

## ERASMUS STUDENT REGULATIONS

### THE PROCEDURE WHEN LEAVING

- 1) The Faculty's Erasmus Coordinator in cooperation with Vice Dean for Education or Vice Dean for Studies prepare and approve the Recognition Sheet

The Recognition Sheet is available from:

[http://wilis.pg.gda.pl/index.php?option=com\\_content&task=view&id=177&Itemid=221](http://wilis.pg.gda.pl/index.php?option=com_content&task=view&id=177&Itemid=221)

The document shall be completed in Polish for the home University and in English for the receiving University. Official English names of subjects shall be as used by the receiving University. In special cases the Faculty Erasmus Coordinator may ask to see the syllabuses.

- 2) Recruitment for students who apply for an Erasmus scholarship

Recruitment shall be conducted on-line via Moja PG portal. The procedure follows the guidelines of the Faculty's Erasmus Office [http://wilis.pg.gda.pl/index.php?option=com\\_content&task=view&id=177&Itemid=221](http://wilis.pg.gda.pl/index.php?option=com_content&task=view&id=177&Itemid=221) Recruitment documents (Recruitment Form generated from Moja PG and signed by the student and the Recognition Sheet) are assessed by the Recruitment Committee. The process looks at the average grades from courses completed so far (students are required to have completed all previous semesters), engagement with student organisations and subject consistency on the Recognition Sheet.

- 3) Preparing the documents when a student has been nominated

When they have qualified for the programme students shall prepare the documents required to go (usually Application Form, Learning Agreement, Transcript of Records and anything else the receiving University may request). Please note: download the forms from the receiving University's websites

- 4) Collecting the required signatures on the documents

- 5) Submitting the signed documents to the Dean's Office (Application Form, Learning Agreement, Transcript of Records) and original copies of: Recognition Sheet and Erasmus Student Regulations. Copies of all documents shall be submitted to the GUT's Department of International Academic Cooperation.

- 6) Sending the documents to the receiving University (use the departing person's home address as the return address).

- 7) When the signed documents are returned, i.e. the receiving University has accepted the student - contact Ms. Inna Suchkova ([innsuchk@pg.edu.pl](mailto:innsuchk@pg.edu.pl)) from the GUT's Department of International Academic Cooperation, Building B, room 101.

- 8) Submitting a set of the final documents to the Dean's Office.

- 9) When the Erasmus student's stay at the receiving University is over, the student shall without delay submit to the Dean's Office their Transcript of Records to confirm returning.

### THE PROCEDURE TO CANCEL ERASMUS PARTICIPATION

1. Within a month of arriving at the receiving University the ERASMUS student may cancel their scholarship without any formal consequences and resume their studies without delay at the home University.
2. To cancel, a cancellation form shall be sent by mail or e-mail quoting the reasons for the decision. The form shall be sent to the Faculty ERASMUS Coordinator and/or Vice Dean for Education or Vice Dean for Studies.

#### THE PROCEDURE TO CHANGE THE STUDY PROGRAMME

1. Within a month of arriving at the receiving University the ERASMUS student may make changes to the study Programme without any formal consequences.
2. To make changes to the study Programme, all changes shall be reported by mail or e-mail to the Faculty ERASMUS Coordinator.
3. Once the request has been accepted, the Student shall prepare and send to their home University the document: CHANGES TO ORIGINAL PROPOSED STUDY PROGRAM/LEARNING AGREEMENT.
4. The document shall be signed by the receiving University and sent by mail or e-mail to the Dean's Office (marwojci@pg.edu.pl,joanna@pg.edu.pl).

#### THE PROCEDURE TO EXTEND THE STAY AT THE RECEIVING UNIVERSITY

1. If an ERASMUS student wishes to extend their stay at the receiving University (extensions of stay are only allowed by ERASMUS if they are part of the same academic year), they shall report this to the Faculty ERASMUS Coordinator two months before the end of semester at the mother University.
2. The student shall use this time to include the additional semester in the Recognition Sheet by reporting it to the Faculty ERASMUS Coordinator.
3. Once the request has been accepted, the Student shall prepare and send to their home University the document: CHANGES TO ORIGINAL PROPOSED STUDY PROGRAM/LEARNING AGREEMENT.

The document shall be signed by the receiving University and sent by mail or e-mail to the Dean's Office (marwojci@pg.edu.pl,joanna@pg.edu.pl).

#### GENERAL REMARKS:

No changes to the study Programme shall be made before obtaining the agreement of the Faculty ERASMUS Coordinator.

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Date and student's signature