



**GUIDE FOR STUDENTS
OF UNIVERSITY OF SILESIA
GOING ON MOBILITY UNDER THE PROGRAMME**

E R A S M U S +

**ACTION 1: LEARNING MOBILITY,
SECTOR: HIGHER EDUCATION
COOPERATION BETWEEN PROGRAMME COUNTRIES KA103**

**MOBILITY TO COMPLETE PART OF STUDIES
AT FOREIGN PARTNER HIGHER EDUCATION INSTITUTION
- SMS**



www.erasmus.us.edu.pl

**International Relations Department
International Exchange Office**

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This Guide is available on the website www.erasmus.us.edu.pl. **You can also download forms at this address.**

If you have not found answers to your questions in the Guide, further information can be given by Erasmus+ faculty coordinators and staff of the International Relations Department of University of Silesia.

We wish you a successful mobility experience!

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DEFINITIONS.

A **student** participating in the exchange (completing part of their studies at a foreign partner higher education institution under the Erasmus+ programme) is hereinafter also referred to as the **Beneficiary** or the **Participant**. The student's **home university** (that is University of Silesia in Katowice) is also referred to as the **University** or the **home / sending University**. The departure and the period of stay and performance of studies at the foreign partner higher education institution are also referred to as the **mobility**. The foreign partner higher education institution where the student completes part of their studies under the Erasmus+ programme is also referred to as the **foreign / partner / receiving higher education institution**. The abbreviation **EU** stands for the European Union, **EEA** – European Economic Area, whereas the abbreviation **IRD–IEO** means International Relations Department – International Exchange Office.

I. INFORMATION ABOUT THE PROGRAMME.

I.1. Formal rules of recruitment and performance of mobility.

Formal rules of recruitment and performance of mobility are described in the following document (available on the website www.erasmus.us.edu.pl, at the International Relations Department and from faculty Erasmus+ coordinators):

GRANT MOBILITY OF STUDENTS OF UNIVERSITY OF SILESIA TO COMPLETE PART OF STUDIES (SMS) AT FOREIGN PARTNER HIGHER EDUCATION INSTITUTIONS. RULES OF RECRUITMENT AND PERFORMANCE OF MOBILITY.

More information about the programme at the national level:
<https://2014-2020.erasmusplus.org.pl/>; www.erasmusplus.org.pl.

I.2. Prerequisites for participation in the programme and Erasmus+ Student Charter.

The grant offer of the Erasmus+ programme is addressed to **bachelor, master and doctoral** students (that is students of first-cycle studies, second-cycle studies (or uniform master's studies) and students of third-cycle studies).

A student who meets the above-mentioned formal requirements, qualified by their home University may go on mobility provided that during the whole period of the mobility they are:

- officially enrolled in a bachelor/engineer, master or PhD study programme at the home (sending) University;
- a student of at least the second year of first-cycle studies for the whole duration of stay and performance of studies at the foreign partner higher education institution;
- not on a dean's leave or any other type of leave (in the course of the mobility).

Each student who goes on Erasmus+ mobility receives the “**ERASMUS+ STUDENT CHARTER**”.

The Erasmus+ Student Charter specifies basic rights and duties of students participating in Erasmus+ exchange (e.g. exemption from tuition fees at the receiving higher education institution, **full recognition by the home University of the study period completed abroad**) as well as their basic obligations towards the home and receiving universities. The Erasmus+ Student Charter is provided by the International Relations Department to each student who goes on mobility abroad under the Erasmus+ programme.

I.3. Countries participating in the Erasmus+ programme (programme countries).

Member states of the European Union and Iceland, Liechtenstein, Norway (as an EEA country), North Macedonia, Serbia and Turkey.

I.4. Period of stay and financial support.

The period of Erasmus+ mobility for studies at a foreign partner higher education institution may last from 3 to 12 months, and must start and finish within the same academic year (that is between 1 June of the starting year and 30 September of the following year, e.g. in the case of the academic year 2021/2022 between 1 June 2021 and 30 September 2022).

The minimum mobility period is 3 (three) full months, without rounding.

The Beneficiary’s mobility period is settled to an accuracy of one day.

If the mobility period is shorter than 3 full months, it is ineligible and in such a case the Beneficiary must return the financial support in full. The only exceptions to this rule are fortuitous events, which are completely beyond the Beneficiary’s control and which make it absolutely necessary to return earlier. In such cases, the decision on the consent to waive the request to return the grant in full is taken by the National Agency for the Erasmus+ Programme, at the Beneficiary’s request submitted through the agency of the home University. The fortuitous character of the event and the need to return must be proved. Such a case must be immediately reported to the International Exchange Office of University of Silesia. If the National Agency for the Erasmus+ Programme approves such a request, the Beneficiary needs to return part of the financial support, corresponding to the period by which the mobility was shortened.

If the mobility period lasted at least 3 full months but was shorter than the period for which the financial support was granted, the Beneficiary must return part of the financial support, corresponding to the period by which the mobility was shortened.

The maximum period for which the financial support (grant) may initially be awarded is 5 months. If sufficient funds are available, it will be possible to extend the period with financial support. It is also possible to go on mobility and stay at a foreign partner higher education institution (including extension of the initially planned mobility period) without a grant. It does not apply to mobilities which are to be completed in the first (winter) semester only.

