

# Guide for Students of the Medical University of Silesia in Katowice intending to go for a **STUDY** under the Erasmus+ Programme



# ERASMUS+

## PROGRAM COUNTRIES

### *European Union Member States*

- Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Spain, Netherlands, Ireland, Lithuania, Luxembourg, Latvia, Malta, Germany, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden, Hungary, Italy.

### *Non-EU countries participating in the Programme*

- Iceland, Northern Macedonia, Liechtenstein, Norway, Turkey, Serbia

# ERASMUS+

## WERE CAN I GO?

### *Mobility for studies*

You can go to a university that cooperates with the Medical University of Silesia in Katowice within the Erasmus+ Programme. The list of partner universities can be found on the website:

<https://student.sum.edu.pl/partner-universities/>

# ERASMUS+

## Scholarships - Mobility for studies

Below is a table divided into the countries you can go to and monthly scholarships.

Countries divided into groups	Monthly scholarship
<u>Group 1</u> – Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxemburg, Norway, Sweden	<b>520 EUR</b>
<u>Group 2</u> – Austria, Belgium, Cyprus, France, Greece, Spain, Malta, Netherlands, Germany, Portugal, Italy	<b>520 EUR</b>
<u>Group 3</u> – Bulgaria, Croatia, Czech Republic, Estonia, Lithuania, Latvia, North Macedonia, Rumunia, Serbia, Slovakia, Slovenia, Turkey, Hungary	<b>450 EUR</b>



# RECRUITMENT PROCESS

step by step

*What do I have to do to study abroad with  
Erasmus+ Programme?*

# ERASMUS+ RECRUITMENT PROCESS

The announcement about the recruitment to the Erasmus + Program will be posted on the SUM website <https://student.sum.edu.pl/category/Erasmus/>

If you are interested in mobility for studies in the 2023/2024 academic year download from <https://student.sum.edu.pl/outgoing-students/>

*APPLICATION FORM FOR STUDENTS – MOBILITY FOR STUDIES*

University Erasmus+ Recruitment Committee  
Medical University of Silesia in Katowice  
ul. Poniatowskiego 15  
40-055 Katowice

APPLICATION FORM FOR STUDENTS  
MOBILITY FOR STUDIES  
ACADEMIC YEAR ...../.....  
WITHIN ERASMUS+ PROGRAMME

(PLEASE COMPLETE THE DOCUMENT  
IN CAPITAL LETTERS)

1. PERSONAL DATA.	
Name:	Surname:
Address:	Phone:
Date of birth:	Citizenship:
E-mail:	Student book number:
Field of studies:	
Faculty:	Year of study:
I have previously participated in Erasmus+ Programme (please, provide number of days):	
2. GRADE POINT AVERAGE (GPA) FROM THE LAST COMPLETED ACADEMIC YEAR	
GPA:	
Stamp and signature of the employee of the Dean's Office	

3. FOREIGN LANGUAGE SKILLS	
Final credit grade in a foreign language included in the curriculum:	
Grade in the examination conducted by the SUM Foreign Language Study Center:	
Stamp and signature of the employee of the Dean's Office	
Signature of the language teacher	

# APPLICATION FORM FOR STUDENTS – MOBILITY FOR STUDIES

in the 2023/2024 academic year

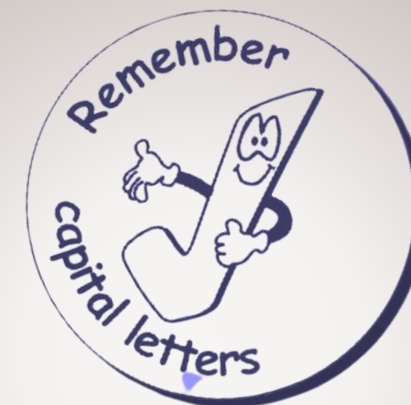
2023/2024

Complete  
your Personal  
Data

The average grade is  
completed by  
the Dean's Office

Grade from the foreign  
language course  
is completed by  
the Dean's Office

Don't have an exam or  
certificate? You can still pass the  
exam at the Foreign Language  
Center SUM



Complete  
the document  
**CLEARLY**  
**CAPITAL LETTERS**

# APPLICATION FORM FOR STUDENTS – MOBILITY FOR STUDIES

## in the 2023/2024 academic year

Language certificate:

4. LIST OF HOST INSTITUTIONS (IN ORDER OF PREFERENCE)		
Institution (Erasmus+ Code)	Country	Semester (winter/spring/ whole academic year)
1.		
2.		
3.		

