

University of Warsaw – PL WARSZAW01
Project - “Erasmus - Educational Mobility with countries
not associated to the Programme”
Call for students and doctoral candidates for short study
mobility (SMS) within the Erasmus+ KA171/2023 to
universities from countries not associated to the
Programme during Academic Year 2024/25

1. The call applies to the exchange for the winter semester 2024/2025 with an Erasmus scholarship for students and/or doctoral candidates from the University of Warsaw (UW) to the following universities:
 - ✓ Universiteti European in Tirana, Albania – 2 scholarships (KA171/2023)
 - ✓ Univerzitet u Sarajevu in Sarajevo, Bosnia and Herzegovina – 2 scholarships (KA171/2023)
 - ✓ University of Montenegro in Podgorica, Montenegro – 2 scholarships (KA171/2023)

- ✓ Universidad Nacional Autónoma, Mexico – 1 scholarship (KA171/2023) **exclusively for doctoral candidates, and the studies will be conducted in Spanish.**

2. Definitions

Whenever there is mention of:

- a. **Non Associated Country with the Program** – this refers to countries outside the European Union that are eligible to participate in the KA171/2023 project. In this call, those countries include Albania, Bosnia and Herzegovina, Montenegro, and Mexico.
- b. **Students** – this refers to students and/or doctoral candidates from the UW enrolled in a degree-programme at bachelor, master or doctoral level (including participants in Doctoral Schools) or long-cycle master degree-programme.
- c. **Reserve Ranking List** – this refers to a list of students and/or doctoral candidates positively reviewed by the selection committee, who were put on a waiting list for a mobility, ranked in order of priority in case of resignations of students who were selected;
- d. **Mobility** – this refers to travel abroad in order to carry out the study programme stated in the Learning Agreement;
- e. **Mobility Capital** – this refers to the number of months spent at a foreign university within the Erasmus+ and/or Erasmus Mundus programs, either as a student or as a trainee from the University of Warsaw or another Polish or foreign university;
- f. **KA171/2023 Scholarship** – this refers to a scholarship to support living costs in non associated countries with the program, amounting to 700 euros per month, along with a travel allowance specified in point 4.
- g. **Students with Fewer Opportunities** – this refers to students with disabilities or students currently receiving social scholarships at UW during the scholarship qualification process.

3. The monthly amount of the Erasmus KA171/2023 scholarship (for studies) is **700 euros**. Additionally, students who qualify for social scholarships at UW at the time of scholarship qualification and students with disabilities are eligible for supplementary support of **250 euros** per month.
4. Students are also entitled to a travel allowance. The amount of the allowance depends on the distance between Warsaw (the place of departure) and the destination, as well as the choice of mode of transportation. **Consider the one-way travel distance to calculate the allowance for a round-trip journey.** To calculate the distance, the European Commission's distance calculator provided on the Erasmus+ program website will be used: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

| | Amount for air travel | Amount for a bus, train or shared car trip |
|-------------------------|------------------------|--|
| From 500 to 1 999 km: | 275 € per participant | 320 € per participant |
| From 2 000 to 2 999 km: | 360 € per participant | 410 € per participant |
| From 4 000 to 7 999 km: | 820 € per participant | x |
| 8000 km or more: | 1500 € per participant | x |

5. **Deadline for submitting** scholarship documents: **26th April 2024, at 4:00 PM.**
6. **Submission Method:** Electronically, to the email address of the International Relations Office (IRO) UW: erasmusbwz@uw.edu.pl, while adhering to the Ordinance No. 279 of the Rector of the University of Warsaw dated 10 December 2020 regarding sending emails from university electronic mail. Correspondence from a student or doctoral candidate sent from an email address other than the university's electronic mail may remain unprocessed.
7. **Required Documents:**
 - Motivation letter in English; for the Mexico scholarship - the motivation letter should be in Spanish;
 - Certificate of average grades for the last completed academic year: Issued by the secretariat/dean's office.
 - Document certifying English language proficiency at least at B2 level; for the Mexico scholarship - a document certifying proficiency in Spanish at least at B2 level;
 - Declaration regarding previous participation in exchange programs (attachment 2);
 - Application for approval of study abroad (attachment 1);
 - Research plan in English (for doctoral candidates only); for the Mexico scholarship- the research plan should be in Spanish;
 - Disability certificate and/or decision regarding social scholarship at UW (for students with fewer opportunities)
8. **Basic Qualification Criteria for Students and/or Doctoral Candidates:**
A grade point average (GPA at least 3.49) in the last completed year of studies, no conditional passes, no repeating stages, English language proficiency at least B2 level, for the Mexico scholarship - proficiency in Spanish at least at B2 level is required, declaration regarding previous mobilities, research plan (for doctoral candidates only).

