



## **The Principles of the Functioning of the ERASMUS + Programme at the Warsaw University of Technology in the academic year 2018/2019 STUDENT PLACEMENT**

### **General Policy**

1. The implementation of mobility for university students and staff under the ERASMUS + Programme Action 1 KA103 is carried out by the **University Educational Programmes Agency (UAPE) within the Centre for International Cooperation (CWM) of WUT (Warsaw University of Technology)**.
2. Information on student mobility for studies under the ERASMUS + programme is published by the Centre for International Cooperation of the WUT on the website [www.cwm.pw.edu.pl](http://www.cwm.pw.edu.pl) and by individual faculties on their websites and on notice boards.
3. Student exchange can only be carried out with a university with which the student's home faculty has signed an inter-institutional agreement. A foreign university must hold the ECHE card (Erasmus Charter for Higher Education) awarded by the European Commission, valid in the academic year 2018/2019, entitling it to participate in the programme. A list of foreign universities with which agreements are concluded can be obtained from faculty coordinators.
4. In the academic year 2018/2019, mobility may take place between **1 July 2018 and 30 September 2019**. The duration of study abroad for a particular student together with a language course (provided for in the *Learning Agreement*) **may under no circumstances exceed 12 months during one academic year**.
5. Mobility must be carried out in one partner university and no independent change of location (university, city or country) is allowed.
6. In one academic year, mobility for studies can be combined with mobility for traineeships provided that the dates of the mobilities do not overlap, and the duration of the entire stay does not exceed 12 months.
7. The minimum duration of study under the ERASMUS + programme in a given academic year is **one semester**, and the maximum - **two semesters** (maximum **12 months** assuming that 1 month = 30 days).
8. Each student is entitled to the so-called "mobility capital" in the amount of 12 months for each cycle of study (I, II or III). This means that each student can go abroad under Erasmus+ in a particular cycle of study and/or trainship for a total period of 12 months (maximum). The length of an earlier stay of a given student during study and/or traineeship under the LLP Erasmus or ERASMUS + programme is deducted from "mobility capital" if these mobilities take place in the same cycle of study.

9. Students going on study and/or traineeship under the ERASMUS + programme can not be both scholarship holders of a joint Erasmus Mundus masters programme and other programmes.
10. If a student enrolled for the ERASMUS + programme resigns from the mobility for an important reason (for unforeseen reasons or health issues), he/she may re-apply for a study abroad within this programme only in the next academic year.
11. After completing the set period of study, the student receives a list of credits, so-called *Transcript of Records* along with ECTS credits, signed by a person responsible for the implementation of the study programme at a partner university. On the basis of this document (produced in the original version), **the dean certifies the completion of the period of study abroad and awards ECTS credits to the student. The student should receive 30 ECTS credits per semester at the faculty.**
12. People leaving for the winter semester who wish to extend their mobility for the summer semester, **must submit full documentation necessary to extend their mobility by 14 December 2018 at the latest.** Extensions of mobility are realized without co-financing. Receiving a grant for the second semester will depend on obtaining of additional funds by WUT.
13. The mobility abroad is possible with a “zero-grant”.
14. Departure earlier than the planned date of commencement of studies specified in the agreement and return later than contained in the agreement, do not cause the need for WUT to make the payment for the days not covered by the grant agreement. The final amount of the funding is calculated based on a certificate regarding the length of the period of study in the host organization. **The certificate should be signed by an authorized person at a foreign university and contain, a. o., exact dates of your stay at the university.**
15. Students who are entitled to a social scholarship at WUT will be taking part in the ERASMUS + programme, but they will receive financial support from the PO WER programme funds. The support will be paid by the WUT after producing all mobility programme documents and additionally - documents confirming the awarding of a social scholarship in the academic year 2017 / 2018. Detailed information regarding the above can be obtained at [www.cwm.pw.edu.pl](http://www.cwm.pw.edu.pl).
16. The National Agency of the ERASMUS + Programme enables students who have been qualified to take part in the Programme to apply for a Disability Grant. The additional funds are aimed at covering the costs related to the special needs of people with disabilities during their studies under the ERASMUS + programme. The money will be paid by WUT from the funds of the PO WER programme, after the student has provided the required documents. Detailed information regarding the above can be obtained at CWM website [www.cwm.pw.edu.pl](http://www.cwm.pw.edu.pl) and also at the Foundation for the Development of the Education System (FRSE) website:

<http://erasmusplus.org.pl/dokumenty/szkolnictwo-wyzsze/>.

17. More detailed information on student mobility can be found in the ERASMUS + Programme Guide on the website

<http://erasmusplus.org.pl/dokumenty/szkolnictwo-wyzsze/>

### Recruitment Rules

18. Student recruitment is announced by individual faculties, and it will be carried out through the USOS system (the instructional video can be found at: <https://drive.google.com/file/d/1ED4TZBvpqgrql0IjTaUglOPQA5-8OBes/view>). The following criteria are taken into account in the recruitment process:

- GPA (Grade Point Average) from the entire period of study (the average is determined by the faculty),
- the knowledge of the language in which the student will study at a foreign university, at a minimum level of B2,
- student activities for the academic community (e.g. involvement in the Student Government, ESN, taking care of foreign students studying at WUT).