It is possible to go on mobility under the Erasmus+ programme many times. Each student who meets the formal criteria allowing for participation in the Erasmus+ programme has at their disposal 12 (say: twelve) months of mobility within the Erasmus+ programme for completing part of studies at a foreign partner higher education institution (SMS) or placement abroad (SMP). The capital of 12 months, as referred to in this point, concerns one cycle of studies. It means 12 months for first-cycle studies (bachelor), further 12 months for second-cycle studies, further 12 months for third-cycle studies. In the case of uniform master's studies the capital amounts to 24 months. The capital of 12 months refers to the cycle of studies, not to the field of study. If a student uses the capital of 12 months in the course of studies at a given level and takes up other studies at the same level but in a different field of study, the student is not entitled to further 12 months. It is not possible to transfer the unused months of the capital to the next level of studies. Students who participated in previous academic years in the Erasmus+ programme (Scholarship and Training Fund or Lifelong Learning Programme Erasmus / Erasmus+, or the OP KED) and went on mobility for studies / placement are allowed to make use of the offer of the Erasmus+ programme but the number of months used before should be deducted from the capital of 12 months, provided that the previous mobility took place at the same level of studies. The capital of 12 months of mobility refers jointly to the period of studies at a foreign partner higher education institution (SMS) and placement abroad (SMP) under the Erasmus+ programme. Mobility within the Erasmus+ programme must not cause prolongation of the study period. Months of mobility (both SMS and SMP) carried out at the same level of studies sum up. Their total number for one level of studies may not exceed 12. Months of mobility exceeding the limit of 12 months are ineligible and cannot be settled. The total duration of all mobilities carried out by the same person is monitored by competent institutions. Exceeding the limit of 12 months will result in refusal to recognise and settle the mobility and in issuing a request to return the paid financial support. Months of mobility without financial support are also included in the said capital of 12 (or 24) months.

I.5. Amount of financial support.

The Beneficiary (that is a student participating in the Erasmus+ programme) receives a grant from the budget of the Erasmus+ programme for their mobility. The grant serves as financial support to cover additional (not full) costs related to the stay at the partner higher education institution. The monthly grant rate depends on the receiving country and in the case of mobility for studies at a foreign partner higher education institution it amounts to:

GROUP 1: 500-520 euro per month

Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom

GROUP 2: 450-500 euro per month

Austria, Belgium, Cyprus, France, Greece, Spain, Netherlands, Malta, Germany, Portugal, Italy

GROUP 3: 400-450 euro per month

Bulgaria, Croatia, Czech Republic, Estonia, Lithuania, Latvia, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary

I.6. Increased amount of financial support for students in an adverse financial situation, students with special health care needs (Operational Programme Knowledge Education Development – OP KED).

Students who have collected maintenance grant in the semester directly preceding the semester in which they start their mobility for studies at a foreign partner higher education institution may receive a grant whose monthly rate is additionally increased by the equivalent of 200 euros. The basis for receiving the increased grant is the fact, which must be documented by the Beneficiary, of collecting maintenance grant (awarded by University of Silesia in Katowice) at the home University in the semester preceding the mobility. In order to receive the increased grant, the student must make a request to the International Exchange Office of University of Silesia and submit a document confirming the fact of collecting maintenance grant (e.g. decision of the Dean of the Faculty on awarding maintenance grant).

Students going on mobility for studies at a foreign partner higher education institution may receive a grant whose monthly rate is increased on account of the student's special health care needs by the amount of additional special costs resulting from such special health care needs. The said additional costs must be approved by the National Agency for the Erasmus+ Programme. Students shall apply for additional financial support on account of special health care needs by submitting an appropriate application to the National Agency for the Erasmus+ Programme through the agency of the University, in accordance with the procedure, principles of application and granting of financial support adopted by the National Agency for the Erasmus+ Programme. In the case of additional costs resulting from special health care needs, financial support is settled according to actual costs only on the basis of financial (accounting) documents.

The possibility of awarding an increased grant on account of a difficult financial situation or special health care needs applies only to mobility for studies at a foreign partner higher education institution in a country participating in the Erasmus+ programme. In the case of mobility with increased financial support, the whole grant awarded to the Beneficiary will be financed from a separate source, i.e. funds of the **Operational Programme Knowledge, Education, Development (OP KED)** and will be expressed in zlotys (PLN). Other principles concerning such mobility remain unchanged. It means that the mobility is carried out under the Erasmus+ programme with a separate source of financing (OP KED). In the case of mobility with increased financial support, the Beneficiary will be obliged to provide the home University (sending University, that is University of Silesia) additional information about themselves (and their family), material status, living conditions, origin (belonging to a national or ethnic minority, immigration), health condition. Such details will be transferred to the institution which manages the Operational Programme Knowledge Education Development OP KED. The obligation to provide, gather and transfer such details is imposed on the Beneficiary and their home university by institutions which manage the OP KED Programme.

If the mobility period with financial support is extended to last all year (two-semester mobility, i.e. above 5 months, up to 10 months), the student who did not receive the special increased financial support for the first semester of the mobility may not receive the increased financial support for the second semester. It is not possible to award a grant in the regular amount for the first semester of the mobility and the increased financial support from the OP KED for the second semester.

I.7. Agreement with the Beneficiary, mode of payment of financial support.

The grant will be paid in the manner specified in the agreement (in instalments) to the bank account indicated by the Beneficiary, opened in a Polish bank. The Beneficiary must be the owner or co-owner of the bank account. Financial support from the funds of the Erasmus+ programme is paid to the Beneficiary's bank account kept in EUR. Financial support from the funds of the Operational Programme Knowledge Education Development (OP KED) is paid to the Beneficiary's bank account kept in PLN.

80% (eighty per cent) of the amount of the financial support is paid before the Participant's departure, provided that the Participant completes all formalities before the departure within the required time limits and fills in the first OLS (Online Linguistic Support) test, if applicable. The remaining 20% (twenty per cent) of the financial support is paid after completion of the mobility and submission by the Participant of required documents and completing other formalities, such as filling in the online evaluation survey and – if applicable – the OLS language test (it is not required to fill in the second language test if the student has completed the first test at the level C2). If applicable, completion of the test is absolutely required for considering the mobility eligible and for settling the paid financial support.

The amount of the grant is specified in the financial agreement signed by the student (Beneficiary) with University of Silesia in Katowice (at the International Relations Department – International Exchange Office), on the basis of the following set of documents, namely:

- **ORIGINAL APPLICATION FOR MOBILITY ABROAD,**
- **COPY OF LEARNING AGREEMENT FOR STUDIES (STUDENT SHOULD KEEP A COPY OF THE DOCUMENT),**
- **ORIGINAL BANK DETAILS FORM,**
- **LETTER OF ACCEPTANCE ISSUED BY THE RECEIVING HIGHER EDUCATION INSTITUTION.**

When signing the agreement, University of Silesia in Katowice and the Beneficiary accept its provisions, conditions and annexes thereto, which constitute an integral part of the agreement, and confirm they are familiar with annexes thereto and their content, and agree to observe and apply all provisions covered by the agreement and its annexes. The content of the agreement and annexes thereto is available on the website www.erasmus.us.edu.pl (<http://www.erasmus.us.edu.pl/wyjazdy-na-studia-sms>):

- Annex I General conditions.
- Annex II Detailed conditions.
- Annex III Learning Agreement for Studies, hereinafter also referred to as LA.
- Annex IV Erasmus+ Student Charter.

