



**Rector's Order
of September 1, 2022**

**Re: Principles of recognizing the period of studies carried out at foreign
universities under the ERASMUS+ program**

I hereby inform you about the rules for recognizing the period of studies carried out
at universities abroad under the ERASMUS+ program

This Ordinance is valid from the date of signing.

Rules for recognizing the period of studies carried out at foreign universities under the ERASMUS+ program

Pursuant to the Resolution of the KBU Senate of September 22, 2008 I hereby inform you of the rules related to the course of study at foreign universities.

1. Students may pursue part of their studies at foreign universities.
2. The following grounds for periodic study at foreign universities are distinguished:
 - a) programs supported by the European Union (Erasmus+ program)
 - b) agreements concluded by the University with a foreign university and international agreements (principles set out in a separate regulation)
 - c) agreements and individual agreements concluded by the student, coordinated by the IO KBU.

In the case of a program supported by the EU (Erasmus+ program), point 2a of the rules, I specify the following:

- I. The rules of recruitment are determined by the Rector's updated order published for a given academic year.
- II. Dean's leave at the Home University is not required for the period of studies carried out at a foreign University. A student who has obtained permission to travel under the Erasmus program at the home university is granted on a separate application (application) of the student IRS and IPS, coordinated by the IO KBU.
- III. The principle of recognizing the period of study completed at foreign universities. The study program carried out abroad is defined in the "Learning Agreement" concluded between the home university and the foreign university that hosts the student. The crediting period is a semester.

A prerequisite for recognizing the period of study abroad is the submission by the student, after his return, to the University Erasmus Coordinator of the "List of Records" obtained at the foreign university (Transcript of Records / Learning Agreement "After mobility"). "Agreement on the curriculum" - prepared by the DWZ together with the student; is signed by the Dean of the relevant Faculty or Vice-Dean for the field of study of the outgoing student or an authorized person. Recognition of studies completed abroad as equivalent to studies at the home university takes place on the basis of procedures developed in the ECTS system (European Points Accumulation and Transfer System).

In the absence of the ECTS points system at the host university, the conditions for recognizing the period of study abroad are determined by the Dean of a given faculty of KBU or an authorized person, coordinated by the IO KBU.

The Erasmus coordinator, on the basis of the individual "List of Records", prepares information in Polish about the courses credited at the foreign university, which are the basis for the Dean's decision to recognize the given course at the foreign university as equivalent to the study program of KBU or optional, or not to recognize the given subject (items not recognised).

W above form prepared by the Erasmus Coordinator, it is not necessary to enter the number of lecture hours of a given subject carried out abroad, if the student has obtained ECTS points for a given subject. Indeed, according to the definition, a "point" in the case of ECTS is a unit used to measure student workload over time.

- IV. Irrespective of the courses taken at the foreign university, the student is obliged to complete all the courses included in the study plan and program at the home university.
- V. On the basis of the "List of credits", a report is prepared which is a list of subjects recognized by the Dean or an authorized person as equivalent (in a given semester of the home university) to the courses completed at the foreign university and optional subjects credited abroad.

The final grade obtained at a foreign university for a given subject is recognized by the KBU as an equivalent of the credit and examination grade and entered in the appropriate sections of the electronic card of periodic achievements. If the scale of grades at a foreign university is different from the one adopted in KBU, the conversion of the grade into the scale used in KBU is made by the Dean or a person authorized in accordance with the rules adopted in KBU.

- VI. Diploma of graduation part B - Supplement.

A student who has completed part of their studies at a foreign university and has completed additional elective subjects will have an entry in their diploma, part B - Supplement, in the point:

- VII. Information about the content of the studies and the results achieved

Optional subjects



Final grades obtained for subjects (equivalent and elective) completed at a partner foreign university and recognized by the Dean or an authorized person are included in the average grade from the studies of the AG student

A student studying abroad and a student who has completed a semester abroad may apply for a social scholarship and a scholarship for learning results at the home university on the terms set out in the "Scholarship Regulations".

On the student's rights and obligations at the home university, other than those listed above, the provisions of the Study Regulations applicable at the university shall apply accordingly.