

ERASMUS STUDENT MOBILITY PROGRAMME APPLICATION MANUAL 2013/14

Stage I – online application via UsosWeb platform

The e-Recruitment (online enrollment) for the Erasmus student mobility programme (which also includes Campus Europae one-year mobility in the EU countries or Turkey) **for the 2013-2014 academic year** is scheduled for the dates set by the Institutional Committee for Erasmus Programme at the UL. The Committee for Erasmus Programme at the UL decided that the e-Recruitment session at the UL's UsosWeb platform **starts on Thursday, 3 January 2013 at 8 AM CET. It ends on Monday, 18 February 2013 at 12 PM CET (noontime).**

To submit an e-application, please log in to the UsosWeb platform (www.usosweb.uni.lodz.pl), choose English language by clicking on the flag in the upper right corner, and open the following tabs (in succession):

- 1) Student's section (upper bar)
- 2) Foreign studies (left-hand side manu)
- 3) Mobility offers (left-hand side menu)

Every student may submit 1 application form per Faculty/Unit they study at (and are attributed to by UsosWeb), and additionally 1 application under the "Uniwersytet Łódzki" - the latter is available to all UL students interested in Gender Studies (www.gender.uni.lodz.pl).

Attention – philology students!

The list of partner universities available to students of: **Romance Philology, English Philology, Spanish Philology, Italian Studies**, is labelled **Katedra Pragmatyki Językowej** (English: "Chair of Pragmatics").

The list of partner universities available to students of: **German Philology, Classical Philology, Slavic Philology**, and **Russian Philology**, is labelled **Zakład Literatury Austrii i Szwajcarii**. (English: "Department of Austrian and Swiss Literature").

The list of partner universities available to students of: **Journalism, Cultural Studies, Polish Philology**, and **Library Science**, is labelled **Katedra Dramatu i Teatru** (English: "Chair of Drama and Theatre").

Students of the UL Branch in Tomaszów Mazowiecki may take part in the mobility through a UL Faculty which holds a study programme in the same field as at the Branch, on joint consent of an Erasmus Faculty Coordinator of a given Faculty, and the Branch Coordinator at Tomaszów Mazowiecki.

Please Remember

Failure to submit an online application to the deadline of the e-Recruitment session (18 February 2013, 12:00 PM CET) will result in excluding the student from further stages of procedure.

Application process for Erasmus student mobility programme at the University of Lodz in the academic year 2013/2014 via the UsosWeb UL platform – step by step:

Step 1 – Log in to the UsosWeb platform

(in case you forgot your ID/login and/or password, contact your Dean's Office)

