

RULES OF STUDIES DURING ERASMUS EXCHANGE SEMESTERS

- a) The outgoing student must send back – by post – the sealed and original Learning Agreement, addressed to Eteka Dombora, no later than 6 days after the closure of the registration period at the host institution.
- b) The Learning Agreement will be approved by the Head of the Teaching Centre. The student will receive notification of preliminary module acceptance in writing, detailing which modules taken at the host institution are accepted as substitutes (equivalents) of IBS modules, and their credit values. A condition of final acceptance is receipt of a Transcript of Records from the host institution confirming successful completion of the modules. A further condition of final acceptance is that the modules accepted must carry ECTS credit values awarded by the receiving institution, indicated on the Transcript of Records.
- c) The student concerned will be informed immediately, in writing by the Student Centre about all relevant decisions affecting their Erasmus studies.
- d) If, at the host institution, for reasons beyond the student's control, the student is unable to register for a module which is compulsory for the given semester in his/her standard curriculum at IBS, the student will be provided an opportunity to register for these modules at IBS. In this case the procedure to follow is this:
 - The student indicates – by e-mail – to the Student Centre the subject which he/she was not able to register for at the host institution. The Student Centre collects and forwards to the Student the assignments required for receiving a coursework in the given module(s), and the examination topics.
 - Provided that the student has acquired a coursework mark for the given module(s), s/he will be given an extraordinary opportunity to take a documented oral exam before a Panel of Examiners consisting of the Module Leader and the Head of Department, at a time that is mutually agreeable and allows sufficient time for preparation, but not later than the end of the 6th teaching week of the following semester. If the student fails to request such an extraordinary examination opportunity in due course, fails the examination, or does not appear at the time agreed, no further extraordinary opportunities will be provided, and the student can only attempt the given assessment at the regular written end-of-semester examination times.
- e) If, at the host institution, the student is unable to take a module which is the prerequisite of a compulsory module of the following semester, the Student Centre will provide automatic exemption from the prerequisite. It is the obligation of the student to complete the prerequisite module either parallel with the consecutive module or at the earliest time when the module is available.