

In the following sections of the application form, you will need to explain how your institution will fulfil the ECHE principles if the Charter is awarded. You are encouraged to consult the ECHE Guidelines for support in completing this application.

Please note that your Erasmus+ National Agency will monitor your Erasmus Policy Statement and your answers to the questions given in the application. The Erasmus+ National Agency reserves the right to request more information on your activities and propose supplementary measures, for the purposes of monitoring and implementing the Charter principles by your institution.

## 1. ERASMUS POLICY STATEMENT (EPS)

### 1.1 Erasmus activities included in your EPS

In this section, you need to tick the Erasmus activities covered by your Erasmus Policy Statement. Please select those activities that your HEI intends to implement during the entire duration of the Programme.

#### Erasmus Key Action 1 (KA1) – Learning mobility:

The mobility of higher education students and staff v

#### Erasmus Key Action 2 (KA2) – Cooperation among organisations and institutions:

Partnerships for Cooperation and exchanges of practices v

Partnerships for Excellence – European Universities v

Partnerships for Excellence – Erasmus Mundus Joint Master Degrees v

Partnerships for Innovation v

#### Erasmus Key Action 3 (KA3):

Erasmus Key Action 3 (KA3) – Support to policy development and cooperation: v

### 1.2 Erasmus Policy statement (EPS): your strategy

Your Erasmus Policy Statement should reflect how you intended to implement Erasmus after the award of the ECHE. Should you wish to add additional activities in the future, you will need to amend your Erasmus Policy Statement and inform your Erasmus National Agency.

What would you like to achieve by participating in the Erasmus Programme? How does your participation

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in the Erasmus Programme fit into your institutional internationalisation and modernisation strategy?

(Please reflect on the objectives of your participation. Please explain how you expect the participation in Erasmus to contribute towards modernising your institution, as well as on the goal of building a European Education Area<sup>1</sup> and explain the policy objectives you intend to pursue).

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

UW has been actively and successfully participating in the Erasmus programmes since 1998. During this time organisational and structural solutions have been implemented on both University and Faculty levels that ensured correct and appropriate implementation of the programme and achieving the strategic goals of UW. UW has received numerous awards for its achievements from the European Commission (Erasmus Success Stories) and from Erasmus+ National Agency, Foundation for the Development of the Education System (for instance, winner in the Best Institution Category for the entirety of Erasmus activities in the 25th Foundation Anniversary competition, or the Golden Erasmus Prize).

Each year UW commences new projects, for instance, KA103 – Learning Mobility of Individuals and KA107 – International Credit Mobility. The number of mobilities (2600 student and staff), number of international partner institutions (ca. 500) and project budgets (3.1 mln euros) significantly influence the internationalisation and modernisation of UW. They are always carried out in line with the Erasmus Charter Principles and standards.

Two projects adopted in recent months will have a significant impact on the Programme in 2021-2027 at UW: a) the Erasmus 4EU+ Alliance as a model of European Universities of the future, b) the Excellence Initiative – Research University (awarded within a national competition for best universities) as a confirmation of the highest potential to improving quality of research and teaching, strengthening international collaboration and developing management practices promoting scientific excellence. Both projects have been highly rated and awarded funding in the first competitions launched, respectively, by the European Commission and the Polish Ministry of Science and HE. These projects and Erasmus+ will jointly form a strategic synergy aimed at supporting UW in striving for excellence, achieving significant modernisation, strengthening its position globally and raising UW's profile and visibility within the international arena. Erasmus+ and the two projects recognise mobility as a key element contributing to the development of European Education Area.

The 4EU+ Alliance is a consortium of six comprehensive, research-intensive, public universities (universities: Sorbonne, Charles, Copenhagen, Heidelberg, Milan, Warsaw) from four regions of Europe, created to strengthen the European vision of deepened cooperation and mutual enrichment by developing a new quality of cooperation in teaching, education, research and administration, leading to the creation of a truly integrated European University System. Its mission is to develop a barrier-free, continuously deepened cooperation in education, research and innovation within the Alliance. Through this collaboration and working in partnerships, the Alliance will serve society to the highest level with our core values, e.g. academic and research freedom, collaboration in an interdisciplinary approach, integrity, creativity, openness, and internationalisation.

Please reflect on the Erasmus actions you would like to take part in and explain how they will be implemented in practice at your institution. Please explain how your institution's participation in these actions will contribute to achieving the objectives of your institutional strategy.

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University of Warsaw (UW) will actively take part in all Erasmus actions. UW has so far participated in numerous projects (KA1, KA2, KA3) with various core aims and objectives. The core aims of the projects are: mobility, internationalisation, modernisation of education, strategic partnerships, digitalisation, cost-efficient management.

KA1 – The legal basis for cooperation with other international HEIs is the Erasmus Inter-University Agreement. A mobility agreement with non-HE institution might be signed in case of outbound placement or training. In each case, the respective roles and responsibilities of partners must be clearly delineated. Learning mobility helps students increase their professional, social, intercultural skills and employability. Mobility supports personal and professional development of staff. Mobility is crucial in both the modernisation of higher education and internationalisation of the institution and is essential for the European Education Area to develop further.

At the beginning of each academic year, towards the end of the information campaign about Erasmus+ programme, UW mobility coordinators are asked to provide IRO, strictly by 30th November each year, with Inter-institutional

<sup>1</sup> For more information on the priorities of the European Education Area, such as recognition, digital skills, common values and inclusive education, please consult the following website:

[https://ec.europa.eu/education/education-in-the-eu/european-education-area\\_en](https://ec.europa.eu/education/education-in-the-eu/european-education-area_en)

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agreements according to rigorous criteria: quality and resilience of partnership, compatibility of teaching curricula, quality of student services (selection, reception, support and integration of mobile participants), development of research opportunities, place in selected rankings – ARWU, THE, QS, projected long-term results and sustainability.