I.8. National scholarships, loans, leave.

The payment of all national scholarships, which have been awarded to the student before the mobility, should be **continued during the student's stay** at the partner higher education institution.

Going on Erasmus+ mobility does not exclude the use of student loans. Loans are suspended by banks only for the period of dean's leave, and Erasmus+ mobility is not related to dean's leave.

Participation in Erasmus+ excludes the possibility of applying for dean's leave in connection with the mobility. Mobility at a partner higher education institution **should not prolong the period of studies** at University of Silesia – the student completes their studies within the prescribed time limit. Going on Erasmus+ in the course of dean's leave is unauthorised and cannot be settled – in such a case the grant paid **must be returned**.

I.9. Recognition of the study period.

It is a basic condition of the Erasmus+ programme that the period of studies completed at a foreign partner higher education institution must be fully recognised by the home University, provided that the Learning Agreement for Studies has been carried out. It means that the period of studies completed under Erasmus+ replaces the same period of studies at the home University. An examination passed at the foreign partner higher education institution (or other form of assessment – e.g. semester paper, credit) replaces an examination at the home University (or other form of assessment). Students performing studies under Erasmus+ at the foreign partner higher education institution should have the possibility of selecting classes from the full scope of the subjects offered. They should participate in regular classes, and not in classes prepared specially for them, and take examinations in a manner provided for all students. Recognition of the study period is possible thanks to the ECTS – European Credit Transfer System.

Basic elements of the ECTS system include:

- A. ECTS information package,**
- B. Learning Agreement for Studies (LA),**
- C. Transcript of Records / Learning Agreement for Studies – After the Mobility.**

I.9.A. A. ECTS information package.

Such packages are available in electronic form on the website of a given partner higher education institution. The package contains information about the higher education institution, its faculties, organisation and structure of studies, rules of study and administrative regulations. It also contains a list of subjects with the number of ECTS credits one may obtain for them.

In order to get a credit for the full academic year it is necessary to obtain 60 ECTS, semester – 30 ECTS, trimester – 20 ECTS.

Apart from ECTS credits students also receive marks according to the marking scale of the receiving higher education institution as well as marks according to the ECTS scale. The package constitutes the basis for preparing the **Learning Agreement for Studies**.

I.9.B. Learning Agreement for Studies.

Learning Agreement for Studies defines the student's study programme at the foreign partner higher education institution as well as the number of ECTS credits to be awarded for individual subjects. Learning Agreement for Studies must be filled in by the student together with the faculty coordinator on the basis of the ECTS information package of a given receiving higher education institution before the mobility. The LA contains a list of subjects which the student is obliged to get a credit for at the receiving higher education institution. It must be signed by the student and – on behalf of the home University – by the faculty coordinator and the dean or authorised deputy dean. The signatures guarantee recognition of the study period as well as the subjects, examinations and marks obtained at the receiving higher education institution, provided that the study programme has been carried out. The LA, signed by the above-mentioned persons, should be sent to the partner higher education institution, which confirms the possibility of following the selected study programme and sends back the LA, signed by its representative, to the student.

The LA should be approved (signed) by all the parties before the student's departure. In no case can the agreement be signed with the student without the LA being approved by the home University.

The LA also specifies which subjects from the curriculum of the home University the Beneficiary will definitely have recognised on the basis of the credits obtained at the foreign higher education institution.

In the event that it turns out on arrival at the partner higher education institution that a given subject cannot be followed or it is necessary to add a subject, it is possible to make changes to the Learning Agreement for Studies (LA) and – after approval by the foreign higher education institution – send the LA for approval to the faculty coordinator at the home didactic unit (home faculty or institute at University of Silesia). Changes to the programme must be accepted by the faculty coordinator and the dean or authorised deputy dean. It should be remembered that the subjects completed abroad can be recognised on condition of obtaining consent of all interested parties. Changes to the initially agreed study programme should be made as soon as possible after the student's arrival at the foreign higher education institution. The faculty has the right not to recognise a subject which has not been previously approved in the LA.

The Learning Agreement for Studies (LA) contains instructions on how to fill it in, including a link to the list of subject area codes. The document is currently available only in the English version. Contact persons are institutional or faculty coordinators. Responsible persons are usually faculty coordinators. The document should be signed on behalf of University of Silesia in Katowice by the faculty coordinator and the dean or authorised deputy dean, or another authorised person appointed by the dean.

The Learning Agreement for Studies (LA) with the final list of subjects, signed by all the parties, must be submitted to the competent dean's office (copy to the International Relations Department – International Exchange Office, the student should also keep a copy of the document). The International Relations Department does not act as an intermediary in passing the documents on to the faculties. If you want your documents to be collected from our office by a friend / family member, it is necessary to draw up a letter of authorisation for a given person with the number of their identity card and your handwritten signature.

Before the mobility the student must carefully discuss with the faculty coordinator the necessity of making up for curricular differences after the mobility. It concerns only those subjects which the student must get a credit for in order to complete their studies. The necessity of potential making up for curricular differences must not violate the principle of full academic recognition of the studies completed within Erasmus+.

The Learning Agreement for Studies (LA) also contains information which subjects will be recognised by the home University on the basis of the credits obtained in the course of the studies under the Erasmus+ programme at the foreign partner higher institution. It is not necessary that the number of subjects followed at the foreign partner higher education institution must be the same as the number of subjects followed at the home University. What is crucial in this respect is the programme contents and the number of ECTS credits.

The principle of full academic recognition refers to a situation in which the student completed (obtained a credit for) the subjects listed in the final Learning Agreement for Studies approved by all the parties.

I.9.C. Transcript of Records / Learning Agreement for Studies – After the Mobility.

