**Student Recognition**

Our students study German and English language in our university. We make sure the students are ready to go and study abroad and have sufficient language skills to study and work abroad.

It is crucial to prepare good Learning Agreement before mobility (based on study compatibility of results), so that later recognition of Transcript of Records causes no problems The Learning Agreements are filled out well before mobility, and signed by three parties.

Each achievement of the Transcript of Records in accordance with the Learning Agreement or Training Agreement, the documenting completion practices are recognized and recorded together with the score credits and evaluation in the Diploma Supplement.

In order to recognize achievements, the academic dean of the faculty on the basis of the Transcript of Records and Practical Training Confirmation provides full recognition of credits. Details (where, what courses, original names, original grades from abroad, time period) are always input Diploma Supplement.

The dean completes and fills out the index and examination card of the student based on TR. In case the student disagree, he/she can write to reconsider to Rector.

Transcripts of records includes appropriate information on learning outcomes, ECTS credits, local grades and equivalent ECTS grades (if not explained elsewhere, i.e. Inter Institutional Agreement).

**In case of problems with courses/exams, the student should contact first the dean, and if it is not enough - the rector.**

If the student does not pass the course abroad or curriculum differences which are held in his/her university in Poland, he/she must contact the dean and the Erasmus coordinator to find a way to contact the lecturers and arrange retake of exams set in the second term.

The student will be given additional time by the dean of faculty to pass the original subject that he/she failed to pass abroad.

**The student has the right to perform 2 terms for necessary exam/s in accordance with the statute.** The first attempt of the term may take place abroad during the Erasmus mobility, and the second attempt may take place either during Erasmus mobility abroad or in Poland.

If a subject/s that was/were set in the Learning Agreement happen to be not available abroad during Erasmus mobility, students need to contact the dean and the Erasmus+ coordinator as soon as possible to perform During Mobility part in LA**. Students have 30 days to do it since their arrival to the country they have their Erasmus+ mobility. If they do not do it, they are risking not passing the semester.**

**The aim of the university and student is to acquire 30 ECTS points at the end of Erasmus+ mobility and get promotion for the next semester.**

Students must comply with the deadlines for submitting documents to the dean's office and possibly applications for extension of the exams session. If students don’t meet the conditions and they fail, they can still write an appeal to their dean, and then to their rector.

We make every effort to ensure that international students receive the completed Transcript of Records before departure or no later than one month after graduation.

Mobility of teaching staff shall be recorded in the personal file, and recognized by the university as an important step of personal and scientific development.

Administrative staff improve their skills in training at partner universities. Their additional skills and experience are a better job and utilizing the experience of foreign partners to improve the way our institution operates.