9. Eligible Applicants for the scholarship:

- a. Erasmus KA171/2023 scholarship is open to both full-time and part-time students, regardless of their citizenship.
- b. Students who are enrolled in degree programme leading to a diploma at bachelor, master or doctoral level or students enrolled in long-cycle master degree programmes are eligible to apply for exchange, and doctoral candidates.
- c. Doctoral candidates (including participants in Doctoral Schools), as third-cycle students, can participate in research projects during their stay at a foreign university. However, they must attend classes and earn at least 10 ECTS credits per semester.
- d. According to the "Guide for Users of the ECTS System 2015", students in first-cycle, second-cycle, and long-cycle master degree programme should complete 30 ECTS credits during their semester abroad. In justified cases, with approval from the home department, the number of credits may be reduced but not less than 20 ECTS per semester.
- e. Students who have previously been awarded mobilities under the Erasmus+ program (KA103, KA131, KA107, or KA171) and/or Erasmus Mundus, provided they have sufficient mobility capital, are also eligible to apply for the Erasmus KA171/2023 scholarship.
- f. The mobility capital is 12 months for first-cycle, second-cycle, and third-cycle studies (including Doctoral Schools) and 24 months for long-cycle master degree programme. When calculating the mobility capital, the total period spent abroad by the student at a given level of studies in the past as an Erasmus+ (KA103, KA131, KA107, or KA171) and/or Erasmus Mundus grantee, with or without a scholarship, will be deducted.
- g. The Erasmus scholarship can only be awarded to a student pursuing studies in the same or related field at a foreign university.
- h. The following are not eligible for qualification: a) postgraduate students; b) students conditionally enrolled in a stage of studies; c) students repeating a stage of studies. d) Students who were previously qualified for study abroad to another country in the academic year 2024/25, even if they subsequently withdrew.

10. Qualification Procedure for Students/Doctoral Candidates

The qualification of students/doctoral candidates is carried out in accordance with agreements between universities. The student is required to prepare a list of subjects in the relevant field at the host institution and enter the preliminary list of subjects into the "Application for Approval of Study Abroad" form.

- ✓ Universiteti Europian – Tirana, Albania: <https://uet.edu.al/en/international-students-incoming-students-at-eut/>
- ✓ Univerzitet u Sarajevu: <https://international.unsa.ba/modules-in-english/>
- ✓ University of Montenegro: <http://bitly.ws/ooVt>
- ✓ Mexico: direct contact, please email: movilidad@posgrado.unam.mx

The evaluation of student applications is conducted by the Evaluation Team, operating under the provisions specified in Ordinance No. 276 of the Rector of the University of Warsaw dated 10 December 2020 regarding the establishment of the Rector's Committee for the assessment of scholarship applications:

<https://monitor.uw.edu.pl/Lists/Uchway/Attachments/5705/M.2020.491.Zarz.276.pdf>

11. Basic Criteria for Evaluating Applications

| | |
|---|--------------------|
| Justification for choosing a foreign center / motivation | 0-5 points |
| Average grades from the academic year 2022/2023* | 0-3 points |
| Proficiency in English or Spanish (for Mexico scholarship) | 0-3 points |
| Year of study (priority for higher-year students / doctoral students) | 0-1 points |
| Overall assessment | 0-12 points |

