

ERASMUS+ Programme

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Erasmus – “Mobility of higher education students and staff supported by internal policy fund”s (KA131/2024) General terms and conditions

Selection of students and doctoral students for mobility for studies (SMS)
in EU member states, countries associated to the Programme and Great Britain

Academic year 2024/25

A. DEFINITIONS

1. **Country associated to the Programme** – one of the following countries: Liechtenstein, Iceland, Republic of North Macedonia, Norway, Serbia and Turkey;
2. **Country not associated to the Programme** – Great Britain (United Kingdom);
3. **European Economic Area (EEA) country** – one of the following countries: Iceland, Liechtenstein, Norway;
4. **Student** – student of the University of Warsaw (including participants of Doctoral Schools), enrolled in a degree-programme at bachelor, master or doctoral level or in a long-cycle master degree-programme;
5. **Reserve ranking list** – list of students and doctoral students positively reviewed by the selection committee, who were put on a waiting list for an Erasmus mobility, ranked in order of priority in case of resignations of students who were selected;
6. **Mobility** – going abroad in order to carry out the study programme stated in the Learning Agreement;
7. **Mobility capital** – the total length of mobilities (studies and traineeships) completed by the student at host universities or institutions under the Erasmus+ and/or Erasmus Mundus Programmes, (while being a student of the University of Warsaw or another Polish or foreign university /institution, with the Erasmus grant or zero grant) excluding travel days with the Erasmus+ funding in case of travel by sustainable means of transport;
8. **Erasmus SMS scholarship (financial support)** – funding allocated to the participant meant to cover the difference in subsistence costs incurred during the mobility at the host university;
9. **Physical mobility** – going abroad to the country of the host university in order 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;
10. **Sustainable (low-emission) means of transport** – travel by coach, train or car-pooling (provided at least 2 people share the car);
11. **Car-pooling** – using a private car as a common means of transport for a group of passengers travelling on the same route;
12. **Students with fewer opportunities** – students with disabilities, students receiving a UW social allowance.

B. GENERAL TERMS AND CONDITIONS

1. Selection of candidates (first round) takes place at the student's home department subject to art. 14 and art. 28.
2. An Erasmus+ SMS scholarship may be allocated to all UW students (irrespective of nationality and subject to the provisions of art. 11) who are enrolled in a full-time or part-time degree programme leading to a diploma at bachelor, master or doctoral level (including participants of Doctoral Schools) or students enrolled in long-cycle master degree programmes excluding: students enrolled in the first year of bachelor programmes, students enrolled in the last semester of bachelor and master programmes as well as students of postgraduate programmes.
3. 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 participants of the Erasmus+ Programme. The responsibility for obtaining a visa lies solely with the student.
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 the Erasmus+ financial agreement with the University of Warsaw.
5. The student may only be selected for a mobility at 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 2024/2025.
6. The selection process must be carried out according to the terms and conditions stated in the interinstitutional agreement with respect to the number of exchange students, mobility period (1 or 2 semesters), level of studies (e. g. bachelor or master) and the required proficiency level 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 Outcome Report.
8. To conduct the selection procedure the Head of the Teaching Unit shall appoint a selection committee in writing, 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, criteria for applying for an Erasmus mobility, a list of host universities available, the number of places, the duration of studies, the level of studies, the language of instruction (the language proficiency level required, e.g. B2, C1), the documents required from candidates, the deadline and the place of submitting the documents, the members of the Committee, the procedure and the deadline for appeals as well as the rules of the grade recognition process shall be made public in a transparent manner on the faculty website with an indication of the date of publication.
10. The basic criteria for student selection include:
 - a) a grade point average (GPA) of at least 3.49 in the last completed year of studies; students who are conditionally registered for the academic year during which they apply for an Erasmus+ mobility are eligible to apply only if the conditional registration is due to no more than one failed course.
 - b) proficiency level of the language of instruction (as stated in the Erasmus+ interinstitutional

agreement).

