



Erasmus+ 2024/2025

DETAILED ELIGIBILITY RULES AND EXCHANGE REGULATIONS OF THE FACULTY OF POLITICAL SCIENCE AND INTERNATIONAL STUDIES

(hereinafter "regulations")

Refers to selection of students and doctoral students for Erasmus+ and Swiss European Mobility Program (SEMP) mobility for studies (SMS) for year 2024/2025 in EU member states, countries associated to the Programme and Great Britain

ELIGIBILITY

1. Formal prerequisites for participation in the selection process

- ✓ The right to participate in the qualification depends on the year and degree of studies - see point 2 of the Regulations
- ✓ The average grade cannot be lower than 3.49 (for the 1st cycle - from the year of studies preceding eligibility,, for the 2nd cycle - from the 1st cycle diploma). It is possible to participate in Erasmus+ programme with a lower average grade, but without the right to receive a scholarship.

Attention! In the event of the Foundation for the Development of the Education System (FRSE) granting insufficient funds to the UW, the UW Vice-Rector for Student Affairs and Quality of Education shall define a GPA higher than 3,49 as the minimum GPA required to receive the Erasmus funding. Students who are not entitled to the Erasmus funding from the KA131/2024 project may be offered funding paid out from the KA131/2023 project.

- ✓ Knowledge of a foreign language and its level of proficiency have to be in accordance with the requirements of selected universities.
- ✓ Both full-time and part-time students can take part in the qualification.
- ✓ Recruitment for the Swiss European Mobility Program - SEMP, which enables students' mobility to Switzerland, takes place on these regulations. The rules of the Erasmus+ WNPIISM Program for 2024/2025 apply to the program.

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)
- ✓ 2st degree students – 1st year (exchange: 2nd year winter semester)
- ✓ Participants of 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
- 1st degree students - 3rd year
- 2st degree students – 2nd year
- Postgraduate students.

Students are qualified for one semester with the possibility of extending the exchange without the right to a scholarship.

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.

Citizens of countries outside the European Union may also participate in the Erasmus+ program, subject to point 15 of the Regulations.

4. Participation in exchange programmes

Participation in an Erasmus+ exchange does not affect a student's right to pursue a bilateral exchange. In case of applying for both Erasmus and bilateral exchange, please indicate in the comment which one is your preference.

Students who have previously participated in a mobility for studies or traineeships under the Erasmus and/or Erasmus Mundus Programme are eligible to participate in the selection process. In one academic year a student may be assigned one Erasmus+



mobility for studies (SMS) and one mobility for traineeship (SMT) to be carried out in an EU member state and/or countries associated with the Programme or in Great Britain provided the mobility periods do not overlap. The maximum mobility period is **12 months (360 days)**.

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

Before taking part in the qualification, it is the student's responsibility to read the [general rules of the Erasmus+ UW](#) program as well as the [required documents](#) and the [recruitment schedule](#). Students applying for scholarship under the Erasmus+ program are obliged to constantly monitor the website of the International Relations Office of the University of Warsaw for new announcements regarding further procedures, as well as monitor the e-mail inbox on the USOS account.

The student is obliged to familiarise him/herself with the range of courses offered by the universities of their choice. The subjects offered should be taught in a foreign language appropriate for the student and should meet the learning outcomes appropriate for the student's field of study at WNPiSM. The courses do not have to be analogous to those of the student's mobility semester at the Faculty of Political Science and International Studies.

It is the student's responsibility to check the language requirements of the host universities.

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

b) Submission of documents

The student is obliged to submit the [required documents](#) **in person** between **February 14, 2024 and February 27, 2024**.

Please deliver the original documents to room 309 in the Auditorium Building during the opening hours of the Section of International Cooperation and Research Programs.

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;
- Research and teaching employee of the Faculty of Political Science and International Studies;
- Two representatives of the Faculty of Political Science and International Studies student self-government, one of whom represents 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 - see point 9 of Regulations
- ✓ completion of study year
- ✓ 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)

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

9. Language certificate

It is the student's responsibility to have a **language certificate** that complies with the requirements of the host university.

In cases where the host university does not require a specific type of certificate, the student must submit a certificate at the B2 level or confirmation of passing the UW certification exam at the B2 level. In the case of students of English Language programmes - a certificate of study in English. **Applications without attached proof of language proficiency will not be considered.**

10. 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 **05.03.2024**.

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.

After the qualification results are announced, the student is obliged to provide the generated document "Student Mobility Application Form" to the Section of International Cooperation and International Research Programs **between March 5-19, 2024**. Each student pre-qualified for the trip will receive instructions on how to complete the document.

Students who will not be able to submit the document on time will not be able to participate in the Erasmus programme.

11. Conditionality of participating

The mobility awarded is conditional, i.e. the departure will depend on the completion of the part of the course (academic year 2023/2024).

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.

12. Extensions of mobility

In the case of applying for the winter semester, the student has the right to submit an application for extending the stay at the host university for the summer semester, provided that the prior consent of (jointly) is obtained from: 1) the diploma thesis supervisor, 2) the director of studies and 3) the Mobility Coordinator.

The student extends mobility **without the right to a scholarship in the summer semester**.

The head of studies may designate program differences to be implemented by students extending their mobility, regardless of the number of ECTS points taken.

