



## Swiss European Mobility Programme 2026/2027

### **Detailed rules for the qualification of students and doctoral candidates for educational mobility under the Swiss European Mobility Programme (SEMP) for partial studies at Swiss higher education institutions (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 educational mobility under the Swiss European Mobility Programme (SEMP) for partial studies at Swiss higher education institutions (SMS) for the academic year 2026/2027, available on the website of the International Relations Office of the University of Warsaw (IRO UW).
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 (hereinafter: SWZMPB)
- University of Warsaw (hereinafter: UW)
- Faculty of Political Science and International Studies, UW (hereinafter: WNPiSM)
- Swiss European Mobility Programme (hereinafter: SEMP)
- Learning Agreement (hereinafter: LA)
- Faculty Qualification Committee (hereinafter: the Committee)
- General rules for the qualification of students and doctoral candidates for educational mobility under the Swiss European Mobility Programme (SEMP) for partial studies at Swiss higher education institutions (SMS) for the academic year 2026/2027, available on the IRO UW website (hereinafter: IRO Regulations)
- Detailed rules for the qualification of students and doctoral candidates for educational mobility under the Swiss European Mobility Programme (SEMP) for partial studies at Swiss higher education institutions (SMS) at WNPiSM for the academic year 2026/2027 (hereinafter: SEMP 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 SEMP 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), provided that prior to departure they document admission to second-cycle studies in the same field at the University of Warsaw. These students must be assigned to mobility in the summer semester;
- second-cycle (Master's) students – 1st year (mobility in the 2nd year);
- doctoral students and participants of Doctoral Schools (see points 25 and 26 of the SEMP 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 a possibility of extension) or in the summer semester (without a possibility of extension).



7. A change of the mobility semester is possible only when it concerns 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 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 a scholarship.

10. Participation in a SEMP exchange does not affect the student's right to participate in a bilateral exchange programme or the Erasmus+ programme, provided that the granted mobilities do not overlap in time.

11. Students who have previously been awarded a SEMP scholarship may also participate in the SEMP programme, provided that they still have available mobility capital (see IRO Regulations).

12. When applying, the student indicates a maximum of two 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 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 submitted after the deadline will not be considered.

14. Qualification of students for foreign mobility under the SEMP programme 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 Language Programmes;
- two academic staff members of the Faculty of Political Science and International Studies, UW;
- two representatives of the WNPiSM Students' Union, one representing Polish-taught programmes and one representing English-taught programmes.

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

15. Each application is assessed by the Committee based on the following criteria: (1) 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 the host institution; (5) academic and organisational activity; (6) participation in previous editions of the SEMP programme (priority is given to first-time applicants); (7) fulfilment of additional requirements set by the selected host institutions; (8) opinion of the head of studies (if applicable).

16. For candidates who meet the general eligibility requirements (see IRO Regulations and WNPiSM SEMP Regulations), the primary assessment criteria are the average grade for the entire academic year preceding the qualification and previous participation in the SEMP programme.

17. If two candidates apply for the same place: (1) a first-time SEMP applicant with a lower average grade, and (2) a repeat SEMP applicant with a higher average grade, priority is given to the first-time applicant.

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



19. Qualification for SEMP mobility takes place in only one recruitment round, covering both the winter and summer semesters of the following academic year. No additional university-wide recruitment round will be organised later.
20. The Faculty Qualification Committee will publish the list of preliminarily qualified candidates on the WNPiSM website **no later than 16 February 2026**.
21. Each person qualified for mobility remains preliminarily qualified until: (1) written confirmation of acceptance by the host institution, and (2) signing of the mobility agreement 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 against the decision of the Faculty Qualification Committee within 14 calendar days from the date of publication of the results, i.e. **until 2 March 2026**. Appeals must be submitted in person in 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 council.

#### **Doctoral candidates**

25. Participants of Doctoral Schools are eligible to participate in the qualification process provided that:
  - the agreement with the host institution covers the exchange of third-cycle students and the relevant scientific 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](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](https://szjo.uw.edu.pl/?page_id=3647&lang=en)) or another Polish university;



c) External certificates:

- English: Cambridge First Certificate in English (FCE), IELTS, TOEFL iBT;
- French: DELF B2, DALF C1/C2;
- Spanish: DELE B2;
- German: Goethe-Zertifikat B2, DSD II B2, Österreichisches Sprachdiplom Deutsch B2;
- Russian: TORFL 2;
- 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 above, they may submit an email enquiry to SWZMPB (swzmpb@uw.edu.pl) regarding its recognition 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 (IRO Regulations) and detailed (WNPiSM SEMP Regulations) rules of the SEMP programme, as well as with the required documents and recruitment schedule available on the WNPiSM UW and IRO UW websites;
- regularly monitor the WNPiSM UW and IRO UW websites and 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 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 applicants and scholarship holders is the University of Warsaw, represented by the Rector, with its registered office at Krakowskie Przedmieście 26/28, 00-927 Warsaw.

The controller has appointed a Data Protection Officer, who can be contacted at: [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl).

Personal data are processed for the purpose of participation in the SEMP programme.

The legal basis for processing applicant data is consent. Data of qualified scholarship holders are processed on the basis of agreements concluded by the University of Warsaw with partner institutions in Switzerland.

Providing data by applicants is voluntary but necessary for participation in the qualification process; for qualified scholarship holders it is obligatory.

Data recipients include entities authorised by law and the foreign host institution or organisation.

Scholarship holders have the right to access, rectify, and restrict the processing of their data. Applicants may withdraw consent at any time by emailing [international@adm.uw.edu.pl](mailto:international@adm.uw.edu.pl).

Applicants 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 data violates GDPR provisions.