

Detailed Rules of Blended Intensive Programmes (BIP) –

Kaustinen Intangible Cultural Heritage Academy

Academic Year 2025/2026

General provisions

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

- Blended Intensive Programmes (hereinafter: BIP)
- 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 of the University of Warsaw (hereinafter: SWZMPB)
- University of Warsaw (hereinafter: UW)
- Faculty of Political Science and International Studies, UW (hereinafter: WNPiSM)
- Faculty Qualification Committee (hereinafter: the Committee)
- General Rules of Blended Intensive Programmes (BIP), in which UW is a partner for the academic year 2025/2026, available on the IRO UW website (hereinafter: IRO Regulations)
- Detailed Rules of Blended Intensive Programmes (BIP), in which WNPiSM UW is a partner (hereinafter: BIP WNPiSM Regulations)

2. This regulation supplements the General Rules of Blended Intensive Programmes available on the IRO UW website:

https://bwz.uw.edu.pl/wp-content/uploads/sites/92/2025/11/2025BIP_og_zas_BIP-UW-jako-PARTNER_eng.pdf

Every participant in the BIP qualification process is required to read the general rules carefully.

3. In matters not regulated by this document, the general programme rules available on the IRO UW website apply (see point 2).

4. In case of discrepancies between this regulation and the IRO UW rules, the IRO UW rules take precedence.

Qualification

5. Students of first- and second-cycle studies are eligible to participate in the qualification process, regardless of their year of study at the time of qualification or mobility.

6. The student must submit a complete set of required documents by **20.04.2026**, delivering them in person to room 309 in the Auditorium Building during SWZMPB office hours. Incomplete documents, documents sent by email, or submitted after the deadline will not be considered.

7. Required documents include:

- (1) Application form (template available on the WNPiSM UW website);
- (2) Proof of English language proficiency at minimum B2 level (see point 9);
- (3) Motivation letter with attachments (CV or confirmation of activities), including description of motivation for participation (e.g. activity in music, arts, cultural institutions, research related to culture or cultural policy; organisation of music or cultural events; other cultural or academic activity in the field of cultural policy or culture);



(4) Student Application Form for Participation in BIP

[<https://bwz.uw.edu.pl/en/erasmus/blended-intensive-programme-bip/>];

(5) Statement on previous travels [<https://bwz.uw.edu.pl/en/erasmus/blended-intensive-programme-bip/>];

(6) Statement about the planned travel

[<https://bwz.uw.edu.pl/en/erasmus/blended-intensive-programme-bip/>].

8. Accepted documents confirming English proficiency include:

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, or confirmation of passing an examination leading to the awarding of such a certificate;

c) External certificates: Cambridge FCE, IELTS, TOEFL iBT;

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%.

9. Student selection is conducted by the Faculty Qualification Committee appointed by the Head of the Teaching Unit. It consists of:

- two Erasmus+ programme coordinators;
- two academic teachers from WNPiSM UW;
- two student representatives from the WNPiSM student council.

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

10. Each application is evaluated by the Committee based on: (1) student's grade average; (2) confirmation of English proficiency at minimum B2 level; (3) motivation for participation; (4) description of previous cultural or cultural policy-related activities; (5) mobility capital.

11. The Committee reserves the right not to award places to all applicants and not to fill all available spots.

12. The Committee will publish the list of preliminarily qualified students on the WNPiSM website **no later than 30.04.2026**.

13. Students have the right to appeal the Committee's decision within 14 calendar days from the publication of results. Appeals must be submitted in person at room 309 in the Auditorium Building during SWZMPB office hours. Appeals are reviewed by the Vice-Dean for Student Affairs together with the Vice-Dean for International Cooperation, the Faculty mobility coordinator, and a student council representative.

14. According to IRO regulations, each preliminarily qualified student must:

- (1) submit a mobility application to IRO UW up to 3 weeks before departure (the template is available on IRO UW website: <https://bwz.uw.edu.pl/en/erasmus/blended-intensive-programme-bip/>; it can be submitted either in paper form or by sending a scanned copy to erasmusbwz@uw.edu.pl);



(2) sign a financial agreement at IRO UW up to 2 weeks before departure.

15. Participation and successful completion of the programme entitle the student to 3 ECTS credits.

16. The student is obliged to:

- read both general and detailed programme rules as well as all required documents and schedules;
- regularly check WNPiSM UW and IRO UW websites and university email for updates;
- maintain contact with IRO UW, SWZMPB, and the host institution;
- sign the financial agreement before the start of physical mobility, otherwise the mobility and scholarship may be cancelled;
- uphold the good reputation of the University of Warsaw and the faculty. Violations of academic or ethical rules at the host institution (e.g. plagiarism) may result in disciplinary action, including possible failure of the mobility.

Information on the General Data Protection Regulation (GDPR)

17. The University of Warsaw, represented by the Rector, based at ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw is the administrator of the personal data of the applicants and the students selected for the mobility. The administrator can be contacted by selecting one of the contact forms available on the website: <https://www.uw.edu.pl/kontakt/>.

The administrator has appointed a Data Protection Inspector supervising the correctness of personal data processing, who can be contacted via the following address: iod@adm.uw.edu.pl.

Personal data of the candidates and participants shall be processed in connection with their participation in the Erasmus+ Programme.

The basis for the processing of the participants' personal data is their consent to the processing of their personal data. The data of the participants 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 (FRSE) – the National Agency for the Erasmus+ Programme and the European Solidarity Corps (NA) and on the basis of the Regulation No. 5 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing Erasmus+ - an EU programme for education, training, youth and sport and repealing Decisions No. 1719/2006/EC, 1720/2006/EC and 1298/2008/EC.

Providing data by the candidate for the Erasmus+ grant is voluntary but necessary for the selection procedure. Providing data by the participants is obligatory, otherwise, the Erasmus+ funding cannot be paid.

The data will be available to entities authorized under the law, the Foundation for the Development of the Education System - the operator of the Erasmus+ Programme and the foreign university/ the organization hosting the participants.

The data will be stored for a period of 5 years from the receipt by the University of Warsaw of a letter from FDES closing the project evaluation, i.e. no later than 31 December 2031.

The participant has the right to access their data and the right to rectify it and limit its processing. The candidate has the right to withdraw consent at any time. Information on the withdrawal of consent should be sent to erasmusbwz@uw.edu.pl.

The candidate/ participant 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 GDPR.