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CIRCULAR LETTER NO 1/2024
by the Dean for Student Affairs
of 26 February 2024

on

the rules for exchanging courses within the ERASMUS+ and similar programmes

Pursuant to Regulation No 145/2021 of the Rector of Wrocław University of Economics and Business of 8 November 2021 regarding the introduction of the Organisational Regulations at Wrocław University of Economics and Business and § 4(1)(3) and § 32(5) of the Organisational Regulations of Wrocław University of Economics and Business, I hereby establish as follows:

§ 1

1. The courses from the curriculum of studies of a given programme to be followed at Wrocław University of Economics and Business (hereinafter: WUEB) in the semester in which a student is planning to participate in the educational exchange are the mandatory element of the curriculum of studies followed by the student during his/her mobility period.
2. Courses from section I – Basic Mandatory Courses – should be exchanged for identical or similar ones, provided that the learning outcomes specific to the course at WUEB are met.
The assigned ECTS credits are the same as the credits assigned to the course in the WUEB curriculum of studies.
3. Courses from section II – Programme-Related Mandatory Courses – should be exchanged for identical or similar ones, provided that the learning outcomes specific to the course at WUEB are met.
The assigned ECTS credits are the same as the credits assigned to the course in the WUEB curriculum of studies.
4. Courses from section III – Programme-Related Courses – can be exchanged for identical or similar ones, and if there are no such courses in the offer of the partner university, for the courses which pursue the learning outcomes in a given programme of study. In justified cases, it is possible to exchange them for courses from another field from among the fields offered by WUEB.
The assigned ECTS credits are the same as the credits assigned to the course at the partner university. It is possible to balance credits in this section (i.e. between the ECTS credits assigned to a course in the WUEB curriculum of studies and the credits assigned to a course at the partner university).
5. Courses from section IV – Modules/Specialisations – can be exchanged for identical or similar ones, provided that the learning outcomes specific to the course at WUEB are met. In exceptional cases, justified by the lack of availability in the offer of the partner university of the courses meeting this condition, they can be exchanged for:

a) other courses pursuing the learning outcomes similar to the outcomes specific to the course at WUEB,

b) in the case of modules, also for at least 2 other courses pursuing the learning outcomes for the programme, which create a thematically related module similar to those offered for the programme at WUEB, with a total of ECTS credits of no less than that what follows from the WUEB curriculum of studies.

The assigned ECTS credits are the same as the credits assigned to the course in the WUEB curriculum of studies.

6. Courses from section V – Humanities and Social Science Courses – can be exchanged for any humanities and social science courses.

The assigned ECTS credits are the same as the credits assigned to the course at the partner university. It is possible to balance credits in this section (i.e. between the ECTS credits assigned to a course in the WUEB curriculum of studies and the credits assigned to a course at the partner university).

7. Courses from section VI – Mandatory Courses Taught University-Wide – in this section, it is possible to only exchange foreign languages for the same foreign language at the partner university.

The assigned ECTS credits are the same as the credits assigned to the course in the WUEB curriculum of studies.

8. Additional courses (i.e. outside the curriculum of studies for the programme or outside the curriculum of studies for a given semester) which the student follows at the partner university may be included in the diploma supplement or, if they meet the criteria of items 1–6, recognised in subsequent semesters at the student's request in accordance with the procedure specified in § 15 sections 9–10 of the University's Study Regulations. In the event of failing an additional course, the student is obliged to repeat a similar course at WUEB (according to the Rector's Regulation No 219/2020 of 10 December 2020 on the participation in courses organised by the University, which are not covered by the curriculum of studies and for which the student can obtain not more than 30 ECTS credits). An annotation whether the course is followed outside the curriculum of studies for the programme or with the intention of recognising the course in the next semester is made in the *Agreement for the exchange of courses* (and in the updated version of the *Agreement*) by the Coordinator (in the annotation, the Coordinator indicates the name of the course, whose recognition will be requested by the student, in accordance with the WUEB curriculum of studies).

9. In the case of short-term educational exchanges, in particular Erasmus+ Blended Intensive Programme, the number of ECTS credits assigned to a course followed at the partner university must be at least equal to the number of credits assigned to the exchanged course from the WUEB curriculum of studies.

10. The courses from the WUEB curriculum of studies accredited or certified by external organisations, which entitle to exemptions from professional examinations, cannot be exchanged



on the terms set out in items 1–7, provided that the student intends to retain the relevant qualifications. The list of accredited or certified courses is made available by programme managers.

11. The courses completed at the partner university are transferred to USOS in their original wording, in accordance with the Transcript of Records issued by the receiving university.

§ 2

Announcement No 4/2021 of the Dean for Student Affairs of 15 April 2021 on the rules for exchanging courses within the ERASMUS and similar programmes is hereby repealed.

§ 3

This Circular Letter becomes effective as of its signing date.

Dean for Student Affairs

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