



Erasmus+ Learning Mobility (KA131/2023)
**General Rules and Conditions for the Blended Intensive Programmes
(BIP) in which UW is the Coordinating Higher Education Institution
Academic year: 2023/2024 and 2024/25**

A. Definitions:

Blended Intensive Programmes (BIP) are short, intensive programmes which combine physical mobility with a virtual component facilitating teamwork and the exchange of experience based on collaborative online learning. The programmes may include challenge-based learning where transnational and transdisciplinary teams work together to tackle challenges, for example, those linked to the United Nations' sustainable development goals or other societal challenges identified by regions, cities or companies. The intensive programme should have an added value compared to existing courses or training offered by the participating higher education institutions and can be multiannual. By enabling new and more flexible mobility formats that combine physical mobility with a virtual component, blended intensive programmes aim at reaching all types of students from all backgrounds, study fields and cycles. Short blended intensive programmes can be organised for learning, teaching and training for students and staff.

During blended intensive programmes, groups of students or staff will undertake short-term physical mobility (in this case organised in Poland) combined with a compulsory virtual component. The virtual component must bring the learners together online to work collectively and simultaneously on specific assignments that are integrated into the blended intensive programme and count towards the overall learning outcomes.

Types of mobility:

a) **physical mobility** – the arrival of students and/or staff from the partner higher education institution to Poland in order to carry out the agreed BIP programme, with a minimum stay of 5 days and a maximum stay of 30 days, not including travel days;

b) **virtual (remote) component** – the implementation of the virtual BIP programme in a remote form solely outside the physical part of BIP facilitating collaborative online learning exchange and teamwork.

Coordinating Higher Education Institution (HEI) – University of Warsaw.

Coordinating Unit – the UW unit which undertakes the organisation of the BIP.

Partner Higher Education Institution (HEI) – a higher education institution holding the ECHE, which has agreed to co-host the BIP and allocate funds for its students and/or staff to participate in the physical part of the BIP in Poland, located in one of the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Liechtenstein, Latvia, Lithuania, Luxembourg, North Macedonia, Malta, the Netherlands, Norway, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden and Türkiye.

B. GENERAL RULES AND CONDITIONS FOR ORGANISATION OF THE BIP AT THE UNIVERSITY OF WARSAW

1. A coordinating unit makes a decision to organise the BIP.
2. In order to organise the BIP, it is necessary to sign Erasmus+ inter-institutional agreements with the partner HEIs co-developing the BIP with the option of short-term exchanges and, where applicable, via the Erasmus Without Paper (EWP) system.
3. The coordinating unit submits the BIP organisation form to the International Relations Office (BWZ) immediately after the decision is taken, together with the agreements on the participation of at least two partner HEI from two different countries listed in the definitions (e-mail is sufficient) and a preliminary cost estimate for the event. 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, documents must be sent as a scan to erasmusbwz@uw.edu.pl.
4. Within three weeks of receipt of the application, the BWZ will inform the coordinating unit of the funding allocated or lack thereof, or call the coordinating unit to complete the missing information.
5. Failure to allocate Erasmus funds for the organisation of the BIP means only the suspension of the decision to grant funding. The coordinating unit may carry out the BIP with its funds or funds raised from other sources.
6. The BIP under these rules must take place (physical mobility and a virtual component) **between 1 September 2024 and 31 March 2025**.
7. The University of Warsaw has funding to organise **three BIPs** at the time of publishing these rules. Funds will be awarded according to the order of submission of the set of documents specified in point 3.
8. The International Relations Office (BWZ) will announce the exhaustion of funds on www.bwz.uw.edu.pl.
9. The coordinating unit is obliged to determine the ECTS credits to be awarded to students participating in the BIP (minimum **3 ECTS**) and to describe the BIP in the syllabus in accordance with the Rules and Regulations of Studies at the University of Warsaw. The coordinating HEI and the partner HEIs undertake to fully recognise these credits for the level of studies of the students participating in the BIP.
10. BIP must combine a physical component (between 5 and 30 days) and a virtual component (no requirements for the duration) which takes place before or after the physical component, subject to point 6.
11. The place of organising the physical component of the BIP is considered to be the city of the seat of the coordinating HEI (Warsaw) or any other city in Poland.
12. The minimum number of participants (students/ doctoral students and/or staff receiving training) from partner higher education institutions – **15**. The programme does not specify a maximum number of participants. Nevertheless, the number of accepted participants must ensure a high level of learning and involvement for everyone, especially during online classes.
13. Teaching staff involved in the delivery of the BIP (supporting the BIP) does not count towards the limits specified in point 12.
14. The coordinating unit shall receive a lump sum for the organisation of the BIP of **EUR 6000**. The organisational support grant for blended intensive programmes is a contribution to any cost incurred by the institutions in relation to the organisation of blended intensive programmes, such as costs related to the preparation, design, development, implementation and follow-up of the programmes, including the delivery of physical and virtual/remote activities as well as the overall management and coordination.
15. Expenditure on the organisation of the BIP financed from the lump sum set out in point 14 is decided by the coordinating unit according to the cost estimate agreed with all partner HEIs. In particular, this may include the remuneration for teaching and administrative staff, the rental of premises (teaching and learning activities, integration part), cultural and tourist programmes, etc.
16. The lump sum will be transferred to the account of the coordinating unit four weeks before the start of the physical component of the BIP, after signing the agreement on the organisation of the BIP. It is recommended to indicate a euro bank account.
17. In accordance with the requirements of the Erasmus+ Programme, the UW unit is obliged to store the documents of all participants as well as receipts and invoices concerning the organisation of the BIP for a period of 8 years from the date of organisation of the BIP.

