

Rules of short-term studies abroad within the framework of ERASMUS+ program

PART ONE. GENERAL PROVISIONS

Art. 1. The provisions of these Rules shall regulate the organization of short-term studies abroad within the framework of the ERASMUS+ program held at the Faculty of Economic Sciences of the University of Warsaw. The provisions of the Rules also apply to other student exchange programs, unless the University-wide regulations provide otherwise.

Art. 2. Definitions used in the Rules:

1. WNE / WNE UW - Faculty of Economic Sciences of the University of Warsaw
2. UW - University of Warsaw
3. KJD - Head of the Educational Unit, the Vice-Dean for student affairs at WNE UW
4. ERASMUS+ Coordinator / Coordinator - Mobility Coordinator at WNE responsible for the exchange of students between the University of Warsaw and foreign universities or institutions.
5. Commission - ERASMUS+ commission at WNE UW.
6. Students' Office - the Vice-Dean for student affairs office at WNE UW.
7. RS UW - Regulations of Studies at the University of Warsaw.
8. *Learning agreement* – agreement defining the program of the short-term studies
9. USOS / USOS Web - University Student Support System.
10. IOS - Individual Organization of Studies
11. IRO UW – International Relations Office of the University of Warsaw

Art. 3. The ERASMUS+ Coordinator is responsible for the operation of the ERASMUS+ program at WNE.

Art. 4. Current information on the ERASMUS+ program, including the recruitment calendar, is announced on the following websites: <http://erasmus.wne.uw.edu.pl> and <https://www.wne.uw.edu.pl/wspolpraca/wspolpraca-miedzynarodowa> and on the bulletin boards in the UW WNE building.

PART TWO. RECRUITMENT FOR SHORT-TERM STUDIES ABROAD

Art. 5. Recruitment of students for part-time studies abroad shall be carried out by the ERASMUS+ Commission of the Faculty of Economics. The commission consisting of:

- 1) ERASMUS+ Coordinator,
 - 2) WNE UW staff representative,
 - 3) A representative of the WNE UW Student Government,
- is appointed by KJD in the form of an ordinance.

Art. 6. The Faculty recruitment rules supplement the principles defined by International Relations Office of University of Warsaw, called *General terms and conditions – Selection of students and doctoral students for mobility for studies (SMS) in EU member states, countries associated to the Programme and Great Britain*.

Art. 7. All current WNE students are eligible to participate in the recruitment process, except for first-year undergraduates and final year master students, as well as postgraduate students.

Art. 8. Students of third year of bachelor studies (I^o degree) can participate in recruitment only if they can prove before the departure that they have been accepted by WNE UW for the

master's level studies. Such students are be eligible for part-time studies abroad only in the second semester of their first year of studies.

Art. 9. In justified cases, the Commission has the right to waive the restrictions of Art. 7 and 8, and to allow a student to participate in the recruitment process, provided that the *General terms and conditions – Selection of students and doctoral students for mobility for studies (SMS) in EU member states, countries associated to the Programme and Great Britain* of IRO UW allow for it.

Art. 10. Recruitment is done through the USOS Web system. In addition, the student is required to send the digital form of the required documents listed in Art. 11 to: erasmus@wne.uw.edu.pl.

Art. 11. The student is required to submit the following documents to the Commission:

1) Current photo. **(in the recruitment form)*.

2) Declaration of having/not having conditional passes. In the case of a conditional pass, it is necessary to specify which subjects it concerns and in what semester they are to be passed - it does not apply to first-year master students, except for those applying for exchange as part of supplementary recruitment organized by IRO UW in the summer semester **(in the recruitment form)*.

3) Declaration that a student is familiar with the university's *General terms and conditions – Selection of students and doctoral students for mobility for studies (SMS) in EU member states, countries associated to the Programme and Great Britain* and the faculty's *Rules of short-term studies abroad within the framework of ERASMUS+ program*. **(in the recruitment form)*

4) Declaration of previous internships or partial studies within ERASMUS+ program - information on the duration and level of study at which the mobility took place. **(in the recruitment form)*

5) Declaration about the average grade from the last year of studies from USOS (min. 3.49, by the student's statement, no confirmation by the Students' Office is required). For students of the first year of the second degree program, information on the average of the last year of the first degree program is required. **(in the recruitment form)*.

6) Declaration informing about the activities undertaken in one of students' scientific societies and/or student organizations of the university signed by the chairman or supervisor of the scientific society/student organization. **(in the recruitment form)*.

