

Bilateral agreements - incoming students: Formal Procedures

I. General information

1. List of available exchanges within bilateral agreements is available at the International Relations Department (IRD) website.
2. Nomination/application deadlines:
 - a) for the winter semester/full academic year:
nomination no later than 31 May, application no later than by 30 June,
 - b) for the summer semester:
nomination no later than by 31 October, application no later than by 30 November.

II. Application procedure

3. A partner higher education institution (HEI) sends the nomination of selected students by using the nomination template. The nomination should be sent via e-mail to a person responsible for incoming students at the IRD (see: [Contact](#)).
4. The nominated students are sent an email notification about the application procedure by the responsible person at the IRD.
5. The nominated students create an on-line application in the DreamApply system (DA) following provided instructions.
6. The following application documents have to be uploaded into student's online application:
 - a) Learning Agreement (LA) – only section “BEFORE THE MOBILITY”, which has to be approved (signed) by responsible person(s) at their sending HEI and the student,
[important note – responsible persons](#),
 - b) passport or identity card,
 - c) European Health Insurance Card (EHIC) or any private health insurance, valid for the entire period of planned mobility in Poland,
 - d) English/other required language proficiency confirmation:
 - a certificate confirming language competence at minimum B1 level (according to Common European Framework of Reference for Languages) issued by an accredited body

OR

- a confirmation of placement test results at minimum B1 level (according to the Common European Framework of Reference for Languages) issued by the relevant unit at the sending HEI.

This requirement does not apply to students nominated to study foreign languages at the Faculty of Humanities.

7. After verifying that all the required application documents are compliant with the formal procedures, the responsible person at the IRD sends the student an acceptance e-mail along with the LA signed by the USz faculty exchange coordinator.

The USz can send acceptance letters for exchange students upon request, but only for visa requirements.

III. During mobility

8. Making changes to the LA:
 - a) Students are allowed to make amendments to their LA within 3 weeks from the beginning of each semester.

- b) Amendments have to be made in the LA section "DURING THE MOBILITY" (only!). This section has to be filled on the basis of the section "Before the mobility".
 - c) After filling in the section "DURING THE MOBILITY", the student has to sign it in person and have it signed by the USz faculty exchange coordinator, as well as by a responsible person at a sending HEI. Then the document has to be uploaded to the student's online application.
9. Extension of the mobility period – procedure to be followed by students wishing to extend their stay in the winter semester to the full academic year at the USz:
 - a) the following extension documents have to be uploaded into student's online application before 15th December:
 - *Extension of short-term studies* – filled in and signed by all three parties (student, faculty exchange coordinator at the USz, responsible person at the sending HEI) OR an equivalent form on the partner HEI's template,
 - new LA 'BEFORE THE MOBILITY' – filled in only with the chosen courses for the summer semester and signed by all three parties (student, faculty exchange coordinator at the USz, responsible person at the sending HEI);
 - b) after verifying that all the required extension documents are compliant with the formal procedures, the responsible person at the IRD sends the student an acceptance e-mail for extended period. The USz can send acceptance letters for exchange students upon request, but only for visa requirements.
10. Once the student has completed all their courses and knows the results of their exams, they fill in the Examination sheet with all courses that are to be included in the recognition outcomes. In case when the student received the examination sheet from the dean's office, they do not have to fill in the IO's template as well, on the condition the other document includes all the required information mentioned below.
 - a) The examination sheet should include the title of the course, the name and the signature of the teacher, the local grade, the number of ECTS credits, and signature of the faculty exchange coordinator.
 - b) Filled in and signed document has to be uploaded into student's online application.
 - c) In case of students accepted for the full academic year, they should upload an examination sheet at the end of each semester.

IV. After mobility

11. On the basis of the above-mentioned examination sheet, a responsible person at the IRD fills out the LA section 'AFTER THE MOBILITY' (LA 'AtM'), which is sent to the student after the end of the given semester.
12. In case of students accommodated in one of the USz dormitories, their LA 'AtM' will be issued no earlier than after the student has checked out from the dormitory without due payments.
13. No additional documents, apart from the LA 'AtM', are to be issued to confirm the student's study period. The dates of the student's study period are the start and the end dates of the semester.

