

## ERASMUS+ Programme

[www.erasmusplus.org.pl](http://www.erasmusplus.org.pl)

Erasmus Mobility Project for Higher Education (KA131/2021)

### **General terms and conditions**

### **Selection of students and doctoral students for mobility for studies (SMS)**

in EU member states and countries associated to the Programme

**Academic year 2022/23**

#### **A. Definitions:**

1. **Country associated to the Programme** – one of the following countries: Liechtenstein, Iceland, Republic of North Macedonia, Norway, Serbia and Turkey.
2. **student** – student of University of Warsaw (including participants of Doctoral Schools), enrolled in a degree-programme at bachelor, master or doctoral level or long-cycle master degree-programme;
3. **reserve ranking list** – list of students and doctoral students ranked in order of priority for receiving an Erasmus grant;
4. **mobility** – going abroad in order to carry out the study programme stated in the Learning Agreement;
5. **mobility capital** – the length of mobilities at host universities or institutions completed under the Erasmus+ and/or Erasmus Mundus Programmes, inclusive of travel days, in case of choosing low-emission means of transport, for which the student received Erasmus funding.
6. **Erasmus SMS grant** – funding allocated to the participant meant to cover the difference in subsistence costs incurred during the mobility at the host university;
7. **Physical mobility** – going abroad to the country of the host university in to carry out the study programme stated in the Learning Agreement before the mobility; the study may take the form of on-site, virtual (on-line) or hybrid learning and must be carried out in the country of the host institution.
8. **Sustainable (low-emission) means of transport** – travel by coach, train or car-pooling (provided at least 2 people share the car).

#### **B. General Terms and Conditions**

1. Selection of candidates (first round) takes place at the level of academic units (faculties/institutes).

2. Erasmus grants (scholarships) may be allocated to all the UW students (irrespective of nationality and subject to the provisions of pt.10, pt. 13, pt. 17, pt. 18) who are enrolled in a degree programme leading to a diploma at bachelor, master or doctoral level or a long-cycle master degree programme. Non-EU and non-EEA students are obliged to verify the rules of entry into the country of the host university in relation to the planned stay there as a participant of the Erasmus programme. The student is responsible for the organization of activities related to obtaining a visa.
3. Full-time and part-time students may apply for the Erasmus scholarship.
4. Each student selected for the mobility is selected provisionally until they receive a written confirmation of acceptance from the host university and until they sign a grant agreement with the University of Warsaw.
5. A student may only be nominated to a university having a valid interinstitutional Erasmus+ agreement signed with the student's home faculty. The host university must be a holder of the *Erasmus Charter for Higher Education* (ECHE) valid in the academic year 2021/2022.
6. Student selection process must be carried out according to the terms and conditions stated in the interinstitutional agreement with respect to the number of students, mobility period (1 or 2 semesters), level of studies (ex. bachelor or master), the required level of language competence of the language of instruction.
7. All derogations from the provisions of the interinstitutional agreements shall be made with the host university in writing (via email) and shall be forwarded to the UW International Relations Office (IRO) together with the selection protocol.
8. To conduct the selection procedure, the Head of the academic unit shall appoint in writing a selection committee, hereinafter referred to as the Committee. The Committee shall include: the mobility coordinator, a staff representative of the given academic unit, a representative of the UW Students' Union.
9. The Committee shall specify detailed terms and conditions for selection of students in the given academic unit of UW. Information on the terms and conditions and criteria for applying for an Erasmus mobility, a list of host universities available, number of places, duration of studies, level of studies, language of instruction (level of the language competence required, e.g. B2, C1), documents required from candidates, date and place of submitting documents, rules of exemption from tuition fees for the time of mobility, members of the Committee, procedure and the deadline for appeals as well as the rules for the recognition process shall be made public on the faculty website with an indication of the date of publication.
10. The basic criteria for student selection are: a) a grade point average (GPA) of at least 3.49 with not more than one conditional pass on the day of application; b) level of the language competence of the language of instruction (as stated in the Erasmus+ interinstitutional agreement). The Committee may apply additional criteria, subject to their public announcement before the selection process begins. It is recommended that first-time applicants for an Erasmus mobility should be given priority.
11. The Committee may exceptionally decide to assign mobilities to students whose grade point average (GPA) for the last completed academic year is lower than 3.49. These students may be selected as participants in the Erasmus programme with zero funding. Students without the right to the Erasmus grant may be awarded funding at a later stage, provided that their grade point average reaches 3.49 before the start of their mobility and

