



Wydział Nauk Politycznych  
i Studiów Międzynarodowych  
Uniwersytet Warszawski

## **Bilateral exchange**

### **DETAILED ELIGIBILITY AND RULES OF BILATERAL EXCHANGE AT THE FACULTY OF POLITICAL SCIENCE AND INTERNATIONAL STUDIES**

(hereinafter „regulations”; The Faculty of Political Science and International Studies,  
hereinafter “WNPiSM”)

### **QUALIFICATION**

#### **1. Formal conditions for participation in the qualification**

Only students who obtained an average grade of at least 3.49 during their studies may apply for a bilateral exchange programme. Students with an average grade of less than 3.49 may apply, however, an extra approval from the Head of Programme is required. The average for first-cycle students is calculated from the year of studies preceding the qualification. For the second-cycle students, the average from the diploma of the first-cycle studies will be considered.

#### **2. Right to participate in exchange programs**

Students in the following semesters are eligible to apply for a bilateral programme:

- ✓ First-cycle students – 1st year (exchange: 1st- summer semester or 2nd- winter semester)
- ✓ First-cycle students – 2nd year (exchange: 2nd year summer semester or 3rd year winter semester)
- ✓ First-cycle students – 3rd year (exchange: 1st year, 2nd cycle, winter or summer semester) – conditionally (see point 12. of the Regulations)
- ✓ Second-cycle students – 1<sup>st</sup> & 2nd year, winter or summer semester)



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## **2. Participation in exchange programmes**

Participation in the exchange carried out under a bilateral exchange programme does not affect the student's right to the exchange under the Erasmus + programme. . If you are applying for both Erasmus and bilateral exchange, please indicate in the comment which is your preference.

## **3. Participation in the qualification**

- **Choosing a university:**

The student can select up to three universities from the list of WNPiSM agreements (sorted from the most to the least preferred), taking into account the required language proficiency and the offer of courses at the host university. Students in all study programmes administered by WNPiSM have equal access to all faculty agreements.

- **Submission of documents:**

The student submits the original required documents in room 309 of the Auditorium Building in the opening times of the Section for International Cooperation and Research Programmes (10 am – 2 pm Mondays, Wednesdays and Thursdays, 12 – 3 pm on Tuesdays).

## **5. Selection Committee**

The selection of students for a bilateral exchange program is carried out by the Faculty Qualification Committee (hereinafter 'Committee') appointed by the Vice-Dean for Student Affairs / Head of the Teaching Unit, including:

- Dean's representative for international cooperation and research programmes;



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- Mobility Coordinator;
- Dean's Representative for Development of the English Language Programmes;
- three representatives of the WNPiSM student union, two of whom represent students from the-study programmes in Polish and one from the study programmes in English.

The Committee has the right to amend the rules of selection of candidates in view of possible new regulations at the university level.

## **6. Recruitment Criteria**

The evaluation of each application by the Committee is based on the following criteria:

- ✓ GPA
- ✓ Motivation letter
- ✓ the level of competency of the language required by the host university;
- ✓ completed stage of the studies preceding the exchange term;
- ✓ academic level of the selected university;
- ✓ Meeting all additional requirements indicated by the selected university;
- ✓ justification of the choice of the university;
- ✓ assessment of the student's social competences;
- ✓ student's scientific and organizational activities;
- ✓ opinion of the Head of Programme (if applicable).



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The Committee has the right not to grant mobility to all applicants and not to meet the limit of available places.

## **7. Qualification results**

The Committee will publish the list of candidates prequalified for the exchange on the WNPiSM website, no later than 7 days after the deadline of the each recruitment call. Each candidate qualified for the exchange is regarded as pre-qualified until a written confirmation by the host university of admission to the exchange.

## **8. Conditionality of exchange**

The mobility granted is conditional. The exchange will depend on whether the students complete the stage of studies preceding the exchange (in the particular academic year that they are applying the exchange program). A student may leave only if he/she has obtained all course credits required by the study programme. In exceptional cases, a student may leave with one failed course and with conditional enrolment for the next study term, provided that he/she obtains the approval of: 1) the Head of Programme; 2) the Mobility Coordinator, and 3) the Dean's Representative for international cooperation and research programmes.

## **9. Extension of exchange**

As a rule, an exchange lasts one semester. It is possible to extend the stay at the host university provided that the student obtains the consent of: 1) the Head of Programme, 2) the thesis supervisor (if applicable), and 3) the Mobility Coordinator.



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## **10. Qualification for exchange for students of the third year of first-cycle studies**

Students in the third year of the first cycle studies may conditionally participate in the qualification. The exchange is conditional upon documenting prior to the exchange that the student has been admitted to the second-cycle programme at WNPiSM. Exchange in this case is possible only in the summer semester of the third academic year. In justified cases, the Dean's Representative for international cooperation and research programmes and the Mobility Coordinator, after consulting the Vice-Dean for student affairs / Head of the Didactic Unit, may grant permission for the exchange in the winter semester of the 1st year of second-cycle studies.