IRO monitors the degree to which UW units utilise the agreements they are partners in. Units that utilize their agreements in less than 80% are not allowed to sign new ones. If a given agreement is not active in 3 consecutive years, it can be annulled, suspended or annexed. The scope and terms of all inter-institutional agreements are provisionally agreed by the mobility coordinators with their counter-parts at the partner institutions, and then forwarded for approval and signature from the Erasmus+ Institutional Coordinator.

All data about the agreement is uploaded by IRO to the University System Learning and Teaching Management USOS IRO module. Current issues and correct organisation of mobilities are discussed during regular meetings with Mobility Coordinators. These include: compliance with ECHE, ECTS catalogue, e-Learning Agreement procedures, selection, recognition, mobile participants with special needs, etc. After their mobilities individual students are obliged to fill out surveys requested by IRO for monitoring and analysis purposes.

KA2, KA3 - An approval from the Head of UW unit (the Dean) and Vice-Rector for Research and International Relations constitutes the basis for commencing cooperation projects. The fundamental criteria are the quality of the consortium, common objectives, sustainability, financial feasibility and expected results. KA2 and KA3 projects are evaluated by IRO or by International Research and Liaison Office. Both offices provide assistance during the application process as well as in dealing with issues that arise during implementation of the project. A database of all cooperation projects and their results will be developed.

What is the envisaged impact of your participation in the Erasmus+ Programme on your institution?

Please reflect on targets, as well as qualitative and quantitative indicators in monitoring this impact (such as mobility targets for student/staff mobility, quality of the implementation, support for participants on mobility, increased involvement in cooperation projects (under the KA2 action), sustainability/long-term impact of projects etc.). You are encouraged to offer an indicative timeline for achieving the targets related to the Erasmus+ actions.

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Participation in Erasmus+ supports the core strategic goals of UW: mobility, modernisation of education, internationalisation, digitalisation, strategic partnerships and cost-efficient management, in the following ways:

By encouraging digitalisation and modernisation in terms of quality of education as well as structurally.

- Participation in Erasmus+ Programme undoubtedly fosters innovation in pedagogic methodologies and teaching curricula (i.e. development of inter-disciplinary, multidisciplinary, blended pathways, online programmes). Between 2021-2025, UW aims will continue to enhance its educational offer in line with the 4EU+ Alliance objectives. The impact of mobilities on teaching methods is going to be measured through in-depth questionnaires from staff who completed mobility.
- Raising staff and students skills; lifelong CPD.
- Digital Signatures – Legal status of digital signatures is presently different in different countries, which poses a significant challenge to smooth international cooperation on administrative levels and impedes management of mobilities and exchange of students' data. Over the next 3 years, UW is going to carry out the EDSS project commenced jointly by USOS and International Relations Office this year. This project aims to implement appropriate, modern digital tools and solutions.
- UW's Digital Competence Centre plays a significant role in modernisation and digitalisation of the University and is instrumental in carrying out the strategic international cooperation, such as 4EU+ Alliance. The Centre offers online teaching training to staff and digital skills courses for students at all levels. It also contributes to building a common digital repository of tools shared with partner institutions, for instance, digital databases for degree programmes.

By supporting internationalisation (cooperation with international HEIs).

- UW aims to increase student and staff mobility by 150% by 2025, in line with the 4EU+ European University Alliance targets.
- Erasmus is highly conducive to developing international networks amongst academic staff, which results in an increased number of joint research outputs co-authored with members of academic staff from international HEIs (e.g. publications, books, articles, conferences, symposia, workshops, teaching outputs, creative outputs). The impact on academic staff is also measured qualitatively through in-depth questionnaires conducted biannually, in which academic staff are asked to indicate the most valued elements of completed mobilities (e.g. building appropriate networks, knowledge exchange with regards to teaching innovation and research methodologies) and to evaluate their levels of satisfaction.

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- Internationalisation at home. Mobilities are instrumental in building inter-cultural skills and competences amongst students and staff, dismantling stereotypes and promoting European values and citizenship. Students who cannot participate in mobilities for financial or other reasons gain a modicum of comparable skill-sets through internationalisation at home, which is qualitatively through analysis of student questionnaires and in-depth interviews.
- Courses in Foreign Language. Due to the scale of mobilities in the years 2014–2020, UW has rapidly expanded its provision courses and degree pathways offered in foreign languages. This trend will be maintained between 2021–2027.
- Recognition of mobility. By 2025, 100% the percentage of students will have their credits gained during studies abroad fully and automatically recognised by the home institution upon return from mobility. This will be measured quantitatively by analysis of individual student questionnaires. By 2023, UW aims to put in place recognition of mobility as a measurable factor in career progression in terms of its internal policy. Impact on non-academic staff will continue to be monitored and evaluated qualitative through questionnaire, indicating the level of satisfaction from completed mobilities and which of its consequences are most valued, both personally and professionally.
- Graduate Employability. Research surveys have demonstrated that students with an experience of mobility have a definite advantage on the job market. Research studies commissioned by IRO from UW Centre for Societal Challenges (Institute of Social Sciences) revealed that 80% of students declared their Erasmus mobility to be very important for their career and professional development; 79% stated that it was very important in their academic career. Statements about skill-sets development will be measured by student surveys.

