



Politechnika
Wrocławska



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CENTER FOR INTERNATIONAL RELATIONS

Erasmust

ERASMUS+ 2025/2026
MEETING FOR PROVISIONALLY QUALIFIED
STUDENTS

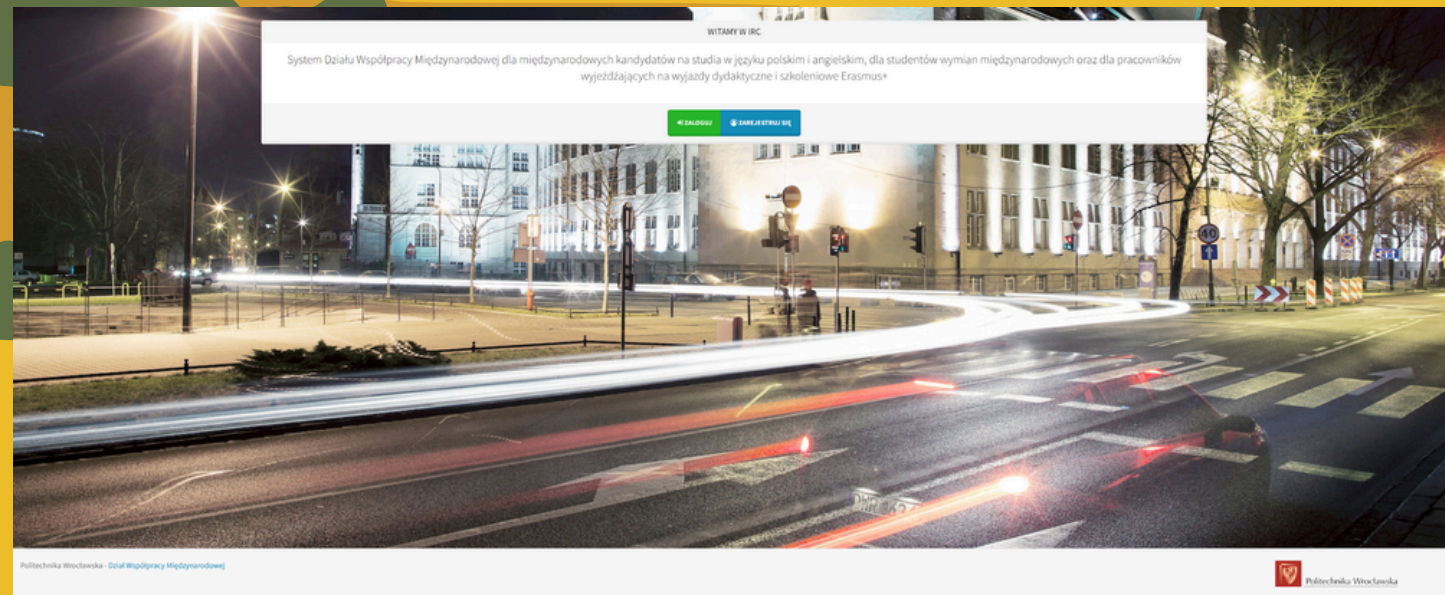
WROCŁAW, MARCH 25, 2025.



Application in the IRC System

- Mandatory registration in the IRC system
- After receiving an automatic message from the system, log in at WWW.REGISTRATION.PWR.EDU.PL, then go to “application” and fill in the data
- Follow the To-Do List

- Deadline for registration in the IRC system: April 30




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Application Documents for CRM Submitted in IRC

1. Application Form – application form with a photo
2. Learning Agreement – agreement on the study program, signed by three parties: the student, the faculty coordinator, and the coordinator from the partner university
3. Proof of Foreign Language Proficiency:
 - (a) Students who took a language exam at SJO must obtain a certificate of the exam result
 - (b) Students exempted from the language exam must provide a copy of the language certificate or a printout from the electronic index with a language course grade signed by the dean's office, or a scan of a certificate confirming the completion of a language course at SJO, uploaded to IRC

 Final qualification for the program depends on acceptance by the partner university



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WAITLISTED STUDENTS

- Students on the waiting list do not register in IRC or send online applications to the partner university
- If a spot becomes available, the faculty coordinator will contact the waitlisted student and inform CRM
- If a spot opens, the waitlisted student can apply only to the university assigned by the faculty coordinator on the waiting list
- Students from the main list must inform CRM and the partner university as soon as possible if they withdraw from the exchange



