

APPLICATION DOCUMENTS **(PDF)**

ECTS APPLICATION FORMS REQUIRED BY PUT AND REQUIRED BY PARTNER UNIVERSITIES

The students qualified for study periods fill in the application documents required by PUT and those required by the partner university.

The forms must be filled in electronically, signed by the students, the study period supervisor, and the vice-dean for education FET and by the Institutional Erasmus Coordinator.

The student sends/submits the application to the partner university.

Please send the electronic version of forms to Anna Pawlaczyk (anna.pawlaczyk@put.poznan.pl).

(It turns out to be very useful to complete or change some data, or to arrange many questions concerning the study periods:)

APPLICATION FORMS REQUIRED BY PUT

• Learning Agreement Before Mobility Section

Please give your contact data, email and (GSM) phone!

Please calculate exactly the duration of your study period in months!

A language course abroad or other preparatory course before the beginning of the semester (academic year) can be included into the duration of study period, and at the same time into the period of ERASMUS financing (scholarship).

The duration of study period is between 3 and 12 months

• Learning Agreement

The students choose at least **4 courses for minimum 30 ECTS credits per semester.**

When going for the whole academic year, the student should achieve min. 60 credits per year. The credits do not need to be then divided equally between the two semesters.

Please REMEMBER that the choice of courses during the recruitment is usually temporary, because the offer of courses valid for the next academic year appears much later at partner universities. Upon arrival at the university, at the beginning of semester, the students usually update the LA – by means of the Changes... form within the LA form.

ECTS credits for language classes credited at partner universities ARE NOT recognised by the PUT!

• Transcript of records

It should include **all the courses credited in the previous study cycle.**

It is recommended to write one grade per given course, i.e. average grade of all forms of classes (labs, exercises, and lectures-exams).

APPLICATION DOCUMENTS REQUIRED BY PARTNER UNIVERSITIES

should be downloaded from the partner universities' web pages.

Links to respective web pages and forms are given with the descriptions of partner universities, as well as in the pre-prepared ECTS forms in menu **ERASMUS / Partners**.

The documents required by the universities, including the print-outs of on-line applications, should be also delivered to the faculty coordinator (dean's office).

CONFIRMATION OF ENROLMENT FROM HOST UNIVERSITY are usually sent to the candidates within ca. 1,5 month after the deadline for submitting the applications. They may be accompanied by different useful information about the university, studying, dormitory booking, etc., and sometimes also by another forms to fill out. Please fill out and send back such documents ASAP, leaving a copy for yourself.

ACCOMODATION – STUDENT DORMITORIES

It is also recommended to get informed, on your own, about the procedure and deadline of booking places in student dormitories.

NOTE: not all partner universities offer places in university dormitories!