Regulations concerning acquiring credits for studies and traineeships realized by the ULS students taking part in the Lifelong Learning Programme - Erasmus

I. Setting the study plan for studying abroad

1. The student planning to study or have his traineeship abroad as a part of Erasmus programme should contact the Faculty Erasmus Coordinator in order to receive information concerning the manner of setting the study plan or realization of vocational training.

2. Both the student and the coordinator decide which courses offered by the university abroad the student should follow. Their choice should be based on the curriculum of the ULS so that the courses chosen at the university abroad were comparable – if possible – to the ones realized at their faculty or specialization at the ULS.

3. Having prepared the selection of courses the student should contact their specialization supervisor or a member of faculty responsible for the curriculum of particular specialization in order to decide which courses, included in their curriculum, can be replaced by the courses chosen to study at the university abroad and for which the student will have to receive the credit after their return from abroad.

4. The courses planned in the ULS curriculum for the term during which the student is abroad as well as the courses realized in subsequent terms can be the equivalent of the courses chosen to study at the university abroad.

5. The student must present their proposal for an individual study plan, discussed with their specialization supervisor or a member of faculty responsible for their field of studies, to the Head of the Institute for approval. The approved study plan is the base for making and signing the Learning Agreement concerning their study abroad.

6. Before they leave to study abroad the student must contact their teachers in order to decide on the individual manner of acquiring credits for particular courses.

7. If, once the student has arrived at the university abroad, there is a necessity to correct the approved study plan included in the Learning Agreement, the student should immediately contact their specialization supervisor or a member of faculty at the ULS responsible for the curriculum of their field of studies in order to discuss the changes and decide on the final study plan. The Institutional Erasmus Coordinator should be instantly informed by the student about all changes in the Learning Agreement.

8. Traineeship abroad should last between 3 and 12 months and must be realized within one academic year. The student cannot have the traineeship on their last semester of study. The recommended length of the traineeship is 3 months or the whole semester.
9. International traineeship may be considered as the compulsory or optional traineeship in which case it will be treated as having additional educational benefits. It depends on the traineeship requirements at particular faculty and the level of studies. The traineeships’ supervisor at particular faculty should decide whether the traineeship abroad is compulsory or additional. If decided that the training abroad is additional, the student must realize all compulsory traineeships as stated in the curriculum in Poland.

10. The detailed schedule of the traineeship is decided upon by the student and the host institution and later approved by the Head of the International Programmes Office operating as the International Traineeships Coordinator.

11. When realizing the international traineeship the student must complete the Journal of vocational training (weekly sheets) as approved in the ULS both in Polish and a given foreign language. All entries in the Journal must bear the signature and the stamp of the foreign vocational supervisor in the admitting institution.

II. Completion of Erasmus studies period

1. Once the student has returned from the university abroad, they should promptly contact their Faculty Erasmus Coordinator who, cooperating with the specialization supervisor, on the basis of student’s Transcript of Records or other documents prepares “the courses conversion”. It is the specification of courses completed by the student at the university abroad which might be considered equivalent to those taught at ULS. The copy of the “courses conversion” document is handed to the Institutional Erasmus Coordinator.

2. Once the student has returned from traineeship abroad, he should promptly contact the Head of the International Programmes Office operating as the International Traineeships Coordinator, who prepares for the Dean the information concerning the completion of vocational training abroad on the basis of the vocational training attestation and the Journal of vocational training. If the training was compulsory, it will be completed. The ULS curriculum creates also an opportunity to complete a foreign language course, if it was scheduled in the curriculum for the term during which a student realized the traineeship. In exceptional cases, the student who completed vocational training abroad may apply for completion of practical/technical courses provided they were scheduled in the curriculum for the term during which the student realized the vocational training. In this case, the student is required to submit their personal request to the Dean. The conditions of completion are specified by the Dean after comparison of courses’ contents and educational effects.

3. The condition under which the student can complete the semester at the ULS is entire
realization of curriculum and traineeship abroad agreed before their departure in Learning Agreement with prospective subsequent alterations and Training Agreement. It involves the requirement of achieving 30 ECTS credits for the semester.

4. Any derogation from the aforementioned rule needs to be approved by the Dean of the Faculty.

5. The Dean recognizes the courses completed at the ULS during the period of studies abroad if the student has also completed courses at his home university during this period.

6. After receiving “courses conversion” or the Journal of vocational training, the Dean transfers students’ completed courses and grades into their student credit book and credit sheet. Names of the courses realized at the host university and grades as well as ECTS credits are transferred into student credit book.

7. The transferred grades correspond with the ones the student achieved in the courses of studying abroad (the conversion is carried out by comparison of grading scales).

8. If the student has completed the course but has not achieved a grade, the relevant position of their student credit book is filled with: “zal.”, in the meaning of : completion.

9. Studying abroad or in a foreign language (if studies were conducted at B2 or a higher level) entitle to completion of the language course without the necessity of taking additional examinations. The conditions of completion are specified by the Dean as agreed with the Head of The Foreign Languages Department.

10. In the student credit book are also indicated the courses which the student is obliged to complete. The deadlines and means of courses’ completion are specified by the Dean.

11. If the stay at the host university coincides with the last term of studies, it will be completed only after realizing and completing all the courses listed in the individual curriculum.

III. Scholarships

A. Scholarship of the Rector for the best students

1. The student who studied at a university abroad and after his return completed the term - is entitled to apply for educational scholarship following the regular procedure.

2. The average of grades is calculated on the basis of grades achieved in the academic year before the date of application for the scholarship. If the student studied at a university abroad for the period of one term, the grades achieved in courses realized there are counted in the average along with the grades achieved in courses realized at ULS within
the second term.

3. In case of any uncertainties pertaining to the achieved results, the Scholarship Commission can consult the Institutional Erasmus Coordinator and decide about granting educational scholarship and its height.

B. Social scholarship and special scholarship for disabled students

1. Social and special scholarships are granted according to the rules contained in “The Regulations of ascertaining height, granting and payment of material help for the ULS students and doctoral students”.