

The procedure of sending students and doctoral candidates abroad to continue studying there - The Rules and Regulations for Student and Doctoral Candidate Mobility

§ 1

The Rules and Regulations for Student and Doctoral Candidate Mobility stipulate the principles of sending abroad:

- a) students of full-time and part-time first cycle programmes, hereinafter referred to as undergraduate programmes (SL);
- b) students of full-time and part-time second cycle programmes, hereinafter referred to as graduate programmes (SM);
- c) doctoral candidates in full-time and part-time third cycle programmes, hereinafter referred to as doctoral programmes (SD).

§ 2

Student Mobility is available to undergraduate students who have completed their first year of an undergraduate programme, graduate students who have completed their first semester of a graduate programme and doctoral candidates who have completed their first year of a doctoral programme.

§ 3

1. A student or a doctoral candidate applying for a stay abroad to continue studying there may do so under an SGH referral.
2. The approval for mobility shall be granted by the Dean of the Undergraduate or Graduate Programme or Head of the Doctoral Programme pursuant to a *Mobility Application-Referral to Continue Studying Abroad*,
  - a) hereinafter referred to as the Mobility Application, filed by the student or doctoral candidate.
  - b) *Learning Agreement*, hereinafter referred to as LA.
3. A student studying abroad under the referral may not cover any courses at SGH, except for the diploma seminar (undergraduate or graduate), subject to obtaining a prior approval from the thesis supervisor or Dean of a respective programme.

4. A doctoral candidate studying abroad under the referral shall not cover any courses at SGH, except for the doctoral seminar, subject to obtaining a prior approval from the dissertation tutor or supervisor and head of the doctoral programme.
5. Updated templates of the documents stipulated in section 2 are available on SGH websites.

#### § 4

1. A mobility referral may be granted to a student or doctoral candidate who has been qualified for the exchange programme or educational programme following recruitment by the International Centre (CPM) or travelling to a foreign university as a free-mover.
2. International Centre shall report the students or doctoral candidates qualified for foreign student mobility under exchange programmes to the foreign university.
3. The reported student or doctoral candidate shall contact the programme coordinator of the foreign university and shall learn about the registration procedure applied at this university; shall complete and send by himself the documents required by the foreign university.
4. All mobility trips to continue studying abroad are subject to International Centre registration by filing the documents stipulated in § 3.2.
5. After the documents have been formally approved by the International Centre, the student or doctoral candidate shall file these documents for approval to the Dean of the respective programme or Head of the doctoral programme.
6. The student or doctoral candidate who has obtained approval of the Dean of a respective programme or Head of a doctoral programme shall file with the International Centre the Mobility Application and a copy of the Learning Agreement which shall be a basis for registration and starting the mobility procedure.
7. Students and doctoral candidates qualified for mobility who have not received approval from the Dean of a respective programme or Head of the doctoral programme, after being advised to the International Centre by the respective Dean's office or secretary's office of a doctoral programme, shall be removed from the travelling student list and the International Centre will inform the foreign university of cancelling their mobility decisions.