that University of Warsaw has sufficient funds in the project, under which a given mobility is financed.

12. The Committee shall decide how and on the basis of which documents the language competence of the candidates shall be assessed. The Committee shall also take into account the requirements of the partner universities with respect to the documents confirming the command of the language of instruction expected from the selected (nominated) students.
13. Due to the need to provide GPA for at least one completed academic year, students are eligible to participate in the selection process once they are enrolled in the second year of bachelor studies, second year of long-cycle master studies or first year of master studies or doctoral studies/ Doctoral Schools at UW. In exceptional and justified cases, first-year bachelor students may be eligible (e.g. as part of jointly conducted studies with a foreign university, on the basis of a separate agreement). In such cases, the Committee is required to substantiate its decision in the protocol and the students shall be assigned funding provided they complete the first year of studies with a GPA of at least 3,49. Participants of Doctoral Schools are eligible to apply in the selection carried out at an academic unit of their choice, provided that:
  - a. the academic unit carrying out the selection envisages acceptance of participants of Doctoral Schools by entering an appropriate entry in the Terms and Conditions of the selection process;
  - b. the Erasmus+ interinstitutional agreement foresees the exchange of doctoral students and the relevant scientific discipline (field of study);
  - c. the candidate has a written consent of their research supervisor and the Director of the Doctoral School.

In case of participants of Doctoral Schools, the role of the academic supervisor before during and after the mobility shall be performed by the mobility coordinator appointed by the Director of the given Doctoral School. In case no mobility coordinator has been appointed by the given Doctoral School, the Director shall act as the academic supervisor.

14. Third-year bachelor students may participate in the selection, provided that prior to their mobility they are enrolled in master studies in the same field of study at UW. Third-year bachelor students may be nominated for a mobility at the host university in the **second semester only**.
15. Doctoral students and participants of Doctoral School may carry out a research project at the host university, however during their mobility they are obliged to attend classes and obtain the required number of ECTS agreed in writing with their research supervisor and the Director of the Doctoral School (if applicable) and agreed between universities. The minimum number of ECTS credits required in this case is 10 per semester.
16. Students must carry out their mobility in an EU member state or a country associated to the Programme other than the country of their home university and other than the country in which they reside during their degree programme.
17. Students enrolled in the last year of master studies (short or long-cycle) are not eligible to apply.
18. Postgraduate students are not eligible to apply.

