

COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES

Declaration

I, undersigned, declare that if my institution is awarded with an Erasmus Charter for Higher Education, my institution will undertake to:

- Respect in full the principles of non-discrimination, transparency and inclusion set out in the Programme.
- Ensure equal and equitable access and opportunities to current and prospective participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.
- Ensure full automatic recognition of all credits (based on the European Credit Transfer and Accumulation System – ECTS) gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility.
- Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.
- Ensure the quality of the mobility activities and of the cooperation projects throughout the application and implementation phases
- Implement the priorities of the Programme:
 - By undertaking the necessary steps to implement digital mobility management in line with the technical standards of the European Student Card Initiative
 - By promoting environmentally friendly practices in all activities related to the Programme.
 - By encouraging the participation of individuals with fewer opportunities in the Programme.
 - By promoting civic engagement and encouraging students and staff to get involved as active citizens before, during and after their participation in a mobility or project.

WHEN PARTICIPATING IN MOBILITY ACTIVITIES

Before mobility

- Ensure that selection procedures for mobility activities are fair, transparent, coherent and documented.
- Publish and regularly update the course catalogue on the website of the institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Publish and regularly update information on the grading system used and grade distribution tables for all study programmes. Ensure that students receive clear and transparent information on recognition and grade conversion procedures.
- Carry out mobility for the purpose of studying and teaching only within the framework of prior agreements between institutions. These agreements establish the respective

roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception, support and integration of mobile participants

- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of linguistic proficiency and develop their intercultural competences.
- Ensure that student and staff mobility is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide active support to incoming mobile participants throughout the process of finding accommodation.
- Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.
- Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.
- Ensure that students are aware of their rights and obligations as defined in the Erasmus Student Charter.

During mobility

- Ensure equal academic treatment and the quality of services for incoming students.
- Promote measures that ensure the safety of outgoing and incoming mobile participants.
- Integrate incoming mobile participants into the wider student community and in the institution's everyday life. Encourage them to act as ambassadors of the programme and share their mobility experience.
- Provide appropriate mentoring and support arrangements for mobile participants, including for those pursuing blended mobility.
- Provide appropriate language support to incoming mobile participants.

After mobility

- Provide incoming mobile students and their sending institutions with transcripts of records containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Ensure that all ECTS credits gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility are fully and automatically recognised as agreed in the learning agreement and confirmed by the transcript of records/traineeship certificate. They shall be transferred without delay into the student's records, shall be counted towards the student's degree without any additional work or assessment of the student and shall be traceable in the student's transcript of records and the Diploma Supplement.
- Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (the Diploma Supplement).
- Encourage and support mobile participants upon return to act as ambassadors of the

programme, promote the benefits of mobility and actively engage in building alumni communities.

- Ensure that staff is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement and in line with the institutional strategy.

WHEN PARTICIPATING IN EUROPEAN AND INTERNATIONAL COOPERATION PROJECTS

- Ensure that cooperation activities contribute towards the fulfilment of the institutional strategy.
- Promote the opportunities offered by the cooperation projects and provide relevant support to staff and students interested in participating in these activities throughout the application and implementation phase.
- Ensure that cooperation activities lead to sustainable outcomes and that their impact benefits all partners.
- Encourage peer-learning activities and exploit the results of the projects in a way that will maximise their impact on individuals, other participating institutions and the wider academic community.

FOR THE PURPOSES OF IMPLEMENTATION AND MONITORING

- Ensure that the long-term institutional strategy and its relevance to the objectives and priorities of the Programme are described in the Erasmus Policy Statement.
- Ensure that the principles of the Charter are well communicated and are applied by staff at all levels of the Institution.
- Make use of the "ECHE guidelines" and of the "ECHE self-assessment" to ensure the full implementation of the principles of this Charter.
- Regularly promote activities supported by the Programme, along with their results.
- Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website and on all other relevant channels.

On behalf of the Institution, I acknowledge that the implementation of the Charter will be monitored by the Erasmus National Agencies and that a violation of the above principles and commitments may lead to its withdrawal by the European Commission.

On behalf of the institution, I commit to publishing the Erasmus Policy Statement on the institution website.

Legal representative of the institution

Signature of the legal representative

REKTOR
Politechniki Warszawskiej

prof. dr hab. inż. Jan Szmidt

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Prof. dr hab. inż. Krzysztof Lewicki

In the following sections of the application form, you will need to explain how your institution will fulfil the ECHE principles if the Charter is awarded. You are encouraged to consult the ECHE Guidelines for support in completing this application.

Please note that your Erasmus+ National Agency will monitor your Erasmus Policy Statement and your answers to the questions given in the application. The Erasmus+ National Agency reserves the right to request more information on your activities and propose supplementary measures for the purposes of monitoring and implementing the Charter principles by your institution.