#### § 5

1. Courses covered at the foreign university should be related to the field of study at SGH.

2. The curriculum of the study abroad shall be determined by the Learning Agreement (LA) which includes a list of courses declared by the student to be covered at the foreign university and the corresponding number of ECTS credit points awarded in them.
3. While completing the LA, the student shall communicate with the foreign university over the courses which may be made available to him there.
4. The way of completing and circulating the LA is published on corresponding SGH websites.
5. A minimum ECTS requirement during the study period abroad shall be 30 ECTS per one semester.
6. The requirement below this, but not lower than 24 ECTS per one semester shall be possible only if the student accrued a specific ECTS surplus in the semester preceding the semester of mobility. The surplus must be equal to or higher than the difference between the mandatory requirement of 30 ECTS and the declared number of ECTS credit points.
7. For students travelling to foreign universities for one trimester, the student shall be obliged to declare not fewer than 20 ECTS credit points providing they possess the ECTS surplus equal to the difference between 30 ECTS and the declared number of points.
8. A minimum number of credit points related to the major or profile of study at SGH may not be lower than 18 ECTS.
9. Credit points of universities which do not use the ECTS system shall be converted into ECTS credit points based on the conversion table prepared by the International Centre pursuant to the information on the credit systems applied by these universities, approved by the Dean of the respective programme.
10. The student may make changes to the courses declared in the LA after arrival to the foreign university. The proposed changes require approval from the host university and the Dean of the respective SGH programme.
11. Every student, irrespective of his intention to make changes to the LA or not, shall be obliged to send the LA change form within one month of starting the study period abroad, having marked or completed the relevant boxes.
12. Should there arise a need to review (or review again) the LA in connection with changes in the organisation of classes, the student shall be obliged to send the change form indicating the option chosen. If the change takes place in the first

month of starting the study period, the student shall be obliged to send the LA change form immediately after the change takes effect, along with a note from the host university that the change was beyond the student's control.

13. The student who does not comply with the obligation of obtaining approval for changes to the LA shall only get credit for the courses which have been previously accepted by SGH.

#### § 6

1. Should the student fail the semester preceding the semester of the foreign mobility and be requested to repeat this semester, the Dean of the respective programme will not grant consent for the planned mobility.
2. In extraordinary circumstances, Dean of the respective programme may grant consent for the mobility despite the conditional credit for the semester preceding the semester of the foreign mobility. Such a decision shall be taken following a student's grounded and documented request in writing.

#### § 7

1. The student may apply to the Dean of the respective programme to extend the study period abroad within two months of starting the study period at a foreign university as long as such an extension is requested for the same academic year.
2. To apply for such a consent, the following must be obtained and performed:
  - 1) the consent of the host university ensuring that no places will be lost by SGH in the following years,
  - 2) credit for the previous semester at the foreign university,
  - 3) a positive opinion from the International Centre stipulating the conditions necessary for the extension, accounting for the provisions of the rules and regulations of qualification and the corresponding agreements with partner universities and scholarship agreements,
  - 4) submission of the required mobility documents.
3. The extension decision shall be issued by the Dean of the respective programme.
4. The Dean of the respective programme or the International Centre may request the student to submit additional documents not listed in these Rules and Regulations.

#### § 8

The student participating in student mobility abroad shall be obliged to take out a personal accident cover and a suitable health insurance for the study period at the foreign university.

#### § 9

Should the student give up the mobility or change the study period, he shall be obliged to immediately advise the respective Dean's office, the International Centre and the host university of his decision in writing.

#### § 10

1. The following are the necessary conditions for settling the student mobility and should be submitted to the International Centre:
  - 1) a list of grades and credits, the so called *Transcript of Records* (TR) issued by the host university;
  - 2) an agreement on the curriculum along with changes to the LA stipulated in § 5.2 approved by the foreign university, and
  - 3) other documents the updated list of which is published on the International Centre website.
2. The above mentioned documents must be submitted by the student within one month of the end of the semester at the foreign university.
3. If a student covers two semesters under a mobility, he should submit the TR after the end of each semester, unless the foreign university uses yearly evaluation or yearly evaluation is part of a given programme<sup>1</sup>. In such an event the student shall submit a certificate made by the foreign university to confirm he has passed the first semester and has been admitted to semester two.
4. The student may apply (by completing a relevant table in the LA form) for a replacement to the course covered abroad. Then, the student shall provide the course syllabus and obtain course coordinator's or major supervisor's opinion on whether it is compliant with the course covered at SGH. Applying for the acknowledgement of replacements may take place only upon TR submission. Replacements which have not been indicated in the TR may not be acknowledged.
5. The final grade obtained in a given course at the foreign university shall be deemed a final grade at SGH after it has been converted into the SGH grade scale. If a

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<sup>1</sup> shall apply to, among others, the Master Double Diploma Programme (MPPD), pursuant to § 8.7 of Rector's order No. 17 of 16 April 2013 on the procedures of implementing MPPD at the Warsaw School of Economics.

course is passed with a signature at the foreign university, the student shall also get a signature in this course at SGH. The transfer of grades shall be accompanied by the transfer of all ECTS credit points received abroad.