After completing the study period at the foreign partner higher education institution, the student must receive a Transcript of Records / Learning Agreement for Studies – After the Mobility. This document contains a list of the subjects followed by the student together with the number of credits obtained and marks awarded in accordance with the marking scale used by a given higher education institution, and – if possible – marks awarded in accordance with the ECTS scale. Transcript of Records / Learning Agreement for Studies – After the Mobility are, like Learning Agreement for Studies, the basic documents which entitle the student to apply for full recognition of the study period abroad. The Learning Agreement for Studies – After the Mobility should be signed by the faculty coordinator and the dean. After return from the mobility, the original Transcript of Records / Learning Agreement for Studies – After the Mobility must be submitted by the student to the competent dean's office at the home University (copy to the IRD). The study period and the classes completed abroad are recognised by the dean / deputy dean. Subjects are not recognised by individual persons conducting classes at University of Silesia.

Marks obtained at the foreign partner higher education institution entitle the student to apply for an academic scholarship at University of Silesia.

I.10. Accommodation.

Information about procedures in force at a given higher education institution is included in information packages or other materials. It is also very often sent to the student after the application form has been submitted. The receiving higher education institution usually provides incoming students with accommodation in student dormitories or helps in finding private lodgings. However, some higher education institutions do not have their own dormitories and it is necessary to find accommodation on one's own. In some cases the student must pay a deposit which is returned at the end of the stay. It may also be the case that a room in a dormitory must be rented for the whole semester, which is not recommended for a 3-month stay. There are often separate accommodation application forms (apart from regular application forms), which must be sent to the indicated place within the specified time limit.

I.11. Legalisation of stay.

Citizens of Poland do not need a visa when entering countries of the European Union and the European Economic Area. However, one needs to remember that for a period of stay longer than 3 months it may be necessary to obtain an appropriate permit and in the case of some countries formalities must be completed before the mobility. Each country has its own regulations and requirements regarding legalisation of stay. Before the mobility the student should carefully check the provisions concerning legalisation of stay in the receiving country.

Every outgoing student receives at the International Relations Department confirmation of the Erasmus+ student status, period of stay at the partner higher education institution and – at the student's request – amount of the awarded grant. Such confirmation is sometimes required for legalisation of stay.

Students from the EU countries have the right to take up paid employment, in accordance with the law of a given country.

For further information about legalisation of stay in individual countries please visit:

www.msz.gov.pl

Students who are not citizens of Poland must hold a visa allowing them to enter and stay on the territory of the country in which they will study under Erasmus+.

I.12. Insurance

Students going on mobility under the Erasmus+ programme must have health insurance and appropriate accident insurance. The insurance must cover both the travel to and from the partner higher education institution as well as the whole period of stay and studies at the foreign partner higher education institution. Persons who pay contributions to the National Health Fund and travel to countries of the EU/EEA (European Union, European Economic Area) have the right to make use of medical care within their insurance. When going to a doctor abroad one needs to present a document confirming their insurance – European Health Insurance Card (EHIC). In order to obtain the EHIC card it is necessary to apply to the National Health Fund. Detailed information on how health insurance works in a given country is available on the website of the National Health Fund: www.nfz.gov.pl. Countries of the EU/EEA have different principles of providing and settling services.

The student should make sure if the receiving higher education institution requires additional, specific insurance. Such information should be included in the information materials of a given higher education institution.

The EHIC card is not valid outside the EU/EEA countries. Students going to countries outside the EU/EEA, who are not citizens of Poland and who are not insured at the National Health Fund must take out health insurance for the Erasmus+ mobility on their own.

Apart from the health insurance and accident insurance it is also recommended to take out liability insurance.

Participants who are Polish citizens are obliged to register in the Odyseusz service, run by the Ministry of Foreign Affairs: <https://odyseusz.msz.gov.pl>.

I.13. Language preparation – Online Linguistic Support (OLS)

Students qualified for an Erasmus+ mobility should know the language of the receiving country (or the language of instruction in use) at a level allowing for participation in classes and lectures. Many receiving higher education institutions offer additional language courses before the start of the mobility period or in the course of the semester. Information about such courses and application forms (if applicable) should be available on the website or in the information sent to the student. Students going to the selected countries are **obliged (!)** to complete tests assessing their language competence before the start of the mobility and at the end of the mobility. The test results do not have any influence on the student's participation in the Erasmus+ programme and their going on mobility to a specific country.

The above-mentioned assessment and possible additional development of language competence of the Beneficiaries take place within the **OLS – Online Linguistic Support** system, introduced by the European Commission. The OLS offers **obligatory** online language tests (before the start and at the end of the mobility – it is not required to fill in the second language test if the student has completed the first test at the level C2) and, in some cases, also online language courses.

Invitations to register in the system and complete the tests (and possible reminders regarding approaching deadline) and possible licences for language courses are sent automatically by the OLS system to the e-mail addresses given by the students during the recruitment. The students must check their e-mail boxes and folders to which the correspondence considered by the Beneficiary's e-mail as spam may be automatically forwarded. One should be careful when providing contact details, in particular the e-mail address, and when checking one's e-mail box and logging in to the OLS system (the students log in by themselves after receiving necessary details in an automatic message) and entering the period of stay and other required information. **The first language test must be completed before signing the financial agreement, the second one at the end of the mobility.** The student must pay attention to the deadlines for completing the tests, given in the messages generated and automatically sent by the system. **If the Beneficiary fails to meet the requirements connected with the OLS, it may turn out to be impossible to settle the mobility and necessary to return the financial support.** One should remember that it is necessary to update the details entered by the student in the OLS system (including the study period at the foreign receiving higher education institution) in case of change of such details (especially the period of stay). The Beneficiary must make such changes by themselves. For practical instructions concerning the OLS system please visit the website: <http://erasmus.us.edu.pl/wyjazdy-na-studia-sms>.