7) Information about scientific publications: author, title, journal title, year, number, page numbers, possibly a copy of the article's acceptance for publication, or analogous data of books and chapters in books published by the student **(in the recruitment form)*

8) Statement of language certificates/ certificate from UW School of Foreign Languages/ UW exam score from USOS/ grades from language courses from USOS Web. **(for reference)*.

9) Downloaded and completed recruitment form - this form is used to indicate the choice of foreign university.

Art. 12. Candidates may apply to a maximum of 10 universities, provided they know the foreign language required to study at the chosen location.

Art. 13. The Commission will make every effort to inform students of the language requirements and other conditions for applying to host universities. However, due to possible changes in these conditions, students are required to check the requirements for incoming short-term students on the websites of their chosen universities.

Art. 14. WNE students going for short-term studies must document knowledge of English at least at the B2 level and knowledge of the foreign language required for study at the selected university at the appropriate level required by this university.

Art. 15. With regard to the proficiency requirements of the foreign language of instruction of the foreign university in question, the Commission shall adopt as the criterion for assessing foreign language proficiency the rules for confirming language proficiency set forth in Order No. 156 of the UW Rector dated December 21, 2021 and Resolution No. 8 of the Coordinating Council for Foreign Language Teaching and Language Proficiency Certification from September 22, 2022, with possible subsequent changes.

Art. 16. Students in their application shall determine their preference for mobility by assigning a rank from 10 for the most preferred university to 1 for the least preferred university. Any given rank can be used only once.

Art. 17. Candidates shall receive points for their proven language skills according to the following scale:

C2 = 25

C1 = 20

B2 = 15

B1 = 10

A2 = 5

A1 = 1

Art.18. Candidates receive points for their average grade (Art.11 point 5):

above 4.75 to 5 = 25

above 4.5 to 4.75 = 20

above 4.25 to 4.5 = 15

above 4 to 4.25 = 10

above 3.75 to 4 = 5

above 3.5 to 3.75 =1

Art. 19. In addition, candidates receive 10 points for a minimum one scientific publication (published or accepted for publication) and 5 points if, as of January 10 in the year of recruitment, they are active members of students' scientific societies and/or student organization active at the UW (evaluation is based on the statement referred to in Art. 11 point 6 of the Rules).

Art. 20. The ranking of candidates for a mobility at a given university is formed as the sum of the four components described in Art. 16, 17, 18 and 19. The higher the sum, the higher the ranking.

Art. 21. In the case where two or more students with the same number of points in the ranking are candidates for one place, the final nomination shall be awarded on the basis of the average grade from the winter session of the current academic year, as determined by the Students' Office on the basis of grades posted in USOS (calculated in accordance with §42 RS UW).

Art. 22. In case of doubts about the choice of university or candidate, the Commission will conduct interviews with candidates for ERASMUS+ scholarship.

Art. 23. An applying student who has conditional passes during the recruitment process is automatically transferred to the reserve list. The order on the reserve list is based on the ranking created in accordance with Art. 20.

Art. 24. Recruitment results are announced on USOS Web.

Art. 25. Within three days of the announcement of the results of the recruitment, the student has the right to file an appeal against the decision of the Commission (by e-mail to erasmus@wne.uw.edu.pl). The Commission has seven working days to reply to it.

Art. 26. If the student does not agree with the Commission's decision on his appeal, he may turn in another appeal within three days to the KJD.

Art. 27. A candidate with citizenship of a country other than the member states of the European Union or the European Economic Area is obliged to verify the rules relating to entry into the host country, as well as the requirements for obtaining scholarships under the ERASMUS+ program.

PART THREE. PREPARATIONS FOR THE MOBILITY

Art. 28. Once the short-term studies abroad have been granted in USOS Web, the student is required to fill in a nomination form in USOS Web, print and sign it and deliver it to the ERASMUS+ program administrator in the Students' Office. The student will be notified of the deadline for delivery of the nomination form via email.

Art. 29. Students qualified for the short-term studies abroad automatically lose the right to go if they have to repeat a stage of studies. Students who have been enrolled conditionally for the next stage of studies due to failure in more than one subject also lose the right to go. Students who have been enrolled conditionally at the next stage of studies due to the failure in only one subject cannot leave in the semester in which they are taking the retake of the subject (the so-called condition). An exception to this rule is possible if, at the host university, the student will take a course equivalent to the subject from which he has a condition. This equivalence must be confirmed before departure by KJD on the basis of a positive opinion of the coordinator of this course at WNE UW.