19. According to the "Guide for ECTS users (2015)", students of the first, second and long-cycle programmes must obtain 30 ECTS per semester. In justified cases, with the consent of the home academic unit, the number of credits may be reduced, the minimum being 20 ECTS per semester.
20. Students who, prior to the mobility, have more than one conditional pass or an exam retake related the previous year of studies are not eligible to participate in the Erasmus programme.
21. During the entire period of the Erasmus mobility for studies the student must have a valid status of a UW student and cannot be given any type of leave of absence.
22. Students who have previously been granted mobility under the Erasmus+ and/or Erasmus Mundus Programmes are eligible to participate in the selection process subject to pt. 25 and pt. 26. In one academic year, an Erasmus scholarship may be awarded for one Erasmus mobility for studies (SMS) and one Erasmus mobility for traineeship (SMT) in EU member states and/or countries associated to the Programme, provided the mobility periods do not overlap.
23. Each nominated student shall make a statement in the USOSweb electronic system about their 'mobility capital', i.e. whether they participated in the Erasmus+ and/or Erasmus Mundus mobility for studies or traineeship prior to their application, either as a student of University of Warsaw or other Polish or foreign university.
24. In one academic year, the minimum period of mobility for studies is 2 months (60 days), the maximum period is 12 months (360 days), subject to point 25 and 26. The funded period of mobility (i.e. the payment of the scholarship) depends on the funds allocated to the University by the Foundation for the Development of the Education System - the National Agency of the Erasmus + Programme (FRSE) and may ultimately total 2-11 months.
25. At each cycle of studies (bachelor, master, doctoral) the student may be granted mobilities for studies and/or traineeship adding up to a maximum period of 12 months (360 days of mobility capital). The sum of all the previous Erasmus+ and Erasmus Mundus days of mobility (with or without the grant) carried out during the given cycle of studies at UW or any other Polish or foreign university shall be subtracted from the total mobility capital available during the given cycle of studies.
26. Students of long-cycle master studies have a mobility capital of 24 months (720 days). The sum of all the previous Erasmus+ and Erasmus Mundus mobilities (with or without the grant) carried out during the given cycle of studies at UW or any other Polish or foreign university shall be subtracted from the total mobility capital available during the given cycle of studies.
27. During the Erasmus+ funded mobility period, the student must not receive any other grant from European Union funds. The student shall notify the International Relations Office (IRO) of the University of Warsaw in writing about grants awarded for the period of mobility from other sources (e.g. a scholarship of the Polish government). The institution awarding the grant shall decide whether the student is allowed to retain the funding while receiving the Erasmus grant.
28. The Committee may decide to assign the student a mobility without the Erasmus grant, provided the student consents to having no funding.

29. Students **cannot** apply for an Erasmus mobility in the selection organised by academic units other than their own faculties/institutes (for places available under agreements signed by other academic units). Only participants of Doctoral Schools may be allowed to apply for places available under agreements signed by other faculties, on the terms set out in pt. 13, due to Doctoral Schools not having their own Erasmus interinstitutional agreements.
30. The student has the right to appeal against the Committee's decision to the Director of the Didactic Unit or the Director of the organisational unit (if applicable). The decision may be further appealed to the UW Vice-Rector for Student Affairs and Quality of Education, whose decision is final. The appeal shall be submitted through the body which issued the contested decision - within 14 days from the date of notification, in writing or via the IT system of studies (Rules of study at UW - Article 9 par. 3).
31. Students enrolled in inter-disciplinary degrees may apply for a mobility only in the fields of study constituting their programme of studies. It is recommended that the Committees envisage at least one place for selecting students of inter-disciplinary studies. These students are subject to the same selection criteria as students of the given academic unit. In case of inter-disciplinary students, the Committee has the obligation to verify whether the students' minimum curriculum is carried out at the academic unit where they apply for the Erasmus mobility for studies.
32. The selection of candidates shall be completed by **March 22, 2022** and shall be carried out with the use of USOSweb system. By March 22, 2022, the Committees shall submit scans of selection protocols to IRO UW, comprising of the following documents:
- a) a ranking list of the selected students
  - b) a reserve list of candidates,
  - c) a list of students who applied but were neither placed on the list of selected students nor on the reserve list.
  - d) students' nomination forms (*Zgłoszenie kandydata na wyjazd*), duly signed.

**Scans** of protocols and the lists should be sent to: [erasmusbwz@uw.edu.pl](mailto:erasmusbwz@uw.edu.pl).

The ranking list of the selected students should be printed from the USOSweb system.