1. ERASMUS POLICY STATEMENT (EPS)

1.1 Erasmus activities included in your EPS

In this section, you need to tick the Erasmus activities covered by your Erasmus Policy Statement. Please select those activities that your HEI intends to implement during the entire duration of the Programme.

Erasmus Key Action 1 (KA1) - Learning mobility:

The mobility of higher education students and staff X

Erasmus Key Action 2 (KA2) - Cooperation among organisations and institutions

Partnerships for Cooperation and exchanges of practices X

Partnerships for Excellence – European Universities X

Partnerships for Excellence - Erasmus Mundus Joint Master Degrees X

Partnerships for Innovation X

Erasmus Key Action 3 (KA3):

Erasmus Key Action 3 (KA3) - Support to policy development and cooperation X

1.2 Erasmus Policy statement (EPS): your strategy

Your Erasmus Policy Statement should reflect how you intended to implement Erasmus after the award of the ECHE. Should you wish to add additional activities in the future, you will need to amend your Erasmus Policy Statement and inform your Erasmus National Agency.

What would you like to achieve by participating in the Erasmus Programme? How does your participation in the Erasmus Programme fit into your institutional internationalisation and modernisation strategy?

(Please reflect on the objectives of your participation. Please explain how you expect the

participation in Erasmus to contribute towards modernising your institution, as well as on the goal of building a European Education Area¹ and explain the policy objectives you intend to pursue).

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

Since 1999, the Erasmus Programme has been continuously carried out at Warsaw University of Technology - WUT (Politechnika Warszawska - PW). The University has had enough time to thoroughly implement the Programme (during all its editions) as well as improve the implementation methods using the expertise and experience acquired year by year.

Over this time, Warsaw University of Technology has developed and adapted best practices, worked out efficient cooperation methods as well as tools necessary for the successful implementation of the Programme. Warsaw University of Technology recognizes the need to step into the European initiatives (such as Erasmus+ Programme) which aim at integrating science and higher education.

WUT internationalization policy is an important element of its overall Strategy, adopted by the University Senate in 2011. Its development objectives state that:

- all programmes of studies will be offered in Polish and English,
- all faculties will host visiting students and professors from partner universities,
- WUT will position itself among the first 300 universities in world rankings,
- WUT will be recognized worldwide thanks to the implementation of prestigious international projects and programmes and undertaking joint R&D initiatives with renowned academic centers.

The priority objectives of the Strategy include:

- programmes of studies offering mobility opportunities for regular students, PhD students and the academic staff by including 'mobility windows' into the curricula, and such organization of courses which will allow the students to attend lectures by visiting professors,
- passing part of the subjects in English will be mandatory for the students,
- adaptation of programme requirements in compliance with the international standards, including: the improvement of the already implemented National Qualifications Frameworks and their appropriate modification in accordance with the demands of the labor market; improvement of the Educational Quality Assurance System in compliance with the requirements of the European Quality Assurance Reference Framework; developing of non-standard, more flexible education and training pathways in line with the University's policy on lifelong learning; a modification of the package of the teaching hours which will help stimulate international cooperation, new algorithm of subsidies distribution among the Faculties which will take into account the level of internationalization at each Faculty.

One of the highest priorities is the execution of Educational Quality Assurance System objectives. It is of utmost importance to ensure the right quality of mobility projects and projects related to all types of joint studies, such as joint- or double-degree. WUT places great emphasis on the development of cooperation based on that type of agreements, and the existing partnerships with the European and Asian universities are an especially important element of the internationalization strategy. Currently, WUT is negotiating such type of agreements with several other worldwide renowned universities.

One of the most important goals of Warsaw University of Technology that can be achieved through the participation in Erasmus+ Programme is accessing the European Area of Education, that will allow WUT to implement the above-mentioned objectives (mutual recognition of diplomas), and will strengthen our actions undertaken within the consortium of the European Universities Initiative.

One of the provisions of WUT Strategy is the intensification of international scientific cooperation. It is now particularly essential, as in 2019 WUT joined the "Initiative of Excellence - Research University" project, obtaining the status of a research university. It is our great success, a huge prestige and distinction. Being part of this project, will increase WUT's participation in research grants, especially in the international EU programmes, such as Erasmus+. We are planning to take measures to intensify the mobility of the research and teaching staff, as well as PhD students, which will be achieved through short-term staff mobilities within the framework of Erasmus+ Programme, and serving as a first step towards establishing closer professional links.

Warsaw University of Technology takes pride in its graduates having been the most wanted on the labor market for years. The University is going to further strengthen the cooperation with entrepreneurs and industry by means of various cooperation agreements which include: the adaptation of vocational training programmes to the demands of the labor market, provisions regarding student and staff internships and joint initiatives for local communities. Participation in Erasmus+ Programme will allow the students and graduates to continue their internships abroad, and staff to undertake dedicated trainings.

