

## UPON RETURN FROM ERASMUS STUDY PERIOD **(PDF)**

### **Crediting the semesters at FET PUT**

In order to credit the Erasmus study period at FET PUT, you should have:

- **Transcript of Records** from the host university

Usually the original ToR comes by post delayed, but the grades can be also written in the indeks and examination card **based on a printed electronic version of ToR.**

- **A list of credited courses for FET Dean's office for education** – a list of credited courses, with their titles in **English** and Polish, the teachers' names, grades in the PUT local scale, number of lectures-exercises per week and ECTS credits, signed by the Erasmus coordinator.

**NOTE: If the ToR contains the titles of courses in national languages, they can appear in the list but Polish and ENGLISH titles must be given there!**

#### **[Model list of credited courses]**

Please be careful about the dates of the examination periods and crediting the semesters. If the ToR is available only after the official exam period and semester crediting period at FET PUT, the student should apply to the vice-dean for education for prolonging the date of semester crediting!!!

### **Formalities with the Institutional ERASMUS Coordinator**

On return from Erasmus, the student presents at the International Relations Office:

- **Statement of study period dates:**

- the statement should be issued on the official paper of the host university
- **IMPORTANT!** The statement must be issued with current date, i.e. at the end of the study period, and not a few months earlier
- Exact dates should be given (from ..... till .....)
- The statement should inform that you are a student of PUT participating in the Erasmus programme

- **Copy of ToR**

- **ERASMUS student QUESTIONNAIRE**

- can be found and filled out on-line at the web page of Polish National Erasmus Agency [www.erasmus.org.pl](http://www.erasmus.org.pl)