



**Regulations for crediting periods of study completed  
abroad  
as part of the Erasmus + program  
effective at Powiślański University**

## **Introduction**

The European Credit Transfer System (ECTS) was introduced by the European Commission to ensure that common procedures exist to guarantee the recognition of academic studies taken abroad. Recognition of the period of study taken abroad and diplomas of foreign universities is a prerequisite for creating a "Europe without borders" in the sphere of education and training, in which students and teachers could move without any obstacles. ECTS makes it possible to clearly present the rules for taking and crediting studies, thus contributing to cooperation between universities and expanding the educational offer for students. The system makes it easier for institutions to recognize students' academic achievements, as it uses universally understood "metrics" - credits and degrees - and allows for proper interpretation of the rules of different countries' higher education systems.

The functioning of the ECTS system at Powiślański University (PSW) is a prerequisite for full recognition of the period of study abroad and diplomas of foreign universities.

The functioning of the ECTS system is intended not only to facilitate the departure of students to foreign universities, but also to facilitate and promote the exchange of students between faculties of Polish universities participating in the development of the ECTS system. Full recognition of studies means that the period of studies completed abroad or at another Polish university (including exams and other forms of assessment) replaces a comparable period of study completed at PSW (including examinations and other forms of assessment).

## **Definitions**

### **§1**

The terms used in the following Regulations for the Powiślański University's recognition of the period of studies completed at the host institution under the Erasmus+ Program shall have the following meanings:

1. Regulations - Regulations for crediting periods of study completed abroad under the Erasmus + program applicable at Powiślański University;
2. PSW - Powiślański University (Powiślański University);
3. Host institution - an institution of higher education from an EU member state or a third country associated with the Program, which has been granted an ECHE, or an institution of higher education from a third country not associated with the Program recognized by the competent authorities, which has signed the relevant agreement with the PSW before the mobility begins.
4. student - a student of first-cycle, second-cycle studies
5. Online education - education without physical mobility;
6. Coordinator - University Erasmus+ Coordinator;
7. ECTS - European Credit Transfer and Accumulation System;
8. Transcript of Records - a list of subjects passed, exams taken and credits earned during mobility at the host institution;
9. Agreement - "Learning Agreement for Studies".

## **General provisions**

### **§2**

1. These regulations specify the rules for crediting periods of study completed abroad under the Erasmus+ program by students of Powiślański University.
2. The Regulations are in accordance with the rules of the Erasmus+ program and the internal regulations of the University.

## **Terms and conditions of studying abroad under the Erasmus+ Programme**

### **§3**

1. The period of study abroad under the Erasmus+ Program is considered part of the student's program of study.
2. PSW recognizes the period of study abroad based on the application of the ECTS system.

3. Students must complete abroad a course of not less than the ECTS dimension provided for a given semester in the program of study implemented at PSW.
4. The student should choose the program that most closely coincides with the program of study he or she is pursuing at PSW. The reference point in making this choice is the catalog of subjects in force at the host institution. This applies to the substantive scope of the program, learning outcomes, number of hours, as well as the form of credit for a given subject. This selection is approved by the Coordinator in consultation with the Prorector for didactic matters.
5. In exceptional cases, when the requirement of paragraph 4 is met, the student may choose subjects from higher years of study, provided that he/she has the substantive preparation to attend such subjects. The decision on this matter is made by the Coordinator and the Vice-Rector for Teaching in consultation with the appropriate Dean (or person authorized in this regard) at the host institution.
6. A student going abroad shall pursue the subjects in terms of hours and scope in accordance with the host institution's subject catalog. He or she should participate in the entire scope of a given subject to which a certain number of ECTS credits correspond, in accordance with the host institution's subject catalog.
7. Upon completion of the agreed period of study, the student receives a Transcript of Records issued by the host university, including grades with ECTS points, as well as a certificate certifying the length of the student's stay abroad (start and end dates of the stay at the host institution), under the Erasmus + program. These documents are the basis for recognition of the period of study carried out at the partner university. They should be delivered to the Erasmus+ Program Coordinator immediately after receiving them.
8. The prerequisite for recognition of the study period abroad is the signing of an Agreement by the PSW, the host institution and the student prior to departure for study. The template of the Agreement will be approved annually by the Coordinator, before the beginning of the academic year, based on the recommendations of the Erasmus+ National Agency. All changes made to this document by either party must be confirmed in writing. The International Office, together with the Vice-Rector for Teaching, is responsible for preparing the model Agreement and monitoring any changes.
9. The decision to give credit for the period of study completed at the host institution is made by the Vice-Rector for Teaching.