¹For more information on the priorities of the European Education Area, such as recognition, digital skills, common values and inclusive education, please consult the following website

https://ec.europa.eu/education/education-in-the-eu/european-education-area_en

WUT Erasmus+ Programme 2020-2024 (English version)

WUT long term plans also envisage the development of innovative ideas and concepts through the implementation of multilateral (partnership) projects as part of Strategic Partnerships, Capacity Building and others. We want to strengthen the University's position at the European education market and increase WUT's recognition worldwide by participating as a coordinator or partners in KA 2 projects. As a result of involvement in KA 1 and 2, the research and teaching staff of WUT can adapt best practices and modern teaching research tools at WUT, which will contribute to the modernization of its study offer.

The continued implementation of the Erasmus+ Programme in the coming years is expected to further intensify staff and student mobility; we will take necessary measures to increase the number of students, PhD students and academic staff mobility. WUT offers well-equipped research laboratories, teaching rooms and auditoriums. A new attractive programme of scholarships for PhD students, post-doc students and visiting professors is going to be implemented as an incentive to attract international doctoral students and experts. These initiatives will strengthen the cooperation of Warsaw University of Technology with the best research centers in the world. The acquisition of specialist expertise and know-how by WUT authorities, staff and students through active participation in the Programme is crucial in the development of a modern and innovative university.

Please reflect on the Erasmus actions you would like to take part in and explain how they will be implemented in practice at your institution. Please explain how your institution's participation in these actions will contribute to achieving the objectives of your institutional strategy.

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

The participation of Warsaw University of Technology in Erasmus+ Programme is a very important element of the university's internationalization policy formulated in the WUT Strategy which was adopted by the University Senate in 2011. The strategy states, among others, that: all programmes of studies will be offered in both, Polish and English language, all Faculties will host foreign visiting students and professors, the University will be well-recognized all over the world and will be running prestigious international projects and programmes as well as actively undertake joint initiatives in the fields of education and research with other renowned academic centers. One of such projects will be the "Initiative of Excellence - Research University", which WUT joined in 2019 upon obtaining the status of a research university in the applications competition. It was a significant achievement of the University as well as a notable distinction, and as a result of the participation in this project, the University's share in research grant programmes will be increased, especially in the international EU programmes, which includes Erasmus+ Programme.

Warsaw University of Technology is planning to continue its participation in all Erasmus+ Actions and carrying out student and staff mobilities as well as multilateral projects. Together with the consortia partners, WUT has submitted proposals in the European Universities Action as well as proposals within Strategic Partnerships, Capacity Building and Erasmus Mundus Joint Master Degrees.

The mobility of students and university staff will continue to be managed by the University Agency for Educational Programmes (Uczelniana Agencja Programów Edukacyjnych - UAPE), which is one of the units within the Center for International Cooperation (Centrum Współpracy Międzynarodowej - CWM) of Warsaw University of Technology. The tasks will be carried out in cooperation with the university Faculties. The UAPE fully coordinates the mobility recruitment process, collects all the required documentation, signs agreements with the mobility participants, awards funding and accounts for the mobilities. The Faculties are responsible for the inter-institutional agreements and the recruitment process, they approve Learning Agreements, and upon the mobility completion, recognize study periods at the hosting university, accept the Transcript of Records and award the ECTS.

Multilateral projects are carried out mostly by the Faculties, but also by other administrative units of the University (e.g. Foreign Language Center), often with the relevant support of the Center for International Cooperation. The Faculties submit applications in open calls (if they intend to act as a project coordinator) or join the consortia as a partner by signing the required letters of intent (mandates).

Participation in all Actions of Erasmus+ Programme will enable further development of the University by enhancing and improving the international cooperation with other universities and organizations, acquiring new contacts and expanding the professional expertise of its students and staff. Through internships and realizing part of their studies abroad, the students will have more opportunities to acquire additional skills. WUT will also support cooperation with the neighboring countries, which will give the students a good opportunity to improve their learning conditions and their academic performance, and will result in a more practical approach towards the global labor market and higher education sector. We expect that WUT participation in the next edition of Erasmus+ Programme will further develop and strengthen the University's educational offer and will contribute to the increase of WUT potential in the field of scientific research. The Warsaw University of Technology is strongly and effectively involved in the process of internationalization within all of its aspects, i.e. teaching, scientific research, various activities supporting the internationalization process as well student life. As a result of such active involvement, the subject of

joint/double diplomas, joint educational projects, joint research projects, international summer schools and many others are clearly highlighted in the WUT Development Strategy

WUT is continually improving the quality of the programmes curricula in order to meet the needs of its students, but also to respond to the expectations of the global labour market. This will, in the future, have an important impact on the career of WUT graduates on a national, regional and international scale. One of the methods which allows for the implementation of these aims is to strengthen the links between education, research and industry in order to introduce innovative tools in the teaching process.