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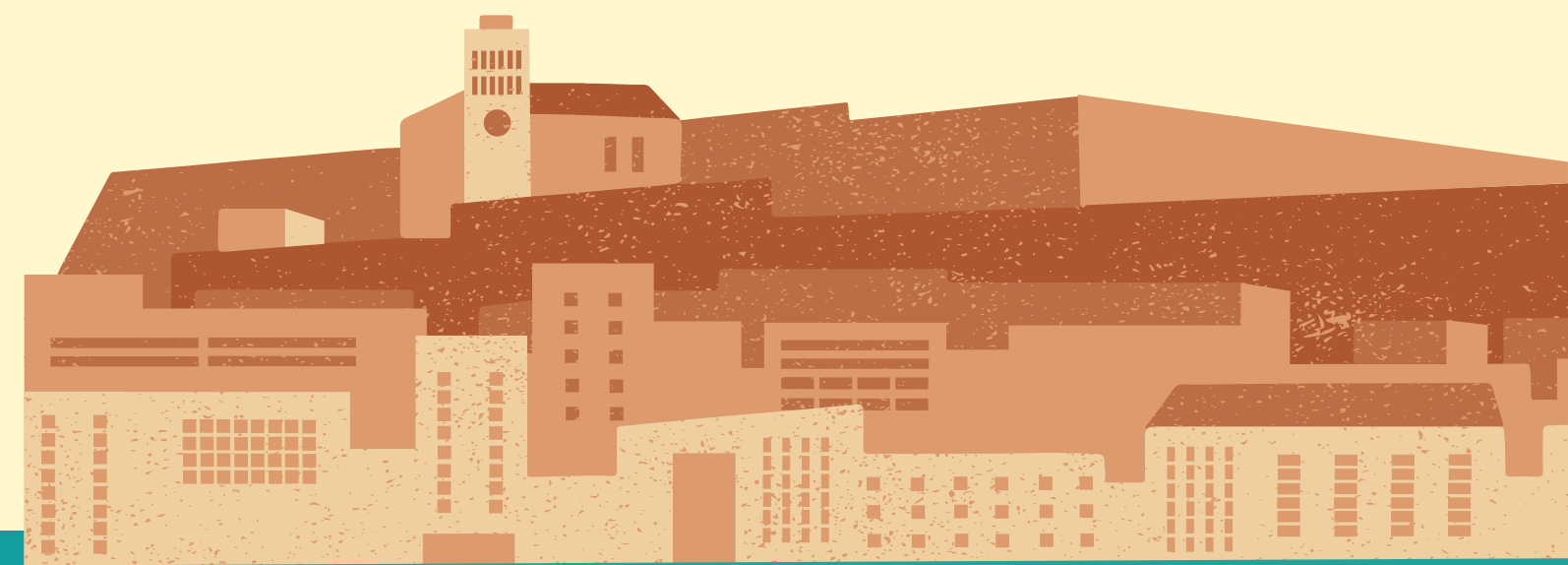
Documents Required for Signing the Financial Agreement



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1. Application Form with GDPR Consent
2. Dean's Approval for Departure (signed by the dean, template available in IRC after completing the data)
3. Learning Agreement (OLA system or IRC template), signed by the student, faculty coordinator, and host university
4. Personal Data Submission Form – confirming a EURO bank account number in a Polish bank
5. Acceptance Letter or Academic Calendar with Mobility Dates
6. Language Certificate / SJO Confirmation
7. Copy of Social Scholarship Decision or Disability Certificate (if applicable)
8. Previous Erasmus+ Mobilities in the Same Study Cycle
9. Private Health Insurance (KL, NNW)
10. Copy of the EHIC Card

 **THESE DOCUMENTS MUST BE SUBMITTED NO EARLIER THAN
2-3 WEEKS BEFORE DEPARTURE**



Application Documents for the Partner University

Once you have been nominated as a host university, you will receive a message informing you that you have been accepted for the trip and information about the next steps from the PARTNER UNIVERSITY

- ◆ All documents required by the partner university (e.g., photocopy of passport/ID, accommodation application)
- ◆ If required by the partner university, the student must send a scanned copy of the complete application via email.
- ◆ If required by the partner university, the student must complete the online application on the partner university's website.
- ◆ The student sends a complete set of required documents online.
- ◆ Ensure that the documents have reached the partner university
- ◆ Regularly check your email (including student mailbox and SPAM folder).
- ◆ Acceptance from the foreign university will be sent to the student's email address.

IMPORTANT! Check deadlines to ensure timely submission.

CONFIRM RECEIPT OF YOUR APPLICATION.



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OLS - Online Linguistic Support

All Erasmus+ students (study exchange) can take a language proficiency test before their mobility. They also have access to online language courses via the OLS platform. OLS allows students to assess their language proficiency and follow a personalized learning path.



