

# **The Principles of the Functioning of the Erasmus+ Programme at the Warsaw University of Technology in the academic year 2023/2024**

## **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 [erasmus.pw.edu.pl](https://erasmus.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 2023/2024, entitling it to participate in the programme. The list of agreements with foreign universities can be found in USOS, in the section "Student exchange".
4. The students entitled to study abroad are first- and second-degree undergraduate and master's students, as well as doctoral students of the Warsaw University of Technology (participants in the doctoral school), who, according to the rules of the Erasmus+ program, are third-degree students. They are subject to the same recruitment and departure rules as first- and second-degree students and must attend the classes planned in the Learning Agreement, with one difference: during their stay at a foreign university they must obtain 5 ECTS points per semester (first- and second-degree students - 30 ECTS).
5. In the academic year 2023/2024, mobility may take place between **1 September 2023 and 31 October 2024**. The duration of study abroad for a particular student together with a language course (provided in the *Learning Agreement*) **may under no circumstances exceed 12 months during one academic year**.
6. Mobility must be carried out in one partner university and no independent change of location (university, city or country) is allowed.
7. 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. It is not possible to go to study at two different universities in the same academic year.
8. The minimum duration of study under the ERASMUS + programme in a given academic year is **2 months**, and the maximum - **2 semesters** (maximum **12 months** assuming that 1 month = 30 days).
9. 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 traineeship for a total period of 12 months (maximum). The length of an earlier stay of a given student during study and/or traineeship and all short-term mobilities (ex. Blended Intensive Programme) under the

ERASMUS + programme is deducted from "mobility capital" if these mobilities take place in the same cycle of study.

10. 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.
11. If a student enrolled for the ERASMUS + programme resigns from the mobility for an important reason (for unforeseen reasons or health issues), they may re-apply for a study abroad within this programme only in the next academic year.
12. In the academic year 2023/2024, **due to the limited budget, funding is granted only for one semester**. Receipt of financial support for the second semester will depend on the financial capacity of the University.
13. Those leaving for the winter semester who wish to extend their stay for the summer semester **must submit all documentation necessary for the extension of stay no later than December 15, 2023**. This documentation includes: an extension of stay application, a referral abroad application (WWS), a grant transfer application, a copy of the EHIC card and a Learning Agreement (study program). Receipt of the extension grant will depend on the financial capacity of the University.
14. It is possible to go to study abroad with zero funding, if "mobility capital" allows it.
15. For days not covered by the contract, the student is not entitled to financial support. The final amount of financial support is calculated on the basis of a certificate of the length of study at the host university. **The certificate should be signed by an authorized person at the foreign university and include, among other things, the exact dates of study stay.**
16. Individuals who are eligible for a social scholarship at WUT will receive additional financial support from the Erasmus+ budget in the amount of 250 Euro/month, in addition to the grant awarded in accordance with the applicable lump sum. The support will be disbursed by the WUT upon submission of all departure documents (see point 32) and the social grant decision in effect at the time of applying for the mobility
17. Individuals with a declared disability who qualify for the mobility will receive additional financial support from the Erasmus+ budget in the amount of 250 Euro/month, in addition to the subsidy granted in accordance with the applicable lump sum. At the same time, these individuals can apply for additional disability funds. They are intended to cover the costs associated with special needs while studying under the program. The amount of the additional amount will be determined on the basis of a special application, prepared by the mobility participant and submitted on their behalf by WUT (UAPE CWM) to the National Program Agency (FRSE).
18. The application form and detailed conditions for granting subsidies for mobilities for people with fewer opportunities (those in a difficult financial situation and those with a recognised disability) can be found on the website [erasmus.pw.edu.pl](https://erasmus.pw.edu.pl) and on the website of the Foundation for the Development of the Education System: [erasmusplus.org.pl](https://erasmusplus.org.pl).
19. More information on student exchanges can be found in the Erasmus+ Programme Guide and on the website [erasmusplus.org.pl](https://erasmusplus.org.pl).

## **Recruitment Rules**

20. Student recruitment is announced by individual faculties, and it will be carried out through the USOS system. 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).
21. Detailed qualification regulations for students and doctoral students at particular faculties are specified by the faculty coordinators.
22. 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 2023** by faculty coordinators.
23. 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
  - at the time of recruitment and the entire mobility, the student may not be on a leave of absence.
24. 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 points** 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**).
25. A student, while on a foreign exchange, should complete the formalities for registration for the next semester of study at WUT in order not to be removed from the list of students.