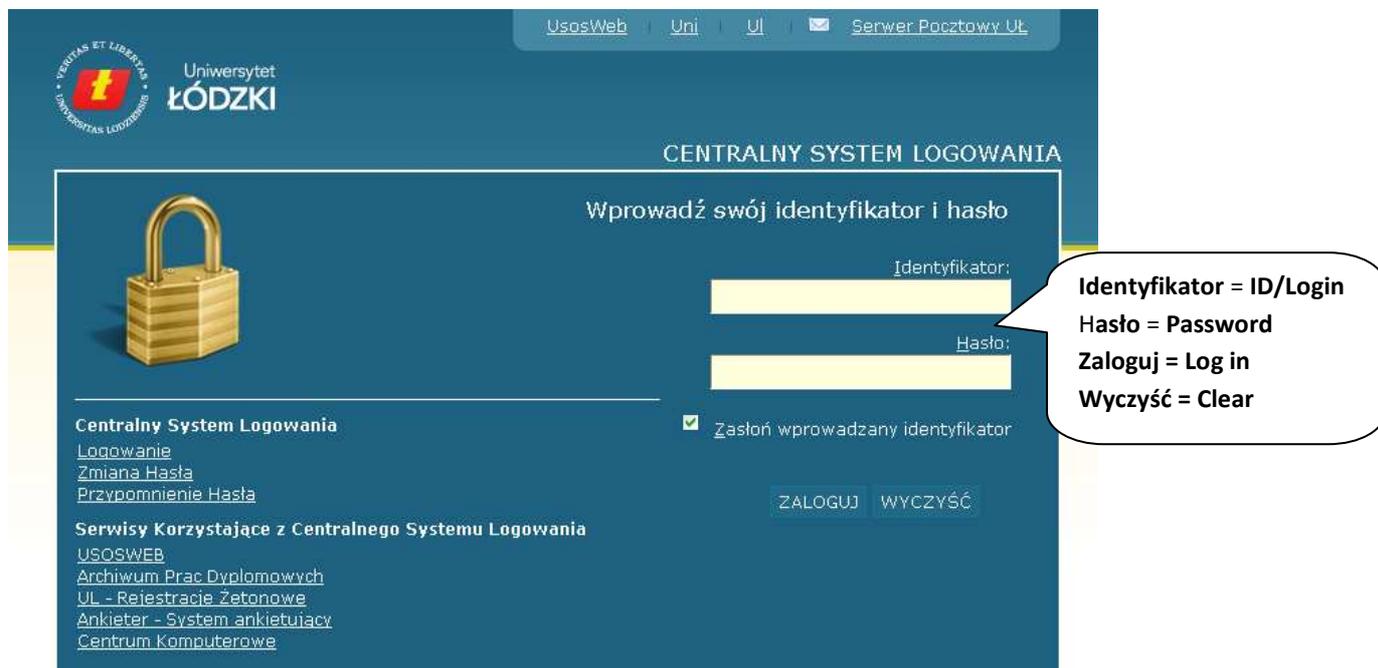


Figure 1. The UsosWeb platform welcome screen

Step 2 – Open the following tabs (in succession):

