

GENERAL GUIDELINES ON THE PROCEDURES FOR INCOMING STUDENTS

(The order of the following steps may change according to each mobility's circumstances)

REQUIREMENTS FOR PARTICIPATING AT ERASMUS+ PROGRAM

- ✓ Having completed 1st academic year's courses
- ✓ Inter – Institutional agreement with partner HEI
- ✓ Competent language level (English – B2 level)

ERASMUS+ DURATION

- ✓ Students can participate at the Erasmus+ mobility either on an undergraduate, postgraduate or doctoral level for up to 12 months per level (cycle).
- ✓ The duration of the program can last from 3 months up to 12 months.

DOCUMENTS

- ✓ Erasmus+/ ICM Application Form (AF)
- ✓ Learning Agreement (LA)
- ✓ Passport
- ✓ Visa (if applicable)
- ✓ Visa receipt
- ✓ Health Insurance
- ✓ Bank Account
- ✓ Travel ticket

BEFORE THE MOBILITY – STUDIES

Step 1: **Nomination of the selected student(s)** from the partner university after the Open Call from UniWA's Erasmus+/ ICM office within the announced deadline.

Step 2: **Erasmus+/ ICM Application Form (AF) and Passport of the student(s)** – within the announced deadline

(Please e-mail it to our office: erasmus.global@uniwa.gr in a doc format without signatures for check and approval and in a pdf format – only when signed)

Step 3: **Invitation letter** from the host University to issue a visa (if needed).

VISA (for incoming students only) – if applicable

All incoming participants from non-EU countries need to apply and hold a valid visa. Please check the type of visa you need according to the planned mobility period.

In general, the procedure is as follows:

- The participant contacts the nearest authorized Greek Embassy or Consulate in order to receive information regarding all the necessary documents and the procedure she/he has to follow (Greek Missions around the world can be found at: <http://www.mfa.gr/en/appendix/greece-bilateral-relations/a.html>)
- Applying for visa, the Invitation Letter and/or the Learning Agreement signed by all parties are needed.

Attention: All necessary documents can be sent to the Greek Authorities (Embassy or Consulate) via e-mail, per request of the participant. Please provide the contact details of the authority.

Attention: It is advised to start the visa application process as soon as possible (at least one month before the official mobility period), since the procedures usually require a considerable amount of time.

Attention: Possible expenses for visa will be paid by the program upon receiving the relevant receipt via e-mail and the original receipt upon arrival.

Step 4: **Learning Agreement (LA) for Studies – only consult the list with the offered courses that has been sent to you**

You can contact the Erasmus+ Departmental Coordinators for academic (course description, course prerequisites etc.) related issues only.

How to complete the LA

- Add your name in the Header/ top of the page (Student's name)
- Complete the Sending and Receiving Institution details
- Complete the "Before the Mobility" section - Table A and Table B & Language Competency
- Only add courses offered for the Semester of your planned mobility. You may choose courses from any department. Please add the component codes, if any, and write the department of the course in a parenthesis ().
- If you plan to conduct a Research Project, please write Research Project in the component title.
- Complete the Commitment part

Please send the LA for a check and approval by UniWA in a doc format without signatures. After the check, the participant and the responsible person of the home/sending University should sign the document.

Please send the signed version by email in pdf format for signatures from UniWA's side as well.

Attention: Electronic signatures and circulation of scanned format documents are allowed by the program except for the Grant Agreement (GA) for Erasmus+ Studies and Traineeships.

Step 5: **INSURANCE**

All the participants are obliged to have adequate insurance coverage, valid in Greece and for the whole Erasmus+ mobility period. The following type is mandatory:

a) **Health care insurance**, especially in case of repatriation and specific medical intervention.

The **insurance** should be:

- issued in home country
- valid for the host country
- valid for the whole period of the mobility and
- issued or translated in English

Attention: The insurance contract or certificate with the policy number and the name of the insurance company must be sent to the Erasmus+ office. Also, expenses for insurance are covered by the participant.

Step 6: **BANK ACCOUNT**

All the participants are required to have a bank account, where the Erasmus+ grant will be transferred. The participants must send to the Erasmus+ office their bank account details, and more specifically: Bank Name, Bank Account Number, Bank Account Holder, IBAN, Swift Code. In case of intermediary banks, the same details must be sent as well.