19. Detailed qualification regulations for students and doctoral students at particular faculties are specified by the faculty coordinators. **Priority for awarding grants is given to people who take part in the ERASMUS + programme for the first time.**

20. The lists of the students who qualified, specifying the place and date of their departure, are sent to UAPE (the University Educational Programs Agency) **by 30 April 2018** by faculty coordinators.

21. A student applying for a mobility for study under the ERASMUS + programme must meet the following formal criteria:

- during recruitment and the entire mobility at the host university, must be registered as a student of the first, second or third degree academic studies,
- at the moment of recruitment and departure must be a student of at least the second year of the first-degree academic studies (must have completed the first year of studies unconditionally),
- at the time of signing the agreement with CWM (the Centre for International Cooperation), the student must have completed the current subjects. Possible courses to be completed should be placed in the **Credit Card** by the faculty coordinator or the dean, and will remain at the faculty. The **Credit Card** also specifies the necessary supplements in case of curricular disparity,
- at the time of recruitment and the entire mobility, the student may not be on a leave of absence.

22. Students of the last year of the first-degree studies who are planning a mobility on the second-degree studies may **not take part in the recruitment**, because the USOS system does not provide for this type of application.

23. Mobilities in the last (diploma) semester of studies are allowed under the condition that **the degree dissertation will not be the main subject in the *Learning Agreement***. On the basis of the *Learning Agreement* and *Transcript of Records*, the student must earn **30 ECTS for a semester** at the home faculty (in some cases agreed with the dean, faculty coordinator and Vice-Rector for Studies, a smaller number of ECTS is allowed, but the minimum is 20 points).
24. Doctoral students are third degree students and are subject to the same rules of recruitment and exchange as the first and second-degree students. During their studies at a foreign university, they must attend classes and obtain the required number of 30 ECTS credits per semester.

### Funding Rules

25. **The financial support granted under the ERASMUS+ programme is complementary; it is an individual contribution to the student's travel, insurance and subsistence costs.**
26. The amount of funding available to students leaving for studies depends on the country in which they will study as part of the ERASMUS + programme and the duration of their stay (financial support is calculated using a calculator developed by the European Commission with an accuracy of 1 day, assuming that 1 month = 30 days). The countries are divided into the following three groups:

Group	Countries	Monthly Grant Rate in Euro
I	Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden, United Kingdom	500
II	Austria, Belgium, Cyprus, France, Greece, Spain, the Netherlands, Malta, Germany, Portugal, Italy	450
III	Bulgaria, Croatia, Czech Republic, Estonia, FYROM (Former Yugoslav Republic of Macedonia), Lithuania, Latvia, Romania, Slovakia, Slovenia, Turkey, Hungary	400

27. Monthly grant rates set for the academic year 2018/2019 will not change during the period covered by the financial agreement, as recommended by the National Agency of the ERASMUS + programme.
28. **The number of participants covered by financial support under the ERASMUS + programme in the academic year 2018/2019 will depend on the amount of funding granted to the Warsaw University of Technology by the National Agency of the Programme.**
29. In the academic year 2018/2019, the Warsaw University of Technology will provide financial support only for one semester of study abroad (max. 6 months), regardless of the duration of stay accepted by the host university. Possible grant for the second semester will depend on obtaining of additional funds by WUT.

30. After submitting the required documentation and signing the agreement between WUT and the mobility participant, the first instalment in the amount of 70% of the total grant will be transferred to the student's bank account. The remaining amount will be transferred to the student's account after the settlement of the mobility (a list of documents needed for settlement can be found on the website [www.cwm.pw.edu.pl](http://www.cwm.pw.edu.pl), in the annex to the agreement and in point 40 of these Rules).
31. The final amount of grant paid to each student must be justified by the student's duration of stay at the host institution. When determining the period of mobility, the duration specified in the certificate confirming the mobility will be considered.
32. For financial support received under the Erasmus + Programme, the exemption will apply, referred to in art. 21 par. 1-point 23a lit. a of the Act of 26 July 1991 on Personal Income Tax (Dz.U. Journal of Laws from 2012, item 361, as amended).

### Formalities before Mobility

33. Students qualified for mobility abroad as part of the ERASMUS + programme submit the following exchange documents to UAPE (the University Educational Programmes Agency):
- *Acceptance Letter* from a foreign university,
  - *Student Application Form*,
  - *Learning Agreement* (LA),
  - *Application form S*,
  - *Form - bank account*,
  - a copy of the EHIC- European Health Insurance card (a document entitling you to use healthcare on the territory of the EU),
  - *a copy of the insurance policy* (accident insurance and civil liability insurance). The costs of the insurance purchase are covered by the student.

After submitting the set of documents, the student signs a financial agreement at UAPE (the University Educational Programs Agency). One of the annexes to the agreement is the Erasmus Student Card.

