



Bilateral exchange 2023/2024

DETAILED RULES OF ELIGIBILITY AND RULES BILATERAL EXCHANGE AT THE FACULTY OF POLITICAL SCIENCE AND INTERNATIONAL STUDIES

(hereinafter "regulations";
the Faculty of Political Science and International Studies - hereinafter "WNPiSM")

QUALIFICATION

1. Formal conditions for participation in the qualification

Only students who obtained an average of at least 3.49 during their studies may apply for a bilateral exchange programme. Students with an average of less than 3.49 may be apply however only with an extra approval from the Head of Programme. The average for the first-cycle students is calculated from the year of studies preceding the qualification. For the second-cycle students the average from the diploma of the first-cycle studies will be considered.

2. Right to participate in the exchange programs

Students from the following semesters are eligible to apply for a bilateral program:

- ✓ First-cycle students - 1st year (exchange: 1st- summer semester or 2nd- winter semester)
- ✓ First-cycle students – 2nd year (exchange: 2nd year summer semester or 3rd year winter semester)
- ✓ First-cycle students – 3rd year (exchange: 1st year, 2nd cycle, winter or summer semester) -
conditionally → (see point 12. of the Regulations)
- ✓ Second-cycle students - 1st year (exchange: 2nd year, winter or summer semester)

3. Participation in exchange programs

Participation in the exchange carried out under a bilateral exchange program does not affect the student's right to the exchange under the Erasmus + program. In case of applying for both Erasmus and bilateral exchange, please indicate in the comment which one is your preference.

Citizens of countries outside the European Union may also take part in bilateral exchange, subject to point 13 of the Regulations.

4. Participation in the qualification

Choosing a university:

The student selects up to three universities from the list of WNPiSM agreements (sorted from the most to the least preferred), taking into account the required language proficiency and the offer of courses at the host university. Students of all study programmes administered by WNPiSM have equal access to all Faculty agreements.

Submission of documents:

The student submits the original required documents in the room 309 of the Auditorium Building in the opening times of the Section for International Cooperation and Research Programmes (10 am – 2 pm Mondays, Wednesdays and Thursdays, 12 – 3 pm on Tuesdays).

The student submits the required documents in **three rounds depending on the destination.**

Round 1 - until September 27, 2023



Round 2 - until October 10, 2023

Round 3 - until October 15, 2023

5. Selection committee

Selection of students for a bilateral exchange program are conducted by the Faculty Qualification Committee (hereinafter "Committee") appointed by the Vice-Dean for Student Affairs / Head of the Teaching Unit, including:

- Dean's representative for international cooperation and research programmes;
- Mobility Coordinator;
- Dean's Representative for Development of the English Language Programmes;
- two representatives of the student union of the WNPiSM, one of whom represent students from the-study programmes in Polish and one from the study programmes in English
- research and teaching employee.

The Committee has the right to amend the rules of selection of candidates in view of possible new regulations at the university level.

6. Recruitment criteria

The assessment of each application by the Committee is based on the following criteria:

- ✓ GPA
- ✓ Cover letter with justification of the choice of the university;
- ✓ the level of competence of the language required by the host university;
- ✓ completed stage of the studies preceding the exchange term;
- ✓ student's scientific and organizational activities;
- ✓ opinion of the Head of Programme (if applicable).

The Committee has the right not to grant mobility to all applicants and not to meet the limit of available places.

7. Qualification results

The Committee will publish the list of candidates pre-qualified for the exchange on the WNPiSM website, no later than **28.09.2023 (for round I), 13.10.2023 (for round II), 18.10.2023 (for round III)**. Each candidate qualified for the exchange is regarded as pre-qualified until a written confirmation by the host university of admission to the exchange.

8. Conditionality of exchange

The granted mobility is conditional. The exchange will depend on whether the students completes the stage of studies preceding the exchange (academic year 2022/2023). A student may leave only if he/she has obtained all course credits required by the study programme. In exceptional cases, a student may leave with one failed course and with conditional enrolment for the next study term, provided that he/she obtains the approval of: 1) the Head of Programme; 2) the Mobility Coordinator and 3) the Dean's Representative for international cooperation and research programmes.

9. Extension of exchange

As a rule, an exchange lasts one semester. It is possible to extend the stay at the host university provided that the student obtains the consent of: 1) the Head of Programme 2) the thesis supervisor and 3) the Mobility Coordinator.



10. Qualification for exchange for students of the 3rd year of first-cycle studies

Students of the 3rd year of first cycle studies may conditionally participate in the qualification. The exchange is conditional upon documenting prior to the exchange that the student has been admitted to the second-cycle programme at WNPiSM.

