

ERASMUS+ Programme
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Erasmus+ “Mobility of higher education students and staff” (KA131/2024)
General Terms and Conditions for Blended Intensive Programmes (BIP)
in which UW acts as a Partner Higher Education Institution
Academic year: 2024/2025 and 2025/2026

A. DEFINITIONS:

Blended Intensive Programmes (BIP) are short, intensive programmes which combine physical mobility (at a foreign institution) with an online work component. Such programs support teamwork and the exchange of knowledge and experience in the form of virtual learning. BIPs can take the form of challenge-based learning, where transnational and transdisciplinary teams work together to solve specific problems, for example, related to the UN Sustainable Development Goals or societal challenges of specific regions, cities or companies. The programme should bring added value to the existing courses or trainings at the participating universities and can be implemented as a long-term project. By combining physical and virtual mobility, blended intensive programmes are available to students and staff from all backgrounds, fields of study and study levels. They can be organized both as teaching and training programmes. A virtual component is mandatory in the programme, enabling the participants to cooperate online on specific tasks in real time. The physical part of BIP is a short mobility abroad, carried out by groups of students and/or university staff.

Types of mobility:

- a) **physical mobility** – travel abroad to the country where the BIP is carried out by the BIP organiser in order to carry out the agreed BIP programme. The stay is between 5 and 30 days, excluding travel days.
- b) **virtual (remote) component** – the implementation of the virtual BIP programme in a remote form solely outside the country of the coordinating higher education institution and the physical part of BIP, facilitating collaborative online learning exchange and teamwork.

Mobility capital – number of months of mobility at universities or receiving organisations abroad carried out under Erasmus+ and/or Erasmus Mundus Programme, with or without the Erasmus grant.

Sustainable (low-emission) means of transport – travel by coach, train or car-pooling (provided that the car is shared between at least 2 persons).

Car-pooling – Sharing a car ride by two or more people travelling on the same route, in order to reduce the number of vehicles and reduce emissions.

B. GENERAL ELIGIBILITY CRITERIA FOR PARTICIPATION IN A BIP

1. The decision to participate in a BIP as a partner is made by a given Unit of the University of Warsaw (UW).
2. The condition for participation in the BIPs is the signing of an Erasmus+ interinstitutional agreement with the university organising the BIP. The agreement should include a provision for short-term exchanges and, if possible, should be signed via the Erasmus Without Paper (EWP) system.
3. Immediately after making the decision to participate in a BIP, the UW Unit shall submit a BIP application form and a letter of invitation from the coordinating HEI to the International Relations Office (IRO).
4. Within three weeks of receipt of the application, IRO shall inform the UW Unit about the allocated funds or a lack of funding.
5. If funding is allocated, the UW unit shall, **within 5 weeks**, select candidates for the BIP and submit the following documents to IRO:
 - a) *Selection outcome report* with a list of participants selected for the BIP;
 - b) each participant's *Application Form* for the Blended Intensive Programme;
 - c) each participant's *Declaration about previous participation in Erasmus+ and/or Erasmus Mundus Programme*;
 - d) each participant's *Statement about the planned travel*All of the above shall be sent as scans to erasmusbwz@uw.edu.pl, according to Ordinance No. 279 of the Rector of the University of Warsaw of 10 December 2020 on electronic mail of the University of Warsaw.

6. If applicable, along with the Selection outcome report, the UW Unit shall submit a list of staff members selected as BIP participants, with an indication of whether the staff member will participate in an STA mobility (teaching classes) or an STT mobility (a training).

Staff mobility under BIP is subject to the general rules and limits applicable for STA and STT mobility.

Please note:

UW employees can participate in a training (STT) in a BIP format only if UW acts as a partner HEI in the given BIP.

7. In order to carry out the selection process, the respective Head of the Teaching Unit (HTU) shall appoint a selection committee, hereinafter referred to as the Committee, in a written form. The basic composition of the Committee shall include: the mobility coordinator, a staff member of the UW Unit concerned and a representative of the University of Warsaw Students' Council.
8. The Committee shall determine detailed terms and conditions for the eligibility of students, and doctoral students at the given Unit. Information on the terms and conditions and eligibility criteria for the BIP, the documents required from candidates, the deadline and place for the submission of documents, the composition of the Committee, the procedure and deadline for appeals, the rules for the recognition of ECTS credits (minimum of 3) will be transparently communicated to the public with the date of publication on the website of the given unit. Due to the limited budget, the unit can select a maximum of 10 participants.
9. Students of post-diploma studies and graduates are not eligible to participate in the selection process.
10. A student or doctoral student is eligible for a BIP mobility provided they have sufficient mobility capital. The mobility capital amounts to: 360 days per bachelor, master or doctoral level

720 days per long-cycle studies. In each case, the student's total mobility capital available at the given level of studies will be reduced by the sum of all the previous Erasmus+ and Erasmus Mundus days of mobility carried out as a student of UW, another Polish or foreign university at the respective cycle of studies (with or without the Erasmus+ funding).

