

**Resolution No 11/2019**  
**of the Board of the Faculty of Social Sciences of University of Wrocław**  
**dated 25<sup>th</sup> 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 Dean's 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 Dean's 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 or BA seminar is held, he should then submit to the Dean's Office the application for extramural pass of the MA or BA 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 Dean's 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* – 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 Dean's Office by 30<sup>th</sup> 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* (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 (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 30<sup>th</sup> September of the academic year, during which the Student participates in the Program

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

(The application must be submitted at the Dean's Office before the start of the semester in which the  
mobility will take place)

Wrocław, date .....

.....  
name and surname

.....  
year and program of study

.....  
index number

**Dean of the Faculty of Social Sciences**

I am applying for the option of taking extramural exams in the following courses for the .....  
semester during my mobility at .....  
within ERASMUS + programme

No.	Course name	Number of hours	Lecture, classwork	ECTS credits	Opinion and signature of the lecturer
1.					
2.					
3.					
4.					
5.					

.....  
Student's signature

Coordinator's opinion:

.....

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

**Certificate of the student's achievements during ERASMUS + mobility**

(The certificate must be submitted at the Dean's Office by 30th September of the academic year in which the mobility takes place)

Wrocław, date .....

Mr/Ms. ...., student of ..... year of full-time / part-time studies in ..... (field of study) participated in ERASMUS + mobility and completed ..... semester of studies.

At ..... (name of the university) the student completed courses listed in the "Learning Agreement", as approved by the University\*.

Course name	Number of credits	Number of hours	Form of classes	Grade **	Grade ***

\*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.

\*\*Scale used at the host university

\*\*\*Polish scale

.....

Coordinator's stamp and signature

**Student's Application  
concerning compensation for missing ECTS credits  
after returning from the Erasmus + Programme mobility**

(To be submitted at the Dean's Office along with mobility settlement,  
if the student did not obtain 30 ECTS credits during the mobility)

Wrocław, date .....

.....  
name and surname

.....  
year and program of study

.....  
index number

**Dean of the Faculty of Social Sciences**

Because of the ECTS deficit occurred during ..... semester of studies, I am applying for  
assignment of courses to be taken to compensate for the deficit in question.

.....  
Student's signature