- 1) Student's section
- 2) Foreign studies
- 3) Mobility offers

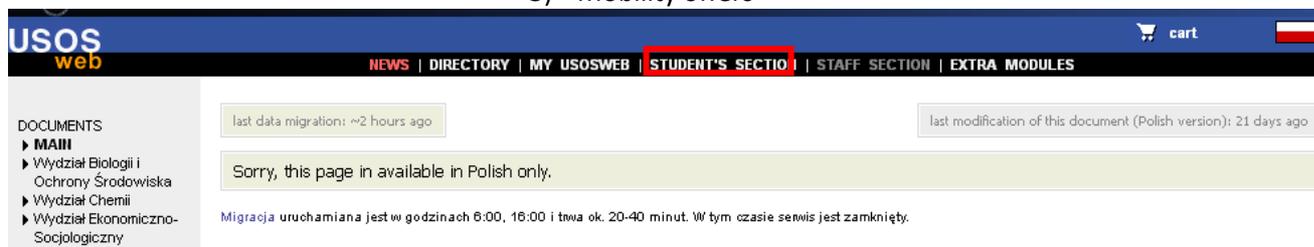


Figure 2. The UsosWeb platform welcome page

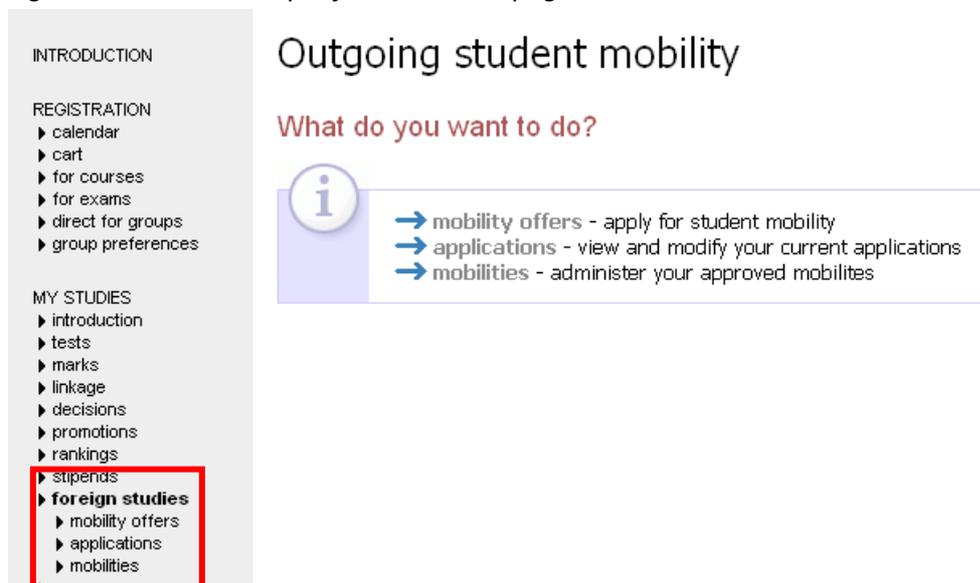


Figure 3. The Foreign studies tab

Step 3 – Check Student mobility offer available to you

Please choose your home Faculty or Unit from the list on the page. Then you will see the list of partner universities who offer student mobility for your Faculty or Unit (on the basis of valid bilateral agreements).

List of student mobility offers available for your Faculty/Unit

If you study at the Faculty of Philology or at the UL branch, check the description on Page 1 of this manual for correct label from the list below

Remember: online enrollment process for UL Erasmus student mobility in 2013-2014 lasts between **3/01/2013 8AM** till **18/02/2013 12PM CET**

No.	Faculty code	Faculty	Offers	
1	0102070000	(in Polish) Katedra Pragmatyki Językowej	64	→ show offers
2	00000000	University of Łódź	10	→ show offers
3	0200000000	Faculty of Philosophy and History	20	→ show offers
4	1100000000	Faculty of Mathematics and Computer Science	12	→ show offers
5	1400000000	Faculty of Geographical Sciences	17	→ show offers
6	0700000000	Faculty of Educational Sciences	24	→ show offers
7	1300000000	Faculty of International and Political Studies	76	→ show offers
8	0800000000	Faculty of Management	45	→ show offers
9	01130200	(in Polish) Zakład Literatury Austrii i Szwajcarii	48	→ show offers

Figure 4. Partner universities' mobility offer available for UL students of a given Faculty/Unit

While overviewing and choosing available partner universities, please check if the field of study, instruction language(s), and courses offered at the chosen university are relevant to your programme of studies at UL, and the language(s) you are a speaker of. After choosing the university you wish to apply for studying abroad, you will see the conditions of mobility.

INTRODUCTION

REGISTRATION

- ▶ calendar
- ▶ cart
- ▶ for courses
- ▶ for exams
- ▶ direct for groups
- ▶ group preferences

MY STUDIES

- ▶ introduction
- ▶ tests
- ▶ marks
- ▶ linkage
- ▶ decisions
- ▶ promotions
- ▶ rankings
- ▶ stipends
- ▶ foreign studies
- ▶ **mobility offers**
- ▶ applications
- ▶ mobilities
- ▶ surveys
- ▶ payments
- ▶ diplomas

Mobility offers

offered by Faculty of: Faculty of Mathematics and Computer Science

i Faculty of Mathematics and Computer Science - enrollment is planned for student mobilities in the academic year 13/14. Student will be able to apply from **2013-01-03 08:00** until **2013-02-18 12:00**. This listing contains all visible offers. To see where they actually belong view the column "Recruitment".

i Erasmus Programme

[go back to the faculties](#)

No.	Country	Name of the Institution	Lasts		Enrollment i	Options
			From	To		
1	Czechy	Silesian University	2013-10-01	2014-09-30	will open 2013-01-03 08:00	→ select
2	Dania	Aarhus University	2013-10-01	2015-09-30	will open 2013-01-03 08:00	→ select
3	Francja	Universite De Lorraine	2013-10-01	2015-09-30	will open 2013-01-03 08:00	→ select

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Offer details

[go back to the offer list](#)

