

ERASMUS+ Programme
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Erasmus+ Learning Mobility (KA131/2023)
**General Rules and Conditions for the Blended Intensive Programmes (BIP) in which
UW is the Partner Higher Education Institution
Academic year: 2023/2024 and 2024/2025**

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 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 abroad 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** – travel abroad to the country of coordinating higher education institution 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 country of a coordinating higher education institution and the physical part of BIP facilitating collaborative online learning exchange and teamwork.

Mobility capital – number of months of mobility at universities or receiving organisations carried out under Erasmus+ and/or Erasmus Mundus Programme (with or without the Erasmus grant).

Sustainable (low-emission) means of transport – travel by coach, train or car-pooling (provided that the car is shared between at least 2 persons).

Car-pooling – a system adapting a passenger car to public transport which involves increasing the number of passengers travelling by car on the same route.

B. GENERAL ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE BIP

1. A UW unit makes a decision to participate in the BIP.
2. In order to participate in the BIP, it is necessary to sign an Erasmus+ inter-institutional agreement with a coordinating HEI of the BIP with the option of short-term exchanges and, where applicable, via the Erasmus Without Paper (EWP) system.
3. Immediately after the decision has been taken, the UW unit submits to the International Relations Office (BWZ) the Application to the BIP, together with a letter of invitation from the coordinating HEI.
4. Within three weeks of receipt of the application, the BWZ will inform the UW unit of the funding allocated or lack thereof.
5. If funding is allocated, the UW unit must, within 5 weeks, recruit candidates for the BIP and submit a set of documents to the BWZ:
 - a) a report and a list of participants eligible for the BIP;
 - b) Candidate Application for the Blended Intensive Programme;
 - c) Declaration of students/doctoral students on previous participation in Erasmus+ and/or Erasmus Mundus Programmes;
 - d) Statement about the planned travel sent as a scan to erasmusbwz@uw.edu.pl, 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.
6. Along with the student eligibility report, the UW unit is obliged to submit to the BWZ the lists of employees selected for the BIP, if applicable, indicating whether an employee will teach classes (STA) or participate in the training (STT). Staff mobility under BIP is subject to the rules and limits for STA and STT mobility.

UW employees can participate in the training (STT) under the BIP only if UW is a partner HEI of this BIP.

7. In order to carry out the selection process, the Head of the Teaching Unit appoints in a written form a selection committee, hereinafter referred to as the Committee. The basic composition of the Committee consists of the mobility coordinator, a staff member of the UW unit concerned, and a representative of the student self-government body.
8. Detailed rules for the eligibility of students, doctoral students and/or students of Doctoral Schools in specific units of the University of Warsaw are determined by the Committee. Information on the rules, conditions and eligibility criteria for the BIP, the documents required from candidates, the deadline and place for the submission of documents, the composition of the Committee, the procedure and deadline for appeals, the rules for the recognition of ECTS credits (minimum of 3) will be transparently communicated to the public on the website of the unit with their posting date.
9. Students of post-diploma studies and graduates are not eligible to participate in the selection process.
10. A student/ doctoral student may be granted BIP mobility if they have sufficient mobility capital. The mobility capital at each level of studies (I, II or III) is 360 or 720 days for long-cycle studies. In each case, the maximum total mobility capital will be subtracted from the period during which the student stayed in the past as an Erasmus+ and/or Erasmus Mundus grant holder at a given level of studies (with or without a grant, at UW, another higher education institution in Poland or abroad, or an organisation).
11. The participant (student, doctoral student, staff member) cannot draw other funds from the European Union budget to organise mobility in order to participate in the BIP.
12. Failure to allocate Erasmus funds for the organisation of the BIP means only the suspension of the decision to grant a scholarship. A staff member's mobility period to a foreign institution may be realised with the consent of the head of the organisational unit in a different mode and under different financial rules.
13. The BIP under these rules must take place (physical mobility and a virtual component) **between 1 September 2024 and 31 July 2025.**
14. In accordance with the requirements of the Erasmus+ Programme, the Commissions are obliged to store, for a period of 8 years from the selection date, the documents of all candidates who have applied within the recruitment, in paper or electronic form.

