

## **Rules of recognition of studies**

*(based on the document signed by the Deans, the Institutional Coordinator and the Departmental Coordinators of the Wrocław Medical University)*

In order to implement the agreement signed by the university and the National Agency of the Erasmus programme in terms of students' mobility and on the basis of the regulations of studies of the Wrocław Medical University the rules of recognition of studies at partner universities were established as follows:

- 1) Legal basis of the rules is the agreement which is signed each year by the National Agency of the Erasmus programme and the Rector of the Wrocław Medical University.
- 2) Each student nominated to study abroad has to prepare a Learning Agreement which must be accepted by:
  - Departmental Coordinator (appointed to a proper field of studies),
  - Institutional Coordinator,
  - Dean/Vice-Dean for Didactic Affairs (appointed to a proper field of studies).
- 3) Learning Agreement accepted by a home university must be approved by a partner university.
- 4) Student when preparing a Learning Agreement has to refer to a departmental coordinator and first include the courses of the curriculum of the Wrocław Medical University of the year which will be studied at a partner university.
- 5) Student when studying at a partner university might take courses in advance (next semester/year) providing they are equal to a number of missing courses as well as to a number of ECTS points.
- 6) Exceptionally the Dean may accept to take a course in advance by the student and arrange an individual programme of studies when she/he is back.
- 7) Every changes to a Learning Agreement made during a stay at a partner university require written acceptance (e-mail is accepted) by:
  - Departmental Coordinator (appointed to a proper field of studies),
  - Dean/Vice-Dean for Didactic Affairs (appointed to a proper field of studies).
- 8) When the students comes back she/he has to submit to a departmental coordinator the documents as follows:
  - Transcript of Records,
  - Originals of certificates issued by the teachers/examiners at a partner university.
- 9) Departmental Coordinator on the basis of above mentioned documents prepares a request to the Dean/Vice Dean for Didactic Affairs to recognise the period of studies taken at a partner university which includes:
  - List of courses taken at a partner university,
  - List of exams and marks according to a home university grading system (converted according to the ECTS grading scale),

- List of missing courses which must be made up in order to complete the studies at a home university.
- 10) Dean on the request of the Departmental Coordinator and on the basis of the original documents attached (Transcript of Records, Originals of certificates issued by the teachers/examiners at a partner university) recognises taken courses and introduces the missing courses which must be made up by signing a credit book.
  - 11) Student has to take an exam at a home university according to regulations of studies in case of:
    - a course ended with a credit only meanwhile there is an exam required,
    - an exam was not taken.
  - 12) Student has to make up missing courses according to regulations of studies at a home university.
  - 13) Student who took courses at a partner university which were not included in a Learning Agreement or did not obtain an approval of the Departmental Coordinator and the Dean to take those courses may ask either a head of the department or a coordinator of the course to recognise the course.
  - 14) Above-mentioned rules apply to Erasmus students only.
  - 15) Student who prolongs an Erasmus stay for a next semester or a year (Erasmus period can not be longer than 12 months) must obtain a Dean's approval and recognition of that period has to be agreed with the Dean/Vice-Dean for Didactic Affairs only.
  - 16) Student has the right to receive a grant for good academic records after he/she returns from the partner university providing:
    - a proper average grade is achieved which is according to the regulations of studies,
    - all missing courses are made up (a year is completed according to the regulations of studies) not later than the date assigned by the Dean.
  - 17) Present rules and regulations are in force starting from the academic year 2004/2005.
  - 18) When the above-mentioned rules and regulations are in force all internal rules and regulations terminate:
    - preparations „ Learning Agreement”,
    - recognition of courses taken at partner universities within an implemented programme.