I.14. Shortening of the study period

The student is obliged to complete the studies abroad within the period indicated in the agreement signed before the mobility. Shortening of the study period results in the necessity of returning part of the grant. **The minimum study period is 3 full months (without rounding). If the period of stay is shorter than 3 months, the whole grant must be returned and the period of stay abroad will not be recognised by University of Silesia.** The only exception is the occurrence of fortuitous events (after acceptance by the National Agency for the Erasmus+ Programme). **If it is necessary to shorten the study period, the student must immediately contact the International Relations Department – International Exchange Office (before departure from the partner higher education institution).** The financial support is settled to an accuracy of one day. If the student shortens their stay, they will need to return the unused part of the financial support (as long as the mobility is not considered as ineligible as a result of such shortening, as referred to above).

I.15. Extension of the study period

The stay abroad may be extended by one semester, but only from the winter semester to the summer semester. It is not possible to prolong the stay from the summer semester to the winter semester because that is already a new academic year. It is a principle of the programme that the stay abroad under Erasmus+ may not go beyond a given academic year.

Conditions of extension:

- completed original application for extension of stay (available on www.erasmus.us.edu.pl) with the consent of the dean and the faculty coordinator,

- original application for mobility abroad in the case of mobility for one semester,
- written consent of the foreign higher education institution for extension of stay,
- Learning Agreement for Studies approved by all parties.

The original application for extension of stay and application of mobility abroad, and copies of remaining documents should be delivered to the International Relations Department – International Exchange Office, which prepares an annex to the agreement between the student and University of Silesia and issues confirmation of the Erasmus+ student status. Failure to sign the annex for extension of the study period results in losing the Erasmus+ student status. All formalities related to the extension of stay must be completed no later than 3 weeks before the originally planned date of completion of the study period abroad.

All details should be arranged with the Erasmus+ faculty coordinator. Consent to the extension is not tantamount to awarding an additional grant.

It is possible to extend the stay without financial support.

The International Relations Department does not act as an intermediary in passing documents concerning extension of the period of stay. If you want your documents to be collected from our office by a friend / family member, it is necessary to draw up a letter of authorisation for a given person with the number of their identity card and your handwritten signature.

The possibility of extending the stay does not apply to mobilities which are to be completed in the winter semester only.

I.16. Completion of mobility and return to the University.

In order to consider the mobility as carried out properly and eligible, and the paid financial support as settled, the student should within a maximum of 2 weeks from the end date of the mobility specified in the financial agreement:

1. Submit the original Transcript of Records / Learning Agreement for Studies – After the Mobility to the competent dean's office, copies of the documents to the International Relations Department (International Exchange Office), and have the study period recognised.
2. Submit the original Confirmation of mobility to the International Relations Department (International Exchange Office).
3. Complete an online survey (link, login and password will be sent automatically to the Beneficiary).
4. Complete an online language test (if applicable).

II. MOBILITY “STEP BY STEP”:

STEP 1

QUALIFICATION OF THE STUDENT BY THE FACULTY QUALIFYING COMMISSION

STEP 2

CONTACT WITH THE RECEIVING HIGHER EDUCATION INSTITUTION, SUBMITTING APPLICATION TO THE RECEIVING HIGHER EDUCATION INSTITUTION

Students should familiarise themselves with information about the partner higher education institution (application procedure, application deadline, study offer etc.) no later than right after qualification (it is recommended to do it much earlier). Such information can be found in different types of guides and brochures, and, first of all, in ECTS information packages. All information should be available on the website of a given higher education institution. Some partner higher education institutions also require that the home University should send them an official nomination, that is confirmation sent by the IRD – IEO concerning the student’s qualification to go on mobility to the partner higher education institution under Erasmus+. The student should report the necessity of sending such a nomination to the International Relations Department – International Exchange Office, and provide information on the manner and deadline for sending the required details as well as on their scope. Information materials are usually sent to the student after the receiving higher education institution has received the application form.

DOCUMENTS TO BE SENT TO THE FOREIGN HIGHER EDUCATION INSTITUTION

(In the case of sending documents by post, they should be sent at least by registered letter.

We recommend making copies of all documents sent.)

APPLICATION FORM

The student sends an application form to the foreign higher education institution on their own, within the specified time limit, unless the foreign higher education institution requires that documents should be submitted in a different way. Some higher education institutions require completion of an online form. Information on the manner of sending the application, required documents as well as information on the nomination procedure (if applicable) can be found on the websites of foreign higher education institutions.

LEARNING AGREEMENT FOR STUDIES – BEFORE THE MOBILITY

Completed on the basis of the ECTS information package (catalogue) of the receiving higher education institution, in consultation with the faculty coordinator, signed by the student, the faculty coordinator and the dean or authorised deputy dean, or another person authorised by the dean. The Learning Agreement for Studies – Before the Mobility contains the study programme at the foreign receiving higher education institution (list of subjects to be studied with the ECTS credits).

DOCUMENTS WHICH THE STUDENT SHOULD RECEIVE FROM THE FOREIGN HIGHER EDUCATION INSTITUTION:

<p style="text-align: center;">CONFIRMATION OF ADMISSION TO ERASMUS+ STUDIES (LETTER OF ACCEPTANCE)</p>	<p>The confirmation is usually sent to the student's home or e-mail address. The confirmation of admission to studies issued by the partner higher education institution allows for taking further steps related to the mobility and signing the financial agreement (copy of Letter of Acceptance).</p>
<p style="text-align: center;">SIGNED LEARNING AGREEMENT FOR STUDIES</p>	<p>If the receiving higher education institution does not send back the signed Learning Agreement for Studies, the student should request it. It happens that higher education institutions do not want to confirm the study programme before the student's arrival. It is in violation of the rules of the Erasmus+ programme. If, due to the position of the receiving higher education institution, it is not possible to have the study programme approved before arrival, please contact the IRD – IEO. The original Learning Agreement with the final list of subjects and signatures of all parties must be submitted to the competent dean's office. In each case the Learning Agreement for Studies must be approved before departure by the home faculty (institute) of the Beneficiary (approval by the faculty coordinator and the dean).</p>

STEP 3**FORMALITIES TO BE COMPLETED BEFORE SIGNING THE AGREEMENT**

OPENING AN ACCOUNT IN A POLISH BANK	Financial support from the Erasmus+ programme is paid by transfer to the account indicated in the financial agreement signed by the student with University of Silesia (at the IRD – IEO).
INSURANCE	Obligatory health insurance (European Health Insurance Card or paid health insurance) and accident insurance, optionally liability insurance. Participants who are Polish citizens are obliged to register in the Odyseusz service, run by the Ministry of Foreign Affairs: https://odyseusz.msz.gov.pl .
VERIFYING THE MANNER OF LEGALISATION OF STAY AND REGULATIONS IN THE RECEIVING COUNTRY	Visa-free traffic encompasses countries of the EU/EEA. It is necessary to legalise one's stay in accordance with regulations in force in the receiving country. For information please visit the website of the Ministry of Foreign Affairs (www.msz.gov.pl), receiving higher education institution, embassy of the country of stay. Students who are not Polish citizens must obtain a visa valid in the country of stay.

