



Fundusze Europejskie
dla Rozwoju Społecznego



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ADMISSION RULES & REGULATIONS

for foreign participants to be hosted at the University of Warsaw

PROM Project – short-term academic exchange carried out at the University of Warsaw (hereinafter referred to as the "**Project**")

§1 Preliminary information

1. These ADMISSION RULES & REGULATIONS define in particular the rules of admission and criteria for evaluating applications of Project participants and the purpose of the support offered in the Project, its thematic scope, target groups, characteristics of participants, eligibility criteria, rules for providing support in the Project, the standard of requirements describing the competences acquired as a result of the support (competences described using learning outcomes broken down into categories of knowledge, skills and social competences), criteria for the assessment of learning outcomes after the end of support, as well as methods of verification of learning outcomes on the basis of the adopted criteria.
2. The purpose of the Project is to increase the level of internationalisation of the University of Warsaw and the level of development of multidimensional cooperation between the University of Warsaw and its foreign partners in the field of education and research by supporting the mobility of academic and administrative staff, students, as well as doctoral students.
3. The University of Warsaw implements the Project on the basis of the agreement No. BPI/PRO/2024/1/00043/U/00001 of 25th September 2024 concluded with the Polish National Agency for Academic Exchange.
4. The Unit implementing the Project within the University of Warsaw is the Faculty of Law and Administration of the University of Warsaw – Polish Research Centre for Studies in Law and Economy of China.
5. These ADMISSION RULES & REGULATIONS follow the agreement referred to in point 3, including in particular the Beneficiary's Manual constituting Appendix No. 3 to this agreement, as well as on the basis of the Announcement of a Call for Applications for Participation in the PROM programme. The template of the agreement, the Beneficiary's Manual and the Announcement of a Call for Applications are available on the website of the Polish National Agency for Academic Exchange (<https://nawa.gov.pl/>).

§2 Project implementation period

1. The project is implemented from **1st October 2024** to **30th September 2025**.
2. **The implementation of the activities referred to in §3 may start on 1st December 2024 at the earliest and must end on 30th September 2025 at the latest.**



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§3 Supported forms of activity

1. **During PROM Project the University of Warsaw finances short-term international scholarship exchanges at the University of Warsaw (host institution) for a maximum duration of fourteen days, with the funding provided by the Polish National Agency for Academic Exchange.**
2. The University of Warsaw shall finance short-term international scholarship exchanges in the PROM Project, provided that their participants will carry out **at least one** of the following activities during the exchange:
 - a) **active participation in a conferences (with a talk or poster),**
 - b) **obtaining research materials (for PhD dissertation/ scientific report or article),**
 - c) **participation in a summer or winter school,**
 - d) **performing measurements with the use of unique apparatus/instruments, testing research equipment or unique artistic instruments,**
 - e) **participation in short learning activities (i.e. courses, including intensive ones included in the education process, workshops, professional internships or industrial internships, study visits, including such visits to entrepreneurs),**
 - f) **performing archival or library queries,**
 - g) **teaching,**
 - h) **participation in the preparation of an international grant proposal (i.e. a proposal which includes international cooperation).**
3. The activities referred to in point 2 should be carried out in-person. In exceptional and justified situations, with the consent of the Admission Committee, these activities may be carried out in a distance and blended learning formula, provided that this does not prevent the possibility of achieving the outcomes expected from the mobility in question.
4. In justified situations, with the consent of the Admission Committee, the University of Warsaw may finance an exchange lasting longer or shorter than 14 days.

§4 Project Participants

1. Project participants may belong to one of the following groups:
 - a) **foreign student,**
 - b) **foreign doctoral student,**
 - c) **representative of academic staff from abroad,**
 - d) **representative of administrative staff from abroad.**
2. The Project allows for financing up to 100 short-term international scholarship exchanges, including 50 grants for participants from the University of Warsaw and 50 for participants from abroad.
3. The selection process for participants in the Project will involve two separate competitions: one for individuals from the University of Warsaw and another for those joining from abroad. **This**

set of rules and regulations is specifically intended for the foreign participants, ensuring a fair and transparent process for all involved.