□

□ Potwierdzam zgodność wydruku z dokumentem wydanym w postaci elektronicznej:

Identyfikator dokumentu	115046.292952.252383
Nazwa dokumentu	zasady przyjazdów od 24/25.docx
Tytuł dokumentu	zasady przyjazdów od 24/25
Skrót dokumentu	0D8E3331D215170AEB52ACC257047956129FB9A4
Wersja dokumentu	1.0
Akceptacja	Flaga-Gieruszyńska Kinga w zastępstwie za Prorektor ds. Organizacji US, 20.12.2023 22:51:33, wersja 1.0 (Konto funkcyjno- organizacyjne, Prorektor ds. Organizacji (O), Prorektor ds. Organizacji (O)) Uniwersytet Szczeciński
Akceptacja	Skokowska Żaklin, 20.12.2023 08:47:56, wersja 1.0 (specjalista, Dział Spraw Międzynarodowych (O-DM), Dział Spraw Międzynarodowych (O-DM)) Uniwersytet Szczeciński
	EZD 3.118.1.1.
Data wydruku:	21.12.2023 08:26:57
Autor wydruku:	Skokowska Żaklin

Higher Education
Learning Agreement for Studies
Academic Year 20.../20...



Student's name

Student	Last name(s)	First name(s)	Contact email	Date of birth	Sex [M/F]	Study cycle ¹	Field of education ²
Sending Institution	Name	Faculty/Department	Address	Country	Contact person name ³ ; email; phone		
Receiving Institution	Name	Faculty/ Department	Address	Country	Contact person name; email; phone		
	University of Szczecin		Al. Papieża Jana Pawła II 22a 70-453 Szczecin	Poland, PL	Żaklin Skokowska zaklin.skokowska@usz.edu.pl , tel. +48 91 444 1058		

Before the mobility

Study Programme at the Receiving Institution			
Planned period of the mobility: from [month/year] to [month/year]			
Table A	Component title at the Receiving Institution (as indicated in the course catalogue ⁴)	Semester [winter / summer]	Number of ECTS credits (or equivalent) ⁵ to be awarded by the Receiving Institution upon successful completion
			Total: ...
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: Courses in English: http://dsm.usz.edu.pl/en/study-programmes/			

Recognition at the Sending Institution			
Table B	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [winter / summer]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
			Total: ...
Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]			

Commitment					
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.					
Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ⁶ at the Sending Institution					
Responsible person at the Receiving Institution ⁷			Faculty Coordinator		

Higher Education
Learning Agreement for Studies
Academic Year 20.../20...



Student's name

Student's name

During the Mobility

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)				
Table A2	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
		☒	☐	
		☐	☒	

Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)				
Table B2	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
		☐	☐	
		☐	☐	

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ¹⁰ at the Sending Institution					
Supervisor ¹¹ at the Receiving Organisation			Faculty Coordinator		

After the Mobility

Start and end dates of the study period: from [day/month/year] to [day/month/year]

4

Student's name

Potwierdzam zgodność wydruku z dokumentem wydanym w postaci elektronicznej:

Identyfikator dokumentu	115046.292955.252387
Nazwa dokumentu	LA wzór.docx
Tytuł dokumentu	LA wzór
Skrót dokumentu	223C8A2BE6B630E759A2757FAF428373AC82EE A6
Wersja dokumentu	1.0
Akceptacja	Flaga-Gieruszyńska Kinga w zastępstwie za Prorektor ds. Organizacji US, 20.12.2023 22:51:27, wersja 1.0 (Konto funkcyjno- organizacyjne, Prorektor ds. Organizacji (O), Prorektor ds. Organizacji (O)) Uniwersytet Szczeciński
Akceptacja	Skokowska Żaklin, 20.12.2023 08:48:04, wersja 1.0 (specjalista, Dział Spraw Międzynarodowych (O-DM), Dział Spraw Międzynarodowych (O- DM)) Uniwersytet Szczeciński
	EZD 3.118.1.1.
Data wydruku:	21.12.2023 08:27:35
Autor wydruku:	Skokowska Żaklin

¹ **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

² **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscsed-f_en.htm) available at http://ec.europa.eu/education/tools/iscsed-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

³ **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

⁴ **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment

Student's name

procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

⁵ **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

⁶ **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

⁷ **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

UNIVERSITY OF SZCZECIN
Nomination template

first name	last name	email	study area code ISCED 2013*

Additional information:

