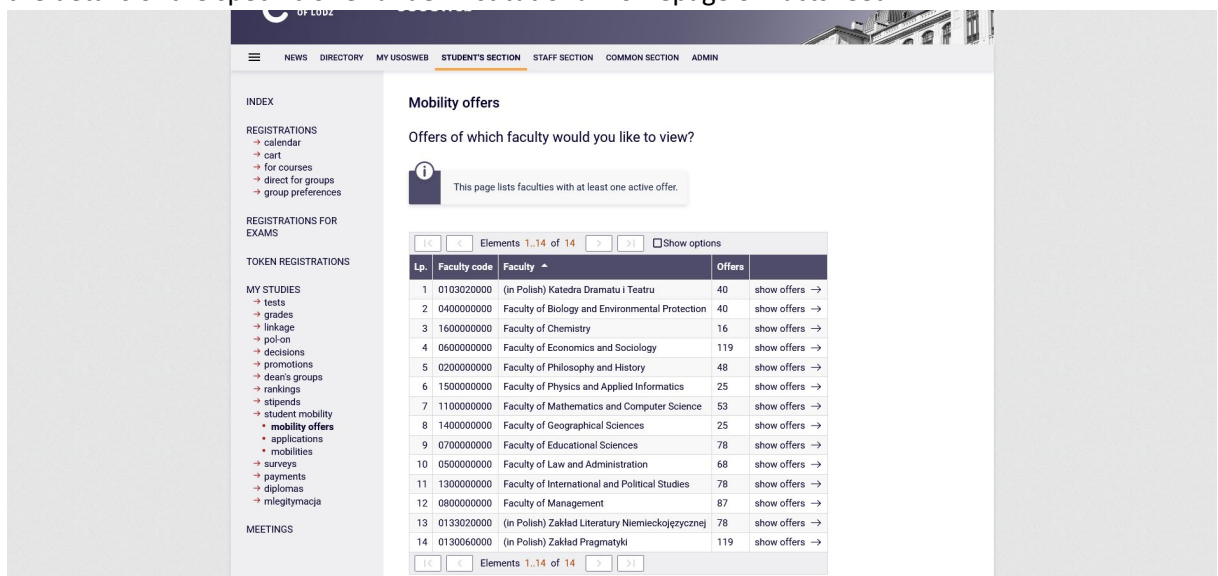


Application for the University of Lodz students in the Usosweb at the first stage of recruitment (Access path in the [USOSweb](#): Student's Section, Student Exchange, Mobility offers or Applications)

1. To participate in the recruitment process for part-time studies within the Erasmus+ programme you should submit an application in the USOSweb system indicating the mobility offers (universities) suitable for you and justifying your motivation for going to the selected universities.
2. You can submit an application in the Applications or Mobility Offers tab after you have checked that the offer is available for you and included in the offers of your home faculty. It is obligatory to read the information regarding part-time studies within the Erasmus+ programme at a given host university. You can find the link to the website on your own or in the details of the specific offer under Institutional homepage or Factsheet.



The screenshot shows the 'Mobility offers' section of the USOSweb interface. The page title is 'Mobility offers' and the subtitle is 'Offers of which faculty would you like to view?'. Below the title, there is a message: 'This page lists faculties with at least one active offer.' A table lists 14 faculties with their codes, names, and the number of offers. Each row has a 'show offers' link with a right-pointing arrow.

lp.	Faculty code	Faculty	Offers	
1	0103020000	(in Polish) Katedra Dramatu i Teatru	40	show offers →
2	0400000000	Faculty of Biology and Environmental Protection	40	show offers →
3	1600000000	Faculty of Chemistry	16	show offers →
4	0600000000	Faculty of Economics and Sociology	119	show offers →
5	0200000000	Faculty of Philosophy and History	48	show offers →
6	1500000000	Faculty of Physics and Applied Informatics	25	show offers →
7	1100000000	Faculty of Mathematics and Computer Science	53	show offers →
8	1400000000	Faculty of Geographical Sciences	25	show offers →
9	0700000000	Faculty of Educational Sciences	78	show offers →
10	0500000000	Faculty of Law and Administration	68	show offers →
11	1300000000	Faculty of International and Political Studies	78	show offers →
12	0800000000	Faculty of Management	87	show offers →
13	0133020000	(in Polish) Zakład Literatary Niemieckojęzycznej	78	show offers →
14	0130060000	(in Polish) Zakład Pragmatyki	119	show offers →

