

Eligibility criteria – long-term stays (one or two semesters)¹

I. Preparing the Online Learning Agreement – OLA/Learning Agreement – LA

1. Before departing for the partner university, a student prepares the Online Learning Agreement/Learning Agreement (OLA/LA) in consultation with the appropriate Vice-Dean (depending on the study program). Preparing the OLA/LA involves selecting the courses the student wants to take during their studies abroad. The selected courses should ensure the achievement of the learning outcomes specified for the study program that the student is pursuing at UEKat.
2. At the partner university, a student completes courses worth at least 30 ECTS credits.
3. Undergraduate students are encouraged to select courses from the partner university's curriculum designed for undergraduate studies.
4. Graduate students select courses from the partner university's curriculum that are offered exclusively to students of graduate studies.
5. A student selects courses that they have not yet taken during their studies (regardless of the language in which the courses are taught).
6. A student may choose courses offered by the partner university that enable the achievement of the learning outcomes specified in the program curriculum for the semester in which they are studying abroad, as well as for subsequent semesters.
7. In part B of the OLA/LA form, "Recognition at the sending institution," a student lists courses selected from the partner university's curriculum and assigns them to specific major or specialization courses (if the learning outcomes align); for the remaining courses, the student writes "elective."

IMPORTANT!

If a student applies for the recognition of learning outcomes achieved at a foreign university as part of their major and/or specialization courses, they must obtain a written opinion (via email) from a teacher listed in a syllabus (available in the USOS system) before finalizing the OLA/LA with the Vice-Dean.

The teacher's evaluation should be based on the syllabus provided by the student and should include a comparison of the learning outcomes achieved in the course with those specified by the home university.

If the syllabus does not specify learning outcomes, the teacher compares the learning objectives and course content.

For this reason, the student is required to contact the teacher and submit the course syllabus for review. After receiving the teacher's feedback via email, the student must submit confirmation to the appropriate Vice-Dean (also via email).

¹ These principles apply unless otherwise specified in international agreements or arrangements concluded by the University.

If the teacher determines that the learning outcomes are compatible, they shall determine that, based on the learning outcomes achieved at the partner university, all learning outcomes required for the course taken at UEKat can be recognized, and the course can be credited after the student's return.

The same arrangements must be made at the Foreign Language Center if the student enrolls in foreign language classes at the partner university that are consistent with the UEKat program curriculum.

Recognition of elective courses is granted based on a decision of the relevant Vice-Dean. The Vice-Dean assesses the compatibility of courses by analyzing the compliance of learning outcomes, as well as learning objectives and course content.

II. Changes in the OLA/LA

1. If necessary, a student can make changes to the OLA/LA within four weeks of the beginning of the semester at the partner institution by submitting the document with sections A2 and B2 completed ("Changes to OLA/LA") to the appropriate Vice-Dean. As a general rule, changing courses may not affect the number of ECTS credits declared in the OLA/LA prepared prior to departure.
2. Failure to make the required changes to the Learning Agreement by the required deadline may result in the home university not recognizing courses listed on the Transcript of Records that were not previously approved in the changes section.

III. Recognition of grades and ECTS credits

1. All courses that a student has received credit for at the partner university are recognized at UEKat, provided they have been assigned ECTS credits and grades.
2. Based on the Transcript of Records, learning outcomes and credits earned at the partner university (in the number earned abroad) are recognized – § 23 (5) of the Rules and Regulations of Studies at the University of Economics in Katowice.
3. If the learning outcomes are consistent, based on the teacher's previously submitted opinion, courses completed at the partner university shall be credited first toward the required major and specialization courses.
4. A student in the 3rd or 4th semester of undergraduate studies is required to take a foreign language exam unless they have obtained prior approval from their teacher to recognize the learning outcomes achieved at the partner university. Any learning outcomes and grades earned at the partner university in foreign language classes that the student selected at UEKat are recognized as credit.

If the learning outcomes for courses taken at the partner university do not correspond to the learning outcomes established for major and specialization courses (from the semester in which a student studied abroad and subsequent semesters), and grades and ECTS credits have been assigned to them, then:

- courses completed are considered elective courses (all courses that are not required courses). The student may complete their studies with excess ECTS credits (if the student made a selection before departure, upon return they must submit a request for exemption from previously declared elective courses if they do not wish to take them),
- upon return, the student is required to complete all remaining major and specialization courses included in the program curriculum,
- the student agrees with the teacher on the rules for taking the exam/credit for the course. If the course also includes seminars/laboratories, the student is required to obtain credit for those as well.

6. Courses that do not receive a grade and/or ECTS credits are listed on the diploma supplement.

IV. Deadlines for completing the required courses after returning from the partner university

Students who complete part of their studies or an internship abroad are subject to a two-semester evaluation period, beginning with the semester in which they start their studies or internship abroad. If a student fails to pass a course within the two-semester evaluation period, they may submit a request to retake the course.

1. Students departing for the winter semester of 2026/2027:

- Courses from the summer semester (if a student departs before the end of the 2025/2026 summer retake examination period) must be completed by the end of the winter retake examination period (March 2027).
- Courses from the winter semester of 2026/2027 must be credited by the end of the summer retake examination period (September 2027).

2. Students departing for the summer semester of 2026/2027:

- Courses from the winter semester of 2026/2027 (if a student departs before or during the winter examination period) must be credited by the end of the summer retake examination period (September 2027).
- Courses from the summer semester must be completed by the end of the winter retake examination period (March 2028); for students in their final semester, by the end of the summer retake examination period (September 2027).