1. Students choose themselves in the online application system for which semester they apply! If only one (first or second) or both (if possible within the agreement).
2. US will not fill and/or send any confirmations of arrival in paper form – we can confirm student's arrival via email upon direct request from partner university/student.
3. US will not fill and/or send any confirmations of departure/confirmations of stay neither in paper nor via email. For every student we will issue an ATM (à LA section 'after the mobility') containing both grades and dates of mobility at the end of their stay.
4. The ATM will be sent AFTER the student has checked out from the US dormitory without due payments (no debts). It will first be sent to the home HEI via email (with a copy to the student). The original ATM will be sent to the home HEI by regular post.

* https://circabc.europa.eu/sd/a/26e9e2b6-1344-46b1-8b62-abd72dde68e2/FoE_1999_2013_corresp_ESTAT.xlsx

Potwierdzam zgodność wydruku z dokumentem wydanym w postaci elektronicznej:

Identyfikator dokumentu	115046.292954.252386
Nazwa dokumentu	USz nominations template.xlsx
Tytuł dokumentu	USz nominations template
Skrót dokumentu	B71E77418EF1A36D266254503B69F1649BE4 A147
Wersja dokumentu	1.0
Akceptacja	Flaga-Gieruszyńska Kinga w zastępstwie za Prorektor ds. Organizacji US, 20.12.2023 22:51:30, wersja 1.0 (Konto funkcyjno- organizacyjne, Prorektor ds. Organizacji (O), Prorektor ds. Organizacji (O)) Uniwersytet Szczeciński
Akceptacja	Skokowska Żaklin, 20.12.2023 08:48:01, wersja 1.0 (specjalista, Dział Spraw Międzynarodowych (O-DM), Dział Spraw Międzynarodowych (O- DM)) Uniwersytet Szczeciński
	EZD 3.118.1.1.
Data wydruku:	21.12.2023 08:27:25
Autor wydruku:	Skokowska Żaklin



UNIVERSITY OF SZCZECIN INTERNATIONAL RELATIONS DEPARTMENT

Al. Papieża Jana Pawła II 31, 70-453 Szczecin
tel. (+48 91) 444 1058
mail: international@usz.edu.pl

Extension of short-term studies within the bilateral agreement Academic year 20.../20...

Student's Name, Surname	
Home University	
Receiving HEI	UNIVERSITY OF SZCZECIN
Receiving Faculty	
Requested additional period From - till (dd/mm/yyyy)	

Student's Signature:..... Date:.....

UNIVERSITY OF SZCZECIN

We hereby confirm that the above-mentioned student is permitted to extend his/her studies as exchange student at our Institution.

Signature and stamp of the Faculty Coordinator

Date:

HOME UNIVERSITY

I hereby confirm that the above-mentioned student is permitted to extend his/her studies as exchange student at the Receiving Institution.

Signature and stamp of the Coordinator or International Relations Officer

Date:



UNIVERSITY OF SZCZECIN INTERNATIONAL RELATIONS DEPARTMENT

Al. Papieża Jana Pawła II 31, 70-453 Szczecin
tel. (+48 91) 444 1058
mail: international@usz.edu.pl

Potwierdzam zgodność wydruku z dokumentem wydanym w postaci elektronicznej:

Identyfikator dokumentu	115046.292956.252388
Nazwa dokumentu	extension form.docx
Tytuł dokumentu	extension form
Skrót dokumentu	CBCDCB431FCF3334B7B82857A92C6E4469AB254B
Wersja dokumentu	1.0
Akceptacja	Flaga-Gieruszyńska Kinga w zastępstwie za Prorektor ds. Organizacji US, 20.12.2023 22:51:25, wersja 1.0 (Konto funkcyjno-organizacyjne, Prorektor ds. Organizacji (O), Prorektor ds. Organizacji (O)) Uniwersytet Szczeciński
Akceptacja	Skokowska Żaklin, 20.12.2023 08:48:06, wersja 1.0 (specjalista, Dział Spraw Międzynarodowych (O-DM), Dział Spraw Międzynarodowych (O-DM)) Uniwersytet Szczeciński
	EZD 3.118.1.1.
Data wydruku:	21.12.2023 08:27:46
Autor wydruku:	Skokowska Żaklin