

**RESOLUTION NO. 25**  
**OF THE TEACHING COUNCIL OF THE FACULTY OF ECONOMIC SCIENCES**  
**OF THE UNIVERSITY OF WARSAW**  
of 27 January 2021

**on the recognition of the equivalence of courses**

Pursuant to § 68 s. 2 of the Statute of the University of Warsaw (UW Monitor of 2019, item 190) and § 5 s. 1 point 4 of the Rules of Study at the University of Warsaw (UW Monitor of 2019, item 186), the Teaching Council of the Faculty of Economic Sciences resolves as follows:

§ 1

1. Specific rules of recognizing the courses completed in previous terms, in a different field of study or units as equivalent to courses offered at the Faculty of Economic Sciences of the University of Warsaw have been formulated.
2. The rules referred to in point 1 therein shall constitute an annex to the resolution.
3. The rules shall apply to all fields of study at the Faculty of Economic Sciences of the University of Warsaw.

§ 2

The resolution shall enter into force on the day of its adoption.

dr Dominika Gadowska – dos Santos  
Chair of the Teaching Council  
of the Faculty of Economic Sciences  
of the University of Warsaw

**SPECIFIC RULES ON  
RECOGNIZING THE COURSES COMPLETED IN PREVIOUS TERMS,  
IN A DIFFERENT FIELD OF STUDY OR UNITS  
AS EQUIVALENT TO COURSES  
OFFERED AT THE FACULTY OF ECONOMIC SCIENCES  
OF THE UNIVERSITY OF WARSAW**

**§ 1 General provisions**

1. The course considered as equivalent is the course whose learning outcomes are the same or very similar to those specified in the syllabus of the courses offered at the Faculty of Economic Sciences of the University of Warsaw (hereinafter "the FES UW") and the credit for which is considered as equal in the given stage.
2. The person who may apply to have their courses recognized as equivalent is:
  - 1) a student who completed a given course in the field of parallel studies,
  - 2) a student accepted to the studies at the FES UW by transfer from another field of study or another university,
  - 3) a student who has completed the course in another unit, provided that the EUH has given their consent,
  - 4) a student who has been admitted to study at the FES UW in the open admissions process, after prior removal from the list of students in these studies.
3. The decision to recognize equivalence is made by the Vice-Dean for Student Affairs / The Head of the Teaching Unit (hereinafter referred to as "the EUH").
4. In the event the course is recognized as equivalent, the Dean's Office of Studies enters a grade into the USOS system.

**§ 2 Criteria for recognizing the equivalence of a course**

1. When deciding on the equivalence of a course, the following criteria shall be considered:
  - 1) the number of teaching hours in a given course,
  - 2) the number of ECTS obtained by the student for a given course,
  - 3) compliance with the teaching content (the substantial course content),
  - 4) compliance with the learning outcomes,
  - 5) compatibility of the type of classes (classes, a seminar, a lecture),
  - 6) the final grade awarded.
2. The courses that have been completed and used to pass a stage of studies at the first-cycle studies shall not be recognized as equivalent to the courses in the second-cycle study programme.

### **§ 3 Principles of recognizing the equivalence of courses realized outside the FES UW**

1. The application for recognition of a course as equivalent may be made provided that the course has been credited not earlier than in 5 academic years preceding the commencement of the procedure.
2. The following is required when applying for the recognition of the equivalence of a course:
  - 1) submitting an application filled in accordingly (see the Annex thereto) via the USOS system or at the Dean's Office of Studies,
  - 2) provided the course has been completed outside the University of Warsaw, confirmation of the obtained grade attached to the application (e.g. the record of the study course), certified by the relevant Dean's Office, and the course syllabus with the information on the teaching hours and the number of ECTS credits.
3. The application referred to in s. 2 points 1 shall be submitted (with the required attachments as described in s. 2 point 2) at least three weeks before the commencement of classes in the given semester of the academic year for which the student was admitted (in the event of transfer from a different field of study or a different university) or during which the course, for which the application was submitted, is carried out (in other cases). Failure to submit the application within the given deadline or obtaining a refusal decision with regard to specific course results in the obligation to enrol for the classes as specified in the study plan. In some special events, the EUH may consider an application submitted at a different date.
4. The EUH may make a decision regarding the equivalence of a course conditional upon receiving a positive opinion of the lecturer teaching the course in a given academic year, the course coordinator, the tutor of the major / specialization, or the mobility coordinator.
5. The EUH may recognize the equivalence of a maximum of 30% of ECTS credits provided for in the study curriculum of a given degree at the FES UW.