By strengthening strategic partnerships:

- New projects – OLA3.0; 4EU+ European University Alliance; European Student Card, Erasmus+ App). As a result of taking part in a number of strategic, pan-European projects such as: OLA, EGRACONS, EWP (Erasmus without Paper), EMREX in the years 2015–2020, UW has become a valued and recognised partner in digital solutions which are recommended by the European Commission and will be implemented soon. Between 2021–2027, UW is going to participate in new strategic partnerships and projects (EDSS, European Student Card, Erasmus+ App, EWP 2.0). These are planned to result in full and complete implementation of digital solutions and tools across all units of UW by 2025.
- Sustainability – improving quality of partnerships by ensuring that results continue to be used by the partners after the project is finished, and the results are re-used wherever possible. Aiming for the results of one project to provide a point of departure for further or subsequent projects.
- Synergy of research and teaching – In line with the 4EU+ European University Alliance goals and objectives, UW is striving for a closer integration of education and research, whereby courses are based on ongoing multidisciplinary research programmes in cutting-edge fields where the participating universities are considered world-leaders. All 4EU+ students will be exposed to research-based education, emphasizing research as a discovery process that enables innovative thinking. By 2024/2026 between 4 and 12 degrees will be developed around the four flagship challenge-based programmes in the four strategic areas identified by the 4EU+ European University Alliance: health and demographic change in an urban environment; Europe in a changing world; transforming science and society advancing information, computation and communication; biodiversity and sustainable development.
- Visibility and raising profile, both internationally and nationally.

Lastly, participation in Erasmus+ is conducive to development of a more cost-efficient management system. As a horizontal process, Erasmus supports internal coherency and development of structural solutions. This results in advancing transparency of HR policies and procedures; full digitalisation across all units of UW; improved flow of information between Faculties and other units.

These strategic goals will be monitored through analysis, reports, questionnaires, in-depth interviews, surveys, focus groups, action plans and checklists. Methods: job-shadowing visits, trainings.

## 2. IMPLEMENTATION OF THE FUNDAMENTAL PRINCIPLES

### 2.1 Implementation of the new principles

Please explain the measures taken in your institution to respect the principles of non-discrimination, transparency and inclusion of students and staff. Describe how your institution ensures full and equitable access to participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.

#### Legal and Structural Measures

As in previous years (e.g. EPS 2014–2020), the ECHE principles are going to be the subject to a resolution of the University Senate. This resolution will constitute the legal basis for implementation of the Charter principles across the individual units of UW. The ECHE implementation will be overseen by members of staff with distinct areas of responsibility and expertise, which will enable an ongoing evaluation as well as carrying out corrective actions in the course of the Programme.

UW has units that have been dedicated with a task of providing specialised assistance: Office for Persons with Disabilities, Ombudsman Office, UW's Psychological Counselling Centre, Centre for Dispute and Conflict Resolution at the Faculty of Law and Administration, Law Clinic.

The University of Warsaw is a place where there is no room for any kind of discrimination. We strive to create a friendly, peaceful, and safe atmosphere where everyone, regardless of their nationality, gender, age, disability, sexual orientation, and religion, will feel comfortable.

UW has an independent and impartial Ombudsman Officer, to whom students and staff turn for assistance in matters related to the university and its community, informally and confidentially. The ombudsman supports staff and students in problem-solving and sees to it that all members of the academic community are treated fairly and honestly.

Since 2016 UW has its Equal Opportunities Chief Specialist who is engaged in anti-discrimination policy, equal treatment and diversity. A social information campaign *We Are All Equal* will be pursued: posters and social media activities will aim to raise awareness of discrimination, hate speech, mobbing, how to counteract these phenomena. In addition, Anti-Discrimination Guidebook, an online published on a dedicated page, clearly enlists detailed information on discrimination: its definitions; different types of discrimination; support available and how to access it; relevant legal acts and regulations. UW will offer a series of on-line training courses on equal treatment to its students and staff. Surveys concerning the sense of safety amongst international students at UW are planned.

The purpose of the Rector's Committee for Preventing Discrimination at UW is to prevent discrimination on grounds of any legally protected feature and to respect the principle of equal treatment at the University premises. The Committee consists of UW academic staff with expertise in the field of preventing discrimination. The Committee monitors the observance of the principle of equal treatment at UW, develops solutions to problems arising from the violation of prohibition of discrimination, initiates investigations and applies for disciplinary action against persons committing discrimination. All problems reported to the Committee are considered anonymously.

It will be the responsibility of the Erasmus+ Institutional Coordinator and the International Relations Office (IRO) to implement ECHE principles across the whole institution. The ECHE Guidelines and the ECHE Self-Assessment Tool will be widely disseminated and promoted. At faculty level, Mobility and ECTS Coordinators will be encouraged to follow them.

The Erasmus Programme is run at UW under centralised administration of International Relations Office (IRO). This assures that rules and procedures of the programme are implemented with consistency across the whole institution. A clearly defined, centralised administrative structure fosters the full respect of the core principles: non-discrimination, transparency, and inclusiveness.

IRO works closely with the specialised units mentioned above, as well as with a network of Mobility Coordinators at all of UW's units and Erasmus Student Network (ESN).

#### General promotion according to the principles of transparency

A large information campaign on Erasmus goals will be run by IRO at the beginning of each academic year. Its core objective is to provide students and staff with transparent, coherent, timely and easily accessible information on learning and funding opportunities. This includes details on vital aspects such as: eligibility criteria, academic requirements, selection rules, administrative procedures, appointments of the selection committees; complaints procedures; as well as guidelines on language, registration, practical guidance, financial and organizational support, etc.

