



## Erasmus+ 2022/2023

### DETAILED ELIGIBILITY RULES AND EXCHANGE REGULATIONS OF THE FACULTY OF POLITICAL SCIENCE AND INTERNATIONAL STUDIES (hereinafter "regulations")

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#### ELIGIBILITY

##### 1. Formal prerequisites for participation in the selection process

- ✓ The right to participate in the selection process depends on the year and degree of study → (see: point 2 of the Regulations)
- ✓ Grade point average not lower than 3.49 (for 1st level degree – from the year preceding eligibility, for 2nd level degree – from the 1st degree diploma) – it is possible to participate with a lower grade point average, but without a scholarship
- ✓ Knowledge of a foreign language and its level of proficiency in accordance with the requirements of the selected university

##### 2. Right to participate in the selection process

Erasmus+ programme exchange is open to applications from:

- ✓ 1st degree students – 2nd year (exchange: 3rd year winter semester)
- ✓ 1st degree students – 3rd year (exchange: 1st year of 2nd degree summer semester) – conditionally → (see: point 13 of the Regulations)
- ✓ 2st degree students – 1st year (exchange: 2nd year winter semester)
- ✓ Participants in doctoral programmes and students of doctoral schools → (see: point 14 of the Regulations)

Erasmus+ programme exchange is not open to:

- 1st degree students – 1st year
- 2st degree students – 2nd year

Students are eligible for one semester.

A change of semester is possible in exceptional cases after obtaining permission of: 1) the thesis supervisor, 2) the head of studies, and 3) the coordinator of student mobility for the Erasmus+ exchange.

##### 4. Participation in exchange programmes

Participation in an Erasmus+ exchange does not affect a student's right to pursue a bilateral exchange.

##### 5. Student's responsibilities before participating in the selection process

It is the student's responsibility to read the [general rules of the Erasmus+ University of Warsaw programme](#) as well as the [required documents and the recruitment schedule](#) before participating in the selection process. Applicants for Erasmus+ scholarship are required to constantly monitor the Faculty's website for new announcements regarding further procedures, as well as to monitor the email inbox in their USOS account.

Students are required to familiarize themselves with the range of courses offered by the universities of their choice. The courses offered should be taught in a foreign language chosen by the student and should fulfil the learning outcomes specific to the student's field of study at the Faculty of Political Science and International Studies. The subjects do not have to be analogous to those of the student's mobility semester at the Faculty of Political Science and International Studies.



## 6. Participation in the selection process

### a) Choosing a university

The student chooses up to three universities from the [list of agreements of the Faculty of Political Science](#), in order from the most to the least preferred, taking into account the required language proficiency and the offer of subjects of the host university.

Students in all majors administered by the Faculty of Political Science and International Studies have equal access to all Faculty agreements.

### b) Submission of documents

The student submits the [required documents](#) from: **02.03.2022 to 15.03.2022**

Documents should be sent to the email address of the Selection Committee: [swzmbp@uw.edu.pl](mailto:swzmbp@uw.edu.pl)

Incomplete documents or documents submitted after the deadline will not be considered in the selection process.

## 7. Selection Committee

The students are selected for exchange under the Erasmus+ programme by the Faculty Selection Committee appointed by the Deputy Dean for Student Affairs/Head of the Teaching Unit, which is composed of:

- Dean's Representative for International Cooperation and Research Programmes;
- Departmental coordinator for the Erasmus+ programme;
- Dean's Representative for Development of the English Language Programmes;
- Departmental coordinator for bilateral exchange;
- Researcher indicated by the Head of the Teaching Unit;
- Three representatives of the Faculty of Political Science and International Studies student self-government, two of whom represent Polish-speaking students and one of whom represents English-speaking students.

The Committee reserves itself the right to make changes/amendments to the rules due to possible new regulations at the university level.

## 8. Eligibility criteria

The evaluation of each application by the Faculty Selection Committee shall be governed by the following criteria:

- ✓ student's grade point average
- ✓ degree of knowledge of the language required by the host university
- ✓ completion of the part of the course
- ✓ quality of the university chosen
- ✓ fulfilling additional requirements indicated by selected universities
- ✓ justification for the choice of the university
- ✓ social skills
- ✓ research and organisational activity
- ✓ participation in previous editions of the Erasmus+ programme (priority is given to candidates applying for a scholarship for the first time)
- ✓ opinion of the Head of Studies (if applicable)

Additionally, exchange in the Universities marked with (\*) in the list of available places is possible upon fulfilling an additional requirement – completing a task evaluating academic writing skills. Detailed instructions on fulfilling this requirement will be published in the section required documents

The Commission reserves the right not to select all applicants and not to fill the limit of participants.



## 9. Results of the selection process

The Faculty Selection Committee will announce the list of persons pre-qualified for the trip on the Faculty of Political Science and International Studies website no later than **21.03.2022**.

Each person qualified for the programme is pre-qualified until the host university confirms in writing that they have been accepted as a student and until funding is confirmed by the University of Warsaw as well as a scholarship agreement is signed with the University of Warsaw.