Higher education institution

Name of the Institution:	Universiteit Gent
Institutional Erasmus code:	B_GENT01
Institutional homepage:	http://helpdesk.ugent.be/webhosting/rugac.php

Cooperation duration

Starts:	2013-10-01
Expires:	2015-09-30

Terms and conditions

Field of study	Number of students	Length	Study level			Is it right for you
			BSc	MSc	PhD	
14.1 Political Science	3	36	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes

Notes

Język angielski

Figure 5 and 6. Detailed view of a partner university's mobility offer

Terms and conditions:

Field of study - check relevance to your study programme

Number of students/length, e.g. 3 students/36 months - 3 UL students are entitled go for one year mobility to partner university (12 months each); if 1 student/6 months: 1 UL student is entitled go for one semester mobility to partner university"

Study level:

BSc – student mobility offer available for UL students at BA degree programmes

MSc – student mobility offer available for UL students at MA degree programmes

PhD – student mobility offer available for UL students at Ph.D. degree programmes

“Is it right for you ?”

Yes, you can fill in the application

No, you cannot fill in the application because the agreement with partner university does not provide mobility for your field of studies or for your level of studies – You should choose other student mobility offer.

Step 4 – Generate application form

MY STUDIES

- ▶ introduction
- ▶ tests
- ▶ marks
- ▶ linkage
- ▶ decisions
- ▶ promotions
- ▶ rankings
- ▶ stipends
- ▶ foreign studies
 - ▶ mobility offers
 - ▶ **applications**
 - ▶ mobilities
- ▶ surveys
- ▶ payments
- ▶ diplomas

Choose “applications”

Złóż nowy wniosek

Wpisz nazwę jednostki oferującej wyjazd:

tu wpisz nazwę lub kod jednostki

If you wish to submit 1 application (most cases), please press the green button to **generate application form** (if you wish to submit 2 applications, the other for Gender Studies mobility, enter "Uniwersytet Łódzki").

Lista złożonych wniosków

Elementy 1..1 z 1 POKAŻ OPCJE

Np.	Rok akademicki ▲▼	Jednostka ▲▼	Status ▲▼	Opcje
1	2009	Wydział Matematyki, Informatyki i Mechaniki	nie złożony	→ anuluj → zobacz → edytuj

Elementy 1..1 z 1

Options:
- Cancel
- Overview
- Edit

Figure 7. List of your applications and their status

Step 5 – Fill in and submit application form

Edit application

 Faculty of Philosophy and History – enrollment in progress for student mobilities in the academic year **13/14**. Student may apply until **2013-02-17 20:00**. This listing contains all visible offers. To see where they actually belong view the column "Recruitment".

Overview of application form . The box shows your Faculty / Unit, and application deadline

Faculty of Philosophy and History

[go back to the application list](#)

 This application has not yet been submitted. Not submitted application is considered invalid.

Submit your application form

Cancel your application form

Priority Where do you want to go to study (max 3)
[→ add](#)

Click "add" to add universities (up to 3 to 5 – depending on the Faculty) to which you can apply for Erasmus student mobility - the first university added to the list is your priority

What languages do you speak [i](#)

Language	Level
<input type="text" value=""/>	<input type="text" value=""/>
<input type="button" value="Add"/>	

Choose and add languages you know and assess your proficiency level

Courses with marks (max 8)

If available, choose courses you credited/finished at UL and find it noteworthy. If it is your first semester at UL, your credits will not appear at the UsosWeb platform before the examination session ends. In such case, your credits may be verified from the course record book ("Indeks").

Opinion [i](#) (min 0)(max 0)

Reference	Status	Options
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

If available, write the name and surname of UL academic staff who you find appropriate to write references for you and may be willing to answer questions which Faculty Coordinators prepare for the assessment of students' performance. This generates a message on the UsosWeb interface of chosen academic staff. However, lack of references or opinion does not exclude your application from considering.

