

Erasmus+ 2026/2027

Detailed rules for the qualification of students and doctoral candidates for the Erasmus scholarship for partial studies abroad (SMS) at the Faculty of Political Science and International Studies (WNPiSM UW)

1. These regulations constitute a supplement to the general rules for the qualification of students and doctoral candidates for the Erasmus scholarship for partial studies abroad (SMS) for the academic year 2026/2027, available on the website of the International Relations Office of the University of Warsaw (IRO UW):

https://bwz.uw.edu.pl/wp-content/uploads/sites/92/2026/01/2026SMS_og_zas_kwalifikacji_do_podpisu.pdf.

2. In matters not regulated herein, the general Erasmus+ programme rules of the University of Warsaw, available on the IRO UW website (see point 1), shall apply.

3. In the event of any discrepancy between the provisions of these regulations and the general regulations, the rules established by IRO UW shall prevail.

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

- International Relations Office of the University of Warsaw (hereinafter: IRO UW)
- Section for International Cooperation and International Research Programmes at the Faculty of Political Science and International Studies, University of Warsaw (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)
- General rules for the qualification of students and doctoral candidates for the Erasmus scholarship for partial studies abroad (SMS) for the academic year 2026/2027, available on the IRO UW website (hereinafter: IRO Regulations)
- Detailed rules for the qualification for the Erasmus scholarship for partial studies abroad (SMS) at WNPiSM (hereinafter: Erasmus+ WNPiSM Regulations)

Qualification rules

5. Eligibility for participation in the qualification process depends on the year and level of studies. Applications for participation in the Erasmus+ programme may be submitted by:

- first-cycle (Bachelor's) students – 2nd year (mobility in the 3rd year),
- second-cycle (Master's) students – 1st year (mobility in the 2nd year),
- doctoral programme participants and doctoral candidates of Doctoral Schools (see points 25 and 26 of the Erasmus+ WNPiSM Regulations).

The right to participate in the qualification process is granted to the above-mentioned persons (point 5) who obtained an average grade of no less than 3.49 in the most recently completed academic year and who have no more than one failed course from no more than one subject (as of the application submission date). In the case of having a failed course, participation in the qualification process is possible provided that consent to participate in the mobility is obtained from: (1) the Head of Studies, and (2) the Mobility Coordinator.

6. Students may apply for mobility in the winter semester (with the possibility of extension) or in the 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 joint consent from: (1) the Head of Studies, (2) the thesis supervisor, (3) the Faculty Mobility Coordinator, and (4) the host institution.

8. An extension of mobility is possible only if the student was originally granted mobility for the winter semester and the extension would involve staying abroad for the following summer semester of the same academic year. The extension is carried out under the rules established and published by IRO UW and requires the joint consent of: (1) the Head of Studies, (2) the thesis supervisor, (3) the Faculty Mobility Coordinator, and (4) the host institution.

9. In the case of mobility extensions, the student is not guaranteed to receive an Erasmus scholarship.

10. Participation in an exchange carried out under the Erasmus+ programme does not affect the student's right to participate in an exchange under a bilateral exchange programme or the Swiss European Mobility Programme, provided that the granted mobilities do not overlap in time.

11. Students who have previously been awarded Erasmus+ and/or Erasmus Mundus scholarships for studies or traineeships abroad may also participate in the Erasmus+ programme; however, in one academic year, it is possible to award an Erasmus scholarship for one study mobility and one traineeship mobility to EU Member States, countries associated with the programme, or the United Kingdom. The mobility periods may not overlap.

12. When applying for qualification, the student selects a maximum of three host institutions from the list of WNPiSM agreements, ranked from the most to the least preferred, taking into account the required language proficiency and the course offer of the host institution. Students of all degree programmes administered by WNPiSM have equal access to all Faculty agreements.

13. The 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, applications sent by email, or applications submitted after the deadline will not be considered.

14. The qualification of students for Erasmus+ mobility is carried out by the Faculty Qualification Committee appointed by the Head of the Didactic Unit, composed of:

- two Erasmus+ Programme Coordinators;
- the Dean's Representative for the Development of English Language Programmes;
- two academic teachers from the Faculty of Political Science and International Studies, UW;
- two representatives of the WNPiSM Students' Union, including one representing Polish-taught programmes and one representing English-taught programmes.

The Committee reserves the right to introduce changes or amendments to the rules in connection with possible new regulations at the university level.

15. Each application is assessed by the Faculty Qualification Committee based on the following criteria: (1) the student's average grade, (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) participation in previous editions of the Erasmus+ programme (priority is given to first-time applicants), (7) fulfilment of additional requirements specified by the selected host institutions, (8) opinion of the Head of Studies (if applicable).

16. For candidates meeting the general eligibility requirements (see IRO Regulations and Erasmus+ WNPiSM Regulations), the primary assessment criteria are the average grade obtained in the academic year preceding the qualification process and prior participation in the Erasmus+ programme.

17. If the same place is applied for by: (1) a first-time Erasmus+ applicant with a lower average grade, and (2) a candidate applying for a subsequent Erasmus+ mobility with a higher average grade, priority shall be given to the first-time applicant.

18. The Committee reserves the right not to award mobility placements to all applicants and not to fill all available places.

19. If not all places are filled, the Committee may, but is not obliged to, award a place to students with average grades below 3.49 or with more than one failed course, without the right to receive an Erasmus scholarship.