## 10. Conditionality of participating

The mobility awarded is conditional, i.e. the departure will depend on the completion of the stage of the programme (academic year 2022/2023).

A student may only leave if all courses are completed. In exceptional cases, a student may leave with one subject not completed and conditional enrolment in the following year of study provided that the student obtains (jointly): 1) the consent of the Dean's Representative for International Cooperation and Research Programmes 2) the consent of the Head of Studies and 2) the consent of the Mobility Coordinator.

## 11. Extensions of mobility

It is possible to extend the stay at the host university at the student's request, subject to prior consent of (jointly): 1) the thesis supervisor, 2) the Head of Studies and 3) the Mobility Coordinator.

The Head of Studies may designate programme differences to be completed by students extending their mobility, regardless of the number of obtained ECTS points.

## 12. Cancellation of exchange

The exchange will be cancelled if at the time of departure the student:

- ✓ Repeats a course
- ✓ Has more than one conditional enrolment or has not fulfilled the criteria for leaving with one conditional enrolment (see: point 10 of the Regulations)
- ✓ Is on leave of absence
- ✓ Does not have the status of a University of Warsaw student
- ✓ Did not sign a scholarship agreement at the International Relations Office of the University of Warsaw

## 13. Conditions of eligibility of 3rd year students of the 1st degree

3rd year students of the 1st degree may participate conditionally in the selection process. A prerequisite for the exchange is documenting, prior to the departure, that the student has been admitted to a 2nd degree program in one of the fields of study administered by the Faculty of Political Science and International Studies

The exchange is possible only in the summer semester of the academic year 2021/2022. In justified cases, the Dean's Representative for International Cooperation and Research Programmes and the Mobility Coordinator, after consulting the Deputy Dean for Student Affairs/Head of the Teaching Unit, may grant permission to leave in the winter semester.

## 14. Conditions of eligibility for students of 3rd degree studies

Doctoral School participants are eligible as long as:

- ✓ the agreement with the host university concerns the exchange of 3rd degree students and the relevant academic discipline
- ✓ they have the written consent of the supervisor and the Director of the Doctoral School.

Doctoral students may participate in a research project, but they must attend classes and obtain the required number of ECTS points during their stay at the foreign university, as agreed in writing with their research supervisor and the Director of the Doctoral School (if applicable) and between the universities. The minimum number of ECTS points is at least 10 per semester.



## 15. Eligibility conditions for students with citizenship of countries outside the EU or EEA

A student with citizenship other than that of a Member State of the European Union or of the European Economic Area, in connection with their planned stay as an Erasmus+ programme participant, is obliged to check the rules concerning entry to the territory of the host country before taking part in the selection process.

It is the responsibility of the qualified student to meet all visa obligations and/or obtain other documents required by the host country before departure. The Faculty of Political Science and International Studies does not participate in these activities and is not responsible for them.

Students should take into account that visa and other procedures can take up to several months and it is advisable to start early.

## 16. Eligibility requirements for fee-paying students

Students of paid studies administered by the Faculty of Political Science and International Studies are obliged to pay tuition fees for the course pursued at the Faculty of Political Science and International Studies also for the exchange period.

## ERASMUS+ SCHOLARSHIP

### 17. Amount of the scholarship

**The Foundation for the Development of the Education System (FRSE) has not yet published the amount of scholarships for the next academic year. Students qualified for the exchange will be informed about the scholarship amount as soon as it is announced.**

**Only for information purposes – the scholarships in the previous academic year were:**

- ✓ **550 euros** – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, the United Kingdom;
- ✓ **500 euros** – Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, the Netherlands, Portugal, Spain;
- ✓ **450 euros** – Bulgaria, Croatia, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Northern Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey.
- ✓

The scholarship amount will be confirmed after receiving the final decision from FRSE NA.

Students are deemed eligible for the Erasmus program at universities in **Switzerland** under the general rules applicable to the “Erasmus – Learning Mobility” project (KA103/2020). However, the granting of the scholarship, its amount and the manner of payment are decided by the university of that country. The Committee will draw up a separate protocol for the qualification of students for Swiss universities.

### 18. Conditions for payment of the scholarship

The students pre-qualified by the Committee will be granted an Erasmus scholarship provided that the Foundation for the Development of the Education System (FRSE) grants sufficient funds to the University of Warsaw.

Detailed issues related to the calculation of the amount of financial resources granted to qualified students are settled by the International Relations Office of the University of Warsaw, and their payment is determined by the signing of the appropriate agreement between the student and the University of Warsaw.



## OBLIGATIONS OF A QUALIFIED STUDENT BEFORE AND DURING THE EXCHANGE

### 19. Obligation to complete all actions required by the International Relations Office, host university and faculty coordinator

After the announcement of the preliminary qualification results, the student is obliged to constantly monitor the Faculty of Political Science and International Studies website for new announcements concerning the successive stages of the mobility procedure and to update his/her email address on the USOS account (correspondence with the International Relations Office and the coordinator in the successive stages of the procedure using the email addresses from USOS).

