



ERASMUS+ REGISTRATION INSTRUCTIONS

March 2023

Dear Student,

Greetings from Gdańsk Tech! 😊

First of all, I would like to thank you for your interest in Gdańsk University of Technology!

When it comes to the admission process, I would like to kindly ask you to read the instructions carefully, so that the procedure of the registration would be totally clear for you 😊

If you follow the steps that I have explained in this file, most probably you will not face any difficulties during your registration process – **I PROMISE!** 😊

ARE YOU READY?

LET'S START! 😊

HOW TO SUBMIT AN APPLICATION?

In order to start the procedure of your registration, please enter the following website:

<https://pg.edu.pl/en/international/erasmus/students-mobility/erasmus-incoming-students/how-arrive-step-step>

There you can find information dedicated to incoming students and a link to the registration form. The procedure has been explained step by step.

IMPORTANT!

If you prefer English language while registering, please only choose the English version of the website (click on **EN** – at the top right corner of the page).

Please do not use the Google translate or any translation machine!

Once you create your application form, you will receive a **login** and a **password** by e-mail – it is important to keep it, as otherwise you will not be able to enter the application again. You may need to enter the application many times and work on it for a longer time.

On the last pages of this file, you can find the instructions, in which I have explained how to access your application form after sending and edit it, **as many times as needed**.

Please, do not use diacritical signs while filling in your application! 😊

If you use the diacritical signs like: **ą, ó, ü, ñ, ç**, etc. while typing your name, your university's name, etc. it would be challenging for us to search your name and find your application!

So please use **only English alphabets!** 😊

REQUIRED DOCUMENTS

During the registration procedure you need to upload **4 attachments** into the system:

1. SCAN OF THE TRANSCRIPT OF RECORDS

Please upload an official transcript of records, which is the list of your grades for the previous semester indicating your name and surname. If the transcript of records of your last semester is not available, you can upload the one that you have from the previous semesters.

2. SCAN OF ID

Please upload a clear scan of your ID (**both back and front side of the card**). In case you are not an EU citizen, please upload the scan of the main page of your passport (preferably).

3. BIOMETRIC PHOTO

Please upload an official and a good quality biometric photo. Please remember that this photo is going to be printed on your student ID, so the selfies, cropped photos in the street, or at the parties etc. **would not be acceptable!** 😊

Please do not upload a scan of your student ID instead (this is a very frequent mistake!). All you need to do, is to upload one single official photo of yours – please treat it in a way that this photo is going to be printed on your passport or ID! 😊

4. SCAN OF A DOCUMENT CONFIRMING YOUR KNOWLEDGE OF POLISH OR ENGLISH AT B1 LEVEL

Please upload an official certificate indicating your name and surname, which proves that your English level is at least B1. This document can be any kind of official language certificate (like IELTS, TOEFL, etc.) or a letter issued by your home university confirming your language level (to be at least B1). The date of issuance does not matter from our point of view 😊

Important! Please note that if you are going to study at the **Faculty of Management and Economics**, you need to upload a certificate to prove **that your language level is at least B2.**

Please remember that the **unofficial screenshots** of webpages regarding your language skills, with no proper information about you, or without your name and surname, **would not be acceptable!** – This is another frequent mistake!

After your application is ready, you need to click on the “SEND” button. Otherwise, we will not be able to proceed with your application!

Please remember that you can make changes and “SAVE” your application as many times as you want, BUT, as long as you do not “SEND”, it won’t be accessible for us to check your documents. After you send the application, you will not be able to edit it, unless we’ll send it back to you 😊

Obviously, each time after editing your application, you will be able to “SEND” it (as many time as needed).

LEARNING AGREEMENT

Regarding the learning agreement, please note that once you start to fill in your application form, you will see two tables to fill in with the content of your learning agreement:

In the table with the title: "**Actual version - not yet accepted**" - You need to write the name and code of the subjects (courses) that you are going to take at Gdańsk University of Technology, during your Erasmus+ program.

In the table with the title: "**Set of components to be replaced at sending institution**" : You need to write the name and codes of the subjects (courses) **that are going to be validated (and replaced) at your home university**. In other words, the courses you will take at Gdańsk University of Technology during your Erasmus+ program, will replace the courses at your own university.

