



## Erasmus+ 2020/2021

### DETAILED QUALIFICATION RULES

#### FACULTY OF POLITICAL SCIENCE AND INTERNATIONAL STUDIES

### APPLICATION & QUALIFICATION

#### 1. Application criteria

- ✓ Right to apply dependent on the year and cycle of studies → see para. 2
- ✓ Grade point average of 3,49 or above (BA students – GPA from previous year, MA students – GPA from BA diploma) – mobility is possible with GPA below 3,49 but without scholarship
- ✓ Language proficiency as stipulated by the receiving institution

#### 2. Right to apply

Who can apply to the Erasmus+ program?

Students of the Faculty of Political Science and International Studies (hereinafter “the Faculty”):

- ✓ 2<sup>nd</sup> year undergraduate students (BA) (mobility: 3<sup>rd</sup> year BA, winter semester)
- ✓ 3<sup>rd</sup> year undergraduate students (BA) (mobility: 1<sup>st</sup> year MA, spring semester) – conditional → para. 12
- ✓ 1<sup>st</sup> graduate students (MA) (mobility: 2<sup>nd</sup> year MA, winter semester)
- ✓ Ph.D. students → see para. 13

Who cannot apply?

- 1<sup>st</sup> year undergraduate students (BA)
- 2<sup>nd</sup> year graduate students (MA)

#### 3. Students’ duties before participating in the qualification

Students are required to familiarize themselves with the list of courses offered by receiving institutions. The courses must to be held in one of the languages spoken by the student and ought to fulfill learning outcomes applicable to their program of studies at the Faculty. The courses do not have to be analogous to courses held at the Faculty during mobility.

#### 4. Participation in the qualification

- a) Selection of the receiving institution

Students select a maximum of three receiving institutions from the list of Faculty agreements starting with the most desired and taking into account the institutions’ language requirements and offer of courses.

Students of all Faculty programs have equal access to all Faculty agreements.

- b) Application

Students must deliver required documents between **20 January 2020 – 7 February 2020 (15h00)** either to:

- ✓ Erasmus+ Coordinator for Outgoing Students: Fridays 11.30-14.30 room 310, or
- ✓ Information Point (Collegium Politicum, entrance B, ground floor).

Incomplete and/or late applications will not be eligible for the qualification procedure.

#### 5. Faculty Qualification Commission

Student applications will be reviewed and qualified for the Erasmus+ program by the Faculty Qualification Commission established by the Vice Dean for Student Affairs. The Commission consists of:

- ✓ The Faculty Erasmus+ Coordinator for Outgoing Students (hereinafter “the Coordinator”)
- ✓ The Dean’s Plenipotentiary for Erasmus+ Program
- ✓ Four Faculty Student Union representatives, out of which two should represent students from Polish-language programs and two students from English-language programs

The Qualification Commission is permitted to introduce amendments to these Detailed Qualification Rules.



## 6. Qualification criteria

Each application will be assessed by the Faculty Qualification Commission according to the following criteria:

- ✓ Grade point average (GPA)
- ✓ Foreign language proficiency required by the receiving institution
- ✓ Completion of the previous study term
- ✓ Rank and level of the selected institution
- ✓ Fulfillment of the selected institution's any additional requirements
- ✓ Student's argumentation of their choice
- ✓ Assessment of social skills
- ✓ Academic and organizational activity
- ✓ Past participation in the Erasmus+ program (priority will be given to first-timers)
- ✓ Opinion of the Head of Studies (if applicable)

The Faculty Qualification Commission is not required to award mobility to all applying students nor to exhaust all available slots.

## 7. Qualification results

The Faculty Qualification Commission will announce the list of qualified students on the Faculty's website no later than 20 February. Qualified students will be qualified provisionally until the receiving institution provides the confirmation of their acceptance and until they sign the financial agreement with the University of Warsaw at the International Relations Office.

## 8. Conditionality of mobility

Assigned mobility is dependent on the successful completion of the academic year 2019/2020. Before departure to the host country, students are required to obtain credits for all courses in 2019/2020 study term and to meet all the requirements stipulated in their program of studies.

In exceptional circumstances students conditionally enrolled to 2020/2021 may participate in mobility provided they 1) have failed to obtain credits for no more than one course, 2) receive the consent of the Head of Studies and 3) the consent of the Erasmus+ Coordinator for Outgoing Students.

## 9. Mobility semester

Students are qualified for one semester.