Attach the B2 Certificate from a foreign language if you have one

5. WHICH COURSES WOULD YOU LIKE TO TAKE ABROAD?	
No.	COURSE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

List three universities from the list of partner universities to which you would like to go. The one you will be nominated for depends on the number of points you get in recruitment. \*

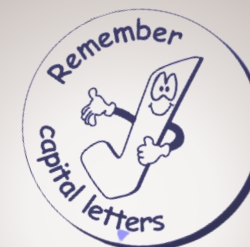
List the courses you would like to study abroad. This list may change during the preparation of the Learning Agreement.

6. WHY WOULD YOU LIKE TO STUDY ABROAD UNDER THE ERASMUS+ PROGRAMME?	

What motivates you to participate in the Erasmus + Programme?

7. APPROVAL OF THE ERASMUS+ COORDINATOR	8. APPROVAL OF THE DEAN/VICE-DEAN OF THE RELEVANT FACULTY

Get approval from and the Faculty Coordinator and the Dean



Complete the document  
**CLEARLY  
CAPITAL LETTERS**

\* Before you make a choice, check on the website of the university you are interested in what kind of classes are available for incoming students within the Erasmus+ Programme, in which language they are conducted, whether an international language certificate is required. **ONCE YOU SUBMIT THE FORM, IT WILL NOT BE POSSIBLE TO MAKE ANY CHANGES TO THE LIST OF THE HOST INSTITUTIONS.**

**REMEMBER:** If there are more applicants for the university of your choice, the total number of points obtained in the recruitment will decide who will go to that University within the Erasmus+ Programme.



I agree that my ~~anonymous~~ student book number, information about number of points and the name of the host institution be published on the website in accordance with the Regulations on the rules and criteria for the recruitment of students, PhD candidates and employees of the Medical University of Silesia in Katowice for mobility under the Erasmus+ Higher Education, Educational Mobility ~~Programme~~.

#### Information clause on the processing of personal data

I acknowledge the following information arising out of the information obligation laid down in Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Official Journal of UE L 119 of 04.05.2016, p. 1), hereinafter referred to as GDPR:

- 1) Medical University of Silesia in Katowice, ul. ~~Boniatowskiego~~ 15, 40-055 Katowice, telephone no.: 32 208 3600, NIP [Tax ID. No.]: 634-000-53-01, REGON [National Business Registry No.]: 000289035 is the Personal Data Controller;
- 2) Updated contact details of the Data Protection Officer are available at the following telephone number: 32 208 3600 or can be accessed online at [sum.edu.pl](http://sum.edu.pl) and [iod.sum.edu.pl](http://iod.sum.edu.pl);
- 3) Your personal data are processed on the basis of: Article 6.(1)(c) of RODO for the purpose of the Recruitment of students and doctoral students of the Medical University of Silesia in Katowice for mobility within the Erasmus+ Higher Education, ~~Educational Mobility Programme~~ and for the purpose of concluding an agreement pursuant to Article 6.(1)(b) of RODO;
- 4) The recipients of personal data are the operationally and technically responsible employees of the Medical University of Silesia in Katowice authorized to process the personal data, and other public bodies which may submit a legally justified application to make the personal data available to them;
- 5) The data will be stored for a period determined on the basis of the single substantive list of files at the Medical University of Silesia in Katowice and, in particular, for a period no shorter than the period of limitation of financial claims arising from generally applicable regulations.];
- 6) You are entitled to demand from the Medical University of Silesia in Katowice to give you access to your personal data, to have them rectified, erased or to limit their processing. You are further entitled to object to processing and to transfer the data.
- 7) You have the right to lodge a complaint against the processing of your personal data to the President of the Office for Personal Data Protection.
- 8) Provision of personal data is compulsory and is a necessary condition for carrying out the recruitment process under the Erasmus + ~~Programme~~. Failure to provide personal data will result in the candidate being excluded from the recruitment process.
- 9) There is no automated decision-making involved in the processing of the personal data provided.

Katowice, date. ....

.....  
(Legible candidate signature)

# APPLICATION FORM FOR STUDENTS – MOBILITY FOR STUDIES

in the 2023/2024 academic year

**Submit the completed document and attachments to the Dean's Office of your Faculty AT LATEST on the last day of the recruitment.**

#### What attachments?

Among others:

- Certificate of proficiency in a foreign language.
- Confirmation of membership in a student organization 2021/2022 academic year.
- The decision to award the Rector's Scholarship in the 2022/2023 academic year.

About other scored achievements, read in the Regulations § 5 sec. 1 point 3

**ATTENTION:** Within the framework of recruitment, points from a specific category can only be obtained once and do not add up! E.g. Participation in 3 different study groups results in a single point total. Having both a language certificate and a pass grade in a foreign language will result in points only for the certificate.

