

Dear Partners,

We would like to inform you about the nomination and application process for your students coming to the University of Gdansk in **2017-2018** within the Erasmus+ Programme.

Nomination process

1. In order to register students in the online registration system (ESRS), please use the website given below and fill in the personal data of the nominated students:

2. This year the online registration system is open:

- **3 April - 31 May, 2017** (winter/summer semester and full year students)

Additional round of nominations and online registration for summer semester

- **2 October -30 November, 2017**

3. Students can be nominated only if:

- there exists a valid agreement for the academic year **2017/18** between the sending institution and a particular faculty of our institution (the students cannot be registered at the faculty which is different from the one mentioned in the inter-institutional agreement);
- they meet the language requirements defined in the inter-institutional agreement.

Application process

1. In the response to your online nomination the information about the application process will be sent directly to the students **via e-mail**. Please make sure that in the nomination sheet are provided only valid students' e-mail addresses which are currently in use.

2. All the application requirements have to be fulfilled by the nominated students before:

- **30 June, 2017** (winter semester/full year students)
- **15 December, 2017** (summer semester students)

3. When the student's application documents are complete, he/ she will be sent the Letter of Acceptance via e-mail (or, on request, by a registered letter).

Courses in English

In order to find the offer of courses at the particular faculty the students have to enter the website: http://en.ug.edu.pl/incoming_students/erasmus/courses_english.

If the link does not contain the address of the faculty's website, the students should write an e-mail directly to the faculty coordinator. The list the UG faculty coordinators is available on the following website:

http://en.ug.edu.pl/incoming_students/erasmus/faculty_coordinators.

Administrative contacts for incoming Erasmus students:

Monika Butkiewicz and **Katarzyna Flis**

e-mail address: erasmus.incoming@ug.edu.pl

Best Regards,
Erasmus Exchange Office
University of Gdansk (PL GDANSK01)

