

ERASMUS+ OUTGOING STUDENT MOBILITY REGULATIONS

OUTGOING MOBILITY PROCEDURE

1. Recruitment of students applying for an Erasmus+ programme

Recruitment is conducted online through the Moja PG portal and in accordance with the guidelines of the [Faculty Erasmus+ Coordinator](#).

The following documents must be attached to the application submitted through Moja PG portal:

- ✓ an application in English addressed to the Faculty Erasmus+ Coordinator,
- ✓ a transcript of records in English, signed by a Dean's Office staff member,
- ✓ a foreign-language proficiency certificate,
- ✓ a scan of these Regulations signed by the student.

During the selection process, the student's average grade from all completed semesters (**the student must have successfully completed all previous semesters**) and their involvement in student organisations are taken into account. Once the student has been selected, the Faculty Erasmus+ Coordinator sends a nomination to the chosen receiving university.

2. Preparation and approval of the [Recognition Sheet](#)

The student prepares the Recognition Sheet, which is then approved by the Vice-Dean responsible for the relevant degree programme. The courses listed in the Recognition Sheet should correspond to the courses scheduled for the relevant semester. The document must be sent to the email address of the person identified on the Faculty of Civil and Environmental Engineering [website](#) as responsible for the administrative support of the exchange programme.

3. Preparation of the **Learning Agreement** by the student (based on the approved Recognition Sheet) and other documents required by the receiving university

Each receiving university determines its own application deadlines and admission requirements. Please consult the website of the chosen university for details. Depending on the requirements of the receiving institution, the document may be prepared electronically as an Online Learning Agreement (OLA) on the platform <https://www.learning-agreement.eu/> (log in using your Gdańsk Tech credentials) or in paper form.

The document has to indicate the "Responsible person", i.e. the person who will approve it on behalf of Gdańsk University of Technology (enter the [Faculty Erasmus+ Coordinator](#) here) and on behalf of the receiving institution (contact the receiving institution and ask whom to enter in this field).

Where the Learning Agreement is prepared in paper form, it must be sent to the Faculty Erasmus+ Coordinator for signature once completed.

4. Submission of the **Application for Travel Abroad**

The student submits the application for travel abroad through the Moja PG portal ([e-documents section](#)).

5. Submission of documents to the International Relations Office (CWM)

The student submits the required documents to the International Relations Office (CWM) in accordance with the list published on the Office's [website](#).

6. Submission of the Learning Agreement signed by both the sending and receiving institutions to the Dean's Office

7. Submission of the **Certificate of Arrival** to the Dean's Office (after registration at the receiving university)

8. Submission of the **Transcript of Records** and **Certificate of Attendance** to the Dean's Office and settlement of the Erasmus+ grant with the International Relations Office

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Date and student's signature

Upon completion of the mobility period, the student must promptly submit the above-mentioned documents and enter the courses completed during the exchange into the Moja PG portal. Please follow the [instructions](#) available on the CUI website.

The list of documents required by the International Relations Office can be found on the Office's [website](#).

ERASMUS+ WITHDRAWAL PROCEDURE

1. Within one month of reporting to the receiving institution, an Erasmus+ student may withdraw from participation in the Erasmus+ programme without any formal consequences and immediately resume their studies at the home institution.
2. To withdraw, the student must email a reasoned request to the Faculty Erasmus+ Coordinator and the International Relations Office.

PROCEDURE FOR CHANGES TO THE LEARNING AGREEMENT

1. Preparation and approval of a new **Recognition Sheet**

To amend the Learning Agreement, the student must prepare a new Recognition Sheet within one month of the beginning of the semester and send it to the person responsible for the administrative support of the exchange programme.

2. Preparation of the amended **Learning Agreement** by the student

The document must be signed by the receiving institution and the Faculty Erasmus+ Coordinator. Once the required signatures have been obtained, the document must be sent to the person responsible for the administrative support of the exchange programme.

PROCEDURE FOR EXTENDING THE STAY AT THE RECEIVING INSTITUTION

1. Obtaining approval to extend the stay

A student planning to extend the mobility period must obtain approval from both the Vice-Dean responsible for the relevant degree programme (a general application may be submitted to the Dean through the Moja PG portal - e-documents section) and the Faculty Erasmus+ Coordinator.

2. Preparation and approval of a new **Recognition Sheet**

Once approval has been obtained, the student prepares a Recognition Sheet covering the additional semester and sends it to the person responsible for the administrative support of the exchange programme. On the basis of the approved Recognition Sheet, the student prepares the amended Learning Agreement.

3. Submission through Moja PG portal of the **Application to Extend the Stay Abroad**
4. Contacting the International Relations Office

The student submits any additional documents required by the International Relations Office (CWM) in accordance with the guidelines published on the Office's [website](#).

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Date and student's signature