Warsaw University of Technology is trying to strengthen its position as a leading national center of specialized knowledge and competencies at the European level. These efforts are directed at the entrepreneurship and industry sector. We are convinced that the further participation of the University in Erasmus+ Programme will result in the rational and flexible management and financing of our institution. It will also greatly contribute to the implementation of the "Initiative of Excellence - Research University" project, will help fulfill its objectives as well as objectives of other projects carried out by WUT in various Actions of the Programme.

What is the envisaged impact of your participation in the Erasmus+ Programme on your institution?

Please reflect on targets, as well as qualitative and quantitative indicators in monitoring this impact (such as mobility targets for student/staff mobility, quality of the implementation, support for participants on mobility, increased involvement in cooperation projects (under the KA2 action), sustainability/long-term impact of projects etc.) You are encouraged to offer an indicative timeline for achieving the targets related to the Erasmus+ actions.

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

Warsaw University of Technology has been a beneficiary of the Erasmus programme since 1999, and has been actively involved in all its editions. Participation of WUT in Erasmus+ Programme is a part of its internationalization strategy set up to 2020, which objectives include, among others: the intensification of international cooperation by increasing the mobility and international exchange of WUT staff and students, the enhancement of the quality of education for regular and PhD students as well as the adaptation of its educational offer with respect to the demands of global educational market.

University authorities are currently working on the updating of the Strategy to shape it more in line with the current trends and challenges set for universities and education sector worldwide.

The Programme is deemed a priority by the WUT authorities and is perceived as a main factor in reaching its internationalization strategy objectives. The Programme is a key tool in improving the quality of education

Participation in the Programme constitutes immense value for the University as well as its staff and students, by:

- adding prestige to the University and allowing to make a mark on the international education market, whereas the exchange of expertise and experience helps the University authorities to diversify the study offer;

- giving opportunities to University staff for further scientific development. Thanks to the exchange of experience with the staff from partner universities, best practices can be adapted at WUT grounds. Working in an international community and participating in mobility and multilateral projects expands our staff's professional, linguistic and social competences. The acquired knowledge and experience are later used for the benefit of the University as well as colleagues and classmates.

Participation in the Programme in the years 2014-2020 resulted in numerous new links established between WUT employees and the staff of partner universities, in signing of new cooperation agreements and implementation of key projects in mobility and R&D. Currently, WUT is either a coordinator or a partner in dozens of projects carried out within the framework of all Erasmus+ Actions. Our intention is to secure the continuation of all these actions in the new financial perspective for the years 2021-2027.

Thanks to the scholarships received by the programme beneficiaries, in the years 2014-2020 over 1640 WUT students took advantage of the Programme and did their studies and internships abroad (approx. 273 student mobilities per year) and over 300 mobilities by WUT staff were realized (approx. 50 mobilities per year). During the same period, over 2000 students and 350 staff members from partner universities came to WUT. The average in one academic year is 333 student and 58 staff incoming mobilities. In addition, several dozen short mobilities are realized each year as a part of Learning Teaching Training and Project Meeting activities within the framework of KA 2.

Starting from 2020, our goal is to increase the annual number of outgoing and incoming mobilities at WUT:

- outgoing students by 20% per year,
- outgoing staff by 15% per year.

- incoming students by 15%.
- incoming staff by 20%.

Warsaw University of Technology is also striving to take up the role of a coordinator more frequently in the future projects (under KA 2), as it already has appropriate resources and holds experience in projects implementation. We are aiming at a 10% increase with regard to current statistics.

We will undertake the following measures to help us achieve our goals:

- implementation of a new website dedicated to Erasmus+ Programme at WUT, both in Polish and English, which will present the offer of Erasmus+ Programme feasible for realization at Warsaw University of Technology. The site is being currently implemented (the launching of the new site is planned for July 2020),

- Centre for International Cooperation (CWM) will be solely in charge of the international incoming students within Erasmus+ Programme (centralization of activities) – this measure will help relieve WUT Faculties: by taking over some of the administration formalities by CWM, the Faculties will be able to focus on their content-related tasks. It will result in greater transparency and standardization of students services

- implementation of „mobility window” to help students complete their studies,

- implementation of Erasmus Without Paper.

The schedule for the next 2 years of the Programme (after this time the objectives will be updated):

- Q2-Q3 2020 – CWM will take over the administering of all incoming Erasmus+ students,

- Q2 2020 – implementation and update of the new website - www.erasmus.pw.edu.pl,

- Q3 2020 - dissemination of information on the new website,

- Q3 2020 to Q2 2021 - promotional activities conducted at the Faculties,

- Q2 2020 - implementation of Erasmus Without Paper (according to the calendar of activities)