## Rules for crediting periods of study

### §4

1. PSW credits the period of study abroad and recognizes it as equivalent to the period of study at PSW on the basis of the Transcript of Records issued to the student by the host institution and on the basis of a document confirming the stay at the host institution, specifying the start and end time of the stay and including:
  - a) The list of items established in the Agreement,
  - b) ECTS credit list,
2. The rules for transcribing achievements obtained abroad are as follows:
  - a) Achievements are rewritten according to the PSW nomenclature,
  - b) subjects completed at the host institution are rewritten according to the number of hours and ECTS credits applicable at PSW,
  - c) if in the PSW the form of termination is "exam", and in the host institution "credit" - the student is obliged to pass the exam upon return at the PSW,
  - d) It is not possible to implement the course at the host institution and at the PSW at the same time (e.g., in the form of online education),
  - e) subjects that are not included in the student's study plan will be described in the diploma supplement, in the "Additional information" section,
  - f) The student is obliged to complete all subjects stipulated in the Agreement. Failure to complete any subject means failure to pass it and results in the procedure provided for in the Academic Regulations,
  - g) in the event of failure, the correction of the course at the host institution is carried out according to the rules of the institution (the student is entitled to as many corrections as provided for in the Academic Regulations),
  - h) in case of failure to pass the course indicated in the Agreement at the host institution due to the lack of possibility to take a make-up exam (e.g. due to termination of the trip in accordance with the deadline indicated in the Agreement or for other important reasons), the student is obliged to take the exam/subject to be passed at PSW. Each time this requires a written justification, which should be approved by the Vice-Rector for Teaching.
3. After the start of mobility, the student is required to obtain the signature of the host organization on the *Certificate of arrival* document and send a scan to the International Office e-mail address. On the other hand, at the end of mobility, he/she is obliged to deliver

the original of this document together with confirmation of the date of the end of mobility (*Certificate of departure*).

4. After returning from mobility, the student is required to apply for credit for subjects completed during mobility. For this purpose, the student is obliged to submit the appropriate documents to the Dean's Office, i.e. a list of subjects with confirmation of their passing, in order to obtain credit from the Vice-Rector for Teaching.
5. Upon return from the host institution, the student is required to fill out an online Erasmus+ Scholarship Holder questionnaire, which will be sent by the system via email to the scholar's mailbox.

### **Rules for awarding ECTS credits and grades**

#### **§5**

1. ECTS credits are awarded for positive grades - the number of credits for a given subject is predetermined and the same for all students after obtaining credit for the subject.
2. The quality of a student's work is expressed by grades (scale used in PSW: 2 - 5).
3. In order to unify the prescribed grades, the PSW adopts a grading scale in accordance with the following table.

<b>Evaluation</b>	<b>Definition of</b>	<b>PSW evaluation</b>
<b>A</b>	VERY GOOD - above average standard, with some errors.	<b>5</b>
<b>B</b>	GOOD PLUS - above average standard, with a few errors	<b>4,5</b>
<b>C</b>	GOOD - generally solid work with a number of noticeable errors.	<b>4</b>
<b>D</b>	Satisfactory - satisfactory, but with significant (material) deficiencies.	<b>3,5</b>
<b>E</b>	GOOD - the work (results) meet the minimum criteria.	<b>3</b>
<b>FX/F</b>	UNSATURABLE - does not meet the minimum criteria.	<b>2</b>

### **Final provisions**

#### **§5**

1. The Regulations shall come into force on the date of promulgation.

2. In matters not covered by these regulations, the applicable laws and internal acts of the University shall apply.
3. Amendments to the regulations may be made by the relevant bodies of the University.

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Rector