Screenshot 1. Faculties (units) in the USOSweb with mobility offers

3. Students interested in going to a partner university for part-time studies due to their interest in women/gender studies may submit an additional application through the University of Lodz in USOS, regardless of their major or study programme at the UL.
4. Students of the Faculty of Philology may apply in one of the three units in the USOSweb whose names are not related to the student's major but result from the faculty coordinator's affiliation with the unit.
5. Students of Polish studies, library science, speech therapy, new media, theatre, journalism and cultural studies should search for mobility offers in the Department of Drama and Theatre.
6. Students of English studies, business linguistics, romance studies, Italian or Spanish should search for mobility offers in the Department of Pragmatics.
7. Students of Germanic studies, Polish-German studies, Russian, Slavic or Classical studies should search for mobility offers in the Department of German Literature.
8. Students of the Faculty of Philology majoring in subjects different than those indicated above should search for offers in consultation with their [faculty coordinators](#), as offers may be found in one or a number of the abovementioned units.
9. Doctoral Schools participants may apply in the USOSweb through the faculty which offers courses compatible with their academic discipline.

INDEX

REGISTRATIONS

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REGISTRATIONS FOR EXAMS

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MEETINGS

Offer details

[← go back to the offer list](#)

Higher education institution

Institution name:	Sveučilište u Zagrebu
Erasmus code:	HR ZAGREB01
Institutional homepage:	http://www.unizg.hr/homepage/international-exchange/exchange-students/
Factsheet:	(unknown)

Cooperating faculties

Unknown.

Cooperation duration

Valid from: 2022-10-01
Expires: 2028-09-30

Conditions of cooperation

Subject	ISCED	Number of students	Length	Study level			Is it right for you
				BSc	MSc	PhD	
13.3 Chemistry	0531 Chemistry	2	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes Submit an application

Screenshot 2. Mobility offer details

10. If you start to fill in the application, it will be visible in the Applications tab. Until you submit it to the USOSweb, it can be edited during the first stage of recruitment.

11. As you fill in the application, read the information and messages visible in the USOSweb carefully. If you have any doubts, use the prompts by clicking on

- linkage
- pol-on
- decisions
- promotions
- dean's groups
- rankings
- stipends
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MEETINGS

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

Priority Where do you want to go to study? (max 2)

add →

What languages do you speak?

Language	Level	
--select--	--select--	Add

Courses with grades (max 2)

[add course →](#)

Opinion (min 0, max 0)

Referee	Status	Actions

Screenshot 3. Application in the USOSweb

12. You will not be able to upload a separate CV or cover letter file into the USOSweb application. You can type/paste the contents from another file (max 4000 characters) and then save each completed field.

Wymagane dokumenty		
CV in Polish	Limit 4000 , entered 3 characters XXX	save →
CV in a foreign language	(none)	edit →
Motivation letter in Polish	(none)	edit →
Motivation letter in a foreign language	(none)	edit →
Internships abroad	(none)	edit →
Other experience	(none)	edit →

Screenshot 4. Application in the USOSweb

13. If you want to apply in more than one unit, either because you are studying at two UL faculties or because you want to apply from your home faculty and are interested in women/gender studies, you can submit two applications and indicate the mobility offers available in the respective units. Students interested in women/gender studies can submit the second application through the University of Lodz in the USOSweb. If you are submitting more than 1 application, please inform the relevant faculty [coordinator](#) in the USOSweb and via email.

Remember that you can only be awarded one mobility in this recruitment even if you submit more than 1 application in the USOSweb.

Study program at home university for applying for mobility		
Study program	ⓘ --select--	save →
Are you applying for student mobility at other units of this HEI?	Yes	save →
Please specify academic unit in which you apply for mobility:	enter faculty's name or code here	

Screenshot 5. Application in the USOSweb

14. If you have participated in a study/traineeship mobility in a physical or blended form, BIP – Blended Mobility Programme within the Erasmus+/LLP Erasmus, Erasmus Mundus from the UL **or another university and the mobility has not been granted to you** by the USOS system, you should declare your previous mobility in the USOSweb and save the completed declaration.

You can check if the previous mobility has not been granted to you in the USOSweb in the **Mobilities** tab.