§ 5 Detailed rules for short-term international scholarship exchanges for participants from abroad

1. Short-term international scholarship exchange of foreign students, doctoral students, academic and administrative staff taking place at the University of Warsaw (hereinafter referred to as "Arrival Mobility") may be financed in the Project, provided that it meets all of the following criteria:
 - a) the exchange concerns at least one of the activities referred to in §3 point 2,
 - b) the exchange begins and ends in the period referred to in §2 point 2,
 - c) the application has received a positive assessment from the Admission Committee and is on the ranking list,
 - d) the participant signed an agreement based on the template constituting Attachment No. 3 to the **ADMISSION RULES & REGULATIONS**.
2. **Funding for Arrival at the University of Warsaw includes:**
 - a) **scholarship in the amount of PLN 75.00 / day for students, PLN 125.00 / day for doctoral students and employees without an academic degree, PLN 250.00 / day for persons holding a doctoral degree,**
 - b) **lump sum for the costs of living and accommodation in the amount of 300 PLN per day,**
 - c) **a lump sum for travel costs in the amount depending on the country from which the Arrival Mobility takes place (see Attachment 1 to the **ADMISSION RULES & REGULATIONS**).**
3. Arrival Mobility must be formally settled by submitting a mobility report with a certificate (Attachment 2 to the **ADMISSION RULES & REGULATIONS**) signed by a person representing the University of Warsaw, who can confirm the facts presented in the report to the Development Section of the Faculty of Law and Administration of the University of Warsaw. Settlement of a Foreign Mobility may also require submission of the other documents; these should be submitted timely to the Development Section of the Faculty of Law and Administration of the University of Warsaw. Mobility report, certificate and other required documents should be submitted personally on the last day of the Arrival Mobility.
4. The funding received by the Project participant is intended to cover all costs related to the Arrival Mobility.

§6 Verification of learning outcomes

1. Project Participants are required to undergo verification of the outcomes of participation in the Project (hereinafter referred to as "Verification of Learning Outcomes") in accordance with the



principles and techniques of verification of learning outcomes/competence acquisition described in Attachment 4 to the ADMISSION RULES & REGULATIONS.

2. Verification of Learning Outcomes will be carried out by Verification Experts appointed from the Project Team.
3. A person who is a Verification Expert may not be directly involved in the educational process related to the implementation of activities by the Project Participant referred to in §3 point 2 of these ADMISSION RULES & REGULATIONS.
4. Verification of the Learning Outcomes will consist in particular in the analysis of reports with certificates referred to in §5 point 3 in terms of the degree of achievement of the objectives of the short-term scholarship exchange due to the planned activities referred to in §3 point 2 of these ADMISSION RULES & REGULATIONS.
5. If the Assessment Expert considers it necessary to conduct additional Assessment of Learning Outcomes in relation to a given Project Participant, the Participant may be required to participate in an interview with the Verification Expert (the so-called unstructured interview).
6. The Participant will be informed about the date of the interview referred to in point 5 via e-mail, to the address indicated in the application referred to in §7 point 5.
7. The interview referred to in point 5 may be conducted in-person or in the form of a videoconference.
8. After a positive Verification of Learning Outcomes, an authorised representative of the University of Warsaw will issue a certificate to the Project Participant confirming the acquisition of the above-mentioned competences and will submit the relevant documentation to the Development Section of the Faculty of Law and Administration of the University of Warsaw.

