



# UNIVERSITY OF WARSAW

International Relations Office

## SWISS EUROPEAN MOBILITY PROGRAMME SEMP

[www.movetia.ch](http://www.movetia.ch)

Educational mobility – Switzerland

### General terms and conditions

#### Selection of students and doctoral students for mobility for studies (SMS) in Switzerland under Swiss European Mobility Programme SEMP Academic year 2024/25

##### A. DEFINITIONS

1. **Country of the Programme** – Switzerland
2. **Student** – student of 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
3. **Reserve ranking list** – list of students and doctoral students positively reviewed by the selection committee, who were put on a waiting list for a mobility, ranked in order of priority in case of resignations of students who were selected;
4. **Mobility** – going to Switzerland in order to carry out the study programme stated in the Learning Agreement;
5. **SEMP scholarship** – funding allocated to the participant by Swiss university meant to cover the difference in subsistence costs incurred during the mobility at the Swiss university.

##### B. GENERAL TERMS AND CONDITIONS

1. Selection of candidates takes place at the student's home department (in accordance with the concluded agreement).
2. Students of the University of Warsaw whose home units have concluded interinstitutional agreements on bilateral cooperation with Swiss universities under the SEMP program and who are enrolled in degree programme leading to a diploma at bachelor, master or doctoral level or students enrolled in long-cycle master degree programmes are eligible to apply for exchange under SEMP 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 participants of the Erasmus+ Programme. The responsibility for obtaining a visa lies solely with the student.
3. Full-time and part-time students may apply for an exchange studies in Switzerland under the SEMP program.
4. Each student selected for the mobility is selected provisionally until they:



- a) receive a written confirmation of acceptance from the host university  
and
  - b) sign the SEMP agreement with the University of Warsaw (UW).
5. The student may only be selected for a mobility at a university having a valid interinstitutional SEMP agreement signed with the student's home faculty.
  6. The selection process must be carried out according to the terms and conditions stated in the interinstitutional agreement with respect to the host units and disciplines, 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. 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.
  7. 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.
  8. 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 the SEMP mobility, a list of Swiss 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.
  9. 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 SEMP 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 SEMP interinstitutional agreement).

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.

Participation in the SEMP program does not exclude the possibility of participating in other programs, but mobility under these programs cannot overlap.

10. 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.

11. Students of at least the second year of first-cycle studies, at least the second year of long-cycle master degree-programme, first year of second-cycle studies, as well as participants of doctoral studies and doctoral students of the Doctoral Schools of the University of Warsaw can participate in the qualification. 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 interinstitutional SEMP 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 SEMP 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.

12. Students of the third year of first-cycle studies may participate in the qualification, but before departure they have to provide a document that they have been accepted by the University of Warsaw for second-cycle studies in the same field; these students must be sent to study abroad in the summer semester.
13. Students who have previously completed mobility for studies under the LLP-Erasmus, Erasmus+ and/or Erasmus Mundus programs may apply for educational mobility.
14. Students of the last year of second-cycle or long-cycle master's studies and postgraduate students are not eligible to participate in the qualification.
15. Students who, at the time of departure, have more than one conditional registration due to one failed course or who repeat a year are ineligible to participate in the program.
16. The student can only apply for mobility under the agreement concluded by their home unit/faculty.
17. The final decision on qualifying a candidate for educational mobility is made by the host university.
18. 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 SEMP 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).

19. 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.
20. 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.
21. Scholarships under the Swiss European Mobility Program are granted by Swiss partner universities and financed by the Swiss Government. The amount of the scholarship is determined by the Swiss agency for exchange and mobility - MOVETIA.
22. The Swiss partner universities reserve the right to refrain from paying the scholarship if MOVETIA grants insufficient funds for this purpose.
23. If MOVETIA does not provide sufficient financial resources and the host university does not award the scholarship, the University of Warsaw WILL NOT AWARD the scholarship from its own funds. Matters related to the payment of the scholarship under SEMP are agreed by the student with the host university.
24. In one academic year, the minimum period of mobility for studies is 5 months (150 days), the maximum period is 10 months (300 days), subject to point 21 and 22. The funded period of the mobility (i.e. the payment of the scholarship) depends on the funds allocated to Swiss University by Swiss Government.
25. The student shall notify the International Relations Office (IRO) of the University of Warsaw, Swiss Partner University and the institution awarding the grant 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 scholarship.
26. The student has the right to appeal against the decision of the Committee to the Vice-Rector of the University of Warsaw for Student Affairs and Quality of Teaching. The appeal shall be submitted in writing or 14 days from the date of notification, in writing or via the IT system of studies 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 (Rules of study at UW, Art. 9, section 3).
27. 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,
  - b) a reserve list of candidates,
  - c) 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: [international@adm.uw.edu.pl](mailto:international@adm.uw.edu.pl)

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

28. Committees are obliged to keep applicants' documents for 3 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.
29. In case of a student's resignation from the mobility, the respective mobility coordinator shall nominate another candidate from the reserve list. The Committee shall submit a comprehensive list of reserve candidates for SEMP mobility for studies.
30. 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 (e- Learning Agreement – e-LA), inclusive of any curricular differences which may arise. SEMP 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 e-LA must be approved by the Head of the Didactic Unit or Director of the Doctoral School.

The approval of the LA/e-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.

31. Students selected for a mobility for studies are obliged to sign an 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 mobility and shall constitute the basis for cancelling the student's mobility within the Programme SEMP. On the day of the signature of the agreement, the student may retain the right to the mobility 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.
32. 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, after being approved by the Vice-Rector of the University of Warsaw for Student Affairs and Quality of Teaching.

### **C. PROCESSING OF PERSONAL DATA**

1. Information on the General Data Protection Regulation (GDPR): The administrator of the personal data of the applicants and the students selected for the mobility is the University of Warsaw, represented by the Rector, based at ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw. The administrator can be contacted by selecting one of the contact forms available on the website: <https://www.uw.edu.pl/kontakt/>  
The administrator has appointed a Data Protection Officer supervising the correctness of personal data processing, who can be contacted via the e-mail address: [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl)

Personal data of the candidates and students selected for the mobility shall be processed in connection with their participation in SEMP Programme.

The basis for the processing of the candidates' 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 Swiss partner universities.

Providing data by the candidates is voluntary, but necessary to participate in the selection procedure. Providing data by students selected for the mobility is obligatory.

Recipients of the data will be entities authorized under the law, the host university to which the student has been nominated for the mobility for studies.

2. 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: [international@adm.uw.edu.pl](mailto:international@adm.uw.edu.pl)
3. The candidate 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 January 31, 2024

Vice-Rector for Student Affairs and Quality of Teaching

Prof. ucz. Dr hab. Sławomir Żółtek