

Bilateral Exchanges 2026/2027

Rules for qualification for Outgoing Bilateral Exchange Mobility at the Faculty of Political Science and International Studies (WNPiSM UW)

1. For the purposes of these regulations, the following abbreviations are used:

- Section for International Cooperation and International Research Programmes (hereinafter: SWZMPB)
- University of Warsaw (hereinafter: UW)
- Faculty of Political Science and International Studies, UW (hereinafter: WNPiSM)
- Learning Agreement (hereinafter: LA)
- Faculty Qualification Committee (hereinafter: the Committee)
- Rules for qualification for Outgoing Bilateral Exchange Mobility at the Faculty of Political Science and International Studies (hereinafter: the Regulations)

Qualification Rules

2. Eligibility for participation in the qualification process depends on the year and level of studies. Applications for participation in the bilateral exchange programme may be submitted by:

- First-cycle (Bachelor's) students – 2nd year (mobility in the 3rd year)
- First-cycle (Bachelor's) students – 3rd year (mobility in the 1st year of second-cycle studies in the summer semester), provided that continuation of second-cycle studies in a programme administered by WNPiSM is documented
- Second-cycle (Master's) students – 1st year (mobility in the 2nd year).

3. Students listed in point 2 may apply provided that, in the most recently completed academic year, they achieved a grade point average of no less than 3.49, with no more than one failed course, and obtained the consent of both (1) the Head of Studies and (2) the Mobility Coordinator.

4. In cases where the GPA is lower than 3.49, mobility may be granted only upon obtaining special approval from the Head of Studies.

5. Participation in bilateral exchange programmes is also open to non-EU citizens. Students holding citizenship other than that of an EU or EEA Member State are required to verify entry regulations applicable in the host country.

6. Students may apply for a winter semester (with the possibility of extension), or a summer semester (without the possibility of extension).

7. A change of the mobility semester is possible only if it involves a change from the winter semester to the summer semester of the same academic year, and requires the joint consent of (1) the Head of Studies, (2) the thesis supervisor (if applicable), (3) the Faculty Mobility Coordinator, and (4) the host institution.

8. An extension of the mobility is possible only if the student was initially granted mobility for the winter semester and the extension concerns the immediately following summer semester of the same academic year. The extension requires the joint consent of: (1) the Head of Studies, (2) the thesis supervisor (if applicable), (3) the Faculty Mobility Coordinator, and (4) the host institution.

9. Participation in a bilateral exchange does not affect the student's right to participate in Erasmus+ or the Swiss European Mobility Programme, provided that the mobility periods do not overlap.

10. Participation in the bilateral exchange programme does not entail the award of a scholarship or any other form of financial support to the student.

11. When applying, students may select up to three host institutions from the list of WNPiSM agreements, ranked from most to least preferred, taking into account language proficiency requirements and the academic offer of the host institution. Students of all programmes administered by WNPiSM have equal access to all Faculty agreements.

12. A complete set of required documents must be submitted by **6 February 2026**, in person, to room 309 in the Auditorium Building, during SWZMPB office hours. Incomplete applications or those submitted after the deadline will not be considered.

13. Student selection for outgoing bilateral exchange mobility is carried out by the Faculty Qualification Committee, appointed by the Head of the Didactic Unit, composed of:

- two Mobility Coordinators;
- the Dean's Representative for the Development of English-taught Programmes;
- two academic staff members of WNPiSM UW;
- two representatives of the WNPiSM Student's Union, including one representing Polish-taught programmes and one representing English-taught programmes.

The Committee reserves the right to introduce amendments to the rules in response to possible new university-level regulations.

14. Each application is assessed by the Faculty Qualification Committee based on the following criteria: (1) student's grade point average, (2) level of proficiency in the language required by the host institution, (3) completion of the relevant stage of studies, (4) justification for the choice of host institution, (5) academic and organisational activity, (6) fulfilment of additional requirements set by the selected host institutions, (7) opinion of the Head of Studies (if applicable).

15. For candidates meeting the general eligibility requirements, the primary assessment criterion is the GPA obtained for the entire academic year preceding the selection process.

16. The Committee reserves the right not to award mobility placements to all applying students and not to fill the available quota of places.