11. The Committee may apply additional criteria subject to their public announcement prior to the selection process. It is recommended that priority should be given to first-time applicants and students with fewer opportunities.
12. The Committee may exceptionally decide to assign mobilities to students with a GPA of less than 3,49 in the last completed academic year. These students may be selected as participants in the Erasmus programme with zero funding. Students not entitled to the Erasmus funding may be awarded funding at a later stage, provided that their GPA reaches 3,49 before the start of their mobility and provided that the UW has sufficient funds in the project from which the given mobility is financed.
13. The Committee shall decide how and on the basis of which documents language proficiency 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.
14. Participants of Doctoral Schools are eligible to apply in the selection carried out at another academic unit, provided that:
 - a) the academic unit carrying out the selection accepts participants of Doctoral Schools by listing participants of Doctoral Schools among the eligible candidates in the special (departmental) Terms and Conditions of the selection of candidates;
 - b) the respective Erasmus+ interinstitutional agreement foresees the exchange of doctoral students in the relevant scientific discipline (field of study);
 - c) the candidate obtains a written consent of their research supervisor and the Director of the Doctoral School to participate in the Erasmus+ mobility for studies.

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 respective Doctoral School. In case no mobility coordinator has been appointed by the given Doctoral School, the Director shall act as the academic supervisor.

15. Doctoral students and participants of Doctoral Schools may carry out a research project at the host university during their Erasmus mobility for studies, however 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, in a country associated to the Programme or in a country not associated to the Programme (definition 1 and 2) other than the country of their home university and other than the country in which they reside during their degree programme at UW.
17. According to the "Guide for ECTS users (2015)", students of the bachelor, master 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.
18. Students are not entitled to receive the Erasmus+ funding if, on the day of signing of the Erasmus+ financial agreement, they are conditionally registered for the academic year during which the mobility is to take place due to failing more than one course or they are due to repeat the previous academic year or they are under investigation by the UW disciplinary committee. In such cases,

provided they obtain the consent of the home academic unit, students may be allowed to carry out the Erasmus+ mobility for studies with the status of a participant with zero grant from the EU funds.

19. During the entire period of the Erasmus+ mobility for studies the student must have a valid status or a UW student and cannot be given any type of leave of absence.
20. 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 subject to art. 23 and 24. 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 to the Programme or in Great Britain provided the mobility periods do not overlap.
21. Each nominated student shall make a statement in the USOSweb electronic system about their mobility capital, i.e. whether they participated in an 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.
22. 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 23 and 24. The funded period of the 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 from 2 to 5 months. In case of interinstitutional Erasmus+ agreements allowing mobility of students for a full academic year, the student may be granted a mobility for a full academic year, however the Erasmus funding may be granted for a maximum of 5 months. Students who are granted a mobility starting in the first semester may apply for an extension of their mobility to a full academic year on terms and conditions to be announced in Autumn 2024. There will be no Erasmus funding for the extended mobility period.
23. At each level 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"). In each case, the student's total mobility capital available at the given level of studies will be reduced by the sum of all the previous Erasmus+ and Erasmus Mundus days of mobility (with or without the grant) carried out as a student of UW or another Polish or foreign university at the respective cycle of studies (with or without the grant).
24. Students of long-cycle master programmes have a mobility capital of 24 months (720 days). In each case, the student's total mobility capital available will be reduced by the sum of all the previous Erasmus+ and Erasmus Mundus days of mobility carried out as a student of UW or another Polish or foreign university (with or without the grant).
25. During the Erasmus+ funded mobility period, the student must not receive any other grant from the European Union funds for the same activity. The student shall notify the International Relations Office (IRO) of the University of Warsaw in writing about grants awarded from other sources (e.g. a scholarship of the Polish government) for the period of the mobility. The institution awarding the grant shall decide whether the student is entitled to retain the given funding while receiving the Erasmus scholarship.
26. The Committee may decide to assign the student a mobility with zero grant, provided the student consents to having the status of a mobility participant with no financial support.
27. Students **cannot** apply for an Erasmus mobility in the selection process organised by academic units other than their own faculties/ institutes (application for places available under agreements signed by other academic units). Due to Doctoral Schools not having their own Erasmus interinstitutional agreements participants of Doctoral Schools may be allowed to apply for places available under

agreements signed by other academic units, subject to art. 16.