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

21. Each student qualified for mobility is considered preliminarily qualified until: (1) written confirmation of acceptance by the host institution is received, and (2) funding is confirmed at the University of Warsaw and the scholarship agreement is signed with the University of Warsaw at IRO UW.

22. 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 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.

23. The granted 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.

24. A student has the right to appeal the decision of the Faculty Qualification Committee within 14 calendar days from the date of publication of the recruitment results, i.e. **by 2 March 2026**. Appeals must be submitted in person only, to room 309 in the Auditorium Building during SWZMPB office hours. Appeals are 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.

Doctoral candidates

25. Participants of Doctoral Schools are eligible to participate in the qualification process provided that:

- the agreement with the host institution covers third-cycle (doctoral) student exchange and the relevant academic discipline,
- they obtain written consent from their supervisor and the Director of the Doctoral School.

26. Doctoral candidates may participate in a research project; however, during their stay at the host institution they must attend classes and obtain the required number of ECTS credits, agreed in writing with the academic supervisor and the Director of the Doctoral School (if applicable) and between the institutions. The minimum number of ECTS credits is at least 10 per semester.

Language requirements

27. When applying for qualification, 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 proof are accepted.

28. If the host institution does not specify the accepted forms of language certification, 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&lang=en);

b) Language proficiency certificate issued by the University of Warsaw Centre for Foreign Language Teaching (https://szjo.uw.edu.pl/?page_id=3647&lang=en) or another Polish university;

c) External certificates:

- English: Cambridge FCE, IELTS, TOEFL iBT;
- French: DELF B2, DALF C1/C2;
- Spanish: DELE B2;
- German: Goethe-Zertifikat B2, DSD II B2, ÖSD B2;
- Russian: TRKI 2 (TORFL 2), Russian State Certification System for Russian as a Foreign Language – Post-threshold level;
- Italian: CELI 3;

d) Certificate confirming studies conducted in English, issued by the International Office (for students of English-taught programmes);

e) Certificate or diploma of 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 in point (c), they may submit an email enquiry to SWZMPB (swzmpb@uw.edu.pl) regarding its acceptance by the Committee, no later than 2 February 2026. Recognition by the Committee does not guarantee acceptance by the host institution.

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.

29. The student is obliged to:

- familiarise themselves with the general Erasmus+ UW rules, detailed programme rules, required documents, and recruitment schedule available on the WNPiSM UW and IRO UW websites;
- regularly monitor the WNPiSM UW and IRO UW websites as well as their university email account for announcements related to mobility;
- maintain email and telephone contact with IRO UW, SWZMPB at WNPiSM UW, and the partner institution;
- familiarise themselves with the course offerings of the selected host institutions; courses should be taught in the appropriate foreign language and correspond to the learning outcomes of the student's degree programme at WNPiSM;
- verify the language requirements of the host institutions;
- sign the scholarship agreement at the IRO UW prior to the start of the mobility; otherwise, the mobility will be cancelled and the right to the scholarship will be lost;
- complete the Learning Agreement (see points 30–36);
- submit the Transcript of Records after the completion of mobility;
- complete the settlement of the mobility at WNPiSM UW by no later than: (1) **31 March** – for winter semester mobility, (2) **31 July** – for summer semester or full academic year mobility;
- complete the settlement of the mobility at IRO UW;
- pay tuition fees for the programme studied at WNPiSM during the exchange period (if applies);

- uphold the good reputation of the University of Warsaw and the home unit. Violations of academic or ethical rules at the host institution (e.g. plagiarism) will result in disciplinary action by WNPiSM UW authorities, including the possibility of non-recognition of the mobility.

Learning Agreement

30. By applying for qualification, the student declares that they have familiarised themselves with the academic offer of the host institution and that the exchange enables continuation of studies related to their degree programme at UW.

31. The student is required to obtain a **minimum** of 60 ECTS credits per academic year and **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**.

32. 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.

33. The student independently selects courses offered by the host institution and submits them to the Head of Studies for substantive assessment and approval. After obtaining approval, the student submits it to SWZMPB/the Faculty Mobility Coordinator for acceptance of the Learning Agreement in the system.

34. 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).

35. 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.

36. 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 on personal data protection (GDPR)

37. 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.

Personal data of candidates and scholarship holders will be processed for the purpose of participation in the Erasmus+ programme.

The legal basis for processing the personal data of candidates is consent. The personal data of qualified scholarship holders will be processed on the basis of the agreement concluded by the University of Warsaw with the Foundation for the Development of the Education System – the National Agency (NA), and Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing Erasmus+.

Providing personal data by candidates is voluntary but necessary to participate in the qualification process. Providing personal data by qualified scholarship holders is obligatory; failure to provide such data will result in the inability to pay the scholarship.

Recipients of the data include entities authorised by law, the Foundation for the Development of the Education System (Erasmus+ programme operator), and the foreign university or host organisation to which the student has been qualified.

Data will be stored for 5 years from the date on which UW receives the FRSE letter closing the settlement of the KA131/2023 or KA131/2024 project, i.e. no later than 31 December 2031.

Scholarship holders have the right to access their personal data and the right to rectify and restrict processing. Candidates have the right to withdraw consent at any time by sending information to: erasmusbwz@uw.edu.pl.

Candidates and scholarship holders have the right to lodge a complaint with the President of the Personal Data Protection Office if they believe that the processing of their personal data violates GDPR provisions.