11. The participant (student, doctoral student, staff member) receiving an Erasmus grant for a BIP mobility cannot receive other funds from the European Union budget for the same BIP mobility.
12. If Erasmus+ funding cannot be allocated to the BIP, the programme may still be carried out in a different mode and with a different funding, subject to the consent of the THU at the given UW Unit.
13. All the BIP mobilities (including the physical and virtual component) under this call must take place between **1 August 2025 and 31 July 2026**.
14. Subject to the requirements of the Erasmus+ Programme, the Commission is obliged to store all the applicants' documents in paper or in an electronic form for a period of 8 years from the selection date.
15. The Erasmus+ BIP grant amount for students and doctoral students is 79 EUR per day, regardless of the mobility destination. Due to budget constraints, funding will be granted for a maximum of 5 to 7 days of the BIP physical mobility component (in accordance with the programme approved by the consortium) and for up to 6 days of travel, subject to Art. 18.
16. Students and doctoral students with a disability certificate and/or receiving a UW social allowance at the time of the selection process shall receive an additional one-off lump sum of EUR 100 regardless of the mobility destination and the length of stay.
17. Each student and doctoral student shall receive a lump sum for travel depending on the chosen means of transport and the distance between Warsaw (the place of departure) and the destination. The amount of the lump sum due for the round trip shall be based on the distance of one-way travel. To calculate the distance IRO shall use the distance calculator developed by the European Commission, available on the Erasmus+ website: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

Distance	Lump sum for non-eco travel (travel by plane, ferry boat, motorcycle)	Lump sum for green travel (travel by coach, train or carpooling)
from 10 to 99 km:	€28 per participant	€56 per participant
from 100 to 499 km:	€211 per participant	€285 per participant
from 500 to 1999 km:	€309 per participant	€417 per participant
from 2000 to 2999 km:	€395 per participant	€535 per participant
from 3000 to 3999 km:	€580 per participant	€785 per participant
from 4000 to 7999 km:	€820 per participant	€1188 per participant
8000 km or more:	€1735 per participant	€1735 per participant

18. Students and doctoral students using non-green means of travel shall be granted a lump sum for a maximum of 2 days of travel (round trip), provided the travel falls on days outside the BIP physical study period. Students and doctoral students travelling by sustainable (low-emission) means of transport shall be granted a lump sum for up to 6 days of travel (round trip) provided the travel falls on days outside the BIP physical study period and based on the documented number of travel days, according to the following distance bands:

10-499 km - lump sum max. up to 2 days of travel;
500 -2999 km – lump sum max. up to 4 days of travel;
3000-3999 - lump sum max. up to 6 days of travel.

19. The Erasmus+ BIP grant and the lump sum for travel are paid in Euros, in full amounts by bank transfer. The payment shall be made after the participant signs of the financial agreement, prepared on the basis of the participant's *Erasmus+ BIP Travel application form* submitted to IRO. *The Erasmus+ BIP Travel application form* must be submitted **no later than 3 weeks** prior to the planned mobility either as a scan to erasmusbwz@uw.edu.pl (pursuant to Ordinance No. 279 of the Rector of the University of Warsaw of 10 December 2020 on electronic mail of the University of Warsaw) or in a traditional form (original document) to IRO. Each BIP participant (student, doctoral student or employee) is obliged to sign a grant agreement **no later than 2 weeks** prior to the planned physical mobility, either in person at the IRO or by correspondence.
20. If a BIP participant is awarded additional funding from the funds at the disposal of the Head of the Organisational Unit for participation in the BIP, they are obliged to submit a standard *UW Travel application form* together with the *Erasmus+ BIP Travel application form*. Both forms must be submitted together, in the original form to IRO.
21. A student whose application for an Erasmus BIP mobility is rejected has the right to appeal against the Committee's verdict in writing or via USOS. Appeals against the verdicts shall be submitted through the entity that issued the verdict appealed against (the selection Committee at the given faculty) within 14 days of the date of the submission of the verdict. The Committee shall transfer the appeal together with the case file and the opinion issued by the Committee to the Rector within 7 days of submission of the appeal, unless within the same time frame, the Committee issues a verdict fully reflecting the appeal. If the appeal contains formal deficiencies, the entity issuing the decision in the first instance shall call on the appellant to complete these deficiencies within a specified period, not shorter than 7 days, otherwise the appeal shall remain unexamined. The verdict issued by the Rector is final.
22. The above terms and conditions are based on the information and guidelines provided by the Foundation for the Development of the Education System - the National Agency of the Erasmus+ Programme and The European Solidarity Corps effective on the date of publication of these General terms and conditions by the UW.
23. Any changes or additions to these Terms and conditions will be published on IRO's website in form of announcements and in form of adding subsequent points, indicating the date of publication and starting from Article 25, following approval by the Vice-Rector of the University of Warsaw for Student Affairs and Quality of Education and Teaching.
24. Information on the General Data Protection Regulation (GDPR):
 - 24.1 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/>.
 - 24.2 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.
 - 24.3 Personal data of the candidates and participants shall be processed in connection with their participation in the Erasmus+ Programme.
 - 24.4 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 No₄

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.

24.5 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.

24.6 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.

24.7 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.

24.8 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.

24.9 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.

Approved on 30.06.2025

By the Vice-Rector for Student Affairs and Quality of Teaching and Learning
Prof. Maciej Raś