Step 7: **TRAVEL TICKET**

- All the participants are responsible for issuing their travel ticket.
- The travel costs include all possible public travel means that the participant may use in order to arrive to the final destination. The amount is constant no matter what means the participant will use and no matter what the prices of the tickets may be. The EU travel grant depending on the distance band is as shown to the following Table 1.
- The boarding pass and/or tickets are the supporting documents of the participant's mobility between the Sending Institution and the Host Organization which indicate the participant's place of departure and arrival. Those should be send via email at the Erasmus+ office and handed over to the Erasmus+ office upon arrival.

Table 1: Travel Costs

Distance Band	EU Travel Grant (€)
0 – 99 km	0
10 – 99 km	20
100 – 499 km	180
500 – 1999 km	275
2000 – 2999 km	360
3000 – 3999 km	530
4000 – 7999 km	820
8000 km or more	1.500

Step 7: Grant Agreement (GA) for Erasmus+ Studies and Traineeships

Once all of the above documents have been collected and especially as soon as visa, insurance and tickets are issued and have been sent via e-mail to the Erasmus+ office, the Grant Agreement will be prepared.

- The participant receives the GA in a doc format to check personal details, bank account details and insurance details.
- The participant signs the document and emails it to the Erasmus+ office in a pdf format.

Attention: Electronic signatures and circulation of scanned format documents are allowed by the program **except for the Grant Agreement for Erasmus+ Studies and Traineeships**. Therefore, all participants once they arrive at UniWA should sign the document again.

Step 8: Grant Transfer

As soon as the Grant Agreement is signed by both parties (the participant and the legal representative of UniWA), the process of transferring the **80% of the grant** to the participant will be initiated.

Attention: Please note that it may take more than 45 days after the payment order to receive the grant. Please note that the date of the payment order may be different from the dates that the Grant Agreement is signed.

In the exceptional case of opening a bank account in Greece, the grant transfer will further delay, since this procedure will take place after the participant's arrival. (Information about the required documents for opening a Greek bank account can be provided by the Erasmus office).

Erasmus Students Network WEST ATTICA

ESN (Erasmus Student Network) West Attica is a network with volunteer students helping students. Once the student/participant has applied and has been approved, she/he is kindly advised to get in contact with ESN West Attica in order to be assigned with a buddy (per request). You can get in contact with ESN through their website: <https://westattica.esngreece.gr/> or Facebook page <https://www.facebook.com/esnwestattica/> or their email address: esnwestattica@gmail.com

Accommodation Options

Our University does not provide accommodation to its students. The students are free to select any type of accommodation. However, we suggest to our exchange students to get in contact with some private dormitories in order to find the best possible solution. You can find the links here: <https://www.stayinathens.com/> or <http://stacs.eu/>

Please note that those are just suggestions and students are free to find accommodation through whatever website they wish.

DURING THE MOBILITY – STUDIES

Learning Agreement

You have the right to change your Learning Agreement up to 1 month after your official mobility period, for any reason.

In that case, you will need to prepare the "During the Mobility" part of your Learning Agreement.

At Table A2 - During the mobility you should write the name of the course (codes, ECTS etc) you want to delete and check the box deleted component, choose the reason of change (you can find the reasons at the end of the 3rd page) and then you should write the name of the course (codes, ECTS etc) you want to add and tick the box added component. Again you choose the reason.

If the change of any course affects the courses that will be matched or recognized at your home university you should make the appropriate changes at Table B2 - during the mobility.

In both tables, you can insert rows in case you want to add or delete other courses as well.

After those changes, you should send the LA for a check and then you should sign the commitment part, send the document at your university that they agree with those changes and sign the commitment part and finally you send it back to the Erasmus+ office.

EU online survey

Around a month before your official mobility period ends, you will receive an automated email by the EU to complete an online survey. It is mandatory to complete it. Check your spam/junk folders as well. In the unlikely case you have not received it please inform the Erasmus office.

AFTER THE MOBILITY – STUDIES

A **Certificate of Attendance** will be given to each participant at the last day of their official mobility period.

UniWA will issue and send via email the **Transcript of Records**, with the courses, grades and ECTS awarded to the student, within 5 weeks after the end of the official mobility period. The Transcript of Records can be issued only after the Erasmus+ office receives the grades of the student.

The student is exempted from the respective courses of the Sending Institution, only if the selected courses at the Receiving Institution (UniWA) have been successfully completed and are recognized and matched with the Sending Institution courses, as presented in the participant's Learning Agreement.

After the end of the mobility, the student should send the return boarding cards/passes via email in order to receive the remaining 20% of the grant.

Attention: Please note that only after the return of the participant to her/his country, the Erasmus+ office will issue the 20% payment order. Note that all the boarding passes (for the whole trip and each stop) should be sent via email to the Erasmus+ office (from Greece to the home country).