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Programme ERASMUS+
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Erasmus - Mobility of Students and Staff of Higher Education Institutions (KA131/2026)
General rules for the eligibility of students and doctoral students for Erasmus scholarships for part-time studies abroad (SMS) to universities from EU Member States and third countries associated to the Programme and the United Kingdom
Academic year 2026/2027

A. Definitions

Whenever we refer to:

1. **a country associated with the Programme** - it should be understood as one of the following countries: Liechtenstein, Iceland, North Macedonia, Norway, Serbia, Turkey;
2. **a country not associated with the Programme** - it should be understood as the United Kingdom (the United Kingdom of Great Britain and Northern Ireland);
3. **European Economic Area (EEA) country** - it should be understood as one of the following countries: Iceland, Liechtenstein, Norway;
4. **student** - it should be understood as a student or doctoral student of the University of Warsaw, who studies in a field leading to obtaining a first, second-cycle diploma, long-cycle master's degree or is educated at a doctoral school;
5. **reserve ranking list** - this should be understood as a list containing data of students and doctoral students who have passed a positive qualification in the unit, but have not been included in the basic list and have been indicated in the order of priority for the award of an Erasmus scholarship in the event of resignation of students from the basic list;
6. **mobility** - this should be understood as going abroad in order to implement an agreed study program;
7. **mobility capital** - the number of months of completed stay in studies and/or internships at an HEI or foreign institution on the terms specified in the Erasmus+ and/or Erasmus Mundus programme (with or without a scholarship, at the University of Warsaw, another Polish or foreign university or organisation), excluding travel days.
8. **Erasmus SMS scholarship** - it should be understood as funds intended to partially cover differences in living costs incurred during the stay at a foreign university;
9. **physical mobility** - it should be understood as a trip abroad to the country of the host university in order to implement the agreed study programme, which takes place in the form of: stationary, remote (virtual/on-line) or mixed (hybrid) in the country of the host university, in accordance with the arrangements made in the Learning Agreement before the student's departure;
10. **Sustainable (low-emission) means of transport (Green Travel)** - it should be understood as travel: by bus, train, car (car-pooling journey for at least 2 people), bicycle, hitchhiking. Journeys by ship or ferry will be considered as journeys using clean modes of transport if they are combined with other low-carbon modes of transport;
11. **Car-pooling** - it should be understood as a system that adapts a passenger car to public transport. It consists in increasing the number of passengers during a car ride on the same route;

12. Students with fewer opportunities - this should be understood as students and doctoral students with disabilities, with children up to 8 years of age, having the right to asylum in Poland, refugee status or benefiting from subsidiary protection, as well as students receiving a social scholarship at the time of qualification at the University of Warsaw.

B. GENERAL RULES OF QUALIFICATION

1. The qualification of candidates in the first round takes place in the student's home unit, subject to points 14 and 28.
2. The Erasmus scholarship is open to all full-time and part-time students of the University of Warsaw (UW) (regardless of citizenship, subject to point 11) who are students admitted to studies leading to a first-cycle, second-cycle, long-cycle master's degree or doctoral school, with the exception of first-year students and students of the last semester of first-cycle studies, second-cycle and long-cycle master's degree programmes, postgraduate students, as well as students who received the KA171 scholarship in the competition lasting until 19 January 2026.
3. If you are a citizen other than a Member State of the European Union or the European Economic Area, you are required to familiarise yourself with the rules for entering the host country in connection with your intended stay as an Erasmus participant. Each person qualified for the trip is obliged to obtain a visa for the entire period of the planned stay abroad, at the appropriate diplomatic and consular mission of the country of departure (embassy, consulate). The participant is required to have a valid visa before signing the financial agreement. Failure to comply with this obligation may result in the withdrawal of qualification for the trip.
4. Each person who has been awarded a scholarship for a mobility is pre-qualified until the foreign university confirms admission to studies in writing and until the scholarship agreement with the University of Warsaw is signed.
5. A student can only be referred to a university with which his/her home unit has agreed and concluded an Erasmus+ interinstitutional agreement. A foreign university must have the so-called Erasmus Charter for Higher Education (ECHE), valid for the academic year 2026/2027.
6. The qualification of students is carried out in accordance with the arrangements between the HEIs, concerning, in particular: the number of students subject to exchange, the length of the study period (e.g. 1 or 2 semesters), the level of study (e.g. first or second), the level of knowledge of the language of instruction agreed with the foreign HEI.
7. All deviations from the agreements must be agreed with the foreign university in writing (by e-mail) before the end of the faculty qualification and submitted to the BWZ together with the protocol of the qualification procedure.
8. In order to carry out the qualification, the Head of the Teaching Unit appoints a qualification committee in writing, hereinafter referred to as the Committee. The basic composition of the Commission is composed of: the coordinator for mobility, an employee of a given unit of the University of Warsaw and a representative of the Students' Self-Government.
9. Detailed rules for the qualification of students in individual units of the University of Warsaw are determined by the Commission. Information on the rules and criteria for applying for an Erasmus scholarship, foreign universities, number of places, duration of studies, level of study, language of instruction (e.g. B2, C1 level of knowledge), required documents, date and place of submission of documents, composition of the Committee, procedure and deadline for appeals and the rules for the recognition of external courses will be made publicly available in a transparent manner on the website of the unit, with an indication of the date of publication on the website.
10. The basic criteria for student qualification are:

- a. average grades for the last completed year of studies (at least 3.49); conditional enrolment at the stage of study at which recruitment takes place is admissible, but only concerning failure to pass one subject (as at the date of submitting the application);
 - b. knowledge of the relevant foreign language and level of knowledge (in accordance with the Erasmus+ Interinstitutional Agreement).
- 11.** The Commission has the right to apply additional criteria, provided that they are widely announced before the start of the selection process. It is recommended that priority in the award of an Erasmus grant be given to first-time applicants and students with fewer opportunities.
 - 12.** The Commission may exceptionally decide to grant mobility to students who have a grade point average of less than 3.49 for the last completed academic year. These students can qualify as Erasmus participants with zero funding. Students initially qualified without the right to a scholarship may be awarded a scholarship at a later stage, provided that the student achieves an average of 3.49 before departure and the UW has funds in the project under which the mobility is financed. Participants with a zero scholarship cannot be people with fewer chances.
 - 13.** The Commission decides how and on the basis of which documents the language competences of the candidates will be assessed. When making a decision, the Commission is also guided by the indications of the foreign partner university regarding the required document confirming the appropriate level of language proficiency.

It is recommended that Committees that do not conduct interviews in a foreign language accept the following documents confirming their knowledge of the foreign language in which the classes will be conducted:

- a. Certificate of language proficiency for scholarship purposes issued by the Centre for Language Teaching of the University of Warsaw (https://szjo.uw.edu.pl/?page_id=3669).
- b. A language proficiency certificate issued by the Centre for Foreign Language Teaching of the University of Warsaw (https://szjo.uw.edu.pl/?page_id=3647) or another Polish university.
- c. External Certificate:
 - język angielski: Cambridge First Certificate in English (FCE), International English Language Testing System (IELTS), Test of English as a Foreign Language (TOEFL iBT),
 - język francuski: Diploma of French Language Studies (DELF B2), Advanced Diploma in French Language (DALF C1, C2),
 - Spanish: Diploma de Español como Lengua Extranjera (DELE) Nivel B2,
 - język niemiecki: Goethe-Zertifikat B2, Deutsches Sprachdiplom II (DSDII) B2, Österreichisches Sprachdiplom German B2 Intermediate German,
 - Russian language: TRKI 2 (TORFL 2) Russian State Certification System in Russian for Foreigners, Russkij jazyk povsednevnogo obščeniya – certificate in general Russian: Postporogovyyj uroven,
 - język włoski: Certificate of Knowledge of the Italian Language – Level 3 (CELI 3),

Language certificates issued by other universities (in Poland or abroad).

- 14.** PhD students are entitled to participate in a qualification conducted by any organisational unit of the University of Warsaw, provided that:
 - a. The organisational unit conducting the qualification will agree to this by introducing an appropriate provision in the detailed rules of qualification.

b. The Erasmus+ interinstitutional agreement concerns the exchange of doctoral students and the relevant scientific discipline.

c. They have the written consent of the supervisor and the Director of the Doctoral School. The research supervisor before, during and after the return of doctoral students is the mobility coordinator appointed by the Director or, if the coordinator is not appointed, the Director of the Doctoral School.