28. Students enrolled in inter-disciplinary programmes 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 is obliged to verify whether the student's minimum curriculum is carried out at the academic unit where the application is submitted, i.e. whether the student is obliged to obtain at least 20 ECTS p. semester in the given study field in the a. y. 2024/25.

29. The student has the right to appeal against the decision of the Committee to the Rector. The appeal shall be submitted in writing or 14 days from the date of notification, in writing or via the IT system of studies (Rules of study at UW, Art. 8, section 10 and 11) within 14 calendar days from the day the student is informed about not being granted a mobility by the Head of the Didactic Unit or mobility coordinator at the respective department.

30. Selection of candidates shall be carried out with the use of USOSweb system and shall be completed by **March 21, 2024**. By this date, each Committee shall submit a scan of the selection outcome report (*Protokół kwalifikacji*) to IRO UW, comprising the following documents:

- a) a list of the selected candidates (a printout from the USOSweb system in an Excel file format, stating the GPA of each student)
- 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' individual nomination forms (*Zgłoszenie kandydata na wyjazd*), duly signed.

Scans of *Protokół kwalifikacji* and the Excel lists of selected students should be sent to: erasmusbwz@uw.edu.pl.

The list of the selected students must be printed from the USOSweb system (as specified in Art. 30 p. a)).

31. Conforming to the provisions of the Erasmus+ Programme, Committees are obliged to keep applicants' documents for 8 years from the date of the selection if the applications were submitted in the original copies or as scans. The Committee has no such obligation if the selection process is fully carried out digitally with the use of the USOSweb system. Academic units which submit the Selection outcome reports (*Protokół kwalifikacji*) and students' individual nomination forms as scans (as specified in art. 32) are obliged to keep the original copies of these documents for the period of 8 years from the selection of candidates.

32. Students nominated by **March 21, 2024** shall be awarded an Erasmus+ scholarship, in accordance with the decision of the Committee provided that the FRSE grants the UW sufficient resources. The Erasmus+ scholarship shall be paid to the student solely for the actual period of the physical study in the country of the host university. The following monthly grant rates apply:

- a) **670** EUR – Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Latvia, Liechtenstein, Luxembourg, Norway, the Netherlands, Malta, Portugal, Slovakia, Slovenia, Spain, Sweden.
- b) **670** EUR - Great Britain
- c) **600** EUR - Bulgaria, Croatia, Hungary, Lithuania, Rep. of Northern Macedonia, Romania, Serbia, Turkey.

33. Students who, at the time of selection, are entitled to the UW social allowance and who declare receiving this allowance in the online nomination form (*Zgłoszenie kandydaty*), shall be assigned

an additional inclusion support in the amount of **250 EUR monthly** for the period of the mobility.

34. Students having a disability certificate shall be assigned an additional inclusion support in the amount of **250 EUR** monthly (a lump sum) for the period of the mobility, provided they submit a valid disability certificate upon IRO's request and within the deadline specified.

If the inclusion support in form of the lump sum is insufficient, holders of a disability certificate may apply for additional funding, by submitting a special (separate) application for additional funding to the Erasmus Institutional Coordinator at the UW International Relations Office. The additional funding shall be validated on the basis of real costs incurred during the mobility, which must be documented in form of financial evidence. The decision on granting the student additional inclusion support and on the amount of the funding shall be taken by the FRSE upon the request of the UW. The application for additional inclusion support should be submitted to IRO no later than 5 weeks before the start of the mobility.

35. Students who obtain the UW social allowance or a disability certificate after 21 March 2024 and/ or students who are assigned a mobility for studies after this date but who had the UW social allowance or a disability certificate on the date the mobility was assigned may receive the additional inclusion support in the amount of **250 EUR monthly** for the period of the mobility 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. The decision to grant inclusion support in each case is taken by the Erasmus+ Institutional Coordinator.