STEP 4

FORMALITIES TO BE COMPLETED AT UNIVERSITY OF SILESIA

**DOCUMENTS TO BE SUBMITTED TO THE INTERNATIONAL RELATIONS
DEPARTMENT BEFORE DEPARTURE
(AT THE MOMENT OF SIGNING THE AGREEMENT)**

APPLICATION FOR MOBILITY ABROAD	<p>APPLICATION FOR MOBILITY ABROAD is necessary for the performance of student mobility abroad. It is drawn up in the SAP system and, at the same time, on a paper form (available on www.erasmus.us.edu.pl or www.dwz.us.edu.pl, in conformity with the Order No. 117/2020 of the Rector of University of Silesia in Katowice of 29 July 2020 on introducing the Instruction on principles of referring employees, doctoral students and students of University of Silesia abroad for scientific, teaching and training purposes. The application must be signed by: the student (as the person going on mobility), the faculty coordinator (as the immediate superior, stamp is recommended) and the dean (stamp is required). Applications are registered in the SAP system at dean's offices or institute secretariats by persons appointed to perform such tasks in a given unit. The personal number will be given in the SAP system by central administration. The paper version of the application for mobility abroad must contain the application number entered in SAP (APPLICATION FOR MOBILITY ABROAD – referral abroad no. and date), given name(s) and surnames of the student going on mobility, full official name of the foreign receiving higher education institution, city and country, and exact dates of stay (dd/mm/yyyy). Such details should also be entered in the application in the SAP system. As the basis of mobility please write: "Programme of the European Union", as the mobility objective: "Studies" or "Doctoral studies", as justification for the mobility: "Studies under the Erasmus+ programme". Please do not fill in the tables: part "WP TRAVEL ORDER" and "WS REFERRAL ABROAD" and do not obtain signatures other than those indicated above. The APPLICATION FOR MOBILITY ABROAD is submitted by the Beneficiary together with all required documents to the International Relations Department – International Exchange Office. The Beneficiary does not submit the application for the Rector's approval by themselves.</p>
COPY OF COMPLETED AND SIGNED LEARNING AGREEMENT FOR STUDIES – BEFORE THE MOBILITY	<p>Copy of the Learning Agreement for Studies – Before the Mobility, approved by the student, the student's home faculty (institute) (the faculty coordinator, the dean / deputy dean / other person authorised by the dean) and by the receiving higher education institution. If the receiving higher education institution does not send back the signed Learning Agreement for Studies – Before the Mobility (which is in violation with the rules of the Erasmus+ programme), please contact the IRD – IEO.</p>

<p align="center">COPY OF LETTER OF ACCEPTANCE FROM THE FOREIGN HIGHER EDUCATION INSTITUTION</p>	<p>Document (scan is acceptable) confirming consent to taking up studies under the Erasmus+ programme or printout of e-mail with confirmation of such consent. The printout must allow for unambiguous identification of the student.</p>
<p align="center">FORM WITH BANK ACCOUNT NUMBER</p>	<p>The grant will be transferred to the bank account number indicated by the student (that is the Beneficiary). Please fill in the form carefully. Entering a wrong account number may result in a delay in the payment of the grant or even in its loss.</p> <p>The grant will be paid in instalments, in a manner specified in the financial agreement to the bank account specified by the Beneficiary, opened in a Polish bank and kept in EUR (exception – increased financial support from the funds of the OP KED). The Beneficiary must indicate a bank account of which they are the owner or – at least – the co-owner.</p>

SUBMISSION OF DOCUMENTS AND SIGNING OF FINANCIAL AGREEMENT

(INTERNATIONAL RELATIONS DEPARTMENT – INTERNATIONAL EXCHANGE OFFICE
RECTORATE, 12 BANKOWA STREET, KATOWICE, ROOM 3.9 (3rd FLOOR) TEL. 32 359 1178)

The set of all of the above-mentioned documents should be submitted to the International Relations Department – International Exchange Office on the day of signing the financial agreement. The whole documentation must be submitted and the agreement signed no later than 3 weeks before the planned date of departure.

WE DO NOT ACCEPT SINGLE APPLICATIONS AND DOCUMENTS!

Please remember that grant payment lists include only agreements signed both by the student and a representative of University of Silesia. The grant payment lists are closed on the 20th day of each month. It should be taken into account when preparing for the signing of the agreement.

Please arrange the date of signing the agreement in advance, by phone (32 359 1178) or e-mail (erasmus@us.edu.pl), in order to avoid queues.

Please remember that University of Silesia carries out a very large number of mobilities and arrange the date of signing the agreement well in advance.

Please observe the arranged dates.

The financial agreement specifies the rights and duties of the parties (the sending University and the student), as well as the period of stay and the manner of payment of the financial support.

The agreement is signed in two counterparts, one for University of Silesia and one for the student. When the agreement has been signed by a representative of University of Silesia, the student should (!) collect one counterpart from the International Relations Department, in person or by a person with written authorisation.

The agreement obliges the student, among others, to the following:

- complete the studies within the declared period and carry out the agreed study programme,
- immediately notify University of Silesia of any planned changes, such as change in the period of stay or study programme,
- provide the Transcript of Records and appropriate part of the Learning Agreement for Studies (After the Mobility) and confirmation of the period of stay abroad,
- complete the online survey concerning the period of study abroad,
- not to apply for other forms of financial support from the funds of the European Commission for the same period of stay,
- take out insurance for the period of study abroad,
- complete the online language test before and after the mobility, if applicable.