15. PhD students may participate in a research project, but they must attend classes during their stay at a foreign university and obtain the required number of ECTS credits agreed in writing with the scientific supervisor and the Director of the Doctoral School (if applicable) and between universities. The minimum number of ECTS credits is at least 10 per semester.
16. Students must carry out their physical mobility in an EU Member State, Programme Associated or Non-Programme Country (definitions 1 and 2), other than the country of the sending organisation and the country where the student resides during their studies.
17. According to the "ECTS 2015 User Guide", first, second cycle and long-cycle Master's degree students must complete 30 ECTS semesters abroad. In justified cases, with the consent of the home institution, the number of credits may be reduced, but not less than 20 ECTS per semester.
18. Students who, at the time of signing the scholarship agreement, have a conditional entry for the next stage due to failure to pass more than one subject, repeat a stage or are subject to an investigation by the disciplinary committee, are not eligible to receive an Erasmus SMS scholarship. With the consent of the unit, students can carry out an exchange with the status of a scholarship holder, without receiving funding from the EU Erasmus+ funds, provided that they are not students with fewer opportunities.
19. During the entire stay on the Erasmus exchange, the student must have the status of a UW student and cannot be on leave in any way in the field of study from which he or she is leaving.
20. Students who have already been granted Erasmus+ and/or Erasmus Mundus mobility to part of their studies or traineeships abroad can apply for an Erasmus grant, subject to points 23 and 24. In one academic year, an Erasmus scholarship is allowed for one long-term study trip (from 2 to 10 months) and one long-term internship trip to EU Member States, associated to the Programme or to the United Kingdom, but the mobility periods cannot overlap.
21. Each student will submit a statement in the USOSweb electronic system on the use of their "mobility capital", i.e. whether they were a participant of the Erasmus+ and/or Erasmus Mundus program until the date of qualification in order to complete part of their studies or internship abroad, as a student of the University of Warsaw or another university, Polish or foreign.
22. In one academic year, the minimum period of student mobility (studies) is 2 months (60 days) and the maximum is 12 months (360 days), subject to points 23 and 24.

The period of funding (payment of the scholarship) depends on the funds allocated to the University by the Foundation for the Development of the Education System (FRSE) and can range from 2 to 5 months.

In the case of annual inter-institutional agreements, the Commission may qualify the student for mobility lasting the entire academic year, but with the right to a maximum of 5 months of scholarship.

If, after signing the agreements with all qualified persons in the project, there are free funds left, it will be possible to award a scholarship for the second semester to persons qualified for one-year mobility.

Students qualified for semester mobility starting in the winter semester will be able to apply for an extension of their stay on the terms announced in the autumn of this year.

23. A student may be "granted mobility" for a maximum total period of 12 months (360 days) at each level of study (I, II or during education at a doctoral school) for part-time studies abroad or internships. In each case, the period for which the student has been in the past as an Erasmus+ and/or Erasmus Mundus scholarship holder at a given level of study (with or without a scholarship, at the University of Warsaw, another Polish or foreign university or organization) will be deducted from the maximum total mobility capital.
24. For a long-cycle Master student, the "mobility capital" is 24 months (720 days). In any case, the period for which the student has been in the past as an Erasmus+ and/or Erasmus Mundus scholarship holder (with or without a scholarship, at the University of Warsaw, another Polish or foreign university or organization) will be deducted from the maximum total capital of mobility abroad.
25. During the period of receiving an Erasmus scholarship, the student cannot receive another scholarship financed from the European Union funds for the same purpose. The institution awarding it decides whether to retain the right to another type of scholarship (e.g. a scholarship from the Government of the Republic of Poland). The Rector's scholarship or social scholarship, paid by the University of Warsaw, will also be paid during the student's stay abroad, provided that the right to this scholarship has been granted for this period in accordance with the applicable Regulations of Studies of the University of Warsaw. In the case of doctoral students, the doctoral scholarship may also be paid during the period of mobility abroad.
26. The Commission may decide to authorise the referral of a student abroad for part of the studies without an Erasmus scholarship (with the status of a scholarship holder not receiving Erasmus+ funding), unless the student is less likely to do so.
27. A student may not apply for a mobility under the so-called "someone else's contract", i.e. an agreement concluded by a unit of the University of Warsaw other than the home one. Due to the small number of Erasmus agreements dedicated to doctoral students of doctoral schools, the exception is doctoral students, who can use "other people's contracts" on the terms set out in point 14.
28. Students of interdisciplinary studies can apply for a qualification only within the fields of study. These students are subject to the same eligibility criteria as students of a given unit. The committee is obliged to check whether a given candidate is implementing the minimum programme in the unit in which he or she is applying for an SMS scholarship, i.e. whether the student has at least 20 ECTS/semester to complete in this field of study in the academic year 2026/27.
29. The student has the right to appeal against the decision not to award the Erasmus SMS scholarship in the form of a written application. The appeal is filed through the entity that issued the contested decision within 14 days from the date of its delivery. The entity issuing the decision in the first instance, together with the case files and its opinion, shall submit the appeal to the Rector within 7 days from the date of filing the appeal, unless it issues a decision within this period granting the appeal in its entirety. In the event of formal deficiencies in the appeal, the entity issuing the decision in the first instance shall call on the appellant to complete them within a period of not less than 7 days, under pain of leaving the appeal unexamined. The Rector's decision is final.
30. The qualification of candidates will be completed by **March 10, 2026** and will be carried out using the USOSweb system. By that date, the Committees will submit to the BWZ UW **scans** of the protocols of the qualification procedure with the following attachments:
 - a. ranking list of pre-qualified students (printout from USOSweb in the format Excel with the average of each student),
 - b. a reserve list of candidates,
 - c. a list of students who have taken the qualification but have not been placed on either the list of qualified students or the reserve list.
 - d. a set of "Candidate Applications for Mobility".