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EAS MUS APP

The Erasmus+ App is part of the European Student Card Initiative, developed by the European Commission

It digitalizes and simplifies administrative procedures for student mobility

The app provides guidance through all mobility stages and access to relevant information and services

The public information channel includes tips, participant experiences, events, and offers from student organizations



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Scholarship Amount (Studies)

Study mobilities: from 2 to 12 months

The grant is paid in two installments:
1st installment – 80% before departure
2nd installment – up to 20% after return and submission of required settlement documents
Based on actual physical mobility dates

Grant rates may change*

Countries in the group	Monthly scholarship rate in EURO
Group 1 – Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Island, Italy, Lichtenstein, Luxmeburg, Netherlands, Norway, Sweden region 13 and 14*	EUR 670
Group 2 – Cyprus, Czech Republic, Estonia, Greece, Spain, Latvia, Malta, Portugal, Slovakia, Slovenia	EUR 670
Group 3 – Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Romania, Serbia, Turkey	EUR 600



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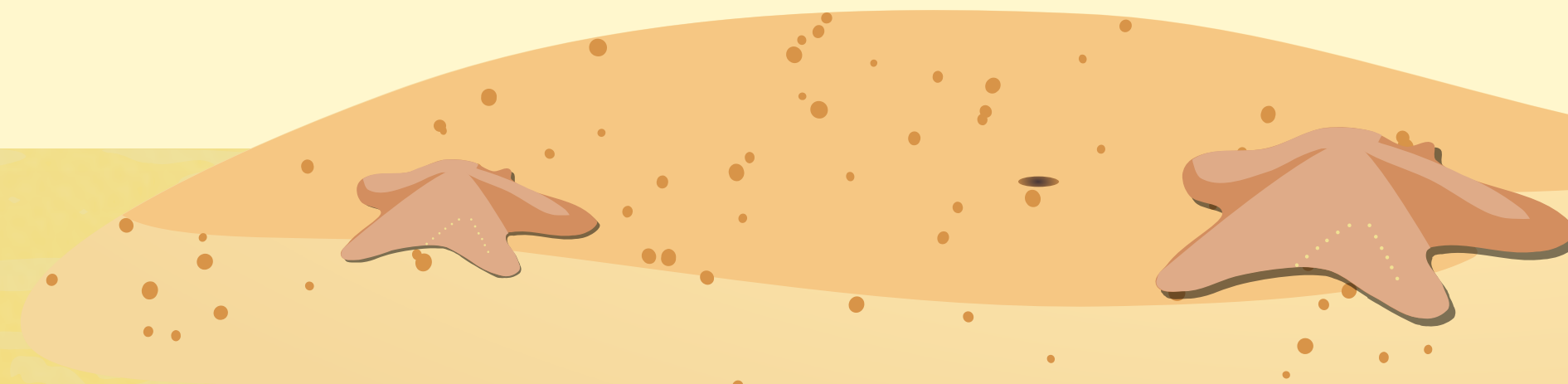
GREEN TRAVEL

- Students using eco-friendly transportation (train, bus, carpooling) can receive additional funding for up to 4 extra travel days
- Both outbound and return trips must be made using green transport
- A flat-rate travel allowance is available regardless of green travel funding eligibility

Distance	Fixed Price: Green Travel	Fixed Price: Standard Travel
from 10 to 99 km	56 EUR per participant	28 EUR per participant
from 100 to 499 km	285 EUR per participant	211 EUR per participant
from 500 to 1999 km	417 EUR per participant	309 EUR per participant
from 2000 to 2999 km	535 EUR per participant	395 EUR per participant
from 3000 to 3999 km	785 EUR per participant	580 EUR per participant
from 4000 to 7999 km	1188 EUR per participant	1188 EUR per participant
8000 km or more	1735 EUR per participant	1735 EUR per participant



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Additional Funding Options

- Wrocław City Council Scholarship – details on the Wrocław Academic Center website
- Students eligible for social scholarships or disability benefits will receive full Erasmus+ funding plus an additional €250/month
- The student must provide a copy of the scholarship decision with the CRM application



During the Exchange at the Host University

**CHANGES TO THE LEARNING AGREEMENT – 'SECTION TO BE COMPLETED DURING MOBILITY'
MUST BE SIGNED BY:**

- THE STUDENT
- A REPRESENTATIVE FROM THE PARTNER UNIVERSITY
- THE FACULTY COORDINATOR

EXTENSION OF MOBILITY –

- THE PROCEDURE IS ANNOUNCED IN OCTOBER/NOVEMBER
- ADDITIONAL FUNDING DEPENDS ON AVAILABLE FUNDS AND IS NOT GUARANTEED
- FINAL SEMESTER STUDENTS CANNOT EXTEND THEIR STAY
- THE EXTENSION MUST BE AT THE SAME UNIVERSITY (CHANGING UNIVERSITIES IS NOT ALLOWED)