36. The student is entitled to a lump sum to cover the cost of travel. The amount due depends on the distance between the start of the journey and the destination and the means of transport. The basis for the calculation of the lump sum is the distance measured one way in the distance calculator available on the European Erasmus+ website: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

Below 500 KM, participants will, as a general rule, travel with low-emissions means of transport.

Distance	Lump sum – non-green travel (plane, ferry boat)	Lump sum - green travel
from 10 to 99 km:	28 €	56 €
from 100 to 499 km:	211 €	285 €
from 500 to 1 999 km:	309 €	417 €
from 2 000 to 2 999 km:	395 €	535 €
from 3 000 to 3 999 km:	580 €	785 €
from 4 000 to 7 999 km:	1188 €	1188 €
8000 km and more:	1735 €	1735 €

37. 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.

Students receiving the lump sum for green travel are entitled to an additional grant for up to 6 days of travel (both ways), based on the submitted proof of travel and the following distance criteria:

from 10 to 499 km – additional grant for up to 2 days of travel
from 500 to 2999 km - additional grant for up to 4 days of travel
from 3000 to 3999 km - additional grant for up to 6 days of travel

38. In case of green-travel, low-emission means of transport must be chosen both ways.
39. In the event of the 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.
40. The Erasmus+ scholarship 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 related to e.g. accommodation, subject to art. 22.
41. An additional round of selection of students for SMS mobilities (to be carried out in the second semester of 2024/25) shall be coordinated by the IRO UW and shall be announced at the end of August 2024. Students who are assigned a mobility in the first round of selection (by 21.03.2024) shall not be eligible to apply in the second round of the selection run by the IRO UW.
42. In case of a student's resignation from the mobility, the respective mobility coordinator shall nominate another candidate from the reserve list. The candidate is entitled to an Erasmus+ scholarship according to the General Terms and Conditions. The Committee shall submit a comprehensive list of reserve candidates for Erasmus+ mobility for studies.
43. Before the mobility, the student and the UW mobility coordinator shall agree with due diligence upon the study programme to be carried out at the host university (EWP Learning Agreement), inclusive of any curricular differences which may arise (UW Rule of Study, art. 28 section. 5). Erasmus+ mobility for studies at the host university should not result in an 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 award (UW Rules of Study – art. 52 section 4 and 5).
- In academic units where a mobility coordinator has not been appointed, the EWP LA must be approved by the Head of the Didactic Unit or Director of the Doctoral School.
- The approval of the EWP LA by the mobility coordinator or another authorized person means that the student is entitled to full and automatic recognition of the courses successfully completed at the host university (in accordance with the Erasmus Charter for Higher Education - ECHE: http://bwz.uw.edu.pl/wp-content/uploads/sites/358/2021/07/SCAN_20210714_095833436.pdf)
44. 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 shall be deemed as a resignation from the Erasmus+ scholarship and shall constitute the basis for cancelling the student's mobility in 2024/25 academic year. If, on the day of the signature of the financial agreement, the student is conditionally registered for the academic year during which the mobility is due to happen, the student may retain the right to the scholarship only if the conditional registration is due to no more than one failed course and provided the student obtains a written consent to their mobility issued by the home academic unit, e.g. by the mobility coordinator.
45. 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.
46. 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 article 48, after being approved by the Vice-Rector of the University of Warsaw for Student Affairs and Quality of Education.

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

- 47.1 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/>.
- 47.2 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.
- 47.3 Personal data of the applicants and students selected for the mobility shall be processed in connection with their participation in the Erasmus+ Programme.
- 47.4 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.
- 47.5 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.
- 47.6 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.
- 47.7 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.
- 47.8 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: erasmusbwz@uw.edu.pl.
- 47.9 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.

Approved on 12.02.2024

Vice-Rector for Student Affairs and Quality of Teaching

Prof. ucz. Dr hab. Sławomir Żółtek



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