If you have any questions or doubts, regarding:

- The content of your learning agreement,
- Study programs,
- The available courses,
- The subjects and ECTS,
- Any other issues which are related to your study,

PLEASE CONTACT YOUR FACULTY COORDINATOR DIRECTLY! 😊

In order to find the contact details of your **faculty coordinator**, please visit the link below:

<https://pg.edu.pl/en/international/erasmus/erasmus-coordinators>

PLEASE REMEMBER THAT YOUR **FACULTY COORDINATOR** AT GDAŃSK TECH IS THE ONLY PERSON WHO CAN HELP YOU WITH ANY ISSUES REGARDING YOUR COURSES, LEARNING AGREEMENT, ETC. 😊

ACCOMMODATION

During the registration process you will also have a chance to apply for accommodation (dormitory) at one of our dormitories.

Unfortunately, we do not have enough places for all the interested students. Therefore the places are going to be granted at first come first served basis.

Please remember to send your application as soon as possible!

Please note that after the given deadline, we are going to sort the list of our students, based on the date that their application was "SENT".

Please remember that while you are creating your application, it would be sufficient to mark that you would like to apply for accommodation – you do not need to apply separately for the accommodation!

In the "step 4 from 9" of your application form, there is a question which is asking: "Do you want to live in the student dormitory of Gdańsk Tech?". If you are interested in applying for an accommodation, all you need to do is just to click on "**YES**"! 😊

When it comes to the check-in and check-out dates, you can choose the dates approximately. It does not need to be very accurate! 😊

If you will be granted accommodation, you will receive a separate e-mail from me, in which I will explain the next steps to reserve a place at the dormitory 😊

I would like to remind you that if you do not "**SEND**" your application as soon as possible, you may lose your chance to be granted an accommodation in our dormitories!

APPLICATION DEADLINE

The application deadline is as follows:

- WINTER SEMESTER and WHOLE ACADEMIC YEAR: 30th June.
- SUMMER SEMESTER: 15th of December.

Please note that submitting your application is very easy and it might take a few minutes 😊

In order not to face any difficulties or losing your chance for getting the accommodation, etc. I recommend you not to leave your application till the last moment and do it as soon as possible! 😊

APPLICATION STATUS

Please note that after sending your application form, you will be able to see the status of your case. You can find the explanation regarding each status and its meaning using the link below:

<https://pg.edu.pl/en/international/erasmus/students-mobility/erasmus-incoming-students/how-arrive-step-step>

Once you send your application form, it will be visible for me and I will check it. If everything would be correct, I will send it to your faculty coordinator at Gdańsk Tech. But if something would be wrong with your application, I will send it back to you (and your status would be changed from “SENT” to “TO IMPROVE” and I will write a comment – so that you know what is exactly needed to be edited. Due to the limited characters which are allowed for typing, I will not be able to explain that much and write the details. In case that my comment would not be clear for you, please contact me (erasmus@pg.edu.pl), so that I explain the issue in a reply to your e-mail.

IMPORTANT! Please remember, when your status is “to improve”, as long as you do not “send” your application to me, I will not have any access to check your case!

So please remember to “send” your application every time after editing! 😊

When the status of your application will be changed into “**CONFIRMED**” (which may take a few weeks or months), you need to start to collect the signatures for your learning agreement. If your university does not use OLA platform, then you need to print your Learning Agreement (using your application form on moja.pg). You and your university’s authorities need to sign the learning agreement (LA) and please send it to your faculty coordinator at Gdańsk Tech.

Your LA can be sent in scanned version via e-mail. Your faculty coordinator will sign your LA and then will send it to our Erasmus+ Institutional Coordinator to sign - and that’s it! 😊

OR, you can also create your Online Learning Agreement (OLA) at the following website:

<https://learning-agreement.eu/>

You will be able to register with the login and password, that you use at your university.

Please do not sign your learning agreement, before having the “CONFIRMED**” status!**

The reason is that, first you need to get an approval from your faculty coordinator at Gdańsk Tech regarding the courses that you have chosen. It could be possible that they return your application to you, in order to add, remove, or replace some other courses. In order not to repeat the procedure of collecting the signatures, please wait till the moment that your status would be changed to “**CONFIRMED**” 😊

USEFUL TIPS! 😊

- While filling in the application form, if you are not sure what to write in certain fields (like your address in Poland, etc.), you can type any random character like “-” or “/”, etc. Later you can come back to your form and complete the missing parts. After editing, please don’t forget to press the “**SEND**” button! 😊
- Please remember, as long as the status of your application is “**NEW**” or “**TO IMPROVE**”, you are able to modify your application by yourself. Once your application starts to be processed by International Relations Office (IRO) and then by your faculty coordinator at Gdańsk Tech, you won’t have access to your application form anymore.

But don’t worry! 😊 Whenever you would like to make any changes in your personal data, or you would like to upload any new documents, etc., you can contact me (erasmus@pg.edu.pl), and I will edit it for you.