34. *The Learning Agreement* (the study curriculum) is agreed upon by the faculty coordinators from both universities, considering, a. o., language skills, substantive preparation, and the study curriculum. LA should provide the student with the opportunity to complete one or two semesters related to the field of study, considering the required number of ECTS (**30 credits per semester**), and should be approved by the faculty coordinator, student and faculty dean. The original of LA should be kept in the student's files in the dean's office, and the coordinator of the KA103 project should receive the second original, or a certified copy, scan or fax. The faculty coordinator, the dean of the faculty and the student are all responsible for the implementation of the LA. Possible changes in LA may be made **within one month** from the beginning of the semester at the host university, specified in the agreement between the university and the student. Otherwise, the university reserves the right not to pay the student another grant tranche.

35. The implementation of the LA-covered study curriculum also applies to students who have been promoted to pass the next semester before mobility. **If the student does not obtain the number of credit points specified by the faculty, under which the dean will be able to grant him 30 ECTS per semester, he may not receive a second instalment of the grant or will be obliged to return the financial support provided. The exception is the documented case of the so-called "force majeure".** In case of obtaining a smaller number of ECTS points, the dean and faculty coordinator may decide that under certain conditions the student's courses will be completed. The final decision on the possible return of the grant in such cases is taken by the Vice-Rector for Studies at the student's request, approved by a person responsible at the faculty and submitted to UAPE (the University Educational Programs Agency).
36. After obtaining permission for the mobility and the dean's signature at LA, students send documents to partner universities in accordance with the forms required by these universities or register online in accordance with the accepted rules at a foreign university.
37. Students who will participate in an obligatory language course organized by the host university before the beginning of the course will receive financial support for this period of mobility only if the course is included in the *Learning Agreement*. ECTS points acquired for this course must then appear in the *Transcript of Records* and be recognized after returning to the home faculty. If the language course organized by the host university is not covered by LA, the student is not entitled to receive a grant for their stay for this period of study at a foreign university.
38. **All qualified students (from the primary, reserve, conditional list, etc.) leaving for the winter semester, for the whole year and for the summer semester of the academic year 2018/2019 are obliged to submit the following application documents to UAPE by 29 June 2018:**
- *Student Application Form*
  - *Form - bank account,*

The other documents can be supplemented by the following dates:

until 14 September 2018 - students leaving for the winter semester and for the whole year and until 14 December 2018 - students leaving for the summer semester and students extending their stay for the next semester (summer).

Failure to deliver the documents within the given dates automatically deletes the student from the list of outgoing persons.

Documents should be submitted to UAPE, ul. Noakowskiego 18/20, staircase B, sixth floor.

39. Students going on mobility under the ERASMUS + programme are required to complete **an on-line language test** before and after the mobility. The completion of the test prior to the mobility is a prerequisite to receive the first grant instalment (70%), and the payment of the

second instalment - apart from the conditions described above, also depends on the completion of the on-line test after mobility.

### Formalities upon Return

40. After completing mobility, the student is required to:

- **Complete *on-line* questionnaire for participants of the ERASMUS + programme** for the academic year 2018/2019 (everyone will receive an e-mail with a link to the questionnaire). The National Agency does not accept questionnaires after the deadline specified in the e-mail;
- The completion of the on-line test *after* mobility.

and to submit to UAPE:

- **Certificate of stay** - original letter or fax,
- ***Transcript of Records* - original, a copy certified for conformity with the original, fax;**
- A description of the impressions from the stay - a sample on the CWM website (the Centre for International Cooperation),
- **Certificates of the completion of the period of study - signed by the Dean /Vice-Rector for studies at a given faculty;**
- **Form - bank account,**

The student is obliged to start the settlement procedure **within 10 working days from the date of graduation (shown in the documentation) and finish it no later than on 10 October 2019.**

41. If, in order to make settlement, the student reports to UAPE earlier than specified by the certificate of stay issued by the host university, the actual date of submission will be considered the date when the mobility ended, and the scholarship will be reduced accordingly.

Detailed information on the operation of the ERASMUS + programme at the WUT is provided by UAPE CWM PW (the University Educational Programmes Agency within the Centre for International Cooperation) employees and faculty coordinators of the ERASMUS+.

#### Contact with UAPE:

The Office Building, ul. Noakowskiego 18/20, staircase B, sixth floor

tel. 22 234 74 04, 22 234 51 15, fax 22 629 80 09,

e-mail:

Agnieszka Bursztyńska: [abursztynska@cwm.pw.edu.pl](mailto:abursztynska@cwm.pw.edu.pl) ( KA103 project coordinator),

Joanna Gołębiowska: [erasmus@cwm.pw.edu.pl](mailto:erasmus@cwm.pw.edu.pl), [joanna.golebiowska@pw.edu.pl](mailto:joanna.golebiowska@pw.edu.pl)

Dominika Jasińska: [djasinska@cwm.pw.edu.pl](mailto:djasinska@cwm.pw.edu.pl)

#### Office hours:

Monday – Wednesday 10.00-14.00

Thursday - Friday 8.30-12.30