All competitions for scholarships for outbound participants will be conducted through open calls of applications. Having been first approved by the Vice-Rector for Research and International Relations, the criteria and procedures of application will be made transparent to the general public. In order to ensure full transparency of selection procedures, each open call will be addressed to a specific group of participants (SMS students – studies; SMP – students and alumni – placements; STA – teaching assignments; STT – training). The students selection (ca. 1400 by year) will be conducted through the university USOS system.

Particular attention will be paid to the promotion of the Programme, European Education Area goals and ECHE principles amongst partner institutions, especially from outside EU.

In 2016, the European Commission identified UW as one of 5 Polish HEIs for its good performance in the ECHE implementation, following an analysis of student and staff reports from 2014-15. The first year of Erasmus+. High quality of formal selection procedures for Erasmus+ activities and high quality of formal procedures for recognising student mobility (good practices linked to e.g. the use of Learning Agreements) have been noted.

#### Targeted Promotion and Support towards inclusion of those with fewer opportunities.

The Erasmus opportunities offered to participants with fewer opportunities are highlighted in each information campaign amongst the University community and at all relevant occasion, including student orientation meetings. Appointed IRO staff and Erasmus/Mobility Coordinators at the Faculty level possess substantial pastoral experience and competences to provide participants (outbound & inbound) with special needs with a professional organizational support.

IRO strategically utilizes the structural organization of UW to maximise targeted dissemination of information across all units (21 faculties, 4 Doctoral Schools, 30 research units) and to reach those with fewer opportunities, students from socio-economic backgrounds, with disability and those with learning difficulties.

As in previous years, IRO is going to apply for external funding with the view to provide additional financial support to students in difficult economic circumstances. Applications will be made, inter alia, to The Knowledge Education Development Operational Programme (KED OP - PO WER) and to Polish National Agency for Academic Exchange (NAWA). These additional funds are going to enable approx. 10-15% of outgoing students to access higher scholarships.

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UW will continue to be an active member of MappED project (previously MapAbility) which provides students with information on accessibility of university facilities and other places. This information is available on the project website and in the newly developed mobile application. The main goals of the project are: 1) to provide equal opportunities to students with disabilities to encourage participation in Erasmus providing them with the necessary tools to be better informed about their rights, procedures and support services they are entitled to; 2) to reduce disparities in learning outcomes affecting disadvantaged learners; 3) to contribute to the idea of inclusive Higher Education Area where students from different socio-economical backgrounds are given the same opportunities to graduate and contribute to academic excellence. As a member of UNICA (Network of Universities from the Capitals of Europe) UW cooperates with AHEAD (Association for HE Access & Disability), an independent organisation with the aim of creating inclusive environments in education and employment for people with disabilities.

IRO is committed to increasing accessibility to opportunities through providing transparent information to incoming students on e.g. ESN activities. Ca. 20% of students are offered affordable accommodation in UW's dormitories and incoming staff are provided with a list of selected hotels with modest prices.

Please explain what measures your institution will put in place to implement the European Student Card Initiative, and promote the use of the programme's Erasmus+ mobile App to students. Please refer to the timeline indicated on the European Student Card Initiative website<sup>2</sup>.

#### Steps completed to date in preparation for European Student Card Initiative

**USOS.** Student information management system called USOS (University Study-Oriented System) provides the infrastructural basis for implementing the European Student Card Initiative. UW has participated in development of USOS within the remit of its activities as the leader of Polish HEIs Consortium MUCI (Inter-University Centre for IT) over the past 20 years. Now used in 70 Polish HEIs, USOS is gradually gaining the reputation of a standard solution for HEIs in Poland. It supports management of higher education at university level and covers almost every area of university administration, incl. ECTS catalogue and credit system, diploma supplements, ECTS courses catalogue available online. Web-based central admission system (IRK – Internet Recruitment of Candidates) is a part of USOS distribution. Both USOS and IRK have specific IRO management modules. All aspects of incoming and outgoing mobility are fully covered by USOS, for students, Erasmus/mobility coordinators, and central administration.

**(mLegitymacja, mStudentCard).** In 2019 the Polish government issued a mobile student ID card (mLegitymacja, mStudentCard). Students of UW can download this student card to their mobile phones without assistance of the administration thanks to integration of USOS with the system run by the Ministry of Digitalization. Students use their Trusted Profile (which is an element of the infrastructure of the Polish eID node).

**Tech innovation and Leadership.** UW is gradually gaining reputation as a technical leader of digitalisation in EU. During UW's participation in both Erasmus Without Paper projects (EWP - 2015-2017; EWP2.0 - 2018-2019), UW IT Development Team has designed pioneering EWP Apps covering all aspects of the incoming and outgoing mobility, including: signing Inter-Institutional Agreements; nominating students for outgoing mobility; handling Learning Agreements; Transcripts of Records and other digital documents. The same team has developed the reference implementation, runs development and production EWP registries, and maintains two development installations of USOS, which can be used for testing by new institutions joining the network. UW has also implemented SMP and NCP modules of the EMREX Network and gives students, as the owners of the data, opportunity to initiate the transfer of their achievements between HEIs or to other systems.

UW is a partner in the 'European Digital Student Service Infrastructure' (EDSSI) project funded within the Connecting Europe Facility 2014-2020. EDSSI aims to help HEIs implement secure electronic student identification /authentication to facilitate the exchange of academic data between institutions. The eIDAS eID framework will be implemented in EWP, Dashboard, Erasmus+ App, OLA and European Student Card. The goal is to make secure data exchange between HEIs possible, in order to offer high quality services to students. UW will promote EWP and European Student Card Initiative amongst Polish and international HEIs, various national institutions at different levels (e.g. Erasmus+ National Agency, Ministry of HE and Science). UW will continue to cooperate with national and international networks (e.g. European University Foundation, UNICA, European Campus Card Association, IROs Forum - a network of the international offices of 21 leading Polish public universities).