15. The amount of the BIP grant for students/doctoral students, regardless of the country of departure, is 79 EUR/day for 5 to 14 days of stay and 56 EUR/day for 15 to 30 days of stay. However, due to fund limits, funding will be granted for a maximum of 5 to 9 days of the BIP in accordance with the programme approved by the consortium. An additional lump sum for travel days will be granted according to point 18.
16. Students/ Doctoral students with a disability certificate and/or receiving a social allowance at the time of the selection process shall receive an additional one-off lump sum of EUR 100 regardless of the country of departure and the length of stay, as well as a lump sum for travel. The lump sum depends on the distance between Warsaw (the place of departure) and the destination, as well as on the choice of means of transport. The distance of one-way travel must be considered to calculate the amount of the lump sum payable for a round trip. To calculate the distance, BWZ will use the distance calculator developed by the European Commission, available on the Erasmus+ website: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

Distance	Lump sum (travel by plane or ferry boat)	Lump sum (travel by coach, train or carpooling)
from 10 to 99 km:	€23 per participant	x
from 100 to 499 km:	€180 per participant	€210 per participant
from 500 to 1999 km:	€275 per participant	€320 per participant
from 2000 to 2999 km:	€360 per participant	€410 per participant
from 3000 to 3999 km:	€530 per participant	€610 per participant
from 4000 to 7999 km:	€820 per participant	x
8000 km or more:	€1500 per participant	x

17. Remaining students are entitled to a single top-up to cover the cost of travel made in both directions for using sustainable (low-emission) means of transport in the amount of **EUR 50**. Travel by a low-emission means of transport must be made in both directions.
18. Students/Doctoral students travelling by plane will be granted an additional lump sum for a maximum of 2 days for travel, provided the travel is on days other than the BIP. Students/Doctoral students travelling by sustainable (low-emission) means of transport will be granted a lump sum for subsistence costs while travelling up to 4 additional days depending on the documented number of days of travel and if travel is on days other than the BIP.
19. The Erasmus BIP grant and the lump sum for travel costs are expressed in euros, in whole numbers; they will be paid by transfer to a bank account after the signing of the financial agreement prepared on the basis of the Erasmus BIP travel application submitted to BWZ. The travel application for Erasmus BIP shall be sent as a scan to erasmusbwz@uw.edu.pl pursuant to Ordinance No. 279 of the Rector of the University of Warsaw of 10 December 2020 on electronic mail of the University of Warsaw or shall be sent in a traditional (paper) form to the International Relations Office at the University of Warsaw at least 3 weeks prior to the date of departure. The student/doctoral student and/or employee referred to the BIP is required to sign the grant agreement at the International Relations Office or by correspondence at least 2 weeks before the start of the physical component of the BIP.
20. If additional funding from the funds at the disposal of the head of the organisational unit is obtained for participation in the Blended Intensive Programme (BIP), a UW travel application should be completed in addition to the Erasmus BIP travel application, the original of which should be forwarded to BWZ together with the Erasmus BIP travel application.
21. A student has the right to appeal against a decision not to award a grant for the BIP either in writing or through the IT study support system according to § 8, section 8 of the Rules and Regulations of Studies. Appeals against decisions shall be lodged through the entity which issued the contested decision – within 14 days from the date of delivery of the

decision. The appeal, together with the case file and its opinion, shall be forwarded by the entity issuing the decision at first instance to the Rector within 7 days of the date of the appeal unless the Rector accordingly issues a decision upholding the appeal in its entirety within this period. If the appeal has formal deficiencies, the entity issuing the decision at first instance shall call upon the appellant to make good such deficiencies within a specified period, which shall not be less than 7 days, otherwise the appeal shall be considered unreviewed. The internal decision is final.

22. The aforementioned general rules have been formulated based on the information and guidelines provided by the Foundation for the Development of the Education System – the National Agency for the Erasmus+ and the European Solidarity Corps as of the date of their publication by the University of Warsaw.
23. Any changes or additions to the general rules will be published on the BWZ website in the form of announcements and in the form of subsequent points of general rules, indicating the date of publication and starting from point 25, after their approval by the UW Vice-Rector for Students and Quality of Teaching.

24. Information on the General Data Protection Regulation (GDPR):

24.1. The controller of the candidates' and scholarship holders' 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 of the candidates and scholarship holders shall be processed in connection with their participation 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 process. The provision of data by selected scholarship holders is obligatory; otherwise, the scholarship cannot be paid.

24.6 The recipients of the data will be entities authorized under the law and the Foundation for the Development of the Education System - the operator of the Erasmus+ Programme, a foreign university or a receiving organization to which the student/employee has been qualified for the BIP.

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