

Regulations

to the Transekonomik students mobility programme

CHAPTER I GENERAL PROVISIONS

Article 1

1. These Regulations define the rules of the operation of the student mobility programme entitled 'Transekonomik' hereinafter referred to as the Programme.
2. In issues not covered in these Regulations, the rules set out in the Agreement regarding the Transekonomik programme, concluded on 21 June 2012 by the rectors of economic universities, internal provisions of individual universities and resolutions of the student self-government authorities of individual universities, apply.
3. Terms used in these Regulations mean:
 - a) Programme – Transekonomik students mobility programme,
 - b) Programme Participant – a student qualified to participate in the Programme,
 - c) Home University – the university where the student is a participant of the Programme,
 - d) Host University – the university where the Programme Participant is studying as part of the exchange programme,
 - e) ECTS credits – credits defined in the European system of accumulation and transfer of credits as a measure of the average workload of a student, necessary to achieve the assumed learning outcomes.

Article 2

As part of the Programme, it is possible to go to one of the following universities for one semester of study:

- a) SGH Warsaw School of Economics,
- b) University of Economics in Katowice,
- c) Cracow University of Economics,
- d) Poznań University of Economics and Business,
- e) Wrocław University of Economics.

CHAPTER II SPECIFIC PROVISIONS

Article 3

Conditions for participation

1. The Programme may be attended by undergraduate and graduate students of all faculties of full-time studies conducted by the Parties to the Agreement, no earlier than after the completion of the second semester of the undergraduate studies or the first semester of the graduate studies. The prerequisite for admitting a student to the Programme is crediting at the home university the semester preceding the semester held at the partner university.
2. People who are on leave (exeat or other) cannot participate in the Programme. Moreover, participation in the Programme excludes the possibility of applying for the leave (exeat or other) in connection with the trip (on major where the student participates in the Programme). Staying at a partner university cannot extend the period of study.
3. A student may take part in the Programme only once during a given degree (in a given major).
4. There is a possibility to extend the Programme Participant's stay for another semester. The extension takes place upon the consent of the authorised representative of the home university and the host university.

Article 4

Recruitment process

1. Recruitment of the Programme Participants takes place twice a year, being completed no later than in December (for the summer semester) and in May (for the winter semester). Information on specific recruitment dates is published at least one month before the start of the recruitment process.
2. In a given semester, up to five students, who have obtained the highest number of points in the recruitment process, may participate in the Programme at each host university.
3. The recruitment process of the Participants takes place in accordance with the criteria set out in the sections 4(1)–(2) and on the terms and conditions set by individual universities, consistent with these Regulations.
4. In the recruitment process, the sum of the points obtained is taken into account as follows:
 - a) average of grades obtained in the previous period of studies (weight 0.7),
 - b) student activity (weight 0.3), while the highest possible grade at the university is at the same time, the maximum number of points possible to be awarded for student activity.
5. Points for student activity are assigned by the appropriate authority of the Student Self-Government of a given university (definition of student activity and scoring for that is set out by the relevant resolution of student self-government).
6. In order to join the recruitment process, the student is required to submit documents specified by the home university on the recruitment date.

7. The decision on qualifying the Programme Participant to leave is taken by the home university.
8. A student may submit a resignation in the Programme. The resignation should be submitted in writing or by sending an e-mail to the address of the person or institution responsible for recruitment process at the student's home university, however no later than before the beginning of the semester at the host university.
9. If there is no written resignation from participation in the Programme in the documents of both the home and host universities, the Participant will be listed as the Programme Participant. The above may result in the inability to pass the semester or academic year at the home university, because the 'Agreement on the curriculum', signed by the Programme Participant as binding, will not be implemented.
10. If a student resigns from the Programme (following positive recruitment and confirmation of participation), they lose the opportunity to participate in the exchange programme at a given degree.

Article 5

Programme implementation

1. While participating in the Programme, the student pursues curriculum on the basis of an individual programme, consisting of subjects available in the programme offer of the host university on the same or relating major.
2. The student is required to obtain 30 ECTS credits in a given semester, of which a minimum of 20 credits must be completed at the host university.
3. The curriculum of each Programme Participant must be accepted by authorised representatives of the home university and host university before the leave by signing the 'Agreement on the curriculum', the template of which constitutes Appendix No 1 hereto.
4. There is a possibility to introduce changes in the 'Agreement on the curriculum' within two weeks after the beginning of the semester at the partner university (via the 'Change Form', included in Appendix No 1 hereto).
5. The basis for passing the courses in the curriculum is 'List of credits' issued by the host university and signed by its authorised representative on the basis of credit and exams which the Programme Participant took. The 'List of credits' template constitutes Appendix No 2 hereto.
6. The implementation of an individual study programme does not release a student from the need to implement the education standards applicable at a given major at the home university during or after the exchange programme during the remaining semesters of study. Possible curriculum differences are completed by the Participant after finishing the semester at the home university.

Article 6

1. The host university provides the possibility of accommodating a Programme Participant in a student dormitory. The Participant who wants to take advantage of such a possibility is required to notify that in the application constituting an attachment to the mandatory documentation in the recruitment process.

2. After obtaining the decision on qualifying for the Programme, a student must pay a deposit at the given date in a standard amount, set out by the student dormitory (university).
3. When the deposit is not paid within the time set out in the relevant regulations of the student dormitory, the reservation is cancelled.
4. The costs of accommodation and other costs of living during the stay at the host university are covered by the Participant on their own.

Article 7

1. During the exchange programme student uses the current student ID issued by the home university.
2. The collection of certain fees, e.g. for using libraries, laboratories, etc., is allowed under the same conditions that apply to the host university students.
3. Students participating in the exchange programme do not lose their right to receive scholarships granted to them or apply for them at their home university.
4. Students participating in the exchange programme do not lose the right to participate in other student mobility programmes at their home university.
5. Students participating in the exchange programmes are required to follow the rules, regulations and procedures of the host university; and in terms of studies at the host university – they are subject to decisions of the host university authorities.

Article 8

1. Within one month after completing the semester of study at the host university, the Programme Participant is required to complete a survey summarising their participation in the Programme. The results will be used only for the implementation of the Programme.
2. The student qualified to participate in the Programme consents to the processing of personal data included in the recruitment documents and the summary survey (data will be used only for purposes relating to the implementation of the Programme).
3. Joining the Programme is tantamount to acceptance these regulations by the Participant.