

Regulations for student mobility in the framework of an educational exchange

TITLE I. GENERAL PROVISIONS

Article 1

Regulations for student mobility as part of an educational exchange, hereinafter referred to as the Regulations, shall govern the issues of participation in international and national student exchange programs, in particular the Erasmus+, Transekonomik educational mobility programs and bilateral agreements between universities.

Article 2

For student exchanges as part of Erasmus+ and other similar programs, the ECTS system shall be used.

Article 3

§1 The ECTS (*European Credit Transfer and Accumulation System*) is a system facilitating the recognition of a period of study undertaken at another university by the home institution.

§2 The task of the System is to translate the efforts made by each student in order to pass a given educational component, into a point scale. Up to 60 credit points can be awarded for one academic year.

§3 Systems of credit points separate from the ECTS system shall be subject to conversion to ECTS points by decision of the Director of the International Cooperation Center, after consulting the Proxy of the Rector for ECTS.

TITLE II. PARTICIPATION CRITERIA

Article 4

§1 A student who meets all of the following conditions may participate in an exchange:

- 1) has completed the first year of first-degree studies;
- 2) achieves good results (average of at least 3.75) and speaks the foreign language to an extent allowing him/her to actively participate in courses at a university abroad;
- 3) meets the specific requirements established by the partner university.

§ 2 The following students may apply for an educational exchange:

- 1) having an active status of a student or enrolled for studies leading to obtaining a degree/diploma of a bachelor, engineer, master or doctor;
- 2) whose stay at the partner university during one degree of study will last up to 12 months.

§3 Students of the last year of studies of a given degree may participate in an exchange from the second semester of subsequent studies undertaken at the Wrocław University of Economics.

Article 5

The student shall take an insurance for the period of study at the partner university.

Article 6

§1 A student who is on a dean's leave shall not have the right to participate in educational exchange programs.

§2 A student who is on a dean's leave shall have the right to participate in recruitment for educational exchange programs if the exchange will take place during the period of study (after returning from the dean's leave).

Article 7

§1 Students who did not pass the examination session for reasons due to their fault and conditionally passed the semester may not take part in the recruitment or leave for an exchange to a partner university, even if they have been qualified for the exchange.

§2 In the case of the occurrence of circumstances of an educational exchange of a student holding the status described in §1, the home university reserves the right to draw consequences in the form of non-acceptance of the exchange semester, removal from the list of students and to demand the reimbursement of the scholarship paid out.

§3. Any disputes concerning a failure to pass the semester for reasons not attributable to the student, in particular due to overlapping of the dates of the semester abroad and the previous examination session at the home university, shall be resolved by the relevant Dean in consultation with the Faculty ECTS Coordinator.

TITLE III. EDUCATIONAL EXCHANGE

Article 8

§1 The duration of an educational exchange as part of the student exchange is one or two academic semesters according to the organisation of classes at the partner university.

§2 It is impossible to extend the exchange from a summer to a winter semester (a single stay at a partner university cannot exceed a given academic year).

§3 At the moment of extending the stay for the summer semester, the student may receive an additional scholarship if such a program provides for it, in accordance with the rules of payment specified by the home university, upon the consent of the home university and the partner university and the approval of the course syllabus (*Learning Agreement*) for the next semester.

Article 9

§1 Studies at a partner university as part of educational exchange programs are free of charge, the partner university renounces its right to charge tuition fees. Additional fees for studies in foreign languages in the case of domestic trips may be collected by the receiving university.

§2 Within the framework of the Erasmus+ program, a student being qualified for an exchange receives a scholarship to partially cover the increased costs of living in connection with a stay abroad. Students who have successfully completed recruitment but have obtained too few points to be included on the list of qualified persons are transferred to the reserve list to receive co-financing. Persons from the reserve list may go on an exchange without co-financing from the university and may receive co-financing in the case of increasing the budget allocated to the university for the implementation of the Erasmus+ program or in the case of resignation of persons from the list of qualified students. They also have the right to apply for co-financing from other sources, according to the current offer of student exchanges support.

§3 The amount of the scholarship depends on the location of the partner university in accordance with the rules established by the National Agency in charge of the Erasmus+ program. The method of

payment of the scholarship is specified in the agreement concluded between the student and the home university.