By signing the agreement, the student also confirms that they acknowledge the fact that the grant covers only the difference in the costs of living in Poland and abroad.

When signing the agreement, University of Silesia and the Beneficiary accept its terms and conditions, and the annexes thereto which constitute an integral part of the agreement, and confirm that they are familiar with the annexes to the agreement and their content, and they agree to observe and apply all provisions of the agreement and annexes thereto. The content of the agreement and the content of the annexes are available on the website www.erasmus.us.edu.pl (<http://www.erasmus.us.edu.pl/wyjazdy-na-studia-sms>).

COMPLETION OF ONLINE LANGUAGE TEST (ONLINE LINGUISTIC SUPPORT – OLS)

Completion of the language test **before signing the financial agreement** is a necessary condition for proper performance and settlement of the mobility. Completion of the test at the end of the mobility is also a necessary condition for the settlement of the mobility and the awarded financial support (completion of the second language test is not required if the student has completed the first test at the level C2). Failure to meet these requirements may result in considering the mobility as ineligible, refusal to recognise and settle the mobility, and in the necessity to return the financial support. Information necessary to complete the test (both the initial and the final test), log in to the system (students log in by themselves) and, possibly – participate in a course are generated automatically by the system and send to the Beneficiary's e-mail address given in the application form of University of Silesia. The student should regularly check their e-mail, including folders with automatically deleted messages (spam, etc.). One should remember that it is necessary to update the details in the OLS system in case of any changes (e.g. change of the study period, extension of stay, etc.).

PAYMENT OF FINANCIAL SUPPORT

The grant is paid in a manner specified in the agreement (in instalments), to the bank account indicated by the Beneficiary. The Beneficiary must be the owner or co-owner of the bank account. The financial support from the funds of the Erasmus+ programme is paid to the Beneficiary's bank account kept in EUR. The financial support from the funds of the Operational Programme Knowledge Education Development (OP KED) is paid to the Beneficiary's bank account kept in PLN. 80% (eighty per cent) of the amount of the financial support is paid before the Participant's departure, on the condition that the Participant has completed all formalities before the mobility within the required time limits, and filled in the first OLS (Online Linguistic Support) test, if applicable. The remaining 20% (twenty per cent) of the financial support is paid after the mobility and submission by the Participant of required documents, and completing remaining formalities, including completion of the online survey evaluating the mobility and – if applicable – completion of the OLS language test. Completion of the test – if applicable – is a condition absolutely necessary for considering the mobility eligible and settling the paid financial support.

DOCUMENTS WHICH THE STUDENT RECEIVES AT THE INTERNATIONAL RELATIONS DEPARTMENT:

CERTIFICATE OF AWARDING ERASMUS+ GRANT

This certificate, issued in **the English** language, confirms the Erasmus+ student status, period of stay at the partner higher education institution and – at the student's request – contains information on the amount of the awarded financial support. It may be needed when registering at the receiving higher education institution and legalising one's stay abroad.

CERTIFICATE OF GOING ON MOBILITY FOR STUDIES ABROAD	This certificate, issued in the Polish language , is needed to obtain the EUROPEAN HEALTH INSURANCE CARD at a branch of the National Health Fund.
ERASMUS+ STUDENT CARD	Students receive the Card after signing the mobility agreement.
NOTIFICATION OF THE DEAN'S OFFICE	
The competent dean's office should be notified of the student's mobility for studies abroad. Before departure, the student should make sure that the dean's office has been notified of their mobility.	
TRANSFER OF THE GRANT	
The grant is transferred to the student's account in a manner specified in the agreement and in conformity with the recommendations of the National Agency for the Erasmus+ programme. The condition of timely payment is the submission of all complete and correctly filled in documents, and signing the financial agreement at the right time. The payment list is prepared once a month and closed on the 20 th day of each month. If the departure is planned in the middle of a month, the student should submit their documents well in advance.	

STEP 5 STAY ABROAD

We recommend reading the *Guide for outgoing students* and checking regularly the website of the International Relations Department.

CONFIRMATION OF ERASMUS+ STUDENT MOBILITY (DATE OF ARRIVAL)	It is a document in which the receiving higher education institution confirms the dates of the student's mobility. Immediately after arrival, the student should obtain at the ERASMUS+ office of the receiving higher education institution confirmation of the date of arrival and send the document by e-mail. The original is kept by the student who should also obtain confirmation of the end date of the mobility in the same document. The awarded financial support is settled to an accuracy of one day, according to the dates of stay stated in the Confirmation of Erasmus+ Student Mobility.
LEGALISATION OF STAY	In accordance with regulations in force in the receiving country.
CONTACT WITH INTERNATIONAL RELATIONS DEPARTMENT	We very often send important information to students by electronic mail. Please check your mail regularly.
CONTACT WITH FACULTY COORDINATOR AND COMPETENT DEAN'S OFFICE	It is important to keep in touch with the faculty coordinator, particularly in all matters concerning the study programme and possible extension of stay. It is also necessary to keep in touch with the competent dean's office. In the case of mobility which lasts longer than a semester, the student must make sure at the dean's office at the end of the semester whether all formalities have been completed as appropriate.
CHANGES IN STUDY PROGRAMME	If, after arrival to the partner higher education institution, it is necessary to make changes in the study programme (change of class timetable at the receiving higher education institution, subject has not been launched), the student should do it within the shortest possible time. All changes should be introduced and approved within a maximum of the first month of stay. Changes should be made in the Learning Agreement for Studies – During the Mobility. The changes should be consulted with the faculty coordinator. They are approved by the receiving higher education institution and then the Learning Agreement for Studies – During the Mobility should be sent for approval to the home didactic unit (signature of the faculty coordinator and the dean or deputy dean or other person authorised by the dean). Copy of the document with changes approved by all parties must be enclosed with the student's documentation at the competent dean's office.