17. The Faculty Qualification Committee shall publish the list of students preliminarily qualified for mobility on the WNPiSM website **no later than 16 February 2026**.

18. Each person qualified for mobility shall be considered preliminarily qualified until written confirmation of admission for studies is received from the host institution.

19. After the announcement of the qualification results, the student is required, **between 3 and 6 March 2026**, to complete their data in the USOSweb system and to submit to SWZMPB the generated document entitled "Application of a Candidate for Mobility" ("Zgłoszenie kandydata na wyjazd"). Instructions will be provided to each preliminarily qualified student. Failure to submit the document within the deadline will result in exclusion from the programme.

20. The awarded mobility is conditional, meaning that participation in the student exchange programme depends on the completion of the relevant stage of studies (academic year 2025/2026). A student may participate in the exchange programme only after completing all required courses. In exceptional cases, a student may be allowed to participate in the exchange programme with one course not completed and with conditional enrolment in the subsequent year of studies, provided that joint consent is obtained from: (1) the Head of Studies and (2) the Faculty Mobility Coordinator.

21. A 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. until **2 March 2026**. Appeals must be submitted in person only, in room 309 of the Auditorium Building, during SWZMPB office hours. Appeals shall be reviewed by the Vice-Dean for Student Affairs of WNPiSM together with the Vice-Dean for International Cooperation, the Faculty Mobility Coordinator, and a representative of the Student Government.

Language requirements

22. When entering the qualification process, the student is required to present to the Committee proof of proficiency in the language required by the host institution at the level specified according to the Common European Framework of Reference for Languages (CEFR). It is the student's responsibility to verify directly with the host institution which types of language certificates are accepted.

23. If the host institution does not specify the types of accepted language proficiency certificates, the student should confirm their language proficiency before the Committee in one of the following ways:

- a) Certificate of language proficiency for scholarship purposes issued by the University of Warsaw Centre for Foreign Language Teaching (https://szjo.uw.edu.pl/?page_id=3669);
- b) Language proficiency certificate issued by the University of Warsaw Centre for Foreign Language Teaching (https://szjo.uw.edu.pl/?page_id=3647) or another Polish university;
- c) External certificates:
 - English: Cambridge First Certificate in English (FCE), International English Language Testing System (IELTS), Test of English as a Foreign Language (TOEFL iBT)
 - Portuguese: Diploma Intermédio de Português Língua Estrangeira (DIPLE) – B2 Level
 - Spanish: Diploma de Español como Lengua Extranjera (DELE) – B2 Level
 - Korean: Test of Proficiency in Korean (TOPIK) – Level 5
 - Japanese: Japanese-Language Proficiency Test (JLPT) – N1 or N2
 - Chinese: Chinese Proficiency Test – Level 5 (HSK 5); (Taiwan) Test of Chinese as a Foreign Language (TOCFL) – Band B, Level 3;
- d) Certificate confirming studies conducted in English, issued by the International Office (for students of English-taught programmes);
- e) Certificate or diploma confirming completion of studies conducted in the given foreign language;
- f) Certificate confirming passing of an advanced or bilingual secondary school final exam (Polish “matura” exam) in the given foreign language with a minimum score of 60%.

If a student holds an official and recognised external certificate not listed under point c), they may submit an email enquiry to SWZMPB (swzmpb@uw.edu.pl) regarding whether the certificate will be recognised by the Committee, no later than 2 February 2026. Recognition of a certificate by the Committee does not imply that the certificate will also be accepted by the host institution.

If the host institution does not specify the required level of language proficiency, it shall be assumed, for the purposes of internal recruitment, that the student should possess proficiency in the language of instruction of the host institution at a minimum level of B2 according to CEFR, or an equivalent level under other language certification systems.

In exceptional cases, if a student does not possess any of the above-mentioned proofs (points a–f) and the partner institution does not require confirmation of language proficiency, the student may submit a declaration of proficiency in the given foreign language (only if it is a language other than English) at a level enabling study in that language. This declaration is included in the application form. In the case of competition for the same place between two students with the same average grade, where one provides a certificate and the other only a declaration, the Committee reserves the right to award the place to the student with the certificate.

