

University of Wrocław

Faculty of Social Sciences

3 Koszarowa Street, 51-148 Wrocław

Resolution No 11/2019
of the Board of the Faculty of Social Sciences of University of Wrocław
dated 25th January 2019

regarding the rules of settlement of ERASMUS+ Program

Pursuant to §23 point 22 of the Statute of the University of Wrocław, the Board of the Faculty of Social Sciences of University of Wrocław resolves as follows:

§ 1. Changes are implemented to resolution 131/2016 dated 28.10.2016 regarding the settlement of ERASMUS+ Program (the Regulations – consolidated text, forms attachment hereto).

§ 2. Resolution 131/2016 is revoked.

§ 3. The resolution shall come into force on the date of adoption thereof.

The Board of the Faculty adopted the resolution under open voting and the resolution was adopted unanimously.

The Resolution of the Board is legally binding.

The Chairman of the Board of the Faculty of Social Studies
of University of Wrocław

Prof. Robert Wiszniowski, Ph.D.

Signature

/illegible signature/

Attachment to Resolution RW/2019 dated 25.01.2019

The Regulations dated 29 January 2019 regarding the rules of settlement of Erasmus+ Program at the Faculty of Social Studies

1. Before the start of each semester, the Coordinator of Erasmus+ Program for the given major shall submit to the Faculty Office of WNS (Faculty of Social Sciences) the list of individuals approved to participate in the Program.
2. Upon being approved to participate in Erasmus+ Program, a student is required before leaving on a scholarship to submit the Learning Agreement to the Faculty Office, signed by the Coordinator of the home university, host university and the student.
3. If the Student participates in the Program during a semester, in which the MA seminar is held, he should then submit to the Faculty Office the application for extramural pass of the MA seminar accompanied by the opinion of the promoter, no later than one month from the start of the semester at the home university.
4. If the Student makes any changes to the Learning Agreement during the scholarship, he is then required within one month from start of the semester at the foreign university to submit to the Faculty Office the *Changes to Learning Agreement* form specifying the changes made and signed by the Coordinator of the home university, host university and the student.
5. The Student is required to obtain 60 ECTS credits during the academic year, i.e. 30 credits in each semester (The Regulations of studies, §37 point 1).
Should the Student fail to obtain 30 ECTS credits in a semester, during which the Student participates in the Program, then upon return from the scholarship the Student is required to complete the subjects identified by the Dean from the programme applicable to the given major (in accordance with *Student's application* regarding the deficit of ECTS credits – appendix no 3).
The occurred deficit of ECTS credits should be supplemented within one year from the settlement of the semester, during which the Student participated in the Program.
6. For the purpose of settlement of participation in the Program, the Student shall submit to the Faculty Office by 30th September of the respective academic year at the latest, *the Certificate of student's achievements* in Polish language (appendix no 2) approved by the Coordinator, *the Transcript of Records* and *Student's application* regarding the deficit of ECTS credits (if applicable – appendix no 3) and the exam chart (if applicable).
7. The certificate of student's achievements shall contain: the list of passed subjects, number of class of each subject, form of the classes, grade and number of ECTS credits.
8. Obtaining a minimum 20 ECTS points during the scholarship in accordance with *the Learning Agreement* is the condition of financial settlement of the Student by the Office for Financial Cooperation in regard to participation in the program.
9. Upon consulting the Coordinator of Erasmus+ Program for the given major, the Student may apply before leaving on a scholarship for extramural pass of selected subjects (application – appendix no 1).
10. The settlement of the semester or academic year at a foreign university takes place on an annual basis and its deadline is 30th September of the academic year, during which the Student participates in the Program.

Appendix no 1

Application for extramural pass of a subject during the participation in Erasmus+ Program

Wrocław,

.....
(first name and last name)

.....
(major, studies' semester)

.....
(Mode: full-time/extra-mural)

.....
(Type: undergraduate/graduate)

Deputy Dean for Teaching

Jacek Zieliński, Ph.D.

I would like to apply for possibility of extramural completion of the following subjects from semester during my stay at university within the scope of ERASMUS+ Program.

No	Name of the subject	First and last name of the lecturer	Number of hours	Lecture/classes	Number of ECTS credits
1.					
2.					
3.					
4.					
5.					

- The subjects from winter and summer semesters should be settled by 30 September of the respective academic year

.....
Student's signature

Coordinator' opinion:

.....
Date, stamp and signature of the coordinator

Appendix no 2

Wrocław,

Certificate of student's achievements during ERASMUS+ Program

Mr/Ms, a student of year of full-time/extramural studies majoring in, has positively completed semester of the studies.

The student passed the subjects at (name of the university) resulting from "The learning agreement" approved by the university by obtaining the required minimum 20 ECTS credits.

	Number of ECTS	Number of hours	Form of classes	Grade*	Grade**

* the scale used at the host university

** Polish scale

Coordinator' stamp and signature:

.....

Appendix no 3

Wrocław,

Student's application

**regarding the supplementation of the deficit of ECTS credits
after return from Erasmus+ Program**

(should be submitted to the Faculty Office of the Faculty of Social Studies of University of Wrocław
along with the settlement of the scholarship in case of the failure to obtain 30 ECTS during the
scholarship)

.....

Wrocław,

(first name and last name)

.....

(major, studies' semester)

.....

(Mode: full-time/extra-mural)

.....

(Type: undergraduate/graduate)

Jacek Zieliński, Ph.D.

Deputy Dean for Teaching

Because of the deficit of ECTS credits occurred in semester of the studies I request
identification of the subjects I need to complete in order to supplement this deficit.

.....

Student's signature