18. Travel and individual support for the BIP for participants from the partner higher education institutions is provided by the sending university in accordance with its rules.
19. Within three weeks of the completion of the BIP (physical and virtual components), the coordinating unit will provide BWZ with a list of participants in the physical component of the BIP (students and/or staff undergoing training) along with copies of the participation confirmations issued to the participants of the partner HEIs (including information on the physical and virtual components of the BIP and ECTS credits) and a report on the implementation of the BIP, including a settlement of costs incurred.
20. If fewer than 14 students from partner universities (10% flexibility, introduced by the EC due to late attributable of participants not attributable to the coordinator) and/or staff from partner HEIs participating in the BIP training from partner HEIs participate in the physical component of the BIP, the project will not meet the formal requirements of the Erasmus+ Programme, and the lump sum of **EUR 6000** will be reimbursed in full to the project account held in euro. An exception is made when a student or employee fails to participate in the physical component of the BIP due to "force majeure", e.g., illness. Such situations shall be immediately reported to the BWZ. Ultimately, cases of "force majeure" are subject to the confirmation of the Foundation for the Development of the Education System (FRSE), the National Agency for the Erasmus+ Programme and the European Solidarity Corps (NA).
21. The coordinating unit may be asked to complete the report if questions arise in the Beneficiary Module (the European Commission's reporting tool) that were not described by the coordinating unit in the previously submitted report.
22. These rules have been developed on the basis of the information and guidelines provided by the FRSE NA in force on the date of their publication by the University of Warsaw.
23. Any changes or additions will be published on the BWZ website in the form of announcements and in the form of subsequent points, indicating the date of publication and starting from point 25, after their approval by the UW Vice-Rector for Cooperation and Human Resources.
24. Information on the General Data Protection Regulation (GDPR):
 - 24.1. The controller of the personal data is the University of Warsaw, represented by the Rector, with the registered seat at ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw. The controller can be contacted by selecting one of the contact forms available on the website: <https://www.uw.edu.pl/kontakt/>.
 - 24.2 The controller 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 will be processed in order to participate in the Erasmus+ programme.
 - 24.4 The basis for the processing of the candidate's personal data is the consent to the processing of personal data. The data of selected scholarship holders 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+ Program (NA) and the European Solidarity Corpus, and on the basis of Regulation (EU) No. 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing Erasmus+: the Union program 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 scholarship is voluntary but necessary to participate in the selection procedure. Providing data by selected scholarship holders is obligatory.
 - 24.6 The recipients of the data will be entities authorized under the law, the Foundation for the Development of the Education System - the operator of the Erasmus+ programme, partner higher education institutions.
 - 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 settlement of the project, i.e. until 31 December 2030 at the latest.
 - 24.8 The scholarship holder 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/scholarship holder has the right to lodge a complaint with the President of the Personal Data Protection Office if he/she considers that the processing of his/her personal data violates the provisions of the General Data Protection Regulation.

Approved on 12 June 2024
Vice-Rector of the University of Warsaw for
Cooperation and Human Resources
dr hab. Sławomir Żółtek, prof. UW

TŁUMACZENIE PRZYGOTOWANE PRZEZ SEKCJĘ DS. KOORDYNACJI TŁUMACZEŃ, BIURO REKTORATU UW/
TRANSLATION PREPARED BY SECTION FOR COORDINATING TRANSLATIONS, RECTORATE OFFICE UW