If available, write the name and surname and email address of an appropriate person from outside the UL (eg. your former tutor, teacher, lecturer) and may write references for you, and answer questions which Faculty Coordinators prepare for the assessment of students' performance. Afterwards please choose the option "send a link" so that the chosen person will receive the request to assess you and answer questions on the e-mail address provided (without logging in to the UsosWeb platform). However, lack of references or opinion does not exclude your application from considering.

Please click "edit" and write your CV, preferably in Polish or English (possibly Spanish, French, Russian, or German – please be aware that the Faculty Coordinator should be able to understand the message). You may copy prepared document from a Word Processor (*.doc, *.docx) file. Please do not exceed the maximum number of signs shown at the bottom of the form.

CV in Polish

Please click "edit" and write your CV, in a language other than used above, preferably in English (possibly Spanish, French, Russian, or German – please be aware that the Faculty Coordinator should be able to understand the message). If you are not able to use a foreign language other than the one you used in the previous box, please copy and paste the same CV text again.

CV in a foreign language

Please click "edit" and write your Cover Letter, preferably in English (possibly Spanish, French, Russian, or German – please be aware that the Faculty Coordinator should be able to understand the message) . You may copy prepared document from a Word Processor (*.doc, *.docx) file. Please do not exceed the maximum number of signs shown at the bottom of the form.

Motivation letter in Polish

Motivation letter in a foreign language

Please click "edit" and write your Cover Letter, preferably in English (possibly Spanish, French, Russian, or German – please be aware that the Faculty Coordinator should be able to understand the message). You may copy prepared document from a Word Processor (*.doc, *.docx) file. Please do not exceed the maximum number of signs shown at the bottom of the form.

Please click “edit” and write (in Polish, or one of languages listed in above word balloons) a list of international internships (placement) you took part in. This is not obligatory, but may boost your application.



The image shows two sections of a form. The first section is titled 'Internships abroad' and has an 'edit' button next to it. The second section is titled 'Other experience' and also has an 'edit' button next to it.

Please click “edit” and write (in Polish, or one of languages listed in above word balloons) a list of international programmes/projects you took part in, such as voluntary/work experience, active participation in conferences, research projects, or other students initiatives involving international experience. This is not obligatory, but may boost your application.

By submitting this application student declares that he/she has not before participated in the Erasmus program.
Student declares that **he/she is not applying** for student mobility at other units of this HEI.

By ticking this box, you declare that you apply from only one Faculty/Unit (i.e. you submit only one application).

An obligatory declaration: “By submitting this application, I declare that I have never before participated in the Erasmus student mobility programme with any other university”. If you agree, please tick the box.

If you are going to submit two applications (i.e. one for the „Gender Studies” field), include this in the form, and make your Coordinator aware about this fact.

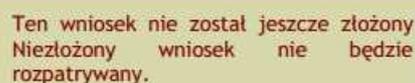
Important!

- 1) Before clicking the “submit application” button, you can edit, or modify your application



A red button with the text 'submit application' in white.

- 2) Check the content of your application before submitting: after clicking “submit application” no changes can be made (but you will still be able to cancel your application altogether, and, if desired, start a new application from the beginning).
- 3) If, after clicking “submit application”, the message below shows on the screen, repeat the action:



Ten wniosek nie został jeszcze złożony
Niezłożony wniosek nie będzie
rozpatrywany.

In case of any problems or doubts with understanding or filling in the application, please promptly contact Faculty Coordinator, International Relations Office staff or Polish friends to get assistance. Don't postpone submitting the application form until the very deadline: there may be overload of the UsosWeb platform on the last day of e-recruitment.

The date of submitting application has no influence on the recruitment outcomes, as long as the deadline is kept.

Stage II – to be carried out at the Faculty

Please contact your Faculty Coordinator to get to know about the second stage of recruitment process, which takes place at each faculty. Coordinators may contact you individually via e-mail at any stage of the process. Don't overlook any message from Erasmus Faculty Coordinators, even if written in Polish.