33. As required by the Erasmus+ programme, Committees are obliged to keep applicants' documents in paper or as scans for 8 years from the date of selection. The Committee has no such obligation if the process is fully carried out with the use of the USOSweb system.
34. Students nominated by **March 22, 2020** shall be awarded an Erasmus grant, in accordance with the decision of the Committee, provided that FRSE grants the University of Warsaw sufficient resources.  
The Erasmus scholarship shall be paid to the student solely for the actual period of physical study in the country of the host university. The following monthly grant rates apply:
- a) **550** EUR - Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden
  - b) **500** EUR - Austria, Belgium, Cyprus, France, Greece, Spain, the Netherlands, Malta, Germany, Portugal, Italy;
  - c) **450** EUR - Bulgaria, Croatia, Czech Republic, Estonia, Lithuania, Latvia, Rep. of Northern Macedonia, Romania, Serbia Slovakia, Slovenia, Turkey, Hungary.

d) Great Britain (GB) – **520 EUR** – due to Brexit, students nominated to host universities in GB shall be assigned a grant from the KA 103/2020 project (2020-1-PL-KA103-079005). Mobilities of students nominated to universities in GB must be completed by 31.05.2023 at the latest. Consequently, students should be nominated to British universities for the first semester only.

35. Students who, at the time of nomination, have the right to a UW social benefit and who declare receiving this benefit in the online nomination form (*Zgłoszenie kandydatury studenta UW*), shall be assigned a grant top-up in the amount of **250 EUR monthly** for the period of the mobility.

Students nominated to universities in Great Britain, receiving a UW social benefit at the time of nomination shall be assigned a grant paid from the PO WER Programme in the amount of **3069 PLN** per month.

36. Students with a disability shall be assigned a grant top-up in the amount of **250 EUR** per month (a lump sum) provided they submit a valid disability certificate.

If the grant top-up in form of the lump sum is insufficient, holders of a disability certificate may apply for additional funding, by submitting a special request for additional funding to the Erasmus Institutional Coordinator at the UW International Relations Office. The additional funding shall be settled on the basis of real costs incurred during the mobility, which will need to be documented in form of financial evidence. The decision on granting the additional funding and on the amount of the support shall be taken by FRSE.

Students nominated to universities in Great Britain, in such a situation, shall be assigned a grant paid from the PO WER Programme in the amount of **2217 PLN** per month.

37. Students who are granted a UW social benefit or students who are issued a disability certificate after March 22, 2022 and/or students who are selected for a mobility for studies after this date and at the time of selection have a UW social benefit or a disability certificate, may be assigned a grant top-up in the amount of 250 EUR monthly, on the basis of a request submitted to IRO UW in the semester preceding the semester of mobility, under the terms and conditions set out by the FRSE, provided UW has sufficient funding.

38. For choosing “green travel” - using low-emission means of transport (as defined in pt. A. 8) to and from the host university students may receive a top-up in the amount of **50 EUR** (single payment) as well as a travel grant for up to 4 days of travel. The top-up is applicable if low-emission means of transport is chosen for travel both ways.

39. In the event of FRSE granting insufficient funds to UW, the UW Vice-Rector for Student Affairs and Quality of Education shall define additional criteria regarding the grant payment. Students who do not receive a grant from the KA131/ 2021 or KA131/2022 projects, may be offered a grant paid out from the KA103/2020 project. Due to Brexit, students nominated to host universities in GB shall be assigned a grant from the KA 103/2020 (2020-1-PL-KA103-079005) or PO WER (2020-1-POWER-HE-079005) projects.

40. The Erasmus grant shall be paid to the student solely for the actual period of physical study in the country of the host university, irrespective of the costs that they may incur with respect to e.g. accomodation, subject to pt. 34 and pt. 39.

41. An additional call for applications (a round of selection open to students of all faculties) for mobilities in the **second semester** of the academic year 2022/23 shall be coordinated by IRO UW and shall be announced at the end of August 2022.

Students who are assigned a mobility in the first round (at the faculty level) shall not be eligible to apply in any additional selection process.