### **§ 4 Principles of recognizing the equivalence of courses completed at the FES UW in earlier terms**

1. The rules described in this section apply only to former students of the FES UW, who were removed from the list of students, and then successfully re-enrolled to the studies and now apply for recognition of the courses completed earlier at the FES UW. Those who study in a major / specialization that is their second major / specialization at the FES UW (studied simultaneously or consecutively) apply to the rules described in § 3.
2. The previously awarded course grade may be recognized provided that from the moment of obtaining the credit the course syllabus has not been significantly changed, especially the learning outcomes, ECTS points, hours, or forms of obtaining credit.
3. The application for recognition of the equivalence of the course shall be filled in accordingly (see the Annex thereto) and submitted via the USOS system or at the Dean's Office of Studies.
4. The application referred to in s. 3 shall be submitted at least one month before the commencement of the academic year immediately following the successful admissions. Failure to submit the application within the given deadline or obtaining a refusal decision with regard to specific course results in the obligation to enrol for

the classes as specified in the study plan. In some events, the EUH may consider an application submitted at a different date.

6. The EUH may make the decision to transfer the course grade conditionally upon receiving a positive opinion of the lecturer teaching the course in a given academic year, the course coordinator, the tutor of the major / specialization or the mobility coordinator.

## **§ 5**

In the events not specified herein, the EUH shall make the final decision as to the mode and settlement of a given case.



UNIVERSITY  
OF WARSAW



UNIVERSITY OF WARSAW  
Faculty of Economic Sciences

Warsaw, .... 20 ...

.....  
Name and surname

.....  
No. of the grade record book

.....  
Study curriculum

.....  
Study degree

### APPLICATION FOR RECOGNITION OF COURSE EQUIVALENCE

Considering that (please tick as appropriate):

- I am transferring from another university / field of study .....  
I am applying for recognition of no more than 30% ECTS of equivalent courses.  
I will complete courses according to the standard rules of credit.\*
- I am studying concurrently (simultaneously or consecutively) at another university in the field of study ..... and I will apply for recognition of no more than 30% ECTS of equivalent courses. I will complete courses according to the standard rules of credit.\*
- I am studying at the major / specialization ....., which is my second major / specialization at the FES UW (simultaneously studied or consecutively) after ..... and I am applying for recognition of no more than 30% ECTS of equivalent subjects. I will complete courses according to the standard rules of credit.\*
- I have successfully completed the course(s) in a different unit based the prior consent from the EUH,
- I have been admitted for studies as a result of the open admissions process at the FES UW, having been previously removed from the list of students at this Faculty,

Listed below are the courses for which I am applying for recognition of their equivalence.

.....  
\* The study plan in the first cycle of studies covers 180 ECTS, which means that courses of no more than 54 ECTS may be recognised as equivalent. In the second cycle, it is no more than 36 ECTS, considering all courses in the study curriculum, including POWI, health and safety and language courses, PE, OGUN, apprenticeships, since the study plan covers 120 ECTS.

Considered study curriculum at the FES UW		Another study curriculum	
Course	Number of ECTS	Course	Number of ECTS
<b>TOTAL:</b>			

.....  
The student's signature

**The student's comments / opinions to the application:**

**The decision of the Vice-Dean for Student Affairs / the EUH:**