



Blended Intensive Programme (BIP) 2023/2024

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

(hereinafter referred to as "regulations")

Refers to the qualification of students and doctoral students for the Erasmus+ scholarship for Blended Intensive Programs (BIP), in which UW is a partner with universities from EU member states

ELIGIBILITY

1. General information about the program

Name: *Neoliberalism, spirituality and personal development*

Organizer: Universitatea Babes-Bolyai

University Erasmus code: RO CLUJNAP01

Physical mobility location: Cluj-Napoca, Romania

Virtual component dates: two days between 20.05 - 24.05.2024

Physical mobility dates: 27.05 - 31.05.2024

ECTS: 3

Maximum number of participants: 3

2. Formal prerequisites for participation in the selection process

- Both full-time and part-time students can participate in the qualification.
- A person applying for a Erasmus BIP program must have student status.

3. Right to participate in the selection process

1st and 2nd degree students of full-time and part-time studies, as well as participants of doctoral studies and doctoral students of Doctoral Schools, are eligible to apply for the BIP program.

Graduates and postgraduate students are not eligible to apply for the Erasmus BIP program.

4. Participation in exchange programs

Students who have previously been awarded scholarships under the Erasmus+ and/or Erasmus Mundus program for part of their studies or internships abroad may participate in the BIP program if they have sufficient mobility capital.

5. Student's responsibilities before participation in the selection

It is the student's responsibility to read the [general rules of the Erasmus+ Blended Intensive Programs \(BIP\) in which UW is a partner. UW program](#) as well as the [required documents](#) and the [recruitment schedule](#) before taking part in the selection process. Students applying for scholarship under the BIP program are obliged to constantly monitor the website of the Faculty of Political Science and International Relations and of International Relations Office of the University of Warsaw for new announcements regarding further procedures, as well as monitor the e-mail inbox in their USOS account.



6. Participation in the selection process

a) Required documents:

- application form for participation in BIP,
- declaration about participation in previous editions of the Erasmus+ programme (priority is given to candidates applying for a scholarship for the first time)
- cover letter,
- student's grade point average confirmed by Student Section,
- certificate confirming knowledge of English language/or declaration of English proficiency level (accepted certificates: IELTS, TOEFL, Cambridge, certificate of passing an exam at the Centre for Foreign Language Teaching UW, self-placement tests such as OLS or Duolingo are not accepted).
- documents confirming scientific-organizational activity (--> details in point 8 of the regulations).

b) Submission of documents

A student is required to **submit the required documents in person** between: **11.03.2024 - 15.03.2024**. All documents should be delivered to room 309 in the Auditory Building during opening hours of the Section for International Cooperation and Research Programmes.

Incomplete documents or documents submitted after the deadline will not be considered in the selection process.

7. Selection Committee

The students are selected for exchange under the BIP programme by the Faculty Selection Committee appointed by the Deputy Dean for Student Affairs/Head of the Teaching Unit, which is composed of:

- Dean's Representative for International Cooperation and Research Programmes;
- Departmental Coordinator for the Erasmus+ Programme;
- Dean's Representative for Development of the English Language Programmes;
- Research and teaching employee of the Faculty of Political Science and International Studies;
- Two representatives of the Faculty of Political Science and International Studies student self-government, one of whom represents Polish-speaking students and one of whom represents English-speaking students.

The Committee reserves itself the right to make changes/amendments to the rules due to possible new regulations at the university level.

8. Eligibility criteria

The evaluation of each application by the Faculty Selection Committee shall be governed by the following criteria:

1. student's grade point average (1-7 points; including for average: 5.0-4.90 – 7 points; 4.89-4.70 – 6 points; 4.69-4.55 – 5 points, 4.54-4.40 – 4 points, 4.39-4.00 – 3 points, 3.99-3.70 – 2 points, below 3.69 – 1 point),
2. cover letter (1-7 points),
3. English language proficiency level (1-10 points; language proficiency at A1 level – 1 point, A2 – 2 points, B1 - 3 points, B2 - 5 points, C1 - 8 points, C2 - 10 points),
4. participation in previous editions of the Erasmus+ program (priority is given to candidates applying for a scholarship for the first time),
5. scientific and organizational activity:



- published scientific article in a journal from the ministerial list concerning issues related to political theory (3 points for each published article),
- current (i.e. from the current academic year) certificates confirmed by the organization/organizer of the conference/seminar or by a supervisor in the case of activities in scientific circles information on the student's activity in scientific circles operating at the Faculty of Political Science and International Studies of the University of Warsaw, organization of scientific events: conferences, seminars, workshops, etc. (up to 4 will be evaluated). (1-3 points; 1 point for 1 participation),
- other current (from the current academic year) achievements related to scientific activity concerning undertaken at the Faculty of Political Science and International Studies; participation with a presentation in a scientific conference, participation in research/research projects (up to 3 will be evaluated), (1-3 points; 1 point for 1 achievement), participation in international and national research projects (1-5 points).

The Commission reserves the right not to select all applicants and not to fill the limit of participants.

9. Results of the selection process

The Faculty Selection Committee will announce the list of persons pre-qualified for the exchange on the Faculty of Political Science and International Studies website no later than **19.03.2024**.

Each person qualified for the programme is considered pre-qualified until the host university confirms in writing that they have been accepted as a student and until funding is confirmed by the University of Warsaw as well as a scholarship agreement is signed with the University of Warsaw.

After the announcement of qualification results, the student is obliged to contact the Section of International Cooperation and Research Programmes **for further information**.

10. Cancellation of exchange

The exchange will be cancelled if at the time of departure the student:

- ✓ Is on leave of absence
- ✓ Does not have the status of a University of Warsaw student
- ✓ Failed to sign a financial agreement at the International Relations Office of the University of Warsaw and/or failed to provide documents constituting annexes to the contract the start date of the academic year/ semester at the host university.

11. Eligibility conditions for students with citizenship of countries outside the EU or EEA

A student with citizenship other than that of a Member State of the European Union or of the European Economic Area, in connection with their planned stay as an BIP programme participant, is obliged to check the rules concerning entry to the territory of the host country before taking part in the selection process.

It is the responsibility of the qualified student to meet all visa obligations and/or obtain other documents required by the host country before departure. The Faculty of Political Science and International Studies does not participate in these activities and is not responsible for them.

Students should take into account that visa and other procedures can take up to several months and it is advisable to start early.



12. Amount of the scholarship

The amount of the BIP scholarship for students/doctoral students regardless of the country of exchange is 70 euros/day for 5 to 14 days of stay and 50 euros/day for 15 to 30 days. However, due to fund limits, funding will be awarded for a maximum of 5 days of the BIP. Additionally, students will be granted a lump sum to cover travel costs according to point 13.

13. Additional financial support for students

Students/PhD students who have a disability certificate and/or are receiving social scholarship at the University of Warsaw at the time of qualification will receive a one-time grant of 100 euros regardless of the destination country and length of stay, as well as a lump sum to cover travel. The amount of the lump sum depends on the distance between Warsaw (the place of departure) and the destination, as well as the choice of mode of transport.

Other students may receive a one-time allowance to cover round-trip travel costs for using sustainable (low-emission) means of transport in the amount of 50 euros. Travel with a low-emission mean of transport must be a round-trip.

Students/PhD students traveling by plane will be granted an additional allowance for up to 2 days of travel, if the travel takes place on days other than BIP.

Students/PhD students traveling with a sustainable (low-emission) mode of transport may be granted an allowance for living expenses for up to 4 additional days depending on the documented number of travel days and if the travel takes place on days other than BIP.

14. Conditions for payment of the scholarship

The participant cannot receive any other funds from EU funds while participating in the BIP program.

The Erasmus BIP scholarship, as well as the lump sum to cover travel costs, will be disbursed in euros, in whole numbers; they will be transferred to the account after signing a financial agreement prepared based on the submitted Erasmus BIP application form to the International Relations Office UW. The Erasmus BIP application form must be delivered in the form of a scan at least 3 weeks before the travel date, or in the traditional (paper) version. The student/doctoral student and/or employee directed to the BIP are required to sign a scholarship agreement at the International Relations Office UW or by correspondence before the beginning of the physical part of BIP.