**4EU+ Alliance** members will benefit from UW's long-lasting expertise on digitalisation of mobility, other internationalization processes and tools (student cards; automatic recognition of academic qualifications; OLA 3.0 - Online Learning Agreement; EGRACONS - European Grade Conversion System; EMREX - field trial on the impact of enabling easy mobility and recognition of external studies).

**Timeframes.** UW is ready for the full use of EWP, including the use of the European Student Card Initiative and Erasmus+ mobile Apps, in line with the milestones indicated on the European Student Card Initiative website:

- 2021 - to manage inter-institutional agreements and online learning agreements.
- 2022 - to send and receive student nominations and acceptances.
- 2023 - to exchange transcripts of records related to student mobility.
- 2025 - students will enjoy the benefits of the European Student Card Initiative.

<sup>2</sup> [https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative\\_en](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en)

**Promotion and Dissemination of Erasmus+ Mobile App to students**

Information about Mobile Apps will be disseminated through Faculties, Student Services, Mobility Coordinators, Student Organisations and specialised IT units. The latter will be also responsible for checking the possibilities of the App receiving information from UW's IT systems.

**Please explain how your institutions will implement and promote environmentally friendly practices in the context of the Erasmus+ programme.**

**Education and training activities on climate change run within Erasmus+ framework**

Innovative, inter-disciplinary courses and modules developed by the 4EU+ Alliance. Biodiversity and sustainable development is one of the four flagship programmes identified by the 4EU+ Alliance as Europe wide societal challenges. A prolific group of UW scientists from diverse disciplines have been participating in activities which aimed at implementing new UW standards on these matters. Over the next three years, individual courses and modules as well full 4EU+ bachelor, master, PhDs programmes focused on global threats to environment and the possibilities of responding to climate change will be developed. Courses will be built around common core curriculum and will involve blended mobility of students and staff across the six member universities. This core curriculum will be complemented by joint/double programmes (unique cross-alliance degree programmes), joint doctoral schools, co-supervision of thesis (master, PhD co-tutelle), joint summer schools, shared courses and rotation of students and staff. These initiatives will provide students with the skills necessary to either enter the job market or pursue further education, enable partner universities to build a strong 4EU+ brand, and combine a research-based education, more diverse language skills along with a strong global and European outlook.

Education programmes within EIT-Climate-KIC and EIT Food Consortia. A multidisciplinary PhD programme on climate change, biodiversity, and health is being developed within the project Excellence Initiative - Research University (supported by the Ministry of Science and HE) as a result of the Science for the Planet Research cooperation with European Institute for Innovation and Technology - EIT Climate and EIT Food. These two high-profile consortia converging academia, businesses, and consumers will offer high quality placements and guidance to incoming students.

Internships and student placements will also be offered by several UW's faculties, e.g. by the Centre of Natural Environment and Sustainability Research Centre, that focuses on combating climate change.

Erasmus mobility participants might also benefit from the following initiatives: summer schools with virtual and blended mobility; open online courses (The ABC of Climate); popular science events e.g. The Night of Biologists organised by the Faculty of Biology and The UW Biological and Chemical Research Centre, offering lectures, workshops and games addressed at nature enthusiasts of all ages.

**Promotion of environmental awareness within UW Community, including Erasmus participants**

Training through participation in European projects (for instance "Teach With Erasmus+ (TWE+) - Impact Entrepreneurship and Sustainable Innovation. Climate Challenges: A contribution to changing the world") enable academic staff reviewing and adapting teaching tools and methods, as well as modelling environmental awareness in their teaching methods. Non-academic staff will regularly attend an intensive training ("Climate Week") organised by UW or by partner institutions in order to get acquainted on climate challenges and exchange experience on institutional strategy on adopted solutions to climate change.

Cooperation with Erasmus Student Network on "green" events and promotion initiatives. UW will strongly support a variety of activities: student initiatives such as ECO Days - Less Plastic is Fantastic, Vegan Day, promotion of 'Green Tips' amongst student community, e.g. 3R - Reduce-Reuse-Recycle Initiative.

Environmentally friendly transportation will be promoted wherever possible to encourage mobile students and staff to use means of transportation with reduced carbon footprint (e.g. trains, public transport). Within the Social Erasmus section ESN will continue to plant trees in the woods in the Warsaw area.

All Erasmus+ activities and projects will be conducted and implemented in line with the guidelines on environmentally friendly practices outlined in the Senate's Resolution and following recommendations articulated by the Rector's Advisory Committee for Climate and Ecology.

According to a resolution adopted by the Senate in 2019, UW is going to:

- Thoroughly educate the UW community on issues pertaining to climate change and ecology;
- Use its research and scientific potential to seek new solutions to climate change, taking into account civil justice and sustainable development;
- Members of UW academic community, when participating in public debate, ought to strive to support factual solutions which are relevant to the scale of the problem and based on scientific knowledge;
- These guidelines and procedures include implementing changes within its operations which will result in reducing the negative impact on society. First and foremost, it will strive to achieve carbon-neutrality in the nearest achievable timeframe through: 1) implementing necessary infrastructural changes; 2) using renewable energy; 3) minimising CO2 emissions, including those related to travel and transport; 4) implementing effective recycling systems and reducing waste; 5) increasing green spaces on UW campuses, and making those spaces hospitable to

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different plant and animal species, fostering water and carbon retention; 6) providing plant-based food choices at all UW catering points and sites 7) reducing non-reusable packaging and products within UW, and at events organised by UW.

