

## **Procedure of awarding additional 2 ECTS for a course conducted at the Faculty of International and Political Studies**

1. At the beginning of a semester, the Erasmus student brings the preliminary decision form to the course coordinator, who specifies the additional task required, signs the document, and gives it back to the student. The additional task may concern, for instance, writing an essay or a book review of 10-15 pages (approx. 2000-3000 words).
2. The Erasmus student brings the preliminary decision completed and signed by the course coordinator together with Changes to Learning Agreement to the Faculty ECTS coordinator (Dr Agata Włodarska-Frykowska), who signs the document and gives it back to the student. Additional ECTS may be included in the Changes to Learning Agreement only when the student has obtained the preliminary decision from the course coordinator.
3. At the end of the semester, the Erasmus student brings the final decision form to the course coordinator, who confirms that the student has completed the required task and gives it back to the student.
4. The Erasmus student brings the final decision signed by the course coordinator to the Faculty ECTS coordinator (Dr Agata Włodarska-Frykowska), who signs the document and gives it back to the student.
5. The Erasmus student brings the final decision duly signed by the course coordinator and the Faculty ECTS coordinator to the Dean's Office representative (Ms Monika Filipczak), who puts the additional 2 ECTS into USOS.

**Preliminary decision on awarding additional 2 ECTS**

This is to certify that Mr/Ms ....., student identity number: ....., who is an Erasmus student at the University of Lodz, will get additional 2 ECTS for the course ....., USOS code: 1300-....., of which I am the coordinator, if he/she completes the following task: .....

.....  
Course coordinator's signature

.....  
ECTS faculty coordinator stamp and signature

**Final decision on awarding additional 2 ECTS**

This is to certify that Mr/Ms ....., student identity number: ....., who is an Erasmus student at the University of Lodz, has completed the task required to get additional 2 ECTS for the course .....,  
USOS code: 1300-....., of which I am the coordinator.

.....  
Course coordinator's signature

.....  
ECTS faculty coordinator stamp and signature