Article 10

Departure in the framework of an educational exchange shall not limit the possibility of gainful employment in accordance with the provisions of the hosting country.

Article 11

Departure in the framework of an educational exchange does not deprive the student of previously acquired rights to a social scholarship or the Rector's scholarship for the best students at the university.

Article 12

§1 The student shall have the right to an earlier return in the event of circumstances of force majeure, in particular natural disasters, acts of war or individual random events.

§2 The status of a student deciding to discontinue an educational exchange shall be determined by the relevant Dean.

§3 The financial consequences of returning the unused part of the scholarship are determined by the university coordinator of the Erasmus+ program. Disputes shall be settled by the National Agency in charge of the Erasmus+ program.

TITLE IV. PREPARATION OF AN EXCHANGE PROGRAMME OF STUDIES

Article 13

§1 The student shall prepare a course syllabus to be followed during the exchange program, i.e.: *Learning Agreement* and the *Agreement for the exchange of components (Annex no. 1 to the Regulations)* or another document required for the educational mobility and exchange mobility program selected by the student (e.g. *Transekonomik*), which, after being approved by the Faculty ECTS Coordinator and the Dean, is sent for acceptance by the partner university.

§2 The student is obliged to prepare and submit for approval a course syllabus to be followed during the exchange program (*Learning Agreement* and *Agreement for the exchange of components*) within the deadline provided by the partner university, but not later than:

- 1) 30 June in the case of applying for an exchange during a winter semester or for the whole year;
- 2) 31 October in the case of applying for an exchange for a summer semester.

§3 The student extending his/her stay at the partner university should deposit the *Learning Agreement* and the *Agreement for the exchange of components* by 15 January.

§4 The student is obliged to attach to the exchange documentation the list of completed components and obtained grades generated in the USOS system. This list should be printed in English and confirmed by the competent dean's office. If it is impossible to generate the indicated list, the student will be obliged to draw up a list of courses completed so far, taking into account the ECTS points and total grades obtained from the components included in the previous course of studies. The document shall be confirmed by the competent dean's office.

§5 The requirement to draw up the *Learning Agreement* in English does not apply to exchanges as part of other educational mobility programs, e.g. *Transekonomik* program carried out on the basis of separate agreements.

Article 14

§1 The element of structure of the course syllabus (*Learning Agreement*) may include mandatory components provided for in the program of a given year/semester of studies to be completed at the home university, if they are exchanged for related components realised at the partner university.

§2 The consent for the exchange of mandatory components is provided by the Faculty ECTS Coordinator after comparing the content and the anticipated effects of training for the component at the home university and the related component offered by the partner university. Any doubts shall be settled by the Guardian of the program of studies of the person applying for the educational mobility studies.

§3 The remaining components shall be replaced by any educational components offered by the partner university, representing not less ECTS points than at the home institution, but guided by the similarity of educational results provided for the course of studies and program content carried out by the student at the home and partner university.

Article 15

The bachelor's/master's degree seminar is carried out during the exchange program according to the rules agreed individually with the supervisor.

Article 16

§ 1 The course syllabus (included in the *Learning Agreement*) shall ensure a minimum of 15 ECTS points at the partner university in the case of an exchange lasting one semester and 30 ECTS points at the partner university for one year of full-time study.

§ 2 In the case of doctoral students participating in Erasmus+ program, an individual number of ECTS points shall be established with the head of doctoral studies.

§ 3 In the settlement of ECTS points, ECTS points from the home institution are adopted for obligatory components and foreign languages, and ECTS points from the partner university for other educational components.

§ 4 The maximum number of points scored during one semester at the partner university during the educational trip is 40, and during one year is 80 ECTS.

Article 17

§1 Before the departure, student shall submit the *Agreement for the exchange of components* to the relevant Dean (*Annex no. 1 to the Regulations*). Apart from the list of courses provided for in the partner university, the agreement also provides a list of courses exchanged from the home university, which the student does not plan to follow at the home university, but to replace them with courses from the partner university. An acceptance by the Dean and implementation of the indicated course syllabus included in the *Agreement for the exchange of components* shall release the student from the obligation to repeat the semester/year after returning from the educational exchange.

§2 Within the framework of the *Agreement for the exchange of components*, the student shall specify and undertake to complete the components which are not listed – as part of the extended semester and the examination session, or after obtaining the consent of the Dean during the next academic semester/year, in accordance with the conditional enrolment rules.