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Upon Return from Exchange

📌 Documents required after mobility:

- ◆ Transcript of Records – signed and stamped by the partner university
- ◆ Certificate of Stay – confirming mobility dates
- ◆ Learning Agreement – Changes (if applicable)
- ◆ Learning Agreement Table F – signed by the Faculty Coordinator via IRC
- ◆ Erasmus+ Scholarship Survey – a link will be sent via email on the last day of mobility

of mobility

⚠️ All documents must be submitted to CRM and uploaded to IRC – this is required for the final grant payment

⚠️ Faculty-level mobility settlement follows separate guidelines



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Our team

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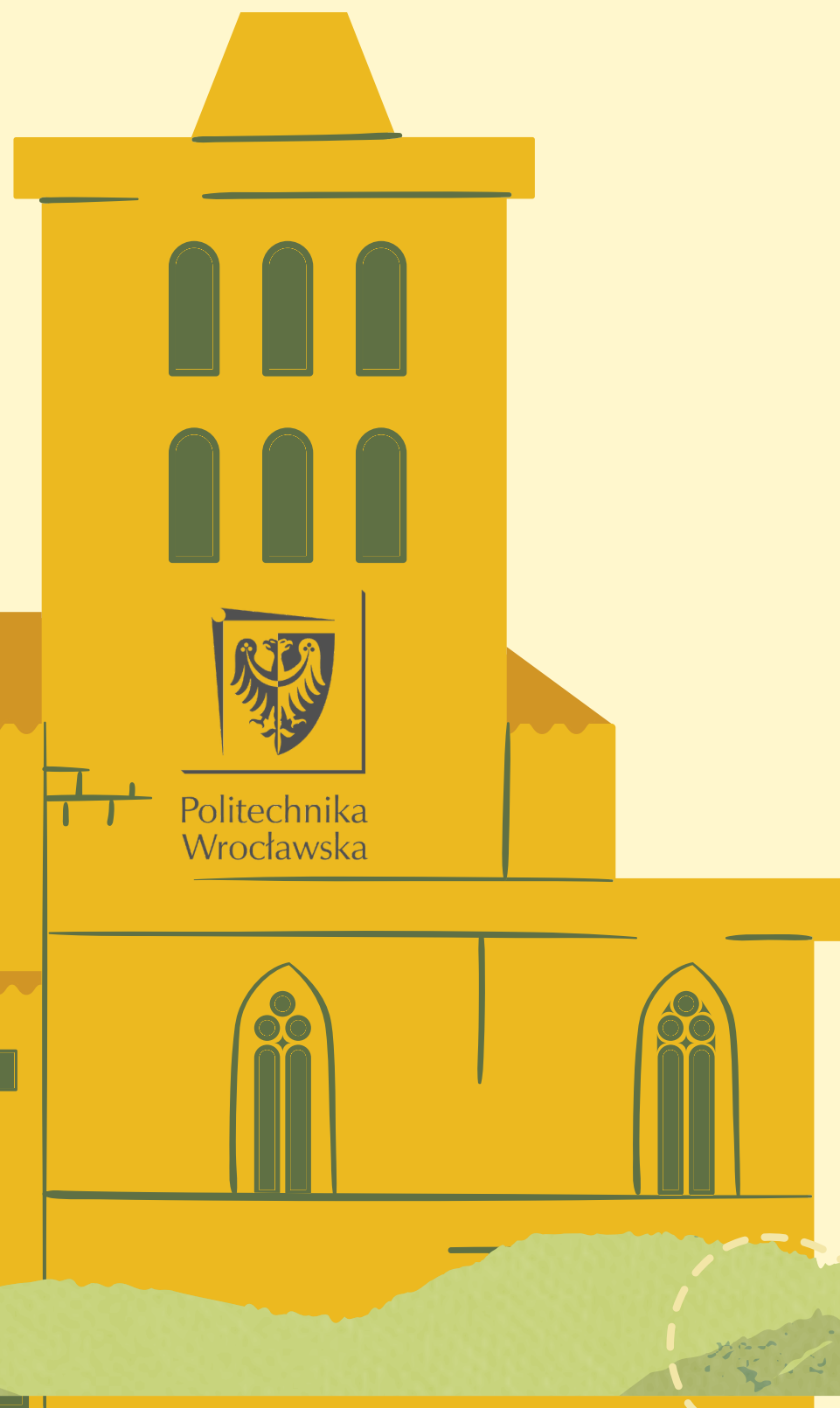
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*Thank you
for your
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