### **Funding Rules**

26. **The financial support granted under the ERASMUS+ programme is complementary**; it is an individual contribution to the student's travel, insurance and subsistence costs.
27. 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 Rate in Euro
I	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, partner countries from region 14	670
II	Austria, Belgium, Cyprus, France, Greece, Spain, Netherlands, Malta, Germany, Portugal, Italy, partner countries from region 5	670
III	Bulgaria, Croatia, Czechia, Estonia, North Macedonia, Lithuania, Latvia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary	600

28. Monthly grant rates set for the academic year 2023/2024 will not change during the period covered by the financial agreement, as recommended by the National Agency of the ERASMUS + programme.
29. Students who declare to travel by low-emission means of transport (train, bus or carpooling) on more than half of the implemented route counting round trip, will receive a one-time supplementary payment of 50 euros. In addition, individual support for living expenses for up to 4 days spent on the trip (total round trip) will be granted. The number of additional travel days granted (one way) depends on the distance separating the headquarters of the WUT and the headquarters of the host university, calculated using the distance calculator found on the European Commission website:

<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

according to the following distribution:

Distance	Number of travel days (one way)
0-1999 km	1
2000 km or more	2

In order to document the "green travel" trip, copies of the tickets or a statement on sharing a personal car **must be submitted to UAPE before signing the financial agreement** (a sample statement can be found on the website [erasmus.pw.edu.pl](https://erasmus.pw.edu.pl)). If the student decides to take "green travel" only on the return trip, copies of tickets or statement on sharing a personal car must be sent to UAPE **no later than 7 days before the planned end of the stay**. Applications submitted after the return will not be considered. The additional "green travel" grant will be paid along with the other components of the Erasmus+ grant.

30. **The number of participants covered by financial support under the ERASMUS + programme in the academic year 2023/2024 will depend on the amount of funding granted to the Warsaw University of Technology by the National Agency of the Programme.**
31. After submitting the required documentation (Point 33 of the rules) and signing the agreement between WUT and the mobility participant, the first instalment in the amount of 80% 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 43 of these Rules).

32. 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.

### **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)*,
- *Referral abroad application (WWS)*,
- *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 Host university, faculty coordinator or faculty dean, and student. 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.
35. The implementation of the LA-covered study curriculum also applies to students who have been promoted to pass the next semester before mobility.
36. After obtaining permission for the mobility and acceptance of 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. Upon completion of the period of study established in the financial agreement, the student receives a ***Transcript of Records*** together with the ECTS points earned, signed by the person responsible for the implementation of the study program at the partner university. On the basis of this document, **the dean of the home faculty credits the period of study abroad**.
39. The student should obtain at the foreign university such a number of ECTS points that, on its basis, the dean can recognize **30 ECTS points** for the semester. In special cases agreed with the dean and faculty coordinator, it is permissible to obtain a lower number of ECTS, but the **minimum is 20 points**. A student who obtains less than 20 ECTS must submit a written explanation of the situation, and an application reviewed by the dean and faculty coordinator must be submitted by the student to UAPE. The final decision on whether the student should return part or all of the grant is made by the Vice-Rector for Student Affairs. The exception is a documented case of so-called "force majeure", i.e., a situation beyond the student's control related to a serious illness or misfortune. Each such case is examined individually by the National Agency of the Erasmus+ Program through the Warsaw University of Technology.
40. **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 2023/2024 are obliged to submit the following application documents to UAPE by 30 June 2023:**
- *Student Application Form (from USOS)*
  - *Form - bank account (recommended - in EURO)*

The other documents can be supplemented by the following dates:

- **until 15 September 2023 - students leaving for the winter semester and for the whole year**
- **until 15 December 2023 - 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.**

41. Students going on mobility under the ERASMUS + programme are required to complete an on-line language test before the mobility. Link to the test will be sent to the student's email address, and the results obtained do not affect the decision for qualification.
42. All mobility participants are required to familiarize themselves with and apply the regulations currently in force in the host country.

### **Formalities upon Return**

43. After completing mobility, the student is required to provide to UAPE following documents:
- ***Certificate of Stat (original or scan)***,
  - ***Transcript of Records***,
  - A description of the impressions from the stay – template on a website [erasmus.pw.edu.pl](http://erasmus.pw.edu.pl),

- *Certificate of credit for the period of study* - signed by the dean/dean of studies at the department concerned;
- *Form - bank account* (recommended - in EURO)

as well as:

- *Complete on-line questionnaire for participants of the ERASMUS + programme for the academic year 2023/2024* (everyone will receive an e-mail with a link to the questionnaire).

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 2024 r.**

44. At the home faculty, the student must submit the following documents:

- *Transcript of Records,*
- *Copy of Certificate of Stay.*

On their basis, the dean/prodean issues a certificate of credit for the period of study.

45. 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:**

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