Also, even after having the status of “ACCEPTED BY IRO”, “ACCEPTED BY FACULTY COORDINATOR”, or “CONFIRMED”, if you decide to change the content of your learning agreement (which contains the courses that you are going to choose during your Erasmus+ program), first you can contact your faculty coordinator and inform them about your decision. If they approve your request, then you can inform me via e-mail. In such case, please explain the issue and write what exactly you would like to change in a clear way, so that I modify your application form.

Please note that the best solution would be that after contacting your faculty coordinator, you can kindly ask them to inform me directly via e-mail, about any changes that they have approved for your application.

- Please remember to follow the instructions that I have provided you carefully. The reason is that, every time that you send your application to us which does not meet our standards (such as uploading improper photo, missing documents, misplacing the content of your learning agreement, etc.) I will send back the application to you. So as long as the mistakes would not be corrected, the application will be sent back to you – which means that the process of your application might take a long time, then you won't be able to plan your trip, buy tickets, etc. at the right time.
- **PLEASE DO NOT CREATE MULTIPLE APPLICATIONS!** – We need only one application from each person. If there are any problems with your application, I will send it back to you, so that you will be able to simply modify it. But if you create several applications, then everything will be complicated and your case might be somehow delayed.
- During your registration – “step 3 from 9 – University Information”, first you need to choose the faculty of which you are going to study at Gdańsk Tech (Gdańsk University of Technology), then you need to click on “Get courses” to be able to choose your desired field of studies.

Also, there is a section which is asking you to indicate the date of arrival (which is the date when you are going to arrive at Gdańsk) and the date of departure (which is the date that you are going to leave Gdańsk – after finishing your Erasmus+ program). The two mentioned dates do not need to be very accurate. You can choose a date approximately, later on you will be more aware of your plan and you can edit it (or if you wish, you can ask me, I will edit it for you) 😊

For the next part which is about your home university, please remember that first you need to choose your country, then type the name of your university, then click on “SEARCH”. So that you will be able to choose the name of your home university, using the drop-down list which is in front of “University” section. You do not need to type the full name of your institution.

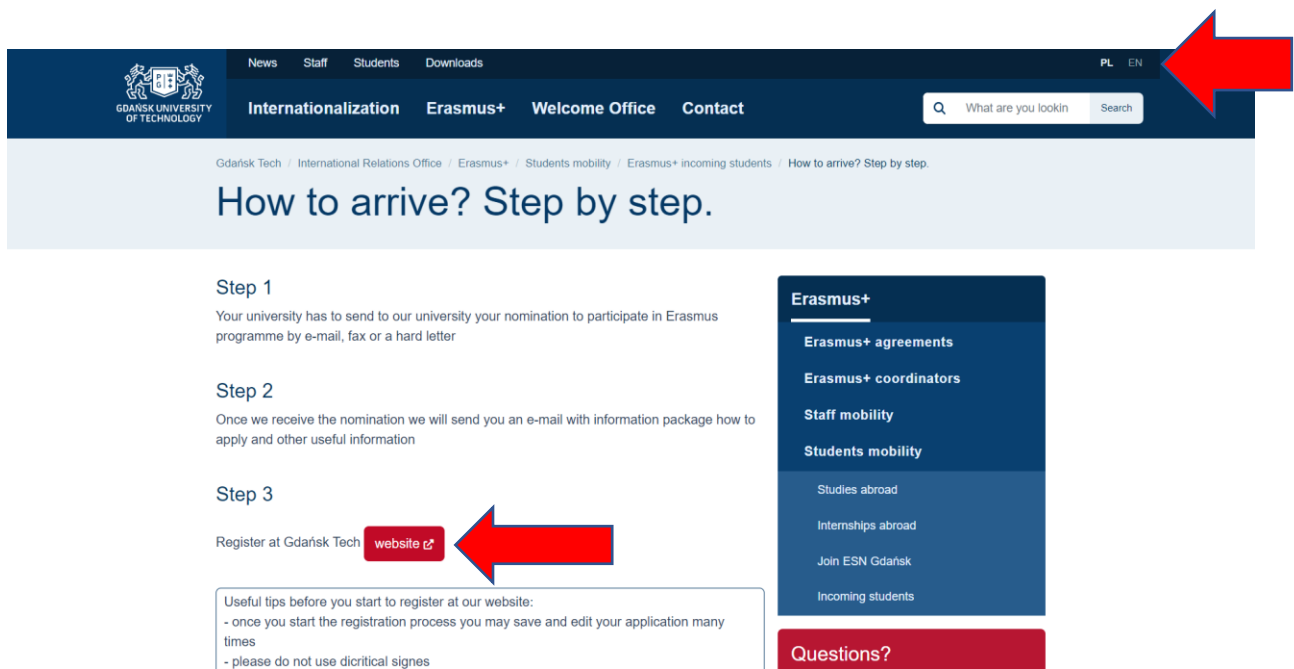
The next section is “Responsible person in the sending institution” and “Contact person in the sending institution”. Please remember that these two boxes are about a person from your “**HOME UNIVERSITY**” – This is another frequent mistake by the students! 😊
So please remember to write the data about a person such as an Erasmus+ coordinator, faculty coordinator, etc. who is responsible at your “**HOME UNIVERSITY**”.