§3 The student shall be obliged to contact the academic teacher conducting obligatory components on determining the mode of passing the given component, not later than by the end of the second week of classes in a given semester, if he/she intends to complete the component in the semester covered by the educational exchange. The absence of such arrangement is equal to resignation from completing the component in the current semester.

§4 In the case of components involving classes in the form of exercises or laboratories, the academic teacher conducting the component should assess whether the absence of the student during the semester is an obstacle to the completion of the component. If so, the student shall pass the exam for this component in the next semester or in the next academic year in accordance with the terms of the conditional enrolment for the following semester. The requirement to assess the impact of the presence on classes does not apply to the last semester of first- or second-degree studies. In disputable cases, the decision is made by the Vice-Rector for Education.

§5 Similarly to § 4, the solution shall apply in the case of components involving classes in the form of exercises or laboratories included in the program of the penultimate semester of a first- or second-degree studies, unless it is impossible for the student to participate in these classes in the next semester of the current academic year.

§6 If it is necessary to accelerate the date of exams due to an early start of the winter or summer semester at the partner university, in accordance with § 13 point 4 of the Regulations of Studies at the Wrocław University of Economics, a consent for acceleration of exams is given by the Dean at the student's request.

Article 18

§1 The student is obliged to report all changes in classes during his/her stay to the Faculty ECTS Coordinator.

§2 Changes in the original course syllabus should be made on the form for the modification of course syllabus (*Changes to Learning Agreement*) and it is necessary to draw up an update of the *Agreement to exchange the components (Annex no. 1 to the Regulations)* within one month from the start of the exchange semester at the partner university, but not later than:

- 1) by 31 October in respect of an exchange covering a winter semester;
- 2) by 31 March in the case of an exchange covering a summer semester.

§3 The content of the form for the modification of course syllabus *Changes to Learning Agreement* requires the approval of the Faculty ECTS Coordinator of the home university and the receiving university, and the update of the *Agreement for the exchange of components* requires the consent of the Faculty ECTS Coordinator and the Dean of the Faculty.

TITLE V. TRANSFER OF EXCHANGE ACHIEVEMENTS OF THE STUDENT

Article 19

§1 The Faculty ECTS Coordinator and the relevant Dean of the Faculty shall take the decision on recognition by the home university of achievements obtained during the educational exchange on the basis of an official list of credits obtained during the exchange, i.e. *Transcript of Records* in accordance with:

- a) signed forms of the course syllabus the *Learning Agreement* and the *Agreement for the exchange of components*, and
- b) if there have been changes to the program of studies, taking into account the approved modifications in the *Changes to Learning Agreement* and the update of the *Agreement for the exchange of components*.

§2 In the *Transcript of Records*, the educational components/courses which the student attended shall be specified, together with the number of ECTS points and the grades issued in accordance with the ECTS scale or the scale of grades used in a given partner university.

§ 3 After returning from an educational exchange, the student is obliged to submit to the competent Dean at the home university, the *Transcript of Records* and the *Application for recognition and*

completion of courses followed during the exchange (*annex no. 2 to the Regulations*). This application shall be signed by the Faculty ECTS Coordinator after verifying the correctness and compliance with the submitted *Transcript of Records*. The competent Dean, by accepting the application, shall formally approve the accumulated grades and ECTS points.

§4 The Faculty ECTS Coordinator shall convert the grades obtained at the partner university on the grading scale applied at the home university on the basis of an official list of credits and the principles of transfer of grades in the ECTS system, and in the absence of grades based on information on the degree of mastering the material by the student in accordance with the scale of grades contained in the Study Regulations of the University.

§5 In the absence of an official list of credits or lack of certain information in the document provided by a partner university, which does not result from negligence or error on the part of the student, the Faculty of ECTS Coordinator and the relevant Dean may decide to recognise the achievements based on other documents provided by the student and/or the partner university, provided that such documents clearly confirm the completion of the educational component and obtaining a grade or credit.

§6 If the transcript of records or another document referred to in § 4 does not contain information on the grade or degree of mastering the material, but it contains information about the successful completion of the educational component, the Faculty ECTS Coordinator grants a sufficient assessment.

§7 The language of instruction does not affect the recognition or non-recognition of the obtained grades and ECTS points by the Faculty ECTS Coordinator and the relevant Dean from the home university.