**If leave was taken during this academic year, the certificate must be issued for the last completed year of studies in the field for which the trip will take place. Students who started second-degree studies at UW from October 2023 must present an average for the last year of first-degree studies.*

12. The student has the right to appeal within 7 days from the date of receiving the results via email. The appeal is reviewed by the Chairperson of the Committee. The internal decision of the Chairperson is final.
13. In the event of withdrawal from the travel abroad, the scholarship will be awarded to the next person on the reserve list determined by the Evaluation Team.
14. Each person qualified for the travel abroad is provisionally qualified until written confirmation of acceptance by the foreign university for studies and until signing the scholarship agreement with UW.
15. During the period of receiving the Erasmus scholarship, the student cannot receive another scholarship funded from European Union funds for the same purpose. The decision regarding the retention of scholarships from other sources, such as government scholarships, is made by the awarding institution.
16. The Erasmus KA171/2023 scholarship will be paid to the student only for the actual period of study at the foreign university, in accordance with the individual scholarship agreement between the UW and the student, regardless of costs incurred by the student (e.g., accommodation expenses).
17. A student selected for partial studies abroad is required to sign a financial agreement either in person at the IRO or through correspondence by contacting the IRO staff (email address: erasmusbwz@uw.edu.pl). Failure to sign the agreement by the start of the semester at the foreign university may be considered as withdrawal from the awarded funds and may result in removal from the list of recipients of the Erasmus KA171/2023 scholarship for the academic year 2024/25.
18. Throughout the Erasmus exchange, the student must maintain their status as a UW student and cannot be on leave in any way.
19. After qualification, the student or doctoral candidate can complete an online test in English (Online Language Support-OLS) using the tool specified by UW.
20. The above rules for preliminary qualification were prepared based on the financial agreement 2023-1-PL01-KA171-HED-000121919 concluded between the University of Warsaw and the Foundation for the Development of the Education System – the National Agency for the Erasmus+ Program and the European Solidarity Corps and the Foundation's guidelines.

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

- 21.1. The administrator of the personal data of the applicants and the students selected for the mobility is the University of Warsaw, represented by the Rector, based at ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw. The administrator can be contacted by selecting one of the contact forms available on the website: <https://www.uw.edu.pl/kontakt/>
- 21.2. The administrator has appointed a Data Protection Officer supervising the correctness of personal data processing, who can be contacted via the e-mail address: iod@adm.uw.edu.pl
- 21.3. Personal data of the candidates and students selected for the mobility shall be processed in connection with their participation in Erasmus+ programme.
- 21.4. The basis for processing the personal data of the candidate is the consent to process personal data. The data of qualified scholarship recipients will be processed based on the agreement concluded between the University of Warsaw and the Foundation for the Development of the Education System – National Agency (NA), as well as on Regulation (EU) No. 1288/2013 of the European Parliament and of the Council of December 11, 2013, establishing Erasmus+: the EU program for education, training, youth, and sport, and repealing Decisions No. 1719/2006/EC, 1720/2006/EC, and 1298/2008/EC.
- 21.5. The provision of data by qualified scholarship recipients is mandatory; failure to provide this information will result in the scholarship not being disbursed.
- 21.6. 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+ program), the host university to which the student has been qualified for part of the studies abroad.
- 21.7. The data will be stored for a period of 5 years from the receipt of the letter by UW from FRSE, which concludes the settlement of the KA171/2023 project, but no later than December 31, 2031.
- 21.8. The student selected for the mobility has the right to access their data and the right to rectify it and limit its processing. The applicant has the right to withdraw their consent at any time. Information on the withdrawal of consent should be sent to: erasmusbwz@uw.edu.pl
- 21.9. The candidate for the mobility has the right to file a complaint with the President of the Personal Data Protection Office, if they consider that the processing of their personal data violates the provisions of the General Data Protection Regulation.

Approved on 27.03.2024

Vice-Rector for Student Affairs and Quality of Teaching
Prof. ucz. Dr hab. Sławomir Żółtek