HOW TO EDIT THE APPLICATION?

Please click on the English version of the website (like I marked – EN).

PLEASE DO NOT USE GOOGLE TRANSLATE! 🙄

Then, please click on “Website”.



The screenshot shows the website header with the Gdansk University of Technology logo on the left. The navigation menu includes 'News', 'Staff', 'Students', and 'Downloads'. On the right, there are language options 'PL' and 'EN', with a red arrow pointing to 'EN'. Below the navigation menu, there is a search bar with the text 'What are you lookin' and a 'Search' button. The main content area has a breadcrumb trail: 'Gdańsk Tech / International Relations Office / Erasmus+ / Students mobility / Erasmus+ incoming students / How to arrive? Step by step.' The main heading is 'How to arrive? Step by step.' Below this, there are three steps:

- Step 1**
Your university has to send to our university your nomination to participate in Erasmus programme by e-mail, fax or a hard letter
- Step 2**
Once we receive the nomination we will send you an e-mail with information package how to apply and other useful information
- Step 3**
Register at Gdańsk Tech [website](#) 🗑️

Below Step 3, there is a box with useful tips:

Useful tips before you start to register at our website:

- once you start the registration process you may save and edit your application many times
- please do not use dicritical signes

On the right side, there is a sidebar with the following links:

- Erasmus+
- Erasmus+ agreements
- Erasmus+ coordinators
- Staff mobility
- Students mobility
- Studies abroad
- Internships abroad
- Join ESN Gdańsk
- Incoming students
- Questions?

Please keep the English version of the website. When you want to return to the application you have previously created, you can click on “**Search your application**”.

mojapg > Erasmus Enrolment

Help Contact Login PL EN Menu

Incoming Erasmus

New application form Search your application

Step 1 from 9 - Basic information

Name:

Surname:

Sex: Female

E-mail:

Phone:

Phone number in Poland:

Nationality: Poland

No. of personal ID or Passport:

* Students from non-UE countries need to fill in no. of passport, not personal ID. Students with Polish nationality need to file PESEL.

Next

GDANSK UNIVERSITY OF TECHNOLOGY

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Accessibility statement Network: politechniczna

Then, please enter your username and password ☺

mojapg > Erasmus Enrolment

Help Contact Login PL EN Menu

Incoming Erasmus

New application form Search your application

Search your application

Write in below fields data which you were given after you sent your form.

Application id:

Passphrase:

CAPTCHA code:

Search

GDANSK UNIVERSITY OF TECHNOLOGY

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Accessibility statement Network: politechniczna

After entering your username and password, as well as the security (CAPTCHA) code, you will be able to open your application form and edit your information. 😊

ACCEPTANCE LETTER

Once your application status is changed to “**CONFIRMED**”, I will issue your acceptance letter **upon your request**, which means that you will not receive your acceptance letter automatically. In case you need your acceptance letter, please contact me, I will send it to you 😊

CERTIFICATE OF ARRIVAL

Please note that we do not require any specific document from you after your arrival. But if you have any documents from your home university to be signed by us (like certificate of arrival), then please visit me (in building number 11, Welcome Office) or your faculty coordinator (in your faculty) - in person (not by e-mail), so that we sign it for you :)

ACADEMIC CALENDAR

If you would like to have more information about our academic year, the duration of each semester, holidays, etc., I encourage you to visit the link below:

<https://pg.edu.pl/en/education-office/academic-calendar>

NEED HELP?

The instruction is based on the details needed for your registration, as well as the most frequent questions 😊

If you faced any difficulties, or in case of any doubts or questions, please feel free to contact me.

Due to the large number of e-mails that I am receiving on a daily basis, sometimes it might happen that you get the reply after a few days.

If you prefer to have a phone call, please feel free to contact me:

+48 58 347 21 00

+48 514 833 503

I'M HERE TO HELP! 😊

Can't wait to see you here at Gdańsk Tech!

Let's stay in touch! 😊

Regards! 😊

Atoosa Bahrani

Erasmus+ Incoming Students Officer