

## INSTRUCTIONS

### How to Proceed with the EM A2 SIGMA 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 tutor/ academic contact person;
- selection of courses/ registration;
- updating LA/ Work Plan;
- visa procedure;
- accommodation and other practical arrangements;
- any services provided by your University, like buddy (mentor) system, orientation, intensive language course, workshops for international students.

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 Coordinator.

#### 2. Upon arrival

##### 2.1 Documents to be collected

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 copies of 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 or make a statement. 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 Coordinator.

##### 2.2 LA/ Work Plan

Please make sure that 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 Coordinator.

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

##### 2.3 Academic support

Please make sure that the incoming Scholarship Holders can register for courses/ contact their tutor. 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.

#### **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 Scholarship Holders will have the right to claim some additional costs, like cost of the trip by train from the airport to the Host University or visa fee. 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.

### **3. During the mobility**

#### **3.1 Administrative and academic support**

Please stay in regular contact with your incoming/ outgoing Scholarship Holders and provide them support and advice in case of organizational, academic, or other problems.

#### **3.2 Follow-up**

All the Scholarship Holders will be requested to submit a report 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 an appropriate professor at the receiving department and signed by SIGMA Contact Person at the Host University.

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 activities and achievements of their Scholarship Holders, like publications, awards, participation in conferences. Information on join/ dual diploma programmes, agreements, and other joint initiatives should be collected.

### **4. After the mobility**

#### **4.1 Academic record**

All the 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 Coordinator.

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

#### **4.2 Documents to be collected**

All the Scholarship Holders are obliged to report to the Home University or SIGMA 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 SIGMA 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.

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

#### **4.3 Evaluation**

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

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