Exchange in this case is possible only in the summer semester of the academic year 2023/2024. In justified cases, the Dean's Representative for international cooperation and research programs and the Mobility Coordinator, after consulting the Vice-Dean for student affairs / Head of the Didactic Unit, may grant permission for the exchange in the winter semester of the 1st year of second-cycle studies.

11. Participation in exchange programs for students of Doctoral Schools (PhD students)

Students of Doctoral Schools are eligible to participate in the selection procedure, provided that:

- the agreement with the host university includes the exchange of third-cycle students within the relevant academic discipline;
- they have obtained the consent of the supervisor and the Director of the Doctoral School. Doctoral students may participate in a research project, however, during their stay at the host university, they must attend classes and obtain the required number of credits agreed in writing with the doctoral thesis supervisor and the Director of the Doctoral School (if applicable) and between the universities (in the Learning Agreement). The minimum number of credits (after conversion) is 10 per semester.

12. Conditions for qualifying students of study programmes with due fee

Students of the study programmes with due fee administered by WNPiSM are obliged to pay the tuition fees to the WNPiSM also for the duration of the exchange.

13. Eligibility conditions for students with citizenships different than EU or EEA countries

A student with citizenship other than that of a Member State of the European Union or of the European Economic Area is obliged, in relation to the planned bilateral exchange program, to check the rules relating to entry into the territory of the host country.

OBLIGATIONS OF A QUALIFIED STUDENT (BEFORE DEPARTURE AND DURING DEPARTURE)

14. Learning Agreement obligation

Before leaving for the host university, the student and the Mobility Coordinator agree on an Study Program Agreement taking into account program differences.

The agreement includes, among others: selection of subjects and the number of ECTS points to be completed by the student at the host university.

Sending a student to a foreign university for part of the study program may not result in the extension of the period of study at the University of Warsaw or result in deprivation of the right to a diploma with honors.

After agreeing on the LA proposal with the Mobility Coordinator, the student submits it to the director of studies for approval. After obtaining it, it is sent by e-mail to the coordinator.

15. Obligation to inform the student section about participation in the exchange

It is the student's responsibility to inform the Student Section at WNPiSM about the planned bilateral exchange trip.

16. Student status during the trip

A student on a bilateral exchange must have the status of a UW student during the entire exchange period and cannot be on dean's leave during this time.

17. Obligation to register and pass the diploma seminar

Participation in the exchange program does not release the student from the obligation to complete the diploma seminar (if the



seminar is included in the study program at the WNPiSM during the exchange semester). The student is required to register for the seminar and to complete it on the basis of an individual arrangement with the supervisor. Otherwise, the seminar will have to be repeated (and paid for) in the next academic year.

18. Obligation to know the language requirements

It is the Student's responsibility to know and meet the language requirements (language level) at the host university. Candidates who do not meet the language proficiency requirements may be excluded from the qualification procedure. The Commission reserves the right to verify language competences in case of doubt.

19. Obligation to complete 30 ECTS per semester and recognition of subjects

The student is required complete the number of courses during the bilateral exchange semester which corresponds with the total of 30 ECTS credits (one semester of study) at the University of Warsaw. The student may choose any courses from the host university's offer (they must be related to the academic discipline to which the study programme at the WNPiSM is assigned).

In case of doubt, the decision to accept the course is made by the Dean's Representative for international cooperation and international research programs, after consultation with the Mobility Coordinator.

In the absence of an ECTS credits or grades on a 5-point scale, the conversion is made by the Dean's Representative for international cooperation and research programs, after consultation with the Mobility Coordinator.

The equivalent of ECTS credits obtained at the host university does not have to correspond with the sum of teaching hours of the course. The final decision regarding the conversion of points and grades always rests with the Dean's Representative for international cooperation and international research programs, who consults it with the Vice-Dean for Student Affairs / Head of the Didactic Unit.

20. Transferring the courses

The courses are transferred by the Dean's Representative for international cooperation and research programs together with the Mobility Coordinator on the basis of the Transcript of Records. Exchange courses are considered valid if they are related to the field of study and were previously approved by the Mobility Coordinator in the exchange program. In case of doubt, the final decision on the recognition of courses is made by the relevant Head of Programme.



FINAL PROVISIONS

21. Obligation to care for the good name of the University of Warsaw

Students of WNPiSM UW participating in the bilateral exchange program represent their home university abroad and are therefore responsible for upholding the good name of the University of Warsaw. Violation of the statutory or ethical principles of studying at the host university (e.g. committing plagiarism) will result in disciplinary measures taken by the authorities of the University of Warsaw, including the possibility of failing the exchange.

22. Settlement of any disputes

Disputes regarding the implementation of these Rules are resolved by the Mobility Coordinator in consultation with the relevant Head of Programme and Dean's Representative for international cooperation and research programs.



* The Commission has the right to amend the rules due to possible new regulations at university level.