



The Principles of the Functioning of the ERASMUS + Programme at the Warsaw University of Technology in the academic year 2022/2023 STUDENT PLACEMENT

General Policy

1. The implementation of mobility for university students and staff under the ERASMUS + Programme Action 1 KA131 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 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 2022/2023, entitling it to participate in the programme. A list of foreign universities with which agreements are concluded can be obtained from faculty coordinators.
4. 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.
5. In the academic year 2022/2023, mobility may take place between **1 September 2022 and 31 October 2023**. 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**.
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.
8. The minimum duration of study under the ERASMUS + programme in a given academic year is **2 months**, and the maximum - **two 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 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



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), he/she may re-apply for a study abroad within this programme only in the next academic year.
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 13 December 2019 at the latest.** This documentation includes: application for extension of stay, application WWS, application for the transfer of the grant, a copy of the EHIC card and the Learning Agreement (study program). Receiving a grant for the second semester will depend on obtaining of additional funds by WUT.
13. It is possible to go abroad for studies without co-financing with "zero grant".
14. The student is not entitled to a grant for the days not covered by the agreement. The final amount of the funding is calculated based on the certificate about the length of the study period at the host university. **The certificate should be signed by an authorized person at the 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, in addition to the grant awarded in accordance with the applicable flat rate, will receive additional financial support from the Erasmus + program budget in the amount of EUR 250/month. The support will be paid after the submission of all departure documents (see point 32) and the decision confirming the awarding of a social scholarship, valid at the time of applying for the mobility.
16. Students with a certified disability who have qualified for the mobility within Erasmus+ programme, in addition to the grant awarded in accordance with the applicable flat rate, will receive additional financial support from the Erasmus + program budget in the amount of 250 Euro/month. At the same time, these students may apply for additional disability funds. 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 amount of the additional amount will be determined on the basis of a special application prepared by the mobility participant and submitted on his behalf by WUT (UAPE CWM) to the National Program Agency (FRSE).
17. The application form and detailed conditions of co-financing for the mobility of students with fewer opportunities (in a difficult financial situation and people with a certified disability) can be found on the website erasmus.pw.edu.pl and on the website of the Foundation for the Development of the Education System: erasmusplus.org.pl.

18. 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.**

19. 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

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 2022** 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. A student who is on Erasmus+ mobility should complete the formalities related to registration for the next semester of studies at WUT, in order not to be deleted off the list of students.

25. 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).

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 Grant Rate in Euro
I	Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden,	520
II	Austria, Belgium, Cyprus, France, Greece, Spain, the Netherlands, Malta, Germany, Portugal, Italy	500
III	Bulgaria, Croatia, Czech Republic, Estonia, FYROM (Former Yugoslav Republic of Macedonia), Lithuania, Latvia, Romania, Slovakia, Slovenia, Turkey, Hungary	450

28. Monthly grant rates set for the academic year 2019/2020 will not change during the period covered by the financial agreement, as recommended by the National Agency of the ERASMUS + programme.
29. **The number of participants covered by financial support under the ERASMUS + programme in the academic year 2019/2020 will depend on the amount of funding granted to the Warsaw University of Technology by the National Agency of the Programme.**
30. In the academic year 2019/2020, 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.
31. 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, in the annex to the agreement and in point 40 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.
33. 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

34. 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.

35. *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.
36. 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).

37. 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.
38. 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.
39. **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 2019/2020 are obliged to submit the following application documents to UAPE by 28 June 2019:**
 - *Student Application Form*
 - *Form - bank account*,

The other documents can be supplemented by the following dates:

until 13 September 2019 - students leaving for the winter semester and for the whole year and until 13 December 2019 - 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.

40. 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

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

- **Complete *on-line* questionnaire for participants of the ERASMUS + programme** for the academic year 2019/2020 (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 2023.**

42. 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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