§7 Rules for the admission of project participants

1. Applications are evaluated by the Admission Committee, which will be composed of: a member of the University of Warsaw academic staff, a University of Warsaw PhD student, and a member of the University of Warsaw administrative staff. The composition and size of the Committee will be determined by the Dean of the Faculty of Law and Administration of the University of Warsaw, guided by the need to comply with the principles of gender equality and non-discrimination.
2. Competitions are open. All persons who meet the criteria set out in these ADMISSION RULES & REGULATIONS are invited to participate in the Project.
3. A person may obtain funding for only one short-term international scholarship exchange under the Project.
4. The condition for participation in the competition is the timely submission of an application in English with all the required attachments, including:
 - a) consent to the processing of personal data,
 - b) information about the host institution, academic supervisor, planned activities,
 - c) invitation from the receiving institution (an invitation in the form of an e-mail is acceptable) or confirmation of admission to a course, summer school or other forms of learning,
 - d) curriculum vitae with a list of academic and non-academic achievements,



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- e) a concise description of scientific and research plans,
 - f) a description of the qualifications or competences that are planned to be acquired as a result of the support,
 - g) certificate of the status of a student/doctoral student/university employee, respectively,
 - h) a copy of a PhD diploma (if applicable),
 - i) in the case of students and doctoral students: a current result of the TOEFL, IELTS, CAE, CPE test or other exam/certificate confirming English language proficiency at a level of at least B2 (or an analogous certificate confirming the knowledge of the official language in the country of planned mobility); this does not apply to administrative staff intending to take a language course during the Foreign Mobility/Arrival Mobility,
 - j) in the case of doctoral students: two letters of recommendation, including one from the supervisor.
5. **The application with all the attachments should be submitted by 9th of February 2025 via the online form: <https://forms.gle/JEN74CfjgquobpmT7>**
 6. All applications will be checked for compliance with formal requirements by Admission Experts, who will then submit formally correct applications to the Admission Committee along with a preliminary recommendation for scoring in individual criteria subject to assessment.
 7. The Admission Committee will then make a final assessment of the applications, taking into account the recommendations of the Admission Experts and the amount of available funds, and then it will draw up ranking lists – separately for participants from the University of Warsaw and separately for participants from abroad.
 8. Applications from foreign participants will be evaluated based on the following criteria:
 - a) description of the qualifications or competences to be acquired as a result of the support (description using learning outcomes broken down into categories knowledge, skills and social competences) – 0-40 points,
 - b) the value of mobility in the context of the internationalisation of the University of Warsaw and the improvement of the quality of education at the University of Warsaw (prospects for the development of cooperation between the University of Warsaw and the sending institution) – 0-20 points,
 - c) description of the plan of stay at the University of Warsaw, including justification of the need to implement them in Poland – 0-10 points,
 - d) scientific/artistic and non-academic achievements – 0-10 points,
 - e) opinions included in letters of recommendation from the tutor from the University of Warsaw – 0-10 points,
 - f) additional information relevant to the assessment of the proposal, including knowledge of a foreign language – 0-10 points.
 9. Only applications that have received min. 60 points can be positively assessed by the Admission Committee.
 10. If, as a result of the admission procedure, the number of applications with a positive assessment of the Admission Committee does not exhaust the amount of funds allocated in the Project, it is possible to launch additional rounds of competitions at a later date.