13. Cancellation of exchange

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

- ✓ Repeats a year of studies
- ✓ 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
- ✓ Failed to sign a financial agreement at the International Relations Office of the University of Warsaw and/or failed to provide



documents constituting annexes to the contract the start date of the academic year/ semester at the host university.

14. Conditions of eligibility for Doctoral Schools students of 3rd degree studies students

Participants of Doctoral Schools are entitled to participate in the qualification provided that:

- ✓ 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 amount of scholarships depends on the destination. In the academic year 2024/2025, the monthly amount of scholarships will be:

- 1) **670 euros** – Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Spain, Ireland, Iceland, Liechtenstein, Luxembourg, Latvia, Malta, Netherlands, Germany, Norway, Portugal, Slovakia, Slovenia, Sweden, Italy;
- 2) **670 euros** – Great Britain;
- 3) **600 euros** – Bulgaria, Croatia, Lithuania, North Macedonia, Romania, Serbia, Turkey, Hungary.
- 4) The amount of the scholarship in Switzerland is regulated by a separate program - **Swiss European Mobility Program (SEMP)**. Scholarships are awarded by Swiss partner universities and financed by the Swiss Government. The amount of the scholarship is determined by the National Agency for the Promotion of Mobility of Switzerland - MOVETIA. The Swiss partner universities have the right to refrain from paying the scholarship if MOVETIA grants insufficient funds for this purpose.

18. Additional financial support for students

A student who, at the time of qualification, receives a UW social scholarship or has a certified degree of disability will receive additional inclusion support in the amount of **EUR 250/month**.

The student is entitled to **a lump sum** to cover travel costs, the amount of which depends on the distance between the place of departure and the destination and on the choice of means of transport. For journeys up to 499 km, participants should travel with low-emission means of transport.

Students receiving the lump sum for non-green travel are entitled to an additional grant for up to 2 days of travel (both ways), provided the travel takes place beyond the dates of the mobility period. A student travelling by a sustainable (low-emission) means of transport will be granted a lump sum for living expenses during a trip of up to 6 additional days (round trip) depending on the



documented number of days of travel - 10-499 km lump sum of up to 2 days of travel; 500 -2999 km lump sum up to 4 days of travel; 3000-3999 km lump sum up to 6 days of travel. The journey by low-emission means of transport must be chosen **in both ways**.

19. 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.

If the FRSE grants insufficient funds, the International Relations Office may propose a mobility trip under the rules applicable in the 2023/2024 academic year, if funds are available.

OBLIGATIONS OF A QUALIFIED STUDENT BEFORE AND DURING THE EXCHANGE

20. 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 check 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.

21. 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.

It is the student's responsibility to determine with the host university what type of Learning Agreement is accepted.

22. 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 for maximum 6 ECTS points. 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).



23. 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.

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

24. 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.

25. Student status during the trip

A student on an Erasmus+ exchange must have the status of a UW student during the entire duration of the exchange and cannot be on leave during this time.

26. 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.

27. 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).

28. 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

29. 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.

30. Appeals

The student has the right to appeal against the decision of the Faculty Qualification Committee within 14 calendar days from the date of publication of the recruitment results, **i.e. by March 19, 2024**. Appeals should only be submitted in person, in room 309 in the Auditorium Building during office hours.



Appeals are considered by the Vice-Dean for Student Affairs at the Faculty of Political Science and International Studies together with the Dean's Representative for international cooperation and international research programs, the faculty coordinator for mobility and a representative of the student government.

31. 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.

32. Information on the General Data Protection Regulation (GDPR):

The administrator of the personal data of the applicants and the students selected for the mobility is the University of Warsaw, represented by the Rector, based at ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw. The administrator can be contacted by selecting one of the contact forms available on the website: <https://www.uw.edu.pl/kontakt/>.

The administrator has appointed a Data Protection Officer supervising the correctness of personal data processing, who can be contacted via the e-mail address: iod@adm.uw.edu.pl.

Personal data of the applicants and students selected for the mobility shall be processed in connection with their participation in the Erasmus+ Programme.

The basis for the processing of the applicants' personal data is their consent to the processing of personal data. The data of the students selected for the mobility shall be processed on the basis of an agreement concluded by the University of Warsaw with the Foundation for the Development of the Education System - the National Agency (NA) and on the basis of Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing Erasmus+ - the EU Programme for education, training, youth and sport, and repealing Decisions 1719/2006 / EC, 1720/2006/ EC and 1298/2008 / EC.

Providing data by the applicant is voluntary, but necessary to participate in the selection procedure. Providing data by students selected for the mobility is obligatory, in the event of failure to provide it, the scholarship cannot be paid out.

Recipients of the data will be entities authorized under the law, the Foundation for the Development of the Education System (Erasmus+ Programme operator), the host university to which the student has been nominated for the mobility for studies.

The data must be stored for a period of 5 years from the day the UW receives a letter from the FRSE closing the settlement of the project KA131/2023 or KA131/2024, i.e. by 31.12.2031 at the latest.

The student selected for the mobility has the right to access their data and the right to rectify it and limit its processing. The applicant has the right to withdraw their consent at any time. Information on the withdrawal of consent should be sent to: erasmusbwz@uw.edu.pl.

The applicant / the student selected for the mobility has the right to file a complaint with the President of the Personal Data Protection Office, if they consider that the processing of their personal data violates the provisions of the General Data Protection Regulation.