Art. 30. In justified cases, the Commission has the right to waive the restrictions of Art. 29 and allow the student to leave, provided that the *General terms and conditions – Selection of students and doctoral students for mobility for studies (SMS) in EU member states, countries associated to the Programme and Great Britain* of the IRO UW allow it.

Art. 31. If a student who is qualified for mobility has overlapping examination dates in the basic and/or retake session and the short-term studies abroad, and it is not possible to take the examination on a zero date or online, the student is obliged to take such examination on the nearest technically available date. If such a date falls in the following academic year, the student becomes entitled to a free conditional pass from this subject. A student has the right to pass one course in this way, unless he/she was unable to pass the courses due to random reasons, independent from him/her. More than one subject not passed in this way through the fault of the student will result in the loss of the right to depart for the short-term studies abroad.

Art. 32. Qualification for the short-term studies abroad does not entail a right to:

- 1) IOS in the academic year preceding the mobility;
- 2) a retake exam at an earlier date than provided for in the UW academic calendar for the academic year;
- 3) an exemption or an additional resignation from subjects pursued in the current or future academic year.

Art. 33. The student shall search at the host university for courses of interest for a minimum of 20 ECTS for a semester mobility and a minimum of 40 ECTS for a year-long mobility, of which 70% of these credits should come from the field-of-study courses, i.e., relating to the discipline of economics and finance or another discipline leading for the field of study. Language courses do not count as the field-of-study courses.

Art. 34. The student shall search at the host university for the equivalents of the key courses he/she has in his/her study curriculum during the exchange period. The equivalency of these courses must be confirmed by the coordinators of these subjects. It is the student's responsibility to provide the relevant staff member with all the information necessary to assess the equivalence of the courses. The opinion of the relevant employee in writing or by e-mail sent to the student is sufficient to confirm equivalence.

Art. 35. The equivalence of courses offered at the host university to the key courses offered at WNE UW relates to their substantive content, not to the form of the course, the type of the exam, or number of ECTS. Accordingly, excerpts from various courses from the host university that together cover the material of the key course may be considered equivalent to this course.

Art. 36. If a student does not find at the host university the equivalents of the key courses in the study curriculum during the short-term studies abroad, the student is obliged to pass these subjects at WNE.

Art. 37. The non-core courses that a student has in the study plan during the period of the short-term studies abroad may be replaced by any courses with topics in line with the student's field of study, provided that the sum of ECTS for these courses is sufficient for the student to pass the stage of studies, and that these courses have been approved by the Coordinator.

Art. 38. The Coordinator, in accepting the courses selected by the student, shall take into account the level of difficulty of these courses and whether they repeat material covered by the student at an earlier stage of studies.

Art. 39. A mobility does not relieve a student from the obligation to pass courses at WNE UW for which the study curriculum provides more than one semester to complete.

Art. 40. A student shall be exempted from the obligation to pass the courses he/she has in his/her program of studies at WNE UW during the exchange semester on the basis of a learning agreement, which contains information on which courses the student is exempted from, which courses at the host university will replace these courses, and which courses he/she must pass at WNE UW.

Art. 41. The student is required to enter all agreed-upon courses into the Learning Agreement in USOSweb and ask the Coordinator to approve the program no later than one month before the start date of classes at the host university. If the host university has not provided information about the courses available to incoming exchange students by this date, the student is required to inform the Coordinator immediately.

Art. 42. A student going on an ERASMUS+ exchange has the right to apply to KJD to not charge tuition for the semester of mobility. The request must be submitted before the fees are charged for the semester in which the mobility will take place. In the case of a supplementary recruitment conducted in the winter semester for mobilities in the summer semester of the same academic year, the student has the right to request cancellation of the already charged fee for the semester of mobility. Non-charging of tuition fees does not apply to WNE UW courses for which the student is registered during the short-term studies abroad.

Art. 43. A student going abroad for short-term studies in the third year of his/her first degree program or in the second, third and fourth semesters of his/her second degree program shall, before mobility, notify his/her thesis supervisor of the mobility and discuss the terms of cooperation during the exchange.

Art. 44. A student has the right to resign from an awarded short-term studies abroad at any time prior to the start of mobility and without a penalty for resignation. To do so, he or she must notify the host university of the resignation from the mobility, obtain the signature of the Coordinator on the resignation form available on the IRO UW website, and then send a copy of the notification email to the host university and the signed resignation form to the IRO UW. He or she must also register for all subjects from which he or she was exempted under the learning agreement. If the student has requested that tuition not be charged, he or she must notify KJD that he or she has resigned from the mobility and tuition should be recharged.