24. The student is obliged to:

- familiarise themselves with the programme rules, required documents, and the recruitment schedule available on the WNPiSM UW website;
- regularly monitor the WNPiSM UW website and their university email account for all announcements and communications related to mobility;
- maintain email and telephone contact with SWZMPB and the partner institution;
- familiarise themselves with the course offer of the selected host institutions. Courses should be conducted in a foreign language appropriate for the student and correspond to the learning outcomes of the student's degree programme at WNPiSM. The courses do not have to correspond directly to the courses from the mobility semester at WNPiSM;
- verify the language requirements of the host institutions to which the mobility is planned;
- complete the Learning Agreement (see points 26–32);
- submit the Transcript of Records after completion of the mobility;
- complete the settlement of the mobility with WNPiSM UW by the non-extendable deadline of: (1) **31 March** for winter semester mobility, (2) **31 July** for summer semester or full academic year mobility;
- pay tuition fees for the degree programme pursued at WNPiSM also for the period of exchange (applies to fee-paying programmes administered by WNPiSM);
- uphold the good name of the University of Warsaw and the home unit. Violations of academic regulations or ethical standards at the host institution (e.g. committing plagiarism) shall result in disciplinary action by the WNPiSM UW authorities, including the possibility of the mobility not being recognised.

25. A student participating in the exchange must hold the status of a University of Warsaw student throughout the entire mobility period and may not be on leave during that time.

Learning Agreement

26. By entering the qualification process, the student declares that they have familiarised themselves with the academic offer of the host institution and that participation in the exchange enables them to continue studies related to their field of study at the University of Warsaw.

27. The student is required to obtain a minimum of 60 ECTS credits per academic year and a **minimum of 30 ECTS credits** per semester. For students who complete their thesis seminar remotely during the exchange, the required number of ECTS credits obtained at the host institution may be reduced by the number of ECTS credits assigned to the seminar, but **may not be lower than 20 ECTS per semester**.

28. The student contacts the Faculty Mobility Coordinator (or SWZMPB) to request the creation of the appropriate Learning Agreement form. Once created, the student completes it independently according to the provided instructions.

29. The student independently selects courses offered by the host institution that they plan to complete during the exchange and submits them to the Head of Studies for academic evaluation and approval. After obtaining approval, the student submits it to SWZMPB / the Faculty Mobility Coordinator for acceptance of the Learning Agreement in the system.

30. All courses completed at the host institution must be graded. For courses assessed on a pass/fail basis only, recognition is possible only with a passing grade equivalent to 3 (satisfactory).

31. The student may select language courses worth a maximum of 6 ECTS credits per semester in total. Credits obtained in this way are not automatically recognised as fulfilment of language course requirements.

32. The student is required to register for and complete the thesis seminar during mobility on an individual basis, including maintaining regular contact with the thesis supervisor and completing assigned tasks. Failure to complete the seminar during mobility results in failure to complete the relevant stage of studies.

Information regarding the General Data Protection Regulation (GDPR)

33. The controller of personal data of candidates and scholarship holders is the University of Warsaw, represented by the Rector, with its registered office at Krakowskie Przedmieście 26/28, 00-927 Warsaw. Contact details are available at: <https://www.uw.edu.pl/kontakt/>.

The controller has appointed a Data Protection Officer supervising the proper processing of personal data, who can be contacted at: iod@adm.uw.edu.pl.

The personal data of candidates shall be processed for the purpose of participation in the bilateral exchange programme.

The legal basis for processing the candidate's personal data is consent to the processing of personal data. The data of qualified candidates shall be processed on the basis of agreements concluded by the University of Warsaw with partner institutions.

Providing data by a candidate is voluntary but necessary to participate in the qualification procedure. Providing data by qualified candidates is mandatory.

Recipients of the data shall include entities authorised under applicable law, the foreign university or host organisation to which the student has been qualified for a period of study abroad.

The candidate has the right to access the content of their data and the right to rectify and restrict the processing of their data. The candidate has the right to withdraw consent at any time. Information on withdrawal of consent should be sent to: swzmpb@uw.edu.pl.

The candidate has the right to lodge 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.