6. Should a course or courses be failed in a given semester abroad, the student shall be obliged to cover additional courses at SGH with the ECTS number equal to the credit points allocated for the failed courses abroad. Covering these additional courses at SGH shall be performed based on the rules for repeated courses pursuant to the respective programme Dean's decision on granting conditional semester credit or referring the student to repeat the semester.
7. It is a student's obligation to cover relevant courses and score the required ECTS points during the study period abroad.

#### § 11

The student who finds himself in a position stipulated in § 10.6 and has obtained a scholarship for a stay abroad coordinated by SGH shall be obliged to return the scholarship amount to the SGH bank account pursuant to the programme rules.

#### § 12

1. The study curriculum covered by a doctoral candidate at a foreign university should be related to the study curriculum and scope of research conducted (the topic of the doctoral dissertation).
2. The study curriculum abroad shall be determined by the Learning Agreement (LA) which includes a list of courses or projects which the doctoral candidate declares to cover at the foreign university and the corresponding number of ECTS credit points.
3. While completing the LA the doctoral candidate shall communicate with the foreign university, the head of the doctoral programme and his thesis tutor or supervisor over the courses and projects that will be made available to him during the planned study period.
4. A minimum number of ECTS credit points to be scored at the foreign university by a doctoral candidate shall be established by the head of the doctoral programme.
5. The doctoral candidate may make changes to the courses declared in the LA after arriving to the foreign university. The changes proposed by the doctoral candidate must be approved by the host university and the respective head of the doctoral programme.
6. When changes to the LA are submitted, a doctoral programme's head decision

shall be served onto the doctoral candidate within 7 working days with a copy for the International Centre.

7. A doctoral candidate who fails to comply with this obligation shall receive credits only for the courses or projects previously approved by SGH.
8. A possible consent to extend the study period abroad shall be granted by the head of the doctoral programme.
9. A necessary condition for settling the student mobility shall be submitting with the International Centre of the following:
  - 1) a list of grades, the so called *Transcript of Records* (TR) issued by the host university;
  - 2) a curriculum agreement along with changes to the LA, as stipulated in
  - 3) § 12.2, approved by the foreign university, and
  - 4) other documents the updated list of which is published on the International Centre website.
10. Documents stipulated in section 9 must be submitted by the doctoral candidate within one month of the end of the semester at the foreign university.
11. The settlement in terms of the subject matter of the mobility shall be performed by the head of the doctoral programme.

#### § 13

The doctoral candidate participating in student mobility abroad shall be obliged to take out a personal accident cover and a suitable health insurance for the study period at the foreign university.

#### § 14

A doctoral candidate who has obtained a consent to extend his study period for reasons other than prolonged research related to the doctoral dissertation may not in his extension period be sent abroad on a mobility programme by SGH.

#### § 15

1. In instances unaccounted for by these Rules and Regulations, the decision on the way of settling the stay abroad and obtaining semester credit shall be made by the Dean of the respective programme or head of a doctoral programme.
2. Decisions issued by SGH which require approval by the host university shall become valid only upon such a consent being granted.
3. In exceptionally justified events, with the view to a particularly vital interest of a student or doctoral candidate, the Dean of a respective programme or head of the

doctoral programme may issue a decision overriding provisions of these Rules and Regulations.

4. The decision stipulated in § 3.2 of the Rules and Regulations:
  - 1) may be appealed by the student to the Dean for a matter review;
  - 2) may be appealed by the doctoral candidate to the Rector.