Mobility takes place during:

- ✓ 3<sup>rd</sup> year of undergraduate studies - winter semester
- ✓ 2<sup>nd</sup> year of graduate studies - winter semester
- ✓ 1<sup>st</sup> year of graduate studies - spring semester (conditional → para. 12)

Students can change the mobility semester in exceptional circumstances if they acquire the consent of 1) their thesis supervisor, 2) the Head of Studies and 3) the Erasmus+ Coordinator for Outgoing Students.

## 10. Extension of mobility

Students can extend mobility from winter through spring semester if they acquire the consent of 1) their thesis supervisor, 2) the Head of Studies and 3) the Erasmus+ Coordinator for Outgoing Students.

The Head of Studies may indicate curricular differences (additional obligatory courses to be completed at the Faculty after mobility) irrespective of the number of ECTS points acquired.

## 11. Cancellation of mobility

Mobility will be cancelled if, on the day of the student's departure, they:

- ✓ Are repeating a term of study
- ✓ Have failed to obtain credits for more than one course in the previous study term or have failed to meet the criteria for mobility with one failed course (→ para. 8)
- ✓ Are on leave
- ✓ Are no longer a student of the University of Warsaw



- ✓ Have failed to sign the financial agreement in the International Relations Office

## 12. Qualification conditions for 3<sup>rd</sup> year undergraduate students

III-year undergraduate students can participate in qualifications but their mobility is conditional upon them having the status of a graduate student at any program held at the Faculty of Political Science and International Relations, University of Warsaw, during academic year 2020/2021.

The mobility will be available only during the [spring semester](#) of academic year 2020/2021.

## 13. Qualification conditions for Ph.D. students

Ph.D. students are also entitled to participate in the Erasmus+ mobility if 1) the agreement with the receiving institution stipulates the mobility of Ph.D. students, 2) the agreement concerns the relevant research discipline, 3) they receive the written consent of their supervisor and Director of Doctoral Studies (when applicable).

Ph.D. students can participate in a research project during mobility but they are also obliged to participate in courses offered by the receiving institution and to acquire the amount of ECTS points agreed on in written form with the supervisor, the Director of Doctoral Studies (when applicable) and between the institutions. The agreed-on amount of ECTS points cannot be lower than 10 per semester.

## 14. Qualification conditions for students of nationality other than the EU and EEA Member States'

Students of nationality other than Member States' of the European Union and the European Economic Area are required to verify the host state's rules concerning entry to its territory before submitting their applications for qualification.

Qualified students are further required to obtain any documents (e.g. visas) specified by the host state as necessary for the participation in the Erasmus+ program in their territory. The duty to obtain these documents rests with the student. The Faculty does not participate in such procedures. Students are reminded that those procedures make take up to several months and it is advised to apply appropriately early.

## 15. Tuition fees at the Faculty of Political Science and International Studies

The participation in mobility does not exempt students from paying their tuition fees at the Faculty if such apply.

## 16. Erasmus+ & Brexit

Mobilities which begin before the actual date of the United Kingdom's exit from the EU can proceed as planned. The University of Warsaw can thus qualify students for mobility in the United Kingdom but only as long as the UK is a member of the EU. The precise date of exit is, however, unknown as it is dependent on political decisions (so far it seems to be 31 January 2020). Students who suffer costs in connection to planned mobility (plane ticket, rent, deposit) should be aware that they will not be reimbursed if the UK leaves the EU before their departure.

## ERASMUS+ SCHOLARSHIP

## 17. Monthly scholarship

The amount of monthly scholarship is dependent on the host country:

- ✓ **520 euro** – Denmark, Finland, Iceland, Ireland, Lichtenstein, Luksemburg, Norway, Sweden, United Kingdom;
- ✓ **500 euro** – Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain;
- ✓ **450 euro** – Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Northern Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey.

The final amount of scholarship will be confirmed at a later date as it is dependent on the decision of the Polish Foundation for the Development of the Education System.

**Switzerland** - the decision regarding the payment, amount and conditions of scholarship for students qualified to Switzerland rests with the receiving institution.



## 18. Scholarship conditions

Students qualified for mobility will receive the scholarship if the Polish Foundation for the Development of the Education System provides the University of Warsaw with sufficient funds. Should the funds be insufficient, the relevant Vice Rector of the University of Warsaw will announce additional criteria regarding the period of scholarship payments.

The details concerning the calculation and the payment period of the scholarship are decided by the International Relations Office.

The payment of scholarship is dependent on the signing of the financial agreement between the student and the University of Warsaw.

