

ERASMUS+/INTERNATIONAL CREDIT MOBILITY STUDENT GUIDE – MOBILITY PREPARATION

We would happily like to welcome everyone to the Erasmus+ team and to the University of West Attica, Greece. We would like to inform our students from non-European countries’ collaborations, about the mobility preparation, the budget breakdown and everything related with their study at the UNIWA.

To our confirmed nominees “please make sure you have read everything, and if you have any questions, please let us know.”

STUDY DURATION

First of all, the minimum study duration is 2 months and the maximum is 4 months for long term mobilities. Short term mobilities are from 7 to 30 days valid depending on the cases and upon arrangement with the University. You cannot change the duration on your own, unless if there is a specific reason and only after applying to the Erasmus committee for this change. You University must be informed for any decision you may make. If you are willing to leave earlier, you need to inform the Erasmus office and your university, but keep in mind that any variance in the dates of your stay, will cause financial changes. In the event that any long-term study student, leaves earlier than 2 months, a full refund must be issued. Special cases (health, family reasons) will be assessed by the Erasmus+ Committee.

ECTS

- **Bachelor level and Master for Project – Research**

For a 2-month study 18 ECTS are required

For a 3-month study 20 ECTS are required

For a 4-month study 30 ECTS are required

For short term studies (7-30 days) 3+ ECTS are required and should be agreed before the student mobility between the two responsible professors and the two universities.

Please make sure that you have already found the courses that will be recognized by your University after finishing the studies equal to the number per case. **Important to keep in mind is that the full ECTS must be taken – given at the host university (you cannot take 10 at the home university online and 20 at the UNIWA. All should be given by the courses at the hosting university).** The university has the right to ask for the full refund of the grant if the ECTS will not be taken or the study will not be successfully finished.

- **PhD for project, research dissertation**

No ECTS are required unless if the sending university will discuss the case in advance with the UNIWA.

Course catalogue: <https://erasmus.uniwa.gr/en/erasmus/course-catalogue/>

GRANT PAYMENT

Every student receives a specific amount as study grant. This amount is calculated automatically, by the programme’s platform (the Beneficiary Module) and it is

depending on each student's study duration (it differs from one student to another). Two installments will be routed for each one. The first installment 80% will be sent. A travel grant will be also given to each participant, according to the distance of each country, automatically calculated by the programme's distance calculator. Before the mobility and as far as all required documents with your visa (for those who is required) will be finalized. The second installment 20% will be sent after successfully finishing your study, submitting the EU survey that you will receive at your email, and sent the boarding cards of your returning travel to the home country. Please keep in mind that the payment is a very time-consuming procedure and it takes at least 30 working days to be seen in the participants account, after we send the whole package with the aforementioned documents. For those who are facing financial issues, alternative ways will be taken into account so as to avoid any inconveniences.

Mandatory to route the payments are:

1. Valid passport (please be sure that the passport will not expire within 7-9 months of your study in Greece, you will may face issues during the transit flights).
2. Visa Issuance
3. Ticket Purchase
4. Official bank account statement (owner of the account must be the participant)
5. Grant agreement
6. Learning Agreement

All required documents are included on our website, so as detailed information, for: before, during and after the mobility. Please make sure you have read everything thoroughly to avoid any difficulties and misunderstandings.

<https://erasmus.uniwa.gr/en/erasmus-icm/students/>

COMISSION FEES

There are always commission fees for each installment, which means that a small amount will be missing (20–100 euros, depending on the intermediate banks). Please check with your bank the commission fee (amount), the currency acceptance (euros), and make sure that your credit - debit card will operate while here in Athens. For each transaction, the intermediary bank will keep commission fee. So please make sure you are aware of anything related.

VISA ISSUING

For those who require a visa to travel, we will provide you an Invitation letter, to be used at the Embassy during your application/ appointment. The invitation letters include approximate dates of mobility, but if you are quite sure about the exact dates

and the duration deferred from the already sent invitations, please inform us asap. It is vital for the validation.

RESIDENCE PERMIT

For those who will receive a visa for less period and the study period is longer than the visa validation, you can apply for a residence permit while here in Greece. The application for an extension, costs 150 euros and the procedure is time consuming and complicated. The Erasmus Office will help you to finalize the application correctly, but the extra costs are not covered by the programme (it burdens the applicant).

PERSONAL INSURANCE

Every Erasmus participant must be insured at the home country from the first day of travelling until the departure travel day. This requirement is mandatory and no one can be participate at the Erasmus programme without an insurance. The insurance contract should include, Health, Personal Accident and repatriation for Greece, or/and for Schengen countries.

ACCOMMODATION

UNIWA does not have dormitories. All students are making their own research online to find the apartment. For everyone's convenience we share links of search engines and choices (preferred by previous students). Another case is to share with you the emails of the previous semester's students, to help you by sharing information about the places they stayed. If you are facing difficulties with the search, please let us know to share the students' emails.

For your help, please search close to the blue metro line, which is direct to the University's area and avoid green line areas like Acharnon, Kato Patisia, Agios Nikolaos, Attiki, Victoria, Omonoia. Green line also operates convenient areas like Kallithea, Petranona, Tavros, Moschato, but you need to use multiple public means to reach the university. Blue line areas - student areas are Egaleo (Aigaleo), Zografou, Ilisia, Megaro Mousikis, Panormou, Pagrati, Evaggelismos, Cholargos (Holargos). Also convenient red line areas are Agios Antonios, Peristeri.

The link below includes the most common search engines (please be extremely careful with frauds and avoid sending money online if you are not sure about the confidentiality of the case).

<https://erasmus.uniwa.gr/en/erasmus/student-services/>

USEFUL LINKS

UniWA's website: <https://erasmus.uniwa.gr/en/homepage/>

Student services: <https://erasmus.uniwa.gr/en/erasmus/student-services/>

Erasmus ICM (for non- European countries: <https://erasmus.uniwa.gr/en/erasmus-icm/erasmus-icm-strategy/>

Erasmus coordinators (responsible professors per department at the UNIWA): <https://erasmus.uniwa.gr/en/erasmus/coordinators-erasmus/>

Academic Calendar: <https://erasmus.uniwa.gr/en/erasmus/academic-calendar/>

► UniWA, will be closed for summer holidays, in August, which means that there will be sure delays with your payments, as all administrative procedures, will restart September 1st. For those reasons, we would like you to be extra careful with the dates of your mobility and pay more attention to the date choices to avoid any misunderstanding. The sooner we will have the required documents, the better for the mobility preparation.

Please **do not reply** to this message **to all recipients**, if you need to send us a related message.

We will be in touch and please feel free to ask anything you need for the preparation.

Fani & Berna