Dear Student,

If you need to make any changes in courses (i.e. add or delete them) included in your Learning Agreement (LA),you are obliged to prepare **Changes to Learning Agreement (ChLA) = Section II of LA: During the mobility:**

**Start (open in IRC) 01.10.2024**

**Deadline 20.10.2024**

A coordinator might refuse to sign any ChLA at the end of the semester, so please do it now.

1. Fix changes with a departmental coordinator\*.
2. Fill the ChLA, print it and sign it yourself using one of the below options (a or b):
3. using our form available in the account at our IRC system (**obligatory**)

When you log in into your IRC account you have to find the section “Changes to Learning Agreement”. There is the list of your LA courses of the WINTER semester. You can click a course you want to remove and select a reason or click the “+New” button to add a new course. The rest courses will be marked as “no change”. When you finish, download the filled ChLA from the right upper section titled “DOWNLOAD”, then print and sign it yourself.

1. using your home university form (optional)
2. Send ChLA via e-mail to your HOME university coordinator to sign it.
3. When you have it signed, upload ChLA in the IRC system.
4. You get it signed by WUST coordinator in the system.
5. **REMOVE/ADD courses in USOS.**

Please remember that after deleting/adding a course in your LA using ChLA it also has to be removed/added in the USOS system. To do it you have to contact a below listed people. **If the course will not be cancelled from USOS,** the course will appear on your **Transcript of Record (TR) as a failed one. If your added course will not appear in USOS, it will NOT appear on your TR.** A TR has to be coherent with your LA and ChLA. Please remember that the changes in USOS will appear due to [USOS](https://pl.bab.la/slownik/angielski-polski/system) [synchronization](https://pl.bab.la/slownik/angielski-polski/synchronization) timetable.

If you don't need to make changes to your LA, **you have to select** in the IRC system the checkbox:

**“I don't need to make Changes to Learning Agreement”.**

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| --- | --- |
|  | **Person responsible for Changes to LA = LA During the mobility Table C** |
| Faculty of | Name and Surname | E-mail address | Phone number | Room nr/Building |
| Architecture | Patrycja Wdowiak | Patrycja.wdowiak@pwr.edu.pl | +48 71 320 63 60 | room 225, E1 |
| Civil Engineering | Michał Musiał | michal.musial@pwr.edu.pl |  | room 23, C-7 |
| Chemistry | Agnieszka Hamerska-Dudra | agnieszka.hamerska-dudra@pwr.edu.pl | +48 71 320 35 67 | room 3, C6 |
| Information and Communication Technology | Marek Krupa | marek.krupa@pwr.edu.pl | +48 71 320 40 64 | room 102a, C1 |
| Electrical Eng. | Kaja Zapaśnik | kaja.zapasnik@pwr.edu.pl | +48 71 320 26 15 | room 213A, D20 |
| Geoengineering, Mining and Geology | Julia Drąg | julia.drag@pwr.edu.pl | +48 71 320 68 32 | room 258, L1 |
| Faculty of Environmental Engineering | Marta Bartosiewicz | marta.bartosiewicz@pwr.edu.pl | +48 71 320 35 13 | room 11.3/1, D1 |
| Management | Anna Skowrońska-Szmer | anna.skowronska-szmer@pwr.edu.pl | +48 71 320 41 99 | room 5.21, B4 |
| Mechanical and Power Eng. | Paweł Regucki | pawel.regucki@pwr.edu.pl | +48 71 320 48 28 | room 315, Geo-3EM |
| Mechanical Eng. | Dagmara Mudrak | dagmara.mudrak@pwr.edu.pl | +48 71 320 27 57 | room 114, B5 |
| Fundamental Problems Of Technology | Urszula Wesołowska | urszula.wesolowska@pwr.edu.pl | +48 71 320 42 43 | room 207, A1 |
| Microsystems, Electronics and Photonics | Marta Liszkowska | marta.liszkowska@pwr.edu.pl | +48 71 3 407 938 | room 1, C5 |
| Pure and Applied Mathematics | Edyta Landkauf | edyta.landkauf@pwr.edu.pl | +48 71 320 30 00 | room A.2.19, C19  |

\* Please check list of Departmental Coordinators:

<http://dsm.pwr.edu.pl/en/international-students/exchange-erasmus/incoming/erasmus-plus/faculty-departmental-coordinators>

Please find the list of dean’s offices at WUST:

<http://dsm.pwr.edu.pl/en/international-students/exchange-erasmus/incoming/erasmus-plus/deans-offices>