



**Faculty of Electrical
Engineering**

WARSAW UNIVERSITY OF TECHNOLOGY

Internal regulations of the Erasmus program at the Faculty of Electrical Engineering of Warsaw University of Technology for incoming students

1. A student can be admitted to the Faculty of Electrical Engineering (FEE) **only on the basis of an official nomination from the home university**, with which the FEE or the Warsaw University of Technology (WUT), or another Faculty of WUT with the recommendation of CWM WUT), has signed a contract for exchange in the Erasmus program.
2. During the recruitment stage, the Student should **actively participate in the exchange of information** with the FEE (eg, the student should confirm that the information received is useful to him).
3. The student is required to **provide by e-mail all documents requested by the FEE administration** within a specified period. Failure to meet deadlines may result in a negative recruitment decision.
4. The student may declare in Learning Agreement **only subjects/classes/courses taught at the Faculty of Electrical Engineering**. In exceptional situations, the Faculty allows the students to declare one non-FEE class/subject/course (it means conducted at another WUT faculty). Anyway The FEE doesn't guarantee that the student will be admitted to classes at another faculty.
5. The student is required to **report to the FEE at least one week before the beginning of the semester** and provide *all necessary documents*. A student applying after the deadline or having some documents missing *may not be admitted* to the FEE.
6. Upon arrival, the student should **contact student organizations** dealing with foreign students to get *help in completing administrative and living formalities* in Poland (renting a flat, setting up a bank account, buying a public transport ticket, etc.). *A list of such organizations can be found on the Faculty's website in the Erasmus section*.
7. The student has the right to **make changes to the Learning Agreement entries** within *one month from the beginning of the semester*. It is recommended that he/she *doesn't make more than one change no later than the first two weeks of the semester*. Changes can only be accepted if the Faculty has **vacant places**.
8. **After completion of the course conducted at another faculty**, the student is obliged *to provide the FEE with a document confirming* that the course/class has been completed/not completed no later than the end of the examination session. The document must contain: class/course name, class/course code, grade, number of obtained ECTS points and signature of the course/class Manager.