<p>SHORTENING OF STAY</p>	<p>All changes concerning the period of stay and studies at the foreign partner higher education must be earlier consulted with the International Relations Department – International Exchange Office. The financial support is settled to an accuracy of one day. The minimum period of studies at the foreign partner higher education institution within the Erasmus+ programme is 3 (say: three) full months, without rounding. A stay shorter than three full months is ineligible, cannot be settled and the awarded grant must be returned in full. The only exception are situations caused by fortuitous events. The fortuitous character of a given event is decided by the National Agency for the Erasmus+ programme. In case of any problems the student should definitely and immediately contact the International Relations Office – International Exchange Office. The financial support is settled to an accuracy of one day. Shortening of stay (if it does lead to considering the mobility as ineligible, as referred to above) results in the necessity to return the unused part of the financial support.</p>
<p>EXTENSION OF STAY</p>	<p>Consent to the extension of studies under the Erasmus+ programme must be given by the foreign partner higher education institution and the student’s home unit (faculty / institute). The procedure of extension of stay should be finalised no later than three weeks before the originally planned end date of the mobility. In order to obtain the consent of the home unit, the student must apply for a consent to the extension of studies under the Erasmus+ programme (application template available on: www.erasmus.us.edu.pl). Apart from the consent of the partner higher education institution and the student’s home unit, the extension of stay also requires preparation of a new Learning Agreement for Studies for the period of extension. All details should be arranged with the Erasmus+ faculty coordinator. Consent to the extension is not tantamount to awarding additional financial support. It is possible to extend the stay without financial support. The possibility of awarding financial support for additional months of stay depends on availability of funds.</p> <p>The International Relations Department does not act as an intermediary in passing documents concerning extension of the period of stay. If you want your documents to be collected from our office by a friend / family member, it is necessary to draw up a letter of authorisation for a given person with the number of their identity card and your handwritten signature.</p> <p>The possibility of extending the stay does not apply to mobilities which are to be completed in the winter semester only.</p>

<p style="text-align: center;">OBTAINING OF TRANSCRIPT OF RECORDS – LEARNING AGREEMENT FOR STUDIES – AFTER THE MOBILITY</p>	<p>It should be taken care of before departure, although some higher education institutions declare that they will send all documents directly to University of Silesia.</p> <p>If the partner higher education institution does not want to issue the documents to the students, it is recommended that the student should draw them up by themselves and then ask the <u>coordinator from the partner higher education institution</u> for signature and stamp, confirming the conformity of the presented information with the actual state.</p>
<p style="text-align: center;">CONFIRMATION OF ERASMUS + STUDENT MOBILITY (DATE OF DEPARTURE)</p>	<p>Before leaving the foreign higher education institution, it is particularly important to obtain confirmation of the end date of the mobility on Confirmation of Erasmus+ Student Mobility, which is the most significant document for the settlement of the student's financial support. The original should be delivered to the International Exchange Office immediately after arrival to Poland. The financial support is settled to an accuracy of one day.</p>

STEP 6 RETURN FROM MOBILITY

DOCUMENTS WHICH THE STUDENT MUST SUBMIT TO THE INTERNATIONAL RELATIONS DEPARTMENT:

COPY OF TRANSCRIPT OF RECORDS – LEARNING AGREEMENT FOR STUDIES – AFTER THE MOBILITY	<p>The original TRANSCRIPT OF RECORDS / LEARNING AGREEMENT FOR STUDIES – AFTER THE MOBILITY, after consultation with the faculty coordinator, should be submitted to the competent dean’s office. The document constitutes the basis for recognising the examinations passed and credits obtained at the partner higher education institution. The student should submit a copy of the document at the International Relations Department – International Exchange Office. The student should keep a copy of the document.</p>
CONFIRMATION OF ERASMUS+ STUDENT MOBILITY	<p>Document from the foreign higher education institution issued on the letterhead of the institution confirming that the student studied from dd/mm/yyyy to dd/mm/yyyy under the Erasmus+ programme. The confirmation must contain exact dates of the student’s mobility, coinciding with the awarded grant period (the same number of months and days as in the financial agreement). NOTE: The mobility is settled to an accuracy of one day. The minimum period of stay is 3 full months, without rounding.</p>
COMPLETION OF ONLINE SURVEY	<p>The survey evaluates different stages of the stay abroad: preparation for the mobility, stay at the foreign higher education institution and joining the course of studies after return. Completion of the survey is obligatory (!) and constitutes one of the conditions for the settlement of the student’s mobility. The link, login and password to the survey will be sent by e-mail. If the student has not received them, it is necessary to contact the International Relations Department – International Exchange Office.</p>
COMPLETION OF ONLINE LINGUISTIC SUPPORT (OLS) TEST	<p>Completion of the test (if applicable) is obligatory and constitutes a condition necessary for the settlement of the mobility. Details needed to complete the test as well as messages reminding about the necessity to complete it are sent to the student automatically by the OLS system. That is why it is so important for the student to enter correct details (including contact details) into the system and update them, if need be. In case of any problems with completing the test, the student should immediately contact the International Relations Department – International Exchange Office.</p>

The above-mentioned documents must be submitted to the International Relations Department no later than **2 weeks** after the end date of the mobility, as specified in the mobility agreement. The most important document is Confirmation of Erasmus+ Student Mobility. On the basis of the documents the student settles the awarded grant. Delay or failure to submit the documents will result in issuing **request to return the grant. Note: The mobility period is settled to an accuracy of one day, on the basis of the dates of stay indicated in the Confirmation of Erasmus+ Student Mobility!**

20% (twenty per cent) of the financial support is paid after completion of the mobility and submission by the participant of required documents and completing other formalities, such as filling in the online evaluation survey and – if applicable – the OLS language test (it is not required to fill in the second language test if the student has completed the first test at the level C2). If applicable, completion of the test is absolutely required for considering the mobility eligible and for settling the paid financial support.

INTERNATIONAL RELATIONS DEPARTMENT INTERNATIONAL EXCHANGE OFFICE

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e-mail:

erasmus@us.edu.pl

www.erasmus.us.edu.pl

OFFICE HOURS:

MONDAY:	8 am – 3 pm
TUESDAY:	11 am – 2 pm
WEDNESDAY:	11 am – 2 pm
THURSDAY:	11 am – 2 pm
FRIDAY:	closed

Due to the necessity of protection of certain details and ensuring proper conditions of preparing and archiving documents, we cannot receive you outside the above hours. Thank you for your understanding.