**REQUEST FOR THE RECOGNITION OF A COURSE COMPLETED IN ANOTHER PROGRAM OR AT ANOTHER UNIVERSITY**

Wrocław, on

………………………………………………………………

(Name and surname, student’s card number)

………………………………………………………………

(Major, first-/second-cycle I /II**\***, year of studies, full-time/part-time programme\*)

………………………………………………………………

(Current address)

………………………………………………………………

(e-mail, phone number)

**Mr/Ms**

**……………………………………..**

**Vice-Dean of the Faculty of Social Communication**

**and Media Studies of the University of Wrocław**

I am requesting the recognition of the following course:

|  |  |
| --- | --- |
| Course name |  |
| Course name in English: |  |
| Form of classes: |  |
| University: |  |
| Field of study |  |
| Number of hours: |  |
| Grade |  |
| The course should be recognized as: | mandatory / optional / additional |
| Name of the course being replaced: |  |

I present the original documents - a certificate from the dean's office confirming the successful completion of the course, together with the grade obtained and the number of ECTS credits, as well as the SYLABUS of the above-mentioned course.

Yours sincerely,

(handwritten signature)

**Opinion and signature of the vice-head of the Institute for teaching:**

The learning outcomes achieved are / are not\* consistent with the learning outcomes of the courses defined in the programme of study for the programme ................................................................. Is the number of earned ECTS credits converging: yes/no\*. If not the ECTS deficit is ................ECTS.

(handwritten signature)

**Vice-Dean’s decision:**

....................................................................................................................

(handwritten signature)

\* underline appropriate

In the case of transfer or recognition of courses, the names of the courses, the number of hours and form of the courses completed, as well as the ECTS credits assigned to them, the educational cycles in which the courses were completed, are entered into the USOS system unchanged.