- student mobility
- mobility offers
- **applications**
- mobilities

Screenshot 5. Sub-tabs in the Student Exchange tab in the USOSweb

If you have not participated in any of the abovementioned mobilities, or you have but the mobility was granted via the USOSweb (and you have checked it in the mobilities tab), you do not have to declare any previous mobilities in the application. The previous mobility granted in USOS is already saved in the system and will appear in the application if your home faculty grants you the mobility in this recruitment. Further information is provided in the prompts in the USOSweb.

i Mobilities within the framework of the Erasmus+ program are also possible even if the student already benefited from an Erasmus, Erasmus+ or Erasmus Mundus mobility. Please list all your past Erasmus, Erasmus+ and Erasmus Mundus mobilities (studies and placements).

Please add all physical and blended Erasmus, Erasmus+ and Erasmus Mundus mobilities granted at this HEI by means other than the USOS system or at other HEIs. Please do not add any virtual mobilities. In case of blended mobilities, please state only the length of the mobility's physical part. Erasmus, Erasmus+ or Erasmus Mundus mobilities (studies and traineeships) granted on this HEI and existing in the USOS system are automatically declared as past mobilities.

USOSweb ⓘ

Previous Erasmus mobilities

Have you before participated in other Erasmus program? YES ▾ save →

All past physical and blended Erasmus, Erasmus+ or Erasmus Mundus mobilities (studies and placements) declared in USOSweb ⓘ

Mobility type	Cycle of study	Year of study	Cykle dydaktyczne ⓘ	Duration	Days of green travel	Name of University/ Institution	Actions
Studies	first cycle programme	3	Cykl wyjazdu: 23/24 Cykl finansowania:	6.00 months		Univerzita Karlova	ⓘ

Previous Erasmus mobilities

It was declared that student participated in Erasmus mobilities before.

change →

Previous Erasmus mobilities

Lack of declaration of previous participation in Erasmus mobilities.

change →

Screenshot 7. Application in the USOSweb on previous mobilities and possible status

15. Once you have completed all the required fields and saved them, submit your application using the button below.

submit application

16. If you have not filled in all the required fields or have not saved them, you will be informed that there is still missing information in your application.
Complete the missing data, save it and submit the application.

The screenshot shows a navigation menu on the left with categories: REGISTRATIONS FOR EXAMS, TOKEN REGISTRATIONS, and MY STUDIES. The MY STUDIES menu is expanded, showing options like tests, grades, linkage, pol-on, decisions, promotions, dean's groups, rankings, stipends, student mobility (with sub-items: mobility offers, applications, mobilities), surveys, payments, diplomas, and mlegitymacja. The main content area is titled 'Enrollment' and 'Faculty of Chemistry'. It contains two warning messages:

The application is not ready. The following problems have occurred:

- You did not specify where you want to go.
- You did not provide CV in a foreign language.
- You did not provide motivation letter.
- You did not provide motivation letter in a foreign language.
- You did not provide study program code or study program code is invalid.
- You did not specify if you are applying at other units for student mobility.
- You did not fill out a statement of participation in the Erasmus program.

Below this, another message states: 'This application has not yet been submitted. Not submitted application is considered invalid.'

Screenshot 8. Message on missing data in the application and its status

17. If you wish to apply for a part-time Erasmus+ mobility for studies, your application must have a **'Submitted' status, as shown in the screenshot below.**

Your current applications

Lp.	Academic year ▼	Unit	Status	Options
1	24/25	Faculty of Chemistry	submitted	cancel → view →

Screenshot 9. Submitted application and its current status

Only the submitted application will be assessed by the Faculty Commission and allows you to take part in the second stage of recruitment.

18. Do not fill in the application on the last day of the first stage of recruitment.
19. Check that your application has a 'Submitted' status preferably one day before the end of recruitment in the USOSweb (as in the example above). **The deadline for submission is 1 March 2024 at 2:00 p.m., however, due to a large number of students applying in the last minutes of recruitment, do not leave this step until the very end so as not to derail your chances for part-time Erasmus+ mobility in the academic year 2024/25 (for winter semester, summer semester or full year).**
20. If you have any questions regarding the application or mobility offers, please contact the [coordinator](#) of your home faculty.

- 21.** Report any technical problems with the application to the [faculty coordinator](#) and the International Relations Office (gabriela.szakup@uni.lodz.pl) no later than 1 day before the end of recruitment. Send a screenshot of the Application showing the problem with your submission and describe the problem in an email.