

Pursuant to Article 31 of the Rules of the University of Primorska on Erasmus mobility, the UP Senate of the Faculty of Mathematics, Natural Sciences and Information Technologies, at its 17th regular session on 21 May 2012, adopted the following

## **Instructions for the Recognition Procedure of Obligations Performed Abroad in the Erasmus Program at UP FAMNIT**

The Instructions for the Recognition Procedure of Obligations Performed Abroad in the Erasmus Program at UP FAMNIT (hereinafter: the instructions) regulate the procedures for the implementation of study mobility of UP FAMNIT students within the Erasmus program.

These instructions also apply to the implementation of study mobility of UP FAMNIT students within other international mobility programs, taking into account the individual rules and conditions of each program.

### **I. BEFORE DEPARTURE ABROAD:**

#### **a) Learning Agreement**

The Learning Agreement is a document that defines an individual Erasmus student's syllabus at the host institution and provides the student with recognition of the study abroad obligations at the home faculty. The learning agreement must be prepared and, if necessary, amended in agreement between the student and both institutions.

#### **b) The process of preparing a Learning Agreement**

The process of preparing a Learning Agreement begins with the student preparing a proposal of study obligations to be performed at the host institution abroad, by filling in the *Application Form for the Conclusion of and Amendments to the Learning Agreement for the Erasmus Study Exchange* annexed to these instructions. The proposal is prepared by the student in cooperation with the coordinator of the study program.

After coordinating the form mentioned in the previous paragraph with the coordinator of the study program and the Student Services, the student prepares a Learning Agreement in collaboration with the Erasmus coordinator at UP FAMNIT.

#### ***Preparation of a proposal of study obligations that the student wants to perform abroad:***

By filling out the *Application Form for the Conclusion of and Amendments to the Learning Agreement for the Erasmus Study Exchange*, the student:

- prepares a selection of courses of the host institution, which are considered to be comparable with the courses of the enrolled study program at UP FAMNIT. The selection is justified by submitting the syllabus of the study program at the host institution as well as the curricula of the selected courses.
- prepares a proposal for the recognition of exams at the home faculty, taking into account the type of course of the enrolled study program (compulsory or elective course).

***What must be considered when selecting courses:***

When selecting courses and checking for their comparability, it is necessary to take into account:

- the study cycle (evident from the title and description of the study program of the host institution),
- the content of the courses (evident from the curriculum and syllabi of individual courses of the study program of the host institution) and
- the student workload (ECTS credits).

A course completed at the host institution may be recognized in part, namely as two or more courses of the enrolled study program at UP FAMNIT, or two or more courses abroad may be recognized as one course at UP FAMNIT. A combination of both is also possible.

When choosing their study obligations at the host institution, the student must consider the implementation of (compulsory and elective) courses of the enrolled study program at UP FAMNIT within the timeframe of the current study year (eg. implementation of courses by semesters if the exchange lasts only one semester).

***What the student must take into account when selecting a compulsory course during the exchange:***

If the student wishes to select a course at the host institution that is equivalent to a compulsory course of the UP FAMNIT enrolled study program and thereby wishes to replace it, they must ask the course leader to check the compatibility of the two courses when preparing the Learning Agreement

If the nature of the course permits it, the holder of the compulsory course may authorize the coordinator of the study program to check the compatibility of the courses.

If the student does not obtain the consent of the holder of the compulsory course in the process of preparing the Learning Agreement, they can enroll in the course at the host institution only by selecting a compatible elective course of the UP FAMNIT study program, or a course outside the study program.

***Selection of courses that are considered as additional courses outside the program:***

Students may also take courses abroad at the host institution for which they don't require recognition within the enrolled study program at UP FAMNIT. In this case, they need to mark their choice in the form *Application Form for the Conclusion of and Amendments to the Learning Agreement for the Erasmus Study Exchange* accordingly in the section Type of Obligation. Additional courses outside the study program are marked in the students' index, and are further listed in the annex to the diploma, in the section Other Exams and Achievements.

***Form submission:***

The filled form *Application Form for the Conclusion of and Amendments to the Learning Agreement for the Erasmus Study Exchange* must be signed by the Study Program Coordinator and handed to the Student Services.

After the Student Services reviews and approves the application, it is forwarded to the student and the Erasmus Coordinator at UP FAMNIT.

## II. DURING THE STUDY ABROAD:

### Potential changes to the Learning Agreement

The student can change the selected study obligations during the duration of the mobility. He must inform the host institution and the home faculty immediately or no later than 1 month after arrival at the host institution and submit the form Amendments to the Learning Agreement for approval.

The procedure for amending the Learning Agreement begins with the student preparing a proposal for changes on the *Application Form for the Conclusion of and Amendments to the Learning Agreement for the Erasmus Study Exchange*, which is an appendix to these instructions. The procedure is the same as the procedure for preparing a Learning Agreement before going abroad (point I of these instructions).

If the amendment to the Learning Agreement is not prepared in accordance with these instructions, the home faculty is not obliged to admit all new obligations at the host institution, even if the host institution has enabled the student to perform new study obligations.

## III. AFTER RETURNING FROM ABROAD:

### Application for the recognition of completed study obligations abroad

After the return to the home faculty, the student needs to submit an application for the recognition of completed study obligations abroad.

The student submits to the Student Services the form *Application Form for the Recognition of UP FAMNIT Obligations Performed Abroad*, which is an appendix to these instructions, with the following appendices:

- Learning Agreement and any amendments to the Learning Agreement,
- a certificate of completed study obligations at the host institution (Transcript of Records); in some cases, the host institution forwards the document directly to the home faculty after the student's return from abroad,
- descriptions of completed study obligations.

The recognition of study obligations is decided upon by the UP FAMNIT Committee for Study and Student Affairs on the basis of a valid Learning Agreement.

If the student's study obligations at UP FAMNIT performed abroad are only partially recognized, then the student registers for the exam according to the procedure that applies to UP FAMNIT students (registration via ŠIS).

Number: 1-PA-8/2012

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Dean of UP FAMNIT

Annexes:

- *Application Form for the Conclusion of and Amendments to the Learning Agreement for the Erasmus Study Exchange*,
- *Application Form for the Recognition of UP FAMNIT Obligations Performed Abroad*