Do not forget to sign the consent for the processing of personal data and for the publication of your index number and commission decision on the university's website!

Date of signing the document



Śląski  
Uniwersytet  
Medyczny  
w Katowicach



...Now patiently wait for the  
results of Recruitment...



The Results will be published on  
[www.student.sum.edu.pl/category/erasmus/](http://www.student.sum.edu.pl/category/erasmus/)

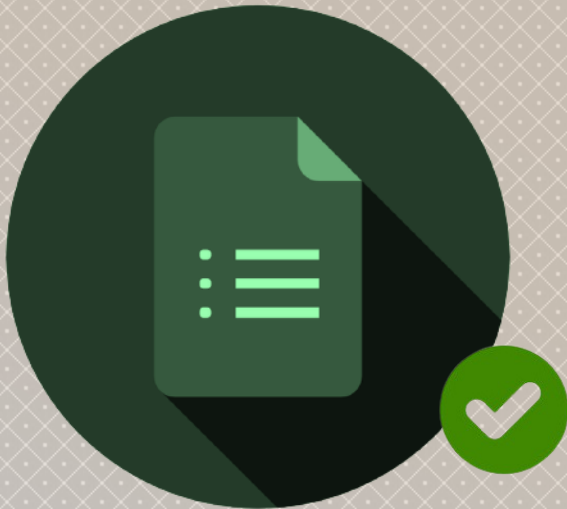
within 30 days of the end date of the Recruitment  
process.

# ERASMUS+ RECRUITMENT RESULTS

Result list is announced.  
There are three possibilities of the results.

You are:

QUALIFIED



ON THE RESERVE LIST



UNQUALIFIED



# ERASMUS+ MOBILITY FOR STUDIES

You are qualified.

What next?



1. Your nomination will be sent to one of the universities of your choice. Whether or not it will be the first university on your list depends on your place on the Ranking List and the number of people who have chosen this university.
2. You will receive an email confirming that your nomination has been sent.



## This is where SUM works



Śląski  
Uniwersytet  
Medyczny  
w Katowicach



# ERASMUS+ MOBILITY FOR STUDIES

You are qualified.

What next?



3. After SUM sends the nomination, the partner university should contact you and send you the application procedure, required documents, available courses, details on academic year organization. If the partner university has not attempted to contact you within 10 days of sending the nomination, write to them yourself.
4. Find out from your Dean's Office which courses you should take during your stay.
5. Prepare a Learning Agreement, which, together with a completed Recognition Confirmation, should be submitted to the Faculty Coordinator in order to get the signature.
6. Remember to get the Dean's approval and signature on the Recognition Confirmation.

YOU act here



# ERASMUS+ MOBILITY OF STUDY

You are qualified.

What next?



7. Once you have obtained the Dean's signature on the Confirmation of Credit Recognition, follow the directions of the Host University. If the University is already connected to the EWP network you will be asked to submit an Online Learning Agreement, which you will register through <https://learning-agreement.eu/>. If not, you will need to submit a scan of the paper version of the LA. Regardless of whether the Host University is in the EWP network or not in accordance with EU requirements you will need to register your OLA at <https://learning-agreement.eu/>. The Erasmus+ SUM Programme Office will send you the details of your OLA together with the information about sending your nomination.
8. Send a scan of the signed Confirmation of Credit and Learning Agreement signed by all parties (you, SUM Faculty Coordinator, Host University Faculty Coordinator) or information about the submitted and signed EWP Online Learning Agreement to [erasmus@sum.edu.pl](mailto:erasmus@sum.edu.pl) at least 30 days before the planned mobility start date.



## We work together here



Śląski  
Uniwersytet  
Medyczny  
w Katowicach

# ERASMUS+ MOBILITY OF STUDY

You are qualified.

What next?



9. Apply to our Office (Medyków, 4 Street, room no. 6) to sign your study trip agreement. Call/text us before you arrive to arrange a date - especially if you are travelling from far away.



10. Once the agreement has been signed, a payment order will be sent to the Bursar's Office for the first installment of the scholarship, i.e. 70% of the amount awarded to you.



## We work together here



Śląski  
Uniwersytet  
Medyczny  
w Katowicach



# ERASMUS+ MOBILITY OF STUDY

You are on reserve list.



What next?

In case of resignation of persons qualified for the scholarship, SUM will update the ranking list which will be published on the ERASMUS NEWS website:

<https://student.sum.edu.pl/category/Erasmus/>

Candidates from the reserve group qualify to the non-financed mobility within the Programme provided that the University has free places at the partner universities. A decision on the possibility of non-financed mobility within the Programme can be made not earlier than after the last update of the ranking list of candidates qualified for mobility with the scholarship.

