

## **I. Preparation of the Learning Agreement**

**1. Before leaving for a partner university, the Student prepares a Learning Agreement (LA) in consultation with the appropriate Vice-Dean. Preparation of LA is connected with the choice of subjects that the Student will pursue during their studies abroad. The selected subjects should guarantee the implementation of the learning outcomes specified for the Student's study program at the UEKat.**

2. At the partner university, the Student participates in subjects worth at least 30 ECTS.

3. A first-cycle student is recommended to select subjects from the partner university's offer for undergraduate students.

4. A second-cycle student selects subjects from the partner university's offer directed solely to graduate students.

5. The Student selects subjects that they have not previously pursued in the course of their studies.

6. Students may choose subjects offered by the partner university that provide the opportunity to achieve the learning outcomes specified in the curriculum for the semester in which they study abroad and for subsequent semesters.

7. In the B section of the LA –Recognition at the Sending Institution, while indicating the subjects chosen from the offer of the partner university, the Student assigns to them particular major or specialization subjects (if the learning outcomes are compatible), and in the case of other subjects - writes "elective".

### **NOTE!**

**Therefore, the Student is obliged to contact the Examiner and submit the subject's syllabus for verification. After obtaining the written consent of the Examiner, the Student presents a relevant document (confirmation) to the Vice-Dean.**

**If the Examiner determines that the learning outcomes are compatible, they then determine - based on the outcomes completed at the partner university - if:**

**a) all the learning outcomes required for a subject taken at the UEKat can be recognized and the subject can be marked as credit upon the Student's return,**

**b) only a part of the learning outcomes can be recognized, indicating at the same time which learning outcomes the Student has to complete after returning from a foreign university and how to achieve that. The same arrangements should be made at the Foreign Language Center if the Student chooses foreign language classes at the partner university that are compatible with the curriculum at the UEKat.**

*In the event of a suspension of classes, the Student contacts the Examiner by e-mail and the Examiner expresses their opinion about the possibility of recognition of the learning outcomes by return e-mail.*

**Recognition of elective subjects is based on the decision of the ViceDean.**

## **II. Changes to the learning agreement**

If necessary, the Student, within a non-extendible period of 4 weeks from the beginning of the semester at the partner university, changes the LA by sending a document with the completed A2 and B2 section to the appropriate Vice-Dean. As a rule, the change of subjects cannot change the number of ECTS points declared in the LA prepared before the departure.

## **III. Recognition of grades and ECTS points**

1. All subjects completed by the Student at the partner university are recognized by the UEKat as long as they have been assigned ECTS points and grades.
2. Based on the Transcript of Records, learning outcomes and points obtained at the partner university (in the number obtained abroad) are recognized - paragraph 22, point 5 of the Regulations.
3. If the learning outcomes are compatible, on the basis of the Examiner's opinion presented earlier, in the first instance, the subjects completed at the partner university are counted towards compulsory subjects - major and specialization subjects.
4. A student of the fourth semester of first-cycle studies is required to take a foreign language exam if they have not obtained the consent of the Examiner for the recognition of learning outcomes achieved at the partner university before their departure. Possible learning outcomes and grades obtained at the partner university from the foreign language classes/courses that the student chose at the UEKat are recognized as credit.

5. If the learning outcomes of the subjects completed at the partner University are not compatible with the learning outcomes established for the major and specialization subjects (from the semester in which the student studied abroad and subsequent semesters) and they are assigned a grade and ECTS points, then:  
– completed subjects are recognized as elective subjects (all subjects that do not correspond to compulsory subjects).

The Student may complete studies with a surplus of ECTS (if the student had chosen an elective before departure, after returning they may apply for exemption from participation in previously declared elective subjects, if they do not want to participate in them) – upon return, the Student is required to complete all missing major and specialization subjects included in the curriculum, – the Student agrees with the Lecturer on the rules of taking the exam. If the subject also includes classes/laboratories, the Student is also required to obtain a credit.

6. Subjects credited with no grade and/or ECTS points are entered in the diploma supplement.

#### **IV. Deadlines for completing compulsory subjects after returning from the partner university**

1. Subjects from the winter semester 2022/23 should be completed by the end of the summer re-sit session (September 2023).

2. Summer semester subjects should be completed by the end of the winter re-sit session (March 2024), and in the case of final semester students by the end of the summer re-sit session (September 2023).