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11. If, as a result of the admission procedure, the number of applications with a positive assessment of the Admission exhausts the amount of funds allocated in the Project, the Committee may create a reserve list.
12. **The ranking lists and the reserve list will be made public by 16th February 2025 at the very latest.**
13. Those who have received a positive assessment from the Admission Committee and are on the ranking list will receive a link from the Recruitment Committee, through which they are obliged to immediately create an account in the ICT system of the Polish National Agency for Academic Exchange and fill in the participant form, and then, no later than within 7 days from the announcement of the ranking lists and the reserve list, submit via e-mail to the Development Section of the Faculty of Law and Administration of the University of Warsaw the .pdf form generated in the ICT system. Failure to submit the completed form within the above-mentioned deadline will mean that the person resigned from participation in the Project. **At this stage, the Dean of the Faculty will kindly provide a formal acceptance letter that details the precise amount of the scholarship, along with lump sums designated for living expenses, accommodation, and travel costs (please refer to § 5, point 2). This decision is intended to facilitate the travel planning process for participants.**
14. In the event of resignation from participation in the Project by those who are on the ranking list – their places will be taken by the next (first in line) persons from the reserve list.
15. The Project Participants are obliged to comply with the provisions contained in the Project co-financing agreement referred to in §1 point 3, including in particular the Beneficiary's Manual, constituting Appendix No. 3 to this agreement.
16. In the event of the participant's failure to comply with the provisions of these ADMISSION RULES & REGULATIONS or the agreement referred to in § 5 point 1 letter d), as well as the participant's failure to comply with the obligations resulting from the agreement for co-financing the implementation of the Project referred to in §1 point 3, including in particular in the Beneficiary's Manual, constituting Appendix No. 3 to this Agreement – the University of Warsaw has the right to demand return of the costs related to the participant's participation in the Project, which does not exclude the possibility of the University of Warsaw seeking compensation.

§9 Rules for payment

1. **The financing referred to in § 5 point 2 is paid on the basis of an agreement with the Project Participant (concluded only upon arrival to the University of Warsaw), the template of which is Attachment No. 3 to the ADMISSION RULES & REGULATIONS, provided that at the time of payment of the scholarship, the Project Participant meets all of the following requirements:**
 - a) he/she is a student, doctoral student or employee in accordance with § 4 point 1, which is confirmed by an appropriate certificate valid as at the date of signing the agreement,
 - b) has successfully passed the admission procedure for the program,

- c) he/she has an invitation from the host institution confirming the possibility of carrying out the mobility on a specific date.
- The agreement referred to in point 1 above can be signed immediately after submitting a correctly completed form referred to in §7 point 5 to the Development Section of the Faculty of Law and Administration of the University of Warsaw.
 - The scholarship will be paid within 14 days of the entry into force of the agreement referred to in point 1.**
 - The condition for the payment of the scholarship is the submission by the Project Participant, along with the signing of the agreement, of a statement confirming validity of all the data referred to in §7 point 4, in particular regarding the status of a student/doctoral student/university employee together with an the obligation to inform the University of Warsaw about each change of these data and the obligation to return the scholarship in the event of losing the status of a student/doctoral student/university employee before the start or during a short-term international scholarship exchange, to which the grant relates.
 - Payments of scholarships will be processed regardless of age, disability, race, nationality, political beliefs, trade union membership, ethnic origin, religion, sexual orientation or any other legally protected characteristic.
 - The Project Participant is obliged to settle the mobility financing within 14 days of the end of the scholarship exchange.
 - If the amount of financing transferred to the Project Participant in accordance with this paragraph exceeds the amount due indicated in the financial settlement referred to above, the Project Participant is obliged to return the amount constituting the difference between the amount paid and the amount due to him within 14 days of the acceptance of the financial settlement by the University of Warsaw.

§10 Final provisions

- These ADMISSION RULES & REGULATIONS shall enter into force on 7th of January 2025.
- In all activities under the Project, the University of Warsaw undertakes to comply with the principles of sustainable development, equality between women and men, equal opportunities and non-discrimination, in particular on the grounds of disability, age, race, nationality, political beliefs, trade union membership, ethnic origin, religion, sexual orientation or any other legally protected characteristic. The relevant documents in force at the University of Warsaw that implement these principles shall apply.
- The University of Warsaw reserves the right that it may amend the ADMISSION RULES & REGULATIONS in the event of a need resulting from a change in the guidelines for the implementation of the Project.
- In disputes and matters not regulated by these ADMISSION RULES & REGULATIONS, decisions are made by the Dean of the Faculty of Law and Administration of the University of Warsaw.



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Attachments:

1. Rates for living/accommodation and travel
2. Template of the mobility report and certificate
3. Scholarship agreement template
4. Principles and techniques for the assessment of learning outcomes/competence acquisition