes to...LA form with deleted and added courses when asking for the supervisor's acceptance, even if the host university does not require it!

When the supervisor accepts the proposed changes, the student fills out the page **Changes to original proposed study programme** overleaf the Learning Agreement ECTS form).

The form, signed by the student and the appropriate person from the host university, should be sent (by post, scanned by email, or fax +48 61 6652 572) to Anna Pawlaczyk at the FET Dean's office.

The Changes form is then signed by the vice-dean for education and the Institutional LLP ERASMUS Coordinator.

If the host university requires the original of Changes form, it should send 2 copies of forms by post to the address of FET Dean's office or Institutional LLP ERASMUS Coordinator. Our university re-sends then one signed copy.

Changes and confirmation of duration of study periods

EVERY CHANGE TO THE DATES AND DURATION OF STUDY PERIOD

Should be reported ASAP to the Institutional Coordinator. Please remember that the dates written in the application are usually temporary, they can e.g. not cover the earlier language course.

In particular, every student has to confirm (by email to the Institutional Coordinator) the duration of study period, within a month's time from the beginning of study abroad – this is the necessary condition to obtain the second installment (45%) of the ERASMUS scholarship.

Prolongation of study period

The study period abroad can be prolonged, within one and the same academic year - based on the ECTS rules, with a consent of both home and host universities. ERASMUS scholarship is then not possible! Application to prolong the study period, confirmed with the written consent of the vice-dean for education, should be addressed to the University Coordinator.