

**REGULATIONS ON
FOREIGN STUDY TOUR
FOR STUDENTS OF THE FACULTY OF POLITICAL SCIENCE
AND INTERNATIONAL STUDIES OF THE UNIVERSITY OF WARSAW**

§ 1. General provisions

1. These Rules and Regulations define the rules for participating in a study tour within the framework of Didactic Excellence Fund.
2. The study tour is organized for students of the first-(2nd and 3rd year), second cycle studies who study at the Faculty of Political Sciences and International Studies University of Warsaw.
3. The limit of seats is 14 students.
4. The study tour is planned from 15th to 19th November 2022.
5. The study tour will be carried out in Spain.
6. Only participants of the Project who have been qualified by the Recruitment Committee may take part in the study tour.
7. Participation in a study tour is co-financed from the funds allocated to the Faculty of Political Science and International Studies UW within the framework of Didactic Excellence Fund.

§ 2. The purpose of a study tour

1. The purpose of the study tour is to do a short-term internship abroad.
2. Participation in the study tour will enable to broaden knowledge about the functioning of the Spanish state, its history and contemporary problems, and strengthen the development of social and communication skills (communication in a foreign language), building a network of contacts and exchanging experiences with students studying in another EU country.

§ 3. Conditions for participation

1. 14 participants who will be qualified on the list of participants of a study tour by the Recruitment Committee may take part in the study tour.
2. The costs of student participation in a study tour financed from the Project's resources include:
 - 1) Flight by plane on the Warsaw - Madrid - Warsaw,
 - 2) Accommodation in a dormitory in double-triple rooms.
 3. Students cover the costs of insurance, meals, entrance fees, tour guide and own expenses with their own means. If necessary, participants will also cover the costs of the necessary coronavirus tests.

4. In the event of resignation from the tour after 03/11/2022, the student is required to cover the cost of the flight ticket and accommodation and other obligatory costs that already had been spent until that day (i.e. insurance).

5. The guardians of the tour are responsible for the implementation of the study tour program and substantive care over the participants: dr hab. Maciej, dr Agnieszka Bejma.

§ 4. Recruitment Commission

1. The Recruitment Committee consists of 4 people, representing Faculty of Political Science and International Studies.

2. The Recruitment Committee will be appointed by the Dean of the Faculty of Political Science and International Studies. dr hab. Daniel Przystek.

3. The tasks of the Commission will be:

1) verification of submitted documents,

2) drawing up a list of people qualified for the study tour and a reserve list.

4. Members of the Commission prepare a report from the conducted recruitment.

§ 5. Recruitment rules

1. Submissions of participants of the Project will be accepted until 25/10/2022.

2. The student must submit application documents online by sending email to najlepsiwnpism@uw.edu.pl

3. The Admissions Committee shall prepare a list of participants of the study tour together with a reserve list by 31/10/2022.

4. Students who are qualified to take part in the study tour will be informed via e-mail.

5. Joining a student for the recruitment process is equal to accepting these Regulations.

6. The Recruitment Committee may announce an additional recruitment for vacancies.

§ 6. Criteria for selecting participants of the study tour

1. The following criteria will determine the student's qualification for the study tour:

1) submitting a correctly completed application form constituting Annex 1,

2) cover letter (1-3 points),

3) information from the Student Section confirmed by the average from the course of studies (1-3 points, including the average of 5.0-4.5 - 3 points, 4.49-4.0 - 2 points, below 3.99 - 1 points),

4) a certificate confirming knowledge of the English language / or a statement about language proficiency; (1-3 points, knowledge of the language at level A - 1 point, B - 2 points, C - 3 points),

5) information on activities in scientific circles, student organizations, etc. (max. 3), (1-3 points, 1 point for 1 participation),

6) other scientific achievements; participation in the organization of scientific events, scientific publications (max.3), (1-3 points, 1 point for 1 achievement).

Up to 15 points can be obtained in the proceedings.

2. Incomplete documents will be rejected.

3. In the event of resignation from the study tour, the place of a qualified student is taken by another person on the reserve list.

4. Resignation must be made in writing, subject to the deadline of November 03, 2019.

§ 7. Rights and obligations of the participant of the study tour

1. A student of a study tour undertakes to fully participate in the study tour program and to comply with these Regulations.

2. Each participant will be obliged to prepare and present a short speech during study tour and also write a report within 7 days after the study tour.

3. Every participant qualified for the tour is obliged to take out insurance against consequences of accidents and have an EKUZ card (or similar that confirms healthcare insurance within EU) for tours to EU countries. These documents should be submitted in the form of photocopies to the guardians at the latest 7 working days before the planned departure date.

4. A student of the study tour undertakes to complete the attendance list, surveys and all other documents related to the tour.

5. A student of the study tour consents to the processing of personal data, photographic documentation from participation in a study tour and the use of their image for information and promotion purposes regarding the implementation of the tour.

§ 8. Final provisions

1. Information about the study tour together with the Regulations and the attachment and the framework program of the tour will be posted on the website of the Faculty of Political Science and International Studies of the University of Warsaw.

2. In matters not covered by the Regulations, the guardians make decisions.
3. These Regulations enter into force on the day of announcement and are valid for the whole period of the study tour.
4. The Organizers reserve the right to change the Regulations in the event of changing the conditions of the study tour or in other unforeseen and independent from Organizers situations.

FRAMEWORK OF THE PROGRAM:

1. Tuesday - arrival and accommodation;
2. Wednesday - activities at the university
3. Thursday - meeting at embassy, visit in parliament
4. Friday - guided tour
5. Saturday - free time, departure for Warsaw