## **11. Participation in exchange programmes for students of Doctoral Schools (PhD students).**

Students of Doctoral Schools are eligible to participate in the selection procedure, provided that:

- The agreement with the host university includes the exchange of third-cycle students within the relevant academic discipline;
- they have obtained the consent of the supervisor and the Director of the Doctoral School. Doctoral students may participate in a research project; however, during their stay at the host university, they must attend classes and obtain the required number of credits agreed in writing with the doctoral thesis supervisor and the Director of the Doctoral School (if applicable) and between the universities (in the Learning Agreement). The minimum number of credits (after conversion) is 10 per semester.

## **12. Conditions for qualifying students of study programmes with due fee**



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Students of study programmes with due fee administered by WNPiSM are obliged to pay the tuition fees to the WNPiSM also for the duration of the exchange.

### **13. Visa Requirements for Bilateral Exchange Students.**

All the students participating in a bilateral exchange programme are obliged to check the rules relating to entry into the territory of the host country before starting their application process.

## **OBLIGATIONS OF A QUALIFIED STUDENT (BEFORE DEPARTURE AND DURING DEPARTURE)**

### **14. Obligation to register and pass the diploma seminar**

Participation in the exchange program does not relieve the student from the obligation to complete the diploma seminar (if the seminar is included in the study programme at the WNPiSM during the exchange semester). The student is required to register for the seminar and to complete it on the basis of an individual arrangement with the supervisor. Otherwise, the seminar will have to be repeated (and paid for) in the next academic year.

### **15. Obligation to know the language requirements**

It is the student's responsibility to know and meet the language requirements (language level) at the host university. Candidates who do not meet the language proficiency requirements may be excluded from the qualification procedure. The Commission reserves the right to verify language competences in case of doubt.

### **16. Agreement on the exchange programme**



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Before leaving for the host university, the student and the Mobility Coordinator agree on the exchange programme, taking into account differences in the curriculum. The programme includes the selection of courses and the number of ECTS credits (after conversion) to be completed and obtained by the student at the host university. The student's participation in bilateral exchange programmes may not result in the extension of the period of studies at the University of Warsaw or affect the right to a diploma with honours. After agreeing on the exchange programme proposal with the Mobility Coordinator, the student submits it for approval to his Head of Programme. After obtaining the approval of the Head of Programme, the student forwards it by email to the Mobility Coordinator. Failure to comply with this procedure will prevent the student from finalising the exchange programme.

### **17. Obligation to complete 30 ECTS per semester and recognition of subjects**

The student is required to complete the number of courses during the bilateral exchange semester which corresponds to the total of 30 ECTS credits (one semester of study) at the University of Warsaw. The student may choose any courses from the host university's offer (they must be related to the academic discipline to which the study programme at the WNPiSM is assigned). In case of doubt, the decision to accept the course is made by the Dean's Representative for international cooperation and international research programmes, after consultation with the Mobility Coordinator. In the absence of an ECTS credits or grades on a 5-point scale, the conversion is made by the Dean's Representative for international cooperation and research programmes, after consultation with the Mobility Coordinator.

The equivalent of ECTS credits obtained at the host university does not have to correspond to the sum of teaching hours of the course. The final decision regarding the conversion of points and grades always rests with the Dean's Representative for international



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cooperation and international research programmes, with the consultation of Vice-Dean for Student Affairs / Head of the Didactic Unit.

### **18. Transferring the courses**

The courses are transferred by the Dean's Representative for international cooperation and research programmes together with the Mobility Coordinator on the basis of the Transcript of Records. Exchange courses are considered valid if they are related to the field of study and were previously approved by the Mobility Coordinator in the exchange programme. In case of doubt, the final decision on the recognition of courses is made by the relevant Head of Programme.

### **19. Obligation to inform the student section about participation in the exchange**

It is the student's responsibility to inform the International Office at WNPiSM about the planned exchange.

## **FINAL PROVISIONS**

### **20. Obligation to care for the good name of the University of Warsaw**

Students of WNPiSM UW participating in the bilateral exchange programme represent their home university abroad and are therefore responsible for upholding the good name of the University of Warsaw. Violation of the statutory or ethical principles of studying at the host university (e.g., committing plagiarism) will result in disciplinary measures taken by the authorities of the University of Warsaw, including the possibility of failing the exchange.





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## **21. Settlement of any disputes**

Disputes regarding the implementation of these rules are resolved by the Mobility Coordinator in consultation with the relevant Head of Programme and Dean's Representative for international cooperation and research programmes.

## **22. Final Provisions**

- *The Commission has the right to amend the rules due to possible new regulations at university level.*
- *The requirement of the host university may change than the one provided in the WNPISM website (due to the new provisions in new academic year).*