



Erasmus+ Programme – mobility for studies

After signing the financial agreement for studies within the Erasmus + Program:

1. You will receive the license to the OLS language platform. Access to the platform is a linguistic support that is received by every student. You are required to complete two language tests on the platform. One test before and one after mobility. The performance of the tests is a compulsory element of mobility, however, the test results do not affect the recognition of the mobility or the amount of the grant you shall receive. You will receive an invitation to the platform at your e-mail address (sometimes the invitation "falls" into the SPAM folder, so check all folders of your e-mail). Before you leave, complete the first test.
2. From the moment the mobility begins, you have 5 weeks to prepare the Learning Agreement during the mobility (if necessary in your case). LA during the mobility introduces changes to your study program abroad. That is why it is so important to prepare this document if any of the components that were originally planned in your LA before the mobility have changed. LA during the mobility is accepted by the same persons that have approved your LA before the mobility. You can find the Learning Agreement during the mobility template and instructions on how to fill it in on our website.
3. At the end of the semester, you will receive an e-mail with instructions on how to enter your grades obtained abroad into your USOSweb account. After receiving the Transcript of Records from the partner university, you will have to enter the subjects and grades from abroad into your USOSweb (the grades will have to be transferred to the Polish equivalents of the grades). Then, your Program Coordinator will accept your grades in accordance with your transcript and the dean's office will be able to recognize your external subjects.

Deliver the original of the Transcript to our Office, and a copy of it (by e-mail) to the Program Coordinator and Dean's Office.
4. Then you complete the program differences at the UO, if there are any to be completed.
5. After the mobility, you also deliver to our Office a document confirming your stay at the partner university (Certificate of Attendance). It is the most important document of your mobility confirming the dates of your mobility. The original document must be delivered to our Office right after the end of your mobility.

Both the Transcript of Records and the Certificate of Attendance are standard mobility documents that the partner university is required to issue for you.

6. Upon completion of your mobility, you will have to complete a second language test on the OLS platform and an online report on completion of your mobility (EU survey). It is a short report to which you will receive an invitation by e-mail.

After completing all the above steps, your mobility can be finally settled and closed and your last part of the grant paid.

A detailed Step-by-Step procedure is available on our website:

<http://hello.uni.opole.pl/krok-po-kroku-2/>

Erasmus+ Programme – mobility for traineeship

After signing the financial agreement for traineeship within the Erasmus + Program:

7. You will receive the license to the OLS language platform. Access to the platform is a linguistic support that is received by every student. You are required to complete two language tests on the platform. One test before and one after mobility. The performance of the tests is a compulsory element of mobility, however, the test results do not affect the recognition of the mobility or the amount of the grant you shall receive. You will receive an invitation to the platform at your e-mail address (sometimes the invitation "falls" into the SPAM folder, so check all folders of your e-mail). Before you leave, complete the first test.
8. If during your mobility there are any changes in the originally planned program of your internship, its duration or there is a change of the internship mentor, you must prepare the Learning Agreement during the mobility. LA during the mobility introduces changes to your internship program abroad. That is why it is so important to prepare this document if any of the components that were originally planned in your LA before the mobility have changed. LA during the mobility is accepted by the same persons that have approved your LA before the mobility. You can find the Learning Agreement during the mobility template and instructions on how to fill it in on our website.
9. After the mobility, you must deliver to our Office the original of the third part of the Learning Agreement After the mobility. This part of LA is the most important document from your mobility, which confirms both the internship program and its duration (dates of your mobility). LA After the mobility must be signed by your mentor at the host institution.

You deliver the original LA After the mobility to our office immediately after the end of the mobility. If your internship abroad was performed as a compulsory internship during the program of your studies, you also provide a copy of LA After the mobility to the Internship Department.

10. Upon completion of your mobility, you will have to complete a second language test on the OLS platform and an online report on completion of your mobility (EU survey). It is a short report to which you will receive an invitation by e-mail.

After completing all the above steps, your mobility can be finally settled and closed and your last part of the grant paid.

Document templates and other additional information can be found on our website:

www.erasmusplus.uni.opole.pl