

## ***Internal regulations of the Erasmus program at the Faculty of Electrical Engineering (FEE), Warsaw University of Technology (WUT) for incoming students***

1. A student is admitted **only on the basis of an official nomination** from his/her home university with which the FEE or the WUT, or yet another Faculty of WUT, but with the recommendation of WUT Center for International Cooperation, has a contract for the Erasmus exchange. After this nomination, the student should contact the administration of the host university to which he is nominated for the Mobility.
2. The student must **actively participate in the exchange of information** with the *International Student Exchange Administration* (ISEA) that supports the international student exchange at FEE (as he asks for information, he gets it, but also has to let the ISEA know that the answer is useful, etc.).
3. The student is obliged to **provide by e-mail all documents requested** by the ISEA within a specified time, the sooner the better.
4. The student is required to **include subjects taught at FEE in the Learning Agreement**, but *in an exceptional situation, the student may choose one subject to be conducted at other than the FEE WUT faculty. The FEE does not guarantee that the student will be admitted to the classes of other faculties.*
5. The student ought to come **at least a week before the beginning of the academic year** (if he arrives for the whole year) or **a given semester**, for which he takes part in the mobility (if he comes only for a semester).
6. The student should **provide all the documents requested by his home university** (certificate of arrival, etc.) and requiring confirmation from the FEE authorities, *immediately upon arrival.*
7. The student **should contact the student auxiliary organisations**, aimed at assisting foreign students (eg ESN) to get *the necessary help in arranging various administrative and living formalities* in Poland (arranging a flat, bank account, buying a ticket, etc.).
8. According to the Erasmus regulations, the student *has the right to change the content of the Learning Agreement up to one month after the beginning of the academic year (semester).* It is strongly recommended, however, **not to introduce more than one change of courses and during the first two weeks of the year (semester) in order not to disturb the distribution of students in dean groups.**
9. After completion of any course conducted at a WUT faculty other than the FEE, the student is required to obtain **a written proof, a paper document, which is evidence of passing the course:** with the name of the subject and the assessment signed by the teacher.