Rector's Advisory Committee for Climate and Ecology is going to:

- Coordinate educational and practical activities dedicated to combating climate change and the issues of social responsibility of UW in these matters;
- Identify UW climate performance needs, design procedures and guidelines for best practice for improving climate performance;
- Cooperate with the scientific community, student organisations, NGOs, government and business sector representatives in the areas of knowledge-exchange on climate change in order to design common solutions;
- Promote practical recommendations among UW units.

**Please explain how you will promote civic engagement and active citizenship amongst your outgoing and incoming students before, after and during mobility.**

The 4EU+ Alliance is the best example when civic engagement and active citizenship are the core values constitutive for and promoted by a network of 6 universities from 6 European countries. The network was established to provide outgoing and incoming students with an outstanding European learning experience. Graduates of a 4EU+ university will receive an excellent education in their respective fields and acquire common core competencies. They will be "European citizens", whatever their origin, by their experience and awareness of European culture and values. 4EU+ will achieve this by (1) the content of education and (2) students' exposure to more than one educational, cultural and social environment through mobility within the 4EU+ Alliance – be it long-long or short-term, physical, virtual or blended mobility. 4EU+ members plan to organise a series of courses (incl. virtual and blended) on European in a changing world, European values and citizenship within one of 4 flagships identified by the Alliance. Academic and non-academic staff will benefit from the shared expertise of its 4EU+ member activities.

Mobility contributes to personal development of each participating student, who develops new skills and competences, such as: independent problem solving; dealing with difficult situations; increased tolerance; sensitivity to cultural differences; deeper understanding of European integration; strengthening their civic engagement; curiosity towards people and the world in general.

IRO will continue to cooperate and financially support activities of student organisations, in particular, Erasmus Student Network (ESN) which plays a pivotal role in the successful delivery and implementation of Erasmus. It is impossible to overestimate ESN's contribution to supporting mobility, student integration and internationalisation at home. Erasmus Student Network runs numerous events within the remit of its core groups: Mentor, Culture, Tandem, Travel, Sport, Event, PolishYourPolish, SocialErasmus, ExchangeAbility. These events include:

- Orientation Weeks – library training, outreach trips to galleries, theatres, student clubs, concerts of Chopin's music, making dumplings, bike rides around Warsaw, trips to other Polish and European cities;
- Mentor Programme – one of the core programmes addressed at Polish and international students;
- Tandem Evening – weekly meetings which consist of language lessons swaps between native speakers, whilst also facilitating the learning of Polish culture;
- Karaoke – Polish and international students sing together;
- PolishYourPolish – members of ESN offer Polish language lessons for small groups, based on bespoke training materials targeted at particular vocabulary areas (for instance: shopping, holidays);
- Sports – climbing, football tournaments with children from orphanages, swimming, skating, basketball, laser Tag, visiting the National Stadium.

SocialErasmus Section is a really unique section: it was created at UW and inspired the rest of Polish ESN organisations. It sensitises incoming students to local problems and integrates them with local community through various activities: visits to orphanages and charitable organisation, International Lessons (international students visit schools and orphanages, telling stories about their native language, culture and customs), planting trees in woods, painting hospital corridors, collecting plastic caps in order to get a wheelchair for people with special needs.

The annually organised by ESN "Discover Europe" is a pan-European Photo Contest aiming to show the beauty of Europe, its tradition and customs, its citizens, as well as to break stereotypes, to share common mobility experience and the idea of what Europe means for each participant. Both local and incoming students were often winners of the Photo Contest. Photos are then used during information campaign on Erasmus+, its goals and offered opportunities.

UW offers language training to encourage participation in local communities and voluntary activities. The Centre for Polish Language and Culture For Foreigners "Polonicum" offers Polish language courses to incoming students prior to commencement of the semester and throughout the whole duration of the academic year (also available in e-learning formats); training sessions on Polish culture as well as workshops on traditional customs. Polish language knowledge will enable incoming students to actively participate in the city and the University life.

UW is committed to fostering civic ethos across campus culture. Students who cannot participate in international mobility will develop similar skill-sets (internationalisation at home) through taking part in classes with international students, serving as mentors and through partaking in extra-curricular, integration activities. Students planning their mobility will be able to take part in workshops (Ready4Exchange) and language courses organised by ESN in collaboration with incoming international students. IRO will provide outgoing students with access to a foreign language test and an on-line course as part of Online Linguistic Support EU platform.



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Support and access to volunteering opportunities is provided by several units within UW. Incoming students will also be encouraged to participate in various activities organized by the Volunteer Centre, the Welcome Point and Student Union to facilitate their integration with local students: Karma Returns; mutual learning and teaching of native languages; exploring Warsaw; themed workshops; SpeakDating; Gathering&Gardening; cat shelter building workshops; initiatives for the care of public spaces, in cooperation with Santander Universidades; „mUWies nights“ film club.

Continuous and ongoing impact of Erasmus mobility is evaluated regularly through surveys, self-assessments and in-depth interviews. The analysis of students' surveys has demonstrated that the already high percentage of students satisfied with mentoring and administrative support they received from UW has increased: 92% in 2019 (88% in 2015-2016; 87% in 2017-2018). Efforts will be made to improve service provision further. Gathered data confirm that UW has created appropriate conditions for students' civic engagements and active citizenship.

Research commissioned by IRO from The Centre for Societal Challenges (Institute for Social Sciences UW) has demonstrated that 80.5% of students declared Erasmus international exchange to be important to them personally, and highly important for their professional career: 79% - in their academic career; 91% in their personal lives.