42. If a student who has been awarded an Erasmus scholarship resigns from the mobility, the mobility coordinator shall nominate another candidate from the reserve list. The candidate is entitled to an Erasmus grant according to the General Terms and Conditions. The Committee shall submit a detailed reserve list of candidates for an Erasmus mobility for studies.
43. Before the mobility, students are required to complete a language placement test of the language declared as the language of instruction (applies to: English, Bulgarian, Croatian, Czech, Danish, Estonian, Finnish, French, Greek, Spanish, Irish, Lithuanian, Latvian, Maltese, Dutch, German, Portuguese, Romanian, Slovak, Slovenian, Swedish, Hungarian and Italian) in the European Commission 'Online Linguistic Support - OLS' system.

Students whose mother tongue is the same as the language of instruction at the host university and students with a disability preventing them from taking the test are exempt from this obligation. The link to the OLS placement test shall be sent to the students' email address entered in the USOS database. The result of the language placement test does not affect the allocation of the Erasmus grant. Students who obtain a C2 result in the test before the mobility are exempt from the obligation to complete the second OLS test, after the mobility.

44. Before the mobility, the student and the UW mobility coordinator shall agree upon the study plan to be carried out at the host university (*e-Learning Agreement - e-LA*), inclusive of any curricular differences which may arise. Erasmus mobility for studies at a host university must not result in extension of the study period at UW or in a withdrawal of the student's right to obtain a diploma with honours and a material reward (UW Rules of Study – art. 52 section 4 and 5).

In academic units which do not have a mobility coordinator appointed, the e-LA must be approved by the Head of the didactic unit / Head of the organizational unit.

The approval of LA / e-LA by the mobility coordinator or other authorized person means that the student is entitled to full and automatic recognition of the credits for the courses successfully completed at the host university (in accordance with the Erasmus Charter for Higher Education: [http://bwz.uw.edu.pl/wp-content/uploads/sites/358/2021/07/SCAN\\_20210714\\_095833436.pdf](http://bwz.uw.edu.pl/wp-content/uploads/sites/358/2021/07/SCAN_20210714_095833436.pdf))

45. Students selected for a mobility for studies are obliged to sign a financial agreement at the UW International Relations Office or by correspondence. Failing to sign the financial agreement before the start date of the academic year/ semester / trimester at the host university may be deemed as a resignation from the Erasmus grant and may constitute the basis for cancelling the student's mobility in 2022/23 academic year. On the day of the signature of the financial agreement the student may have only one conditional pass in which case signing the financial mobility is subject to submitting a written consent for the mobility issued by the home academic unit, e.g. by the mobility coordinator.
46. The above terms and conditions have been drawn up based on the information and guidelines provided by the Foundation for the Development of the Education System - the National Agency of the Erasmus + Programme on the date of their publication by the University of Warsaw.
47. Any changes and additions to the General Terms and Conditions, shall be published on the IRO UW website in the form of announcements and in the form of subsequent points,

indicating the date of their publication, starting from point No. 49, after their approval by the Vice-Rector of the University of Warsaw for Student Affairs and Quality of Education.

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

- 48.1 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/>.
- 48.2 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](mailto:iod@adm.uw.edu.pl).
- 48.3 Personal data of the applicants and students selected for the mobility shall be processed in connection with their participation in the Erasmus+ Programme.
- 48.4 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.
- 48.5 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.
- 48.6 Recipients of 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.
- 48.7 The data will be stored for a period of 5 years from the receipt of the FRSE letter by the UW closing the settlement of the project KA131/2021 or KA103/2019, i.e. by 31.12.2029 at the latest.
- 48.8 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 the address: [erasmusbwz@uw.edu.pl](mailto:erasmusbwz@uw.edu.pl).
- 48.9 The applicant / the student selected for the mobility has the right to lodge 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.

Approved on 14.02.2022

Vice-Rector for Student Affairs and Quality of Teaching

Prof. ucz. Dr hab. Sławomir Żółtek