## STUDENTS' DUTIES BEFORE AND DURING MOBILITY

### 19. Duty to complete all actions required by the IRO, the receiving institution and the Faculty Coordinator

Students qualified for the Erasmus+ program are required to regularly monitor the Faculty's website for new announcements concerning subsequent steps in the procedure and to update their e-mail addresses in USOS as these will be used by the Erasmus+ Coordinator for Outgoing Students and the International Relations Office (IRO) as the primary means of contact.

Students are required to stay in touch with 1) the International Relations Office (IRO), 2) the receiving institution and 3) the Coordinator and to complete all actions required by the said entities, including *inter alia* signing of the financial agreement at IRO, sending all required documents to the receiving institution and cooperating with the Coordinator in the drafting of their Learning Agreement (LA).

### 20. Duty to agree on the Learning Agreement (LA)

Students are required to draft their Learning Agreement in cooperation with the Erasmus+ Coordinator for Outgoing Students, taking into account any curricular differences.

The Learning Agreement should include the list of courses and ECTS points the student is obliged to complete and acquire at the receiving institution.

The participation in the Erasmus+ program cannot result in the extension of studies at the University of Warsaw. It cannot prevent students from obtaining a diploma with distinction or a financial reward.

### 21. Duty to select appropriate courses

Students are required to select courses at the receiving institution which fulfil learning outcomes applicable to their program of studies at the Faculty.

The selection of courses and any subsequent changes before or during mobility require each time the consent of the Erasmus+ Coordinator for Outgoing Students. In the event of any changes students are required as soon as possible to 1) inform the Coordinator, 2) amend their LA and 3) obtain the Coordinator's consent via e-mail: [k.boiret@uw.edu.pl](mailto:k.boiret@uw.edu.pl) (not via USOS!).

In the event of uncertainty whether the selected course fulfills learning outcomes applicable to the student's program of studies at the Faculty, the Coordinator may consult the Head of Studies.

Only courses ending with a positive grade (not the simple mention of "pass") will be recognized.

Students are permitted to select one language course per semester during mobility.

### 22. Duty to obtain 30 ECTS per semester

Students are required to obtain 30 ECTS per semester and 60 ECTS per year.

The amount of ECTS points can be decreased by the Erasmus+ Coordinator for Outgoing Students only in justified circumstances but to no fewer than 20 ECTS per semester.

Should a student obtain during mobility fewer than 30 ECTS per semester, they may be required to pass curricular differences upon their return indicated by the Head of Studies.

Should a student obtain fewer than 10 ECTS, they will be required to return a portion of their scholarship.

Foreign language courses are recognized only up to 6 ECTS.

The amount of ECTS points to be obtained by Ph.D. students is decided on an individual basis but cannot be lower than 10 ECTS → para. 13.



### **23. Duty to register to a thesis seminar and to pass the seminar during mobility**

Students are required to register to a thesis seminar (at the time when such registrations are held), stay in touch with their supervisor during mobility and pass the seminar by fulfilling any conditions the supervisor may require. Failing to pass a thesis seminar during mobility will result in the failure to complete the study term.

### **24. Duty to uphold the good name of the University of Warsaw**

Students participating in the Erasmus+ program represent the University of Warsaw abroad and, consequently, they are required to uphold the University's good name. Violation of statutory or ethical rules of the receiving institution (e.g. plagiarism) will result in disciplinary action at the Faculty of Political Science and International Studies, including failure to recognize ECTS points acquired during mobility.

### **25. Recognition of courses**

Courses are recognized by the Erasmus+ Coordinator for Outgoing Students.

In the event of uncertainty whether the selected course fulfills learning outcomes applicable to the student's program of studies at the Faculty, the Coordinator may consult the Head of Studies.

The Coordinator's acceptance of the student's LA means that the student is entitled to the recognition of all passed courses stipulated in the LA.

Should the student fail to acquire the appropriate amount of ECTS points, the Head of Studies may indicate curricular differences to be completed at the Faculty upon return.

### **26. Duty to complete mobility upon return**

After returning from mobility, students are required to complete all matters pertaining to their mobility at the International Relations Office and with the Erasmus+ Coordinator for Outgoing Students such as delivering the transcript of records.

## **FINAL PROVISIONS**

### **27. Erasmus+ Coordinator for Outgoing Students**

All matters pertaining to students' program and courses during mobility remain under the supervision of the Erasmus+ Coordinator for Outgoing Students.

### **28. Appeals**

Students can appeal against the decision of the Faculty Qualification Commission to the Erasmus+ Coordinator for Outgoing Students within the time-limit specified in the qualification timetable posted on the Faculty website.

Students can appeal within three days from the said decision to the Vice Dean for Student Affairs.

Warsaw, 13 January 2020