Upon their return Erasmus participants (students and staff) are encouraged to widely share their mobility experience, to promote the programme, to engage in local activities, to act as ambassadors and to utilize their new skills.

## 2.2 When participating in Mobility Activities - After mobility

Please demonstrate your commitment to implement full automatic recognition in your Higher Education Institution.

Please describe the concrete steps you will take to ensure the full automatic recognition of all credits gained for learning outcomes achieved during a mobility period abroad/ a blended mobility, according to the Council Recommendation on Automatic Mutual Recognition<sup>3</sup>.

Since 2007, UW has developed and implemented an electronic Learning Agreement (e-LA) to support the Programme. e-LA is not an additional tool, it has been incorporated into the university data management system USOS which supports all the university processes from enrolment to graduation. e-LA at UW is not only limited to Erasmus. With slight modifications, it may also be used for other types of mobility, such as ICM or any other outgoing mobility for studies. Each cooperation is based on an inter-institutional agreement signed between HEIs with common objectives.

While e-LA is fully digitised on the part of UW (not requiring a physical signature or a stamp) it still needs to be signed by the host institution in a traditional way, which entails printing and scanning of the pdf file generated from the USOS system.

Within the next two years this part of the process is envisaged to be digitised as well, as e-LA will be transferrable from USOS to Online Learning Agreement (OLA) via Dashboard via Erasmus Without Paper (EWP) connectors. UW has been directly involved in development of the new OLA platform through its participation in the OLA3.0 project and is scheduled to test the e-LA data transfer between the Dashboard and USOS as soon as the systems are integrated.

Once a student has been selected for an Erasmus mobility, an e-LA is created in their student profile as an alternative study plan, to replace or modify their UW curriculum in the semester(s) of their mobility. The e-LA is visible to the student, the mobility coordinator, IRO and the student services at the home faculty. There is full transparency of data throughout the mobility and afterwards.

The e-LA contains all the fields required in the LA template by the EC. In Table A, the student enters the courses to be taken at the host institution, defining the number of ECTS and course details. In Table B the student indicates the courses at UW which will be replaced by the external courses from Table A, by clicking particular courses in the UW course catalogue, which is directly linked to this field. In an additional field, Curriculum Differences, student indicates courses which remain obligatory at UW and which cannot be replaced by external courses (such as a BA/MA seminar).

If correct, e-LA is then approved online by mobility coordinator. The approval is visible to the student, IRO and student services. A pdf with the e-LA in the template required by Erasmus, bearing the name LA Before the Mobility, can be printed from the system, for further approval by the host institution. Approval of e-LA by the mobility coordinator in USOS guarantees full recognition of the courses chosen by the student.

Within the next two years, after the integration of USOS with the Dashboard via EWP, all the e-LAs created in the UW system will also become visible to the coordinators at the host institutions in the OLA platform in the Dashboard.

The e-LA in UW system allows modifications and versioning. A history of all changes to the study plan approved by the mobility coordinator remains available in the system. After changes are approved, a printout of the e-LA is available, listing a history of changes under the name LA During the Mobility. The document shows the final list of courses which will be recognised by UW, as well as previously approved versions of e-LA.

Upon receipt of the student's Transcript of Records, the grades are converted (EGRACONS), entered into the e-LA and

<sup>3</sup> The text of the Council Recommendation on Automatic Mutual Recognition may be found at: [https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210\(01\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210(01))

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approved by the mobility coordinator. At this stage, an LA After the Mobility becomes available in the system, confirming full recognition of the courses and ECTS gained by the student during the period of study abroad or during the virtual mobility. Upon graduation, LA After the mobility becomes a part of the student's Diploma Supplement, constituting a further proof of the full recognition guaranteed at UW, in line with ECTS and the Polish Qualification Framework.

Please describe your institution's measures to support, promote and recognise staff mobility:

IRO is the central administration unit responsible for organising mobility of UW staff. Staff mobility within Erasmus is based on inter-institutional agreements (KA1) or participation in a project (KA2, KA3).

To manage all mobilities, IRO uses USOS system, where the fundamental data on each project and each signed inter-institutional agreement (partner institution, field of studies, mobility numbers per academic year, language and level of instruction, contact persons) is entered.

Each year IRO, in cooperation with Mobility Coordinators, runs a far-reaching campaign amongst UW staff, informing them about funding opportunities, rules, procedures of applications and selection criteria.

In September each year, two competitions are announced for Erasmus funding for those nominated to travel to partner institutions to teach (STA) or to take part in training (STT) in a given academic year. The number of candidates always exceeds the financial capacity, therefore IRO actively applies for additional funding from other national or international programmes.

The IRO contact person provides outgoing staff with step by step guidelines (available also on-line) required for successful organisation of their stay: Staff Mobility Agreement for Teaching/Training, Erasmus grants, complementary funds - if applicable, travel assistance, insurance, required reports. Incoming staff are additionally provided with assistance with accommodation options, visas - if applicable, insurance, contacts persons at UW. UW offers to non-academic staff an additional cultural or foreign language training for those who plan a mobility abroad. Participants are encouraged to share their mobility experience and outputs as widely as possible (internal meetings, reports, conferences, analysis) upon return.

The analysis of individual reports has demonstrated an almost 100% general satisfaction amongst participants of completed mobility (outgoing staff: 2015 - 99%, 2016 - 97%, 2017 - 99%; incoming staff: 2015 - 98%, 2016 - 99%, 2017 - 99%). This high degree of satisfaction evidences to what extent the experiences and competences gained during mobility contribute to the professional development of participating members of staff. These indicators confirm that the ways in which UW organises mobility (before, during, after) are appropriate.

