

Important information for students planning to take online courses offered by 4EU+ universities:

1. Before taking a course offered by an Alliance partner university, the student should sign a *4EU+ Learning Agreement* in his/her Faculty/Unit in order to determine and approve whether the course selected by the student from the 4EU+ offer can be recognised as part of the student's degree programme (e.g. elective course, OGUN) or whether the course will be indicated as a form of an extracurricular activity.
2. The *4EU+ Learning Agreement* document may be signed by the Faculty/Unit mobility coordinator or another person appointed by the Head of the Teaching Unit.
3. The *4EU+ Learning Agreement* template can be found in attachment (Word document).
4. After completing a course from the 4EU+ universities' offer, the student should bring the *transcript of records* issued by the 4EU+ partner university, or another document (e.g. certificate) confirming the credits earned, and the *4EU+ Learning Agreement* to his/her Teaching Unit. On the basis of these two documents and a written request for recognising the course credits submitted to the Head of the Teaching Unit, the course can be entered into the USOS system and included in the student's study programme.
5. Subjects from the 4EU+ Alliance partner universities' offer will have to be entered manually into the USOS system by the Secretariat/Dean for Student Affairs' Office on the basis of the documents mentioned above (i.e. *transcript of records*/other document confirming the obtained credits, and the *4EU+ Learning Agreement*).

For any questions concerning the 4EU+ shared online courses, please contact: [4euplus.mobility\(at\)uw.edu.pl](mailto:4euplus.mobility@uw.edu.pl).