PART FOUR. MOBILITY

Art. 45. Upon arrival at the host university, the student verifies the selected courses. If he/she wants to change them, if using LA EWP, he/she must create a new version of the *learning agreement*, and if using a traditional *learning agreement*, he/she must ask the Coordinator to edit it in USOS Web, update the course list and request approval from the Coordinator. Such changes must be made within one month from the date of the start of the short-term studies abroad.

Art. 46. A student has the right to resign from a mobility after it begins. If the resignation occurs by the end of the first month of the semester of the mobility, the student may return to the courses at WNE. However, he or she must notify the Students' Office in advance in order to be registered for the courses, subject to the availability of places in classes. If a student resigns from the short-term studies abroad later than one month after the start of the mobility, his/her return to the courses at WNE in that semester is possible only subject to the approval of KJD and the lecturers. He or she must also carry out a financial settlement with WNE.

Art. 47. If a student has withdrawn from the mobility after it has begun and joins the courses at WNE, he or she must pay the tuition fees for the entire semester of studies from which he or she was previously exempted due to short-term studies abroad.

Art. 48. A student who is on a mobility in the winter semester may apply for an extension of the mobility for the summer semester, with the proviso that additional funding (scholarship) is not guaranteed with the extension. To do so, he or she must fill out the appropriate form provided by the IRO UW and then submit it to the host university and the departmental Coordinator for approval.

Art. 49. The Coordinator agrees to extend the mobility for a second semester, provided that the host university agrees and that the student has no retake courses to pass in the summer semester.

PART FIVE. ACCOUNTING UPON RETURN

Art. 50. The *learning agreement* must include the same courses that are on the transcript of records received by the student from the host university.

Art. 51. The student shall submit the transcript of records and language certificates, if any, from the host university to the Coordinator for conversion of the grades to the scale used at UW. The Coordinator shall confirm the conversion with a signature.

Art. 52. The student shall immediately submit to the Dean's Office:

1) A copy of the transcript of records and language certificates, if any, with the grades converted to the UW scale, signed by the Coordinator and the *learning agreement*.

2) confirmations, if any, from courses' coordinators regarding the equivalence of key subjects and exchange courses.

3) Application to KJD for settlement of the short-term studies abroad. The application form is available on the faculty's website of the ERASMUS+ program. In the application the student must provide information on the number of ECTS obtained and, if applicable, the key subjects that can be credited with the courses completed at the host university. If the student did not pass the equivalents of key subjects at the host university, he/she must indicate in the application how he/she passed them or how he/she intends to pass them.

Art. 53. A student has the right to pass key courses for which he/she has not found equivalents at the host university in the following academic year at WNE UW without incurring additional fees. However, this does not relieve the student of the obligation to obtain in the exchange year 60 ECTS necessary to pass the year. This right does not apply to students who are in the final year of their studies.

Art. 54. A third-year undergraduate or second-year graduate student who has failed to pass the key courses due to a mobility and wishes to pass them in the following academic year must apply to the KJD to repeat the study stage. Once approved by the KJD, he/she will have to pass only those key courses and the thesis seminar in the next academic year if he/she has not submitted the thesis before. For these subjects, he/she will have to pay fees according to the UW Academic Regulations.

Art. 55. KJD has 30 days to process a complete application for the settlement of short-term studies abroad. For final year students, the KJD will make every effort to process the application in time for the scheduled thesis defense.

Art. 56. After the KJD has processed the application, the Students' Office enters the grades of the courses from the host university into the USOS system.

Art. 57. The courses agreed upon in the learning agreement passed by the student at the host university will be recognized by the WNE and the grades from them entered into the USOS system.

Art. 58. Failure to pass courses at the host university means failure to comply with the learning agreement. Failed courses will not be entered in USOS, and the student will not be obliged to retake the exams at the host university, provided that he/she passed courses compatible with the field of studies with an equivalent number of ECTS during the current stage of studies. The selection of these courses is made in consultation with KJD.

PART SIX. OTHER

Art. 59. In the event of a conflict between the provisions of these Rules and the provisions of the *General terms and conditions – Selection of students and doctoral students for mobility for studies (SMS) in EU member states, countries associated to the Programme and Great Britain* or the *Regulations for Studies at the UW*, the latter shall take precedence.