UW participates, as HEI partner, in the majority of projects mentioned in Guidelines - Erasmus Charter for Higher Education 2021-2027. These projects include Erasmus+ REALISE (Realising the potential of international mobility of staff in higher education), which ended in 2019. It has been identified by the French National Erasmus+ Agency as an example of best practice. In the forthcoming years, the recommendations derived from this project will be continuously and widely disseminated; the majority of them implemented by UW.

Aware of the pivotal role that the competences of IRO staff play in the implementation of internationalisation strategies, promotion and organisation of mobility, UW participates in yet another project: "Erasmus+ FESC - Framework for Erasmus+ Staff Competences". It focuses on the competences of staff dealing with student mobilities. A framework of competences is being devised and it is expected that it will be used for self assessment as well as enhancing staff development strategies. Staff mobility for training is one of key elements in staff training frameworks. Results of questionnaires and interviews, conducted within FESC, clearly state the role that staff mobility plays in developing competences.

Academic staff are required to complete cyclical evaluation of their work. The compulsory self-assessment form for academic staff includes criteria such as: pedagogic activities, pastoral care of students, organising international exchange and participation in cooperation with international institutions. Therefore, mobility is important not only for overall personal development but also for professional career advancement.

UW has completed the pilot phase of evaluation system for administrative staff. This system will be gradually implemented in the individual UW units, and its results might influence the competences and skills criteria, career opportunities and remuneration for a given staff member.

### 2.3 For the Purposes of Visibility

Please provide the web link where you will host the Erasmus Policy statement in the future. Please reflect on how you plan to regularly promote the activities supported by the Programme.

The Erasmus Policy Statement will be posted on the following webpage: [www.uw.edu.pl](http://www.uw.edu.pl) (About University) and <http://bwz.uw.edu.pl/> (IRO website).

UW has been participating in the Programme since 1998. Since then it has developed its promotion strategy, which is, of course, adapted to the changing technologies and information channels as well as demographic and societal changes

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(Generation X).

A large information campaign is run by IRO at the beginning of each academic year. Its core is to provide students, staff and partner institutions with transparent, coherent, up-to-date, timely and accessible information on Erasmus+, its goals, international cooperation, education and teaching opportunities as well as financial conditions.

As in previous years (EPS 2014-2020), the ECHE principles will be subject to a resolution of the University of Warsaw Senate which will constitute the legal basis for implementation of the Charter principles across the individual units of UW. Senate's Resolutions are published online in UW Monitor.

All information about the Programme disseminated across various media and information channels is differentiated and targeted at different audiences, for instance: mobility coordinators, students, PhD researchers, academic lecturers, administrative staff at the central and faculty level, Erasmus Student Network, Students' Union Reps, international HEIs/networks, Erasmus+ National Agency, international partner institutions. Content is responsive and relevant to particular needs of various audience groups. Content segment concern diverse matters such as: announcing competitions/open calls; Inter-institutional agreements, selection criteria, academic and language requirements, results of competitions, information meetings such as Welcome Week, promoting UW across internationally HEIs (Study Abroad Fair, Erasmus Day/s), Catalogue ECTS, Institutional InfoSheet.

In order to reach specific target groups, content segments are communicated in different forms and at appropriate occasions, including: meetings, seminars, workshops, PowerPoint presentations, webpages, information boards, banner, Facebook, fanpages and other social media, infographics, mailing lists, brochures and flyers, media (Kampus radio, UniwerekTV), YouTube videos, phone conversations, trade shows, webinars, serial correspondence, step-by-step guidebooks for those planning mobility, training materials, mobile applications.

All information is cyclically differentiated according to target audience and content segment, i.e.: disseminated cyclically once a year at the beginning of each academic year or semester; before, after mobility, according to timelines of a given project.

Please describe how you will ensure that the principles of this Charter will be well communicated and applied by staff at all levels of the institution.

As in previous years (EPS 2014-2020), the ECHE principles will be subject to a resolution of the University of Warsaw Senate and published in The UW Monitor.

The Programme is run at UW under centralised administration (IRO), assuring that its rules and procedures are implemented with consistency across the whole institution. IRO reports to Vice-Rector for Research and International Relations as well as Vice-Rector for Student Affairs and Quality of Teaching. The responsibility for implementation of the Programme lies with Erasmus+ institutional coordinator, who is a member of IRO staff.

The ECHE implementation will be overseen by members of staff with distinct areas of responsibility and expertise, which in turn will enable an ongoing evaluation as well as carrying out corrective actions in the course of the programme.

Appropriate communication of its principles (please see the point above) is the basis for correct and successful implementation of ECHE. IRO is in charge of the Erasmus activities implementation, international cooperation, mobility management, monitoring and communications of the Programme.

IRO cooperates with a) Erasmus Coordinators, who are academic staff responsible for organising admissions, education, pedagogical advisory activities, competitions; b) student services office at faculty level when it comes to administrative matters; c) ECTS Coordinators at faculty level.

Organising mobility in all its aspects and every stage is supported by the university USOS system which is used for all the university processes from enrolment to graduation and mobility management. This system also enables monitoring the curriculum of the project, generating statistical data and its analysis.

It contains all students' data (incoming and outgoing). For instance, student might be qualify for mobility only in accordance with terms outlined in the inter-institutional agreements; scholarship might only be paid out only if the e-Learning Agreement has been signed. It also allows to check student's mobility capital; whether the funding agreement has been signed correctly; has the student confirmed that they understand his/her rights and obligations as defined in ECHE.