OBLIGATIONS OF A QUALIFIED STUDENT BEFORE AND DURING THE EXCHANGE

15. Obligation to complete all actions required by the International Relations Office, host university and faculty coordinator

After the announcement of the preliminary qualification results, the student is obliged to constantly monitor the Faculty of Political Science and International Studies website for new announcements concerning the following stages of the mobility procedure and to check their email address on the USOS account (correspondence with the International Relations Office and the coordinator in the following stages of the procedure using the email addresses from USOS).

The student is obliged to remain in contact with 1) the International Relations Office of the University of Warsaw, 2) the host university and 3) the Faculty Mobility Coordinator and complete all the steps required by these entities, including signing the financial agreement at the International Relations Office, sending the documents required by the host university and agreeing on a Learning Agreement (LA) with the Mobility Coordinator.



16. Student status during the trip

A student on an BIP exchange program must have the status of a UW student during the entire duration of the exchange and cannot be on leave during this time.

17. Obligation to uphold the good name of the University of Warsaw

Students of the Faculty of Political Science and International Studies of the University of Warsaw who participate in the Erasmus+ scholarship programme represent their home university abroad and are thus responsible for upholding the good name of the University of Warsaw. Violation of the regulations or ethical principles of studying at the host university (e.g. committing plagiarism) will result in disciplinary measures being taken by the authorities of the Faculty of Political Science and International Studies of the University of Warsaw, including the possibility of failing to complete the exchange.

18. Recognition of ECTS upon return

Participation in the BIP program is settled by the Dean's Representative for International Cooperation together with the Mobility Coordinator. Approval of the LA by the Mobility Coordinator means that the student is entitled to recognition and transfer of 3 ECTS credits, in accordance with the requirements of the BIP organizer (in accordance with the Erasmus Charter for Higher Education ECHE adopted by Senate resolution no. 309 of 15.10.2014).

19. Obligation to account for the exchange upon return

Upon return from the exchange, the student is obliged to account for their stay at the International Relations Office and with the Mobility Coordinator by, among other things, providing the Coordinator with a transcript of records.

FINAL PROVISIONS

20. Student's academic supervisor

The Dean's Representative for International Cooperation and Research Programmes and the Erasmus+ Coordinator are the academic supervisors before, during and after the exchange.

21. Appeals

The student has the right to appeal against the decision of the Faculty Qualification Committee within 14 calendar days from the date of publication of the recruitment results, i.e. by April 5, 2024. Appeals should only be submitted in person, in room 309 in the Auditorium Building.

Appeals are considered by the Vice-Dean for Student Affairs at the Faculty of Science and International Studies, together with the Dean's Representative for International Cooperation and International Research Programs, the Faculty Coordinator for mobility and a representative of the student government.

22. General principles of pre-qualification for the Erasmus BIP programme



In all matters not regulated by the present Regulations of the Faculty of Political Science and International Studies, the [general rules of Blended Intensive Programs \(BIP\)](#), in which UW is a partner with universities from EU member states apply.

23. Information on the General Data Protection Regulation (GDPR):

- a. 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/>.
- b. 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.
- c. Personal data of the applicants and students selected for the mobility shall be processed in connection with their participation in the Erasmus+ Programme.
- d. The basis for the processing of the applicants' 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 Foundation for the Development of the Education System - the National Agency (NA) and on the basis of Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing Erasmus+ - the EU Programme for education, training, youth and sport, and repealing Decisions 1719/2006 /WE, 1720/2006/WE and 1298/2008/WE.
- e. Providing data by the applicant is voluntary, but necessary to participate in the selection procedure. Providing data by students selected for mobility is obligatory, in the event of failure to provide it, the scholarship cannot be paid out.
- f. Recipients of the data will be entities authorised under the law, the Foundation for the Development of the Education System (Erasmus+ Programme operator), the host university to which the student has been nominated for the BIP mobility.
- g. The data must be stored for a period of 5 years from the day the UW receives a letter from the Foundation for the Development of the Education System (FRSE) closing the settlement of the project KA131/2022 i.e. by 31.12.2030 at the latest.
- h. 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: erasmusbwz@uw.edu.pl.
- i. The applicant / the student selected 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.