

INSTRUCTIONS FOR EM A2 SIGMA *Agile* SCHOLARSHIP HOLDERS

1. Before the mobility

1.1. Please contact SIGMA *Agile* Contact Person at your Host University and make an enquiry about:

- admission procedures, any additional documents required; full degree students: the full-degree programme and admission requirements;
- letter of acceptance;
- the supervisor/ academic contact person;
- selection of courses/ registration;
- accommodation and other practical arrangements;
- any services provided by your host university, like buddy (mentor) system, orientation, intensive language course, workshops for international students, services for visitors with special needs, etc.

1.2 Learn about the visa application procedure and make sure that you fulfill all the requirements.

1.3. Update your Learning Agreement/Work Plan. The final version can be signed within up to 1 month after arrival at the Host University.

1.4 Please contact your Home University and make sure that you follow all the procedures and requirements for the outgoing students/ staff. In particular, it is expected that all the courses/ credits/ grades/ skills and qualifications acquired abroad will be transferred and recognized.

1.5 SIGMA *Agile* Coordinator will contact you about the travel arrangements.

NOTE: You need to keep the original boarding cards/ tickets and bills.

1.6 You will be provided with insurance certificate at ACE European Group Limited (www.aceeurope.pl), policy No. PLBOTA 06420

2. Upon arrival

2.1 Documents to be submitted upon arrival

Please visit your SIGMA *Agile* Contact Person at the Host University as soon as you can after arrival, not later than within 5 working days. Bring your passport and the original boarding cards. In case of travelling by bus or by train, please bring the original tickets and bills. You may be requested to fill out and sign Notice of Arrival/ Departure form. All these documents must be sent to SIGMA *Agile* Coordinator. All those who have been travelling by car will be requested to fill out and sign a special form. Please keep the original bills for petrol.

2.2 LA/ Work Plan

Please make sure that you have updated your LA/ Work Plan and that you have gathered all the required stamps and signatures from the Host and Home University. A copy of this document should be sent to SIGMA *Agile* Coordinator within 1 month after arrival.

NOTE: All the full degree seeking Scholarship Holders should fulfill the regulations and requirements for full degree students at the Host University.

2.3 Academic requirements

Students: Please register for courses and contact your academic supervisor. You 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.

PhD students/researchers: Please contact your supervisor/ register for PhD courses (if relevant). Make sure that you can complete the activities stated in your Work Plan/ LA.

PostDoc's and staff: Please contact your academic contact person. Make sure that you can complete the activities stated in your Work Plan.

2.4 Practical arrangements and services

Please learn about any services that are offered by your Host 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 and psychological support, services for visitors with special needs, etc.

2.5 Scholarship payment

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. You will be informed by your EU Host (Home) University about these procedures.

2.6 Reimbursement of additional costs

SIGMA *Agile* Scholarship Holders will have the right to claim some additional costs, such as the 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 keep all the original tickets, bills and invoices. Only on the basis of the original documents reimbursement can be made.

In the case of travelling by car – please keep original invoices for petrol. Their dates should correspond with the dates of the trip.

3. During the mobility

3.1 Administrative and academic support

Maintain regular contact with your academic supervisor/ contact person. Also, please stay in regular contact with your SIGMA *Agile* Contact Persons at the Host and Home University. They will provide you support and advice in case of organizational, academic, or other problems.

NOTE: Any academic problems or requests to interrupt or shorten the mobility period should be reported to your SIGMA *Agile* Contact Persons and to the SIGMA *Agile* Project Coordinator as soon as possible.

3.2 Duration of stay

Any changes to the mobility dates must be agreed upon with the academic supervisor, SIGMA *Agile* Contact Persons and SIGMA *Agile* Coordinator. Please remember that 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. Proofs of the dates of the mobility will be collected (boarding cards, tickets, stamps in passports, Notice of Arrival/ Departure, duly signed and stamped).

3.3 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 inform your SIGMA *Agile* Contact Persons and SIGMA *Agile* Coordinator about any additional

activities and achievements, such as publications, awards, participation in conferences, initiation of joint activities between the Home and Host University, etc.

3.4 Sustainability

It is one of SIGMA *Agile* project's aims to establish a sustainable, long lasting cooperation among the EU and WB partner universities. Get involved! Make sure that your mobility brings long-term results.

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. Scans of these documents should be sent to SIGMA *Agile* Coordinator. Additional documents, like syllabus, course description or description of the grading system may be issued.

4.2 Documents to be collected

Make sure that you full the requirements and procedures at your Host University. Please visit your SIGMA *Agile* Contact Person shortly before your trip back home. You may be requested to sign the Notice of Arrival/Departure form. All the Sigma *Agile* 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. If possible, the original boarding cards should be sent to SIGMA *Agile* Coordinator's address. In case the boarding cards are lost, other proofs should be provided, e.g. scans of the relevant pages in the passport.

In case of train/bus travel, tickets/bills should be provided.

Those who travel by car will need to report to the SIGMA *Agile* Contact Person at the Host University right before the departure and sign a special form. Please keep the original bills for petrol.

4.3 Sustainability

Take care that the effects of your mobility bring long term results: for yourself, and, if possible, on the institutional level. Do inform us about your further studies, career, activity in alumni organizations, institutional cooperation among your Host and Home university, joint projects, etc.

4.4 Evaluation

After the mobility period, each SIGMA *Agile* Scholarship Holder will be requested to fill out a questionnaire provided by SIGMA *Agile* Coordinator. In addition, the Host University may request

your feedback, in accordance with its internal regulations. Your opinions and observations are very important for us!

In case of any problems/ questions before, during, or after your mobility period, do not hesitate to contact SIGMA Agile Team: sigma@uw.edu.pl

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

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