

INSTRUCTIONS FOR EM A2 SIGMA *Agile* PARTNERS
How to Proceed with the Incoming/ Outgoing Scholarship Holders

1. Before the mobility

1.1 Please make sure that all your incoming Scholarship Holders receive letters of acceptance and are provided with necessary information and support regarding:

- admission procedures, any additional documents required;
- contact with the academic supervisor/ academic contact person;
- selection of courses/ registration;
- updating LA/ Work Plan;
- visa procedure;
- accommodation and other practical arrangements;
- any services provided by your University, such as buddy (mentor) system, orientation, intensive language course, workshops for international students/ staff, services for visitors with special needs, etc.

1.2 Please inform all your outgoing Scholarship Holders about the procedures and requirements for outgoing students/ staff that are in place at your University. In particular, it is expected that all the courses/ credits/ grades/ skills and qualifications acquired abroad will be transferred and recognized.

1.3 Travel and insurance will be arranged by SIGMA *Agile* Coordinator.

2. Upon arrival

2.1 Documents to be collected upon arrival

Please collect boarding cards and copies of passports from all your incoming Scholarship Holders (the page with the photo and with the visa and stamps). If a given Scholarship Holder had been

travelling by bus or by train, please collect the tickets. In case of trips by car (or any other situations when the Scholarship Holder cannot provide boarding cards or stamps in the passport), please confirm that the Scholarship Holder started the mobility on a particular date. Please use the Notice of Arrival/Departure form. This document should be stamped and signed. Scans of the above documents should be collected within 5 working days after the Scholarship Holder's arrival and sent to SIGMA *Agile* Coordinator.

2.2 LA/ Work Plan

Please make sure that all your incoming Scholarship Holders have updated their LA's/ Work Plans and that they have gathered all the required stamps and signatures. A copy of this document should be sent to SIGMA *Agile* Coordinator.

All the full degree seeking Scholarship Holders should be informed about the regulations and requirements at your University. Your University should sign a contract or any other documents connected with the acceptance of the full degree students - please provide SIGMA *Agile* Coordinator its copies.

2.3 Academic support

Please make sure that all your incoming Scholarship Holders can register for courses/ contact their academic supervisors. All the students should obtain approximately 30 ECTS (or equivalent) per semester, 60 ECTS (or equivalent) per year.

Full degree students should fulfill academic requirements of the receiving department.

2.4 Services

Please inform your incoming Scholarship Holders about any services that are offered by your University. This may include: buddy (mentor) system, orientation, access to the library, issue of student ID, language courses, contact with student organizations, inter-cultural activities, workshops, social events, counselling, psychological support, support for visitors with special needs, etc.

2.5 Accommodation

Please provide your incoming Scholarship Holders assistance with finding accommodation.

2.6 Scholarship

The scholarship will be paid by the EU partner universities to all their incoming and outgoing Scholarship Holders upon their arrival at the Host University. All the Scholarship Holders should have a bank account in a EU country, preferably in euros. So all the Scholarship Holders from the WB will probably need to open a bank account when they arrive at the Host University, unless the

Host University has other procedures regarding the payment of the scholarship.

EU PARTNERS: Please inform your incoming and outgoing Scholarship Holders about the scholarship payment procedures at your University.

2.7 Reimbursement of additional costs

SIGMA *Agile* Scholarship Holders will have the right to claim some additional costs, like cost of the trip by train/bus from the airport to the Host University or visa fee. Special claim form will be used. Instructions will be provided. Please ask your incoming Scholarship Holders to keep all the original tickets, bills and invoices. Only on the basis of the original documents reimbursement can be made. Those who had travelled by car need to fill out a special form for car travel and provide the original bills for petrol with dates adequate to the dates of the trip.

3. During the mobility

3.1 Administrative and academic support

Please stay in regular contact with all your incoming/ outgoing Scholarship Holders and provide them support and advice in case of organizational, academic, or other problems. Also, stay in contact with the receiving departments and home universities of the Scholarship Holders.

3.2 Monitoring

Please remember that it is important to monitor both the academic performance and the duration of stay of each Scholarship Holder. Any academic problems or requests to interrupt or shorten the mobility period should be reported to the SIGMA *Agile* Coordinator as soon as possible.

