

Notice no. 4/2021

Dean for Student Affairs

of 15 April 2021

**on the
rules for the exchange of courses within the framework of ERASMUS and similar**

1. The obligatory element of the study programme design for the mobility term is the courses from the study programme of a program provided for implementation at the Wroclaw University of Economics and Business (hereinafter referred to as the WUEB) in the semester for which the student is planning to leave.
2. Courses from section I – Basic mandatory - should be exchanged for identical or similar ones, provided that the learning outcomes specific to the course at the WUEB are met.
The ECTS credits shall be attributed as specified for the course in the WUEB study programme.
3. Courses from section II - Program mandatory - should be exchanged for identical or similar ones, provided that the learning outcomes specific to the course at the WUEB are met.
The ECTS credits shall be attributed as specified for the course in the WUEB study programme.
4. Courses from section III – Program – may be exchanged for identical or similar courses, and in the case where such courses are not included in the offer of a partner university, for courses implementing the learning outcomes for a given program. In justified cases, it is possible to exchange courses for courses from a different discipline, which belongs to disciplines which are covered by WUEB.
The ECTS credits shall be attributed as specified for the course at the partner university. It is possible to balance the credits within this section (i.e. between the ECTS credits assigned to the course in the WUEB study programme and the points assigned to the course at the partner university).
5. Courses from section IV – Modules/Speciality/Learning pathway – may be exchanged for identical or related courses, provided that learning outcomes specified to the course at the WUEB are met. In exceptional cases, justified by the lack of courses meeting this condition at the partner university, they may be exchanged for other courses implementing the learning outcomes similar to the outcomes specified for the course at the WUEB.
The ECTS credits shall be attributed as specified for the course in the WUEB study programme.
6. Courses from section V – Humanities and Social courses – may be exchanged for any humanities and social courses.
The ECTS credits shall be attributed as specified for the course at the partner university. It is possible to balance the credits within this section (i.e. between the ECTS credits assigned to the course in the WUEB study programme and the points assigned to the course at the partner university).
7. Courses from section VI – university-wide mandatory courses – from this group, it is only possible to exchange a foreign language for the same foreign language at the partner university.
The ECTS credits shall be attributed as specified for the course in the WUEB study programme.
8. Additional courses (i.e. outside the study programme for the program or outside the study programme for a given term), which the student performs during the student exchange program, may be entered in the diploma supplement or, if they meet the criteria of points 1-6, recognized in

subsequent semesters at the student's request in accordance with the procedure specified in paragraph 15, section 9-10 of the University's Study Regulations. If an additional course is not passed, the student shall be obliged to retake the related course carried out in the WUEB (according to Regulation no. 2019/2020 on participation in classes outside the study programme). Annotation whether the course is carried out outside the study programme for the program or with the intention to recognize the course in the future term shall be made in the *Agreement in order to exchange the courses* (and in the updated *Agreement*) by the Coordinator (he/she indicates in the annotation the name of the course which will be requested to be recognized by the student, in accordance with the WUEB study programme)

9. Courses from the WUEB study programme covered by accreditation or certification by external organizations and giving entitlement to exemptions from vocational examinations shall not be exchanged on the terms set out in points 1 to 7, provided that the student intends to retain the relevant entitlements. The list of courses covered by accreditation or certification shall be made available to Program Managers.
10. Courses completed at the partner university are transferred to USOS in the original form, in accordance with the Transcript of Records issued by the receiving university.

DEAN FOR STUDENT AFFAIRS

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