Article 20

§1 The Faculty ECTS Coordinator recognises the educational mobility as completed in the case of implementing the entire program of studies provided for in the *Learning Agreement*, taking into account the modifications introduced in *Changes to Learning Agreement* and obtaining the required minimum of 15 ECTS completed at the partner university.

§2 In the event of incomplete implementation of the exchange program, the Dean of the relevant Faculty, in agreement with the Faculty ECTS Coordinator, shall decide not to complete the educational exchange due to the student's fault. At least two of the following situations shall be the reason for the non-completion of the exchange program:

- 1) the required minimum number of 15 ECTS has not been obtained;
- 2) The student has not proceeded to an exam from one or more educational components provided for in the exchange study program (*Learning Agreement*), taking into account approved modifications in the program (*Changes to Learning Agreement – no items in the Transcript of Records*);
- 3) at least three unsatisfactory grades were obtained from the educational components provided for in the educational exchange program.

§3 The occurrence of one of the situations indicated in §2 shall mean the conditional acceptance of the educational exchange. The Dean of the relevant Faculty, in agreement with the Faculty ECTS Coordinator shall decide how the student should complete his/her *acquis* in order to be accepted for the next semester of studies.

§4 The Faculty ECTS Coordinator and the competent Faculty Dean have the right to refuse to transfer ECTS credits acquired as part of an exchange course which does not show any similarities with the program content provided for in the instruction of the student at the home university or which is

a repetition (in any scope) of previously completed components or not covered by the previously signed course syllabus (*Learning Agreement*) together with possible modifications (*Changes to Learning Agreement*).

§5 Obtaining an unsatisfactory or no grade from the course implemented abroad results in a cancellation of the *Agreement for the exchange of components* previously accepted by the Faculty ECTS Coordinator and the relevant Dean, in the part concerning components removed from the program of the home university.

§6 A student who has not completed or obtained an unsatisfactory grade from at least one of the courses abroad, is obliged to complete additional educational components indicated by the Dean in consultation with the Faculty ECTS Coordinator within the determined time limit. The student is not exempt from this obligation if they obtained a conditional completion of exchange or collected a surplus of ECTS points.

§7 The decision of the Faculty ECTS Coordinator is certified by the *Certificate* (annex no. 3 to the Regulations).

§8 Failure to complete the exchange or a conditional completion of exchange shall result in the cancellation of *the Agreement of the exchange of components* previously accepted by the Faculty ECTS Coordinator and the relevant Dean.

§9 In order for the semester to be accepted by the relevant Dean, it is necessary for the student to complete all mandatory educational components or to obtain a consent for their implementation at a later date and conditional admission for the next semester of studies.

§10 Failure to complete an educational exchange means the obligation to return the grant awarded in full.

Article 21

§1 The ECTS points obtained for the completion of language or humanities modules shall be charged only if the education program (semester/annual) at the home university provides for language or humanistic classes and takes place according to the ECTS score of the home university.

§2 In the case of a student completing at the partner university a component whose educational results are not realised on the program of studies which the student follows at the home university, the ECTS points shall be transferred only to an additional pool of 30 ECTS points resulting from the Study Regulations.

Article 22

During the educational exchange, an accumulation of a surplus of ECTS points gives the student the opportunity to request the relevant Dean to recognise the surplus of points for the completion of selected items provided for in the curriculum in the home university for the next semester/year of study.

TITLE VI. FINAL PROVISIONS

Article 23

In the case of mobility and exchange programs other than Erasmus+, the documents relevant to the program referred to in these Regulations, such as *the Learning Agreement* or the *Transcript of Records*, may be replaced by other documents containing the same scope of data and information.

Article 24

In matters not regulated by these Regulations, the provisions of the Wrocław University of Economics, including internal review procedures, shall apply.

Article 25

Students applying for the possibility to participate in various forms of educational exchanges are obliged to familiarise themselves with the provisions of these Regulations. The Regulations are made available in an electronic format on the website of the Wrocław University of Economics.

Article 26

These Regulations shall enter into force on 1 January 2019, replacing the Erasmus+ program Regulations in force in the academic year 2017/2018. During the transitional period, until 31 December 2018, students who participated in an exchange in the academic year 2018/19 will be bound by the previous Regulations.