3.3 Duration of stay/ calculation of the monthly allowances

Remember about the 16-day rule for the calculation of the duration of stay. Each Scholarship Holder should stay at least $(n-1)$ months + 16 days to complete a n -month mobility period. For example: 10-month mobility should last at least 9 months and 16 days. 9 months and 15 days will be counted as 9-month mobility. Take care that the duration of stay of all your incoming/outgoing Scholarship Holders has been calculated correctly and that the correct number of monthly allowances has been paid in each case. Do collect documents that can prove the dates of each mobility: boarding cards, tickets, stamps in passports, Notice of Arrival/ Departure, duly signed and stamped.

3.4 Follow-up

All the SIGMA *Agile* Scholarship Holders will be requested to submit progress reports regarding their performance at the Host University. Students: once a semester. PostDoc's and Staff: at the end of the

mobility period. This document should be approved by the academic supervisor/ contact person at the receiving department and signed by SIGMA *Agile* Contact Person at the Host University. Please ensure that all your incoming Scholarship Holders have submitted their activity reports within the deadline.

Structured interviews at some Partner Universities are planned. Further information will be provided in a due course.

All the Partners are encouraged to keep track of the additional activities and achievements of their Scholarship Holders, such as publications, awards, participation in conferences/ projects, activity in organizations.

3.5 Sustainability

It is one of EM A2 SIGMA *Agile* project's aims to encourage sustainability on the individual and institutional level. Please support your Scholarship Holders in this respect and gather information on any instances of institutional cooperation, dual/ joint diploma programmes, joint projects and other initiatives, activity in organizations/ networks, etc.

4. After the mobility

4.1 Academic record

All the SIGMA *Agile* Scholarship Holders should receive a confirmation of their visit and activities performed: transcript of records, certificate, or the like. Degree seeking Scholarship Holders should obtain a Master/PhD Diploma/ Diploma Supplement. Scans of these documents should be sent to SIGMA *Agile* Coordinator.

The Home University may request additional documents, such as syllabus, course description, or description of the grading system.

4.2 Documents to be collected

Before the departure of the Scholarship Holders, please inform them about any internal procedures at your University that they need to fulfill.

Please remind them that they need to keep and submit boarding cards/ tickets. When necessary, please sign Notice of Arrival/ Departure right before the scheduled date of the trip.

All the Scholarship Holders are obliged to report to the Home University or SIGMA *Agile* Coordinator directly within 5 working days after they return back home. This should be an e-mail with scans of the boarding cards. The original boarding cards should be sent to the SIGMA *Agile* Coordinator's address. In case the boarding cards are lost, other proofs should be provided, for example scans of the relevant pages in the passport.

Those who travel by car should visit SIGMA *Agile* Contact Person at the Host University prior to the departure and provide a completed Notice of Arrival/Departure for car travel. This document should be signed and stamped by SIGMA *Agile* Contact Person at the Host University. Then, it should be sent to SIGMA *Agile* Coordinator.

4.3 Evaluation

After the mobility period, each Scholarship Holder will be requested to fill out a questionnaire provided by SIGMA *Agile* Coordinator. In addition, all the Partners are encouraged to follow their own procedures regarding gathering feedback from the incoming/outgoing students and staff.

4.4 Sustainability

All the SIGMA *Agile* Partner Universities and Scholarship Holders are encouraged to stay in contact after the mobility period. Possible joint initiatives may include: exchange of information, participation in platforms/ fora, online events, activity in alumni organizations/ other organizations and networks, joint programmes, agreements of cooperation, joint projects, research, publications, conferences, etc.

5. Documenting and reporting

Ensure to file all the documents regarding the project EM A2 SIGMA *Agile*, at all its stages (preparatory stage, promotion, selection, admission of the Scholarship Holders, implementation of mobility, close-out, sustainability measures, events; complete documents regarding all the incoming/ outgoing Scholarship Holders, financial documents, reports, etc.). Please keep all these documents for the period of 5 years after the completion of the project, i.e. until 2023. All these documents (including financial documents) should be available at any time upon request, e.g. for the purpose of the audit or reports to the EACEA.

All the necessary forms and documents are available on SIGMA *Agile* website:

<http://portal.uw.edu.pl/web/sigma/for-partners>