The student is obliged to remain in contact with 1) the International Relations Office of the University of Warsaw, 2) the host university and 3) the Faculty Mobility Coordinator and complete all the steps required by these entities, including signing the financial agreement at the International Relations Office, sending the documents required by the host university and agreeing on a Learning Agreement (LA) with the Mobility Coordinator.

### 20. Obligation to conclude a Learning Agreement (LA)

Before going to the host university, the student and the Mobility Coordinator agree on an electronic Learning Agreement (e-Learning Agreement in USOS) taking into account the differences in curricula.

The agreement includes, among others, the choice of subjects and the number of ECTS points to be completed by the student at the host university.

Referring a student to a foreign university for a part of the study program cannot result in prolonging the period of study at the University of Warsaw or in depriving the student of the right to a diploma with distinction.

Once the LA proposal has been agreed with the Mobility Coordinator, the student submits it to the Head of Studies for approval. Once it is obtained, he/she forwards it via email to the coordinator. Failure to meet the above conditions prevents acceptance of the LA.

### 21. Obligation to choose the relevant subjects

The student is obliged to select courses at the host university that implement the learning outcomes relevant to the student's field of study at the Faculty of Political Science and International Studies.

A change of subjects before or during the exchange requires each time the approval of the Faculty Mobility Coordinator. In case of changing the subjects during the exchange, the student is obliged to immediately 1) inform the Coordinator, 2) add the changes to the agreement in USOS (LA) and 3) get the approval of the Coordinator and the Head of Studies by email.

In case of doubts concerning the compatibility of the chosen course with the student's field of study, the Coordinator may ask the Head of Studies for an opinion. Only credit grade courses will be recognised. Non-credit grade courses can only be graded as a pass (3).

Students may choose one language course per semester. As a general rule, credits for a foreign language are converted as credits for a general university course (OGUN). To calculate the credits for a foreign language in a different way, the consent of the Deputy Dean for Student Affairs at the Faculty of Political Science and International Studies is required (along with the opinion of the Head of Studies).

### 22. Obligation to complete 30 ECTS per semester

Students are obliged to obtain 30 ECTS per semester and 60 ECTS per academic year.

The diploma seminar reduces the number of credits required by its credit value (to not less than 20 ECTS).

The number of required ECTS points may be reduced by the Dean's Representative for International Cooperation and the Mobility Coordinator upon the approval of the Head of Studies only in justified cases, but it cannot be lower than 20 ECTS per semester.

Obtaining fewer ECTS points than 30 in a semester during mobility may result in the necessity to complete programme differences indicated by the study supervisor upon return.

If a student completes less than 10 ECTS abroad, he/she is obliged to return the scholarship.

The number of ECTS required for 3rd degree students is determined individually, but cannot be lower than 10 ECTS.

### 23. Obligation to register for and pass a diploma seminar



A student is obliged to register for a diploma seminar and complete the seminar during mobility in an individual mode by, among others, remaining in constant contact with the thesis supervisor and completing tasks assigned by the supervisor. Failure to pass a seminar during mobility results in failing the part of the course. It is the student's responsibility to inform the Student Section of the planned departure.

#### **24. Obligation to uphold the good name of the University of Warsaw**

Students of the Faculty of Political Science and International Studies of the University of Warsaw who participate in the Erasmus+ scholarship programme represent their home university abroad and are thus responsible for upholding the good name of the University of Warsaw. Violation of the regulations or ethical principles of studying at the host university (e.g. committing plagiarism) will result in disciplinary measures being taken by the authorities of the Faculty of Political Science and International Studies of the University of Warsaw, including the possibility of failing to complete the exchange.

#### **25. Recognition of courses on return**

Courses are settled by the Dean's Representative for International Cooperation together with the Mobility Coordinator. In the case of doubts as to whether a given course fulfils the learning outcomes specific to the student's field of study, the final decision as to whether a given course is recognised shall be made by the Head of Studies.

The approval of the LA by the Mobility Coordinator means that the student is entitled to full recognition and credit for all positively assessed courses by the host university (in accordance with the Erasmus Charter for Higher Education adopted by Senate Resolution 309 of 15.10.2014).

#### **26. Obligation to account for the exchange upon return**

Upon return from the exchange, the student is obliged to account for his/her stay at the International Relations Office and with the Mobility Coordinator by, among other things, providing the Coordinator with a transcript of marks.

### **FINAL PROVISIONS**

#### **27. Student's academic supervisor**

The Dean's Representative for International Cooperation and Research Programmes and the Erasmus+ Coordinator are the academic supervisors before, during and after the exchange.

#### **28. Appeals**

A student has the right to appeal a decision of the Faculty Selection Committee. Appeals are considered by the Deputy Dean for Student Affairs of the Faculty of Political Science and International Studies together with the Dean's Representative for International Cooperation and International Research Programmes, the Faculty Mobility Coordinator and a representative of the student self-government.

#### **29. General principles of pre-qualification for the Erasmus+ University of Warsaw programme**

In matters not regulated by the present Regulations of the Faculty of Political Science and International Studies, the [general rules of the Erasmus+ University of Warsaw programme](#) apply.



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