Within 7 days after the last list for scholarship trips is uploaded, send an email with the subject line "CONFIRMATION OF WANT TO GO TO STUDY" at [erasmus@sum.edu.pl](mailto:erasmus@sum.edu.pl) Then we know you want to go despite the lack of funding.



# ERASMUS+ MOBILITY OF STUDY

You are not classified.   
Can you do anything else?

That is because you did not meet the recruitment criteria.

If you think you have been incorrectly assessed, **write an appeal.**

Address the appeal to the Chairman of the Erasmus+ University Recruitment Committee,  
the Vice-Rector for Studies and Students  
Professor Jerzy Stojko, MD, PhD

**If your appeal was successful,**  
follow the steps for students on the Qualified List.

# END OF MOBILITY

What documents are needed to  
settle the mobility  
under the Erasmus+ Programme?



# What do you need to deliver to the Erasmus+ Office?

1. The original signed *Confirmation of Stay*– it's the confirmation of the exact dates of your stay at the host university.
2. The original signed *Transcript of Records*
3. Remember to fill out the report in the *Beneficiary Module* system.

The above documents can be sent by scan

If you didn't get the links inviting you to the report, first check the SPAM folder in your mailbox, and if you still don't have an invitation - contact us by writing to [erasmus@sum.edu.pl](mailto:erasmus@sum.edu.pl) (enter „Report BM” in the subject of an email).

Once the above formalities are completed, a payment order for the remaining scholarship amount will be sent to the Bursar's Office.



# CONTACT INFORMATION

Should you have any questions or doubts, please contact the Erasmus+ coordinators or administrative staff.





# INSTITUTIONAL COORDINATOR OF ERASMUS+ PROGRAMME

dr hab. n. med. Damian Kawecki, prof. SUM



II Department of Cardiology  
Faculty of Medical Sciences in Zabrze  
ul. Marii Curie-Skłodowskiej 10  
41-800 Zabrze



[damian.kawecki@sum.edu.pl](mailto:damian.kawecki@sum.edu.pl)

# FACULTY COORDINATOR OF ERASMUS+ PROGRAMME

Faculty of Medical Sciences in Katowice

dr hab. n. med. Justyna Paprocka, prof. SUM



Department and Clinic of Pediatric Neurology  
Faculty of Medical Sciences in Katowice  
ul. Medyków 16  
40-752 Katowice



[jpaprocka@sum.edu.pl](mailto:jpaprocka@sum.edu.pl)

# FACULTY COORDINATOR OF ERASMUS+ PROGRAMME

Faculty of Medical Sciences in Zabrze

dr hab. n. med. Beata Morawiec, prof. SUM



II Department of Cardiology  
Faculty of Medical Sciences in Zabrze  
ul. Marii Curie-Skłodowskiej 10  
41-800 Zabrze



[beata.morawiec@sum.edu.pl](mailto:beata.morawiec@sum.edu.pl)

# FACULTY COORDINATOR OF ERASMUS+ PROGRAMME

Faculty of Pharmaceutical Sciences in Sosnowiec

dr hab. n. farm. Małgorzata Dołowy



Department of Analytical Chemistry  
Faculty of Pharmaceutical Sciences in Sosnowiec  
ul. Jagiellońska 4  
41-200 Sosnowiec



[mdolowy@sum.edu.pl](mailto:mdolowy@sum.edu.pl)



# FACULTY COORDINATOR OF ERASMUS+ PROGRAMME

Faculty of Health Sciences in Katowice

dr hab. n. o zdrowiu Dariusz Górka



Department of Physiotherapy  
Faculty of Health Sciences in Katowice  
ul. Medyków 12  
40-752 Katowice Ligota



[dgorka@sum.edu.pl](mailto:dgorka@sum.edu.pl)

# FACULTY COORDINATOR OF ERASMUS+ PROGRAMME

Faculty of Health Sciences in Bytom

dr hab. n. o zdrowiu Joanna Kobza



Department of Public Health  
Faculty of Health Science in Bytom  
ul. Piekarska 18  
41-902 Bytom



[jkobza@sum.edu.pl](mailto:jkobza@sum.edu.pl)

# ERASMUS+ OFFICE



*Location:*

Campus SUM Katowice-Ligota  
ul. Medyków 4  
40-752 Katowice



tel. 32 364 1015

tel. +48 798 027 859



[erasmus@sum.edu.pl](mailto:erasmus@sum.edu.pl)

*Erasmus+ Office is open:*  
From Monday to Thursday  
From 9:00 to 14:00  
Room no. 6