Scans of the protocols along with letters should be sent to the following address: erasmusbwz@uw.edu.pl. The ranking list after the end of the qualification should be generated from the USOSweb system (see point 30 a).

- 31.** In accordance with the requirements of the Erasmus+ Programme, the Committees are required to keep the documents of all candidates who have entered the competition, for a period of 8 years from the date of qualification, in paper or electronic form (scan). The Commission is not obliged to do so if the qualification process is carried out exclusively using the USOSweb system. Units that will provide protocols and Applications of candidates for mobility in the form of scans in accordance with point 30 must also keep the originals of these documents for a period of 8 years from the date of qualification.
- 32.** Applicants submitted by **10 March 2026** will be awarded an Erasmus scholarship in accordance with the decision of the Qualification Committee, provided that FRSE grants sufficient funds to the UW.

The Erasmus SMS scholarship is granted only for the period of physical mobility in the country of the host HEI, subject to points 22 and 23 and amounts to the following per month:

- a. **€670**¹ – Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Iceland, Liechtenstein, Luxembourg, Latvia, Malta, the Netherlands, Norway, Portugal, Slovakia, Slovenia, Sweden, Italy;
 - b. **€6701** – United Kingdom;
 - c. **€6001** – Bulgaria, Croatia, Lithuania, North Macedonia, Romania, Serbia, Turkey, Hungary.
- 33.** A student who, at the time of qualification, is entitled to a social scholarship at the University of Warsaw and submits a statement in the "Application for candidacy of a UW student" about receiving a social scholarship, will receive additional supplementary support in the amount of **EUR 250** per month.
- 34.** A student with a certified degree of disability will receive additional supplementary support (in the form of a lump sum) of **€250** per month upon submission of a valid disability certificate, after qualification in the unit, upon request and within the deadline set by the BWZ. If the costs of the granted supplementary support paid in the form of a lump sum turn out to be insufficient, a student with a certified degree of disability may apply for additional funds on the basis of a special (separate) application addressed to the University Coordinator of the Erasmus+ Programme at the International Relations Office of the University of Warsaw. In addition, the amount of funding granted will be settled on the basis of actual costs, which will require documentation in the form of financial evidence. The decision to allocate additional funds and their amount is made by FRSE at the request of the University of Warsaw. An application for additional funds should be submitted to the BWZ no later than 5 weeks before the start of studies at a foreign university.
- 35.** A student who has a child up to the age of 8, after submitting the child's birth certificate at the latest when signing the financial agreement, will receive additional supplementary support in the amount of 250 euros per month.
- 36.** A student who, at the time of qualification, has the right to asylum, refugee status or benefits from subsidiary protection in Poland after submitting a document issued by the Office for Foreigners, will receive additional supplementary support in the amount of EUR 250 per month.
- 37.** A student who has obtained; the right to a social scholarship, a disability certificate, refugee status or the right to asylum in Poland or a child born after 10 March 2026 and/or was qualified for departure after that date, and at the time of qualification had the right to a social scholarship, a disability certificate, the right to asylum in Poland, refugee status or is a parent of a child under 8 years of age, an additional supplementary scholarship of EUR 250 per month may be awarded. The application for this scholarship should be submitted to the BWZ UW in the semester immediately preceding the trip abroad, on the terms set out by the FRSE, provided that the UW has sufficient funds. The decision to award the scholarship is made by the University Coordinator of the Erasmus+ Programme.
- 38.** The student is entitled to a lump sum to cover travel costs. The amount of the lump sum depends on the distance between the place of departure (for UW scholarship holders, Warsaw is considered to

¹ Rates to be confirmed by the FRSE and approved by the relevant Ministry.

be the starting point) and the destination, as well as on the choice of means of transport. You should consider the distance of the one-way trip to calculate the lump sum amount due for the round trip. To calculate the distance of the BWZ, it will use a calculator developed by the European Commission, available on page program Erasmus+: http://ec.europa.eu/programmes/erasmusplus/tools/distance_en.htm. Amount – travel by sustainable means For journeys of up to 499 km, participants should use low-emission means of transport.

Distance	Amount - Standard Travel	
from 10 to 99 km:	€28 per participant	56 € per participant
from 100 to 499 km:	€211 per participant	€285 per participant
from 500 to 1,999 km:	309 € per participant	417 € per participant

from 2,000 to 2,999 km:	€395 per participant	€535 per participant
from 3,000 to 3,999 km:	580 € per participant	785 € per participant
from 4,000 to 7,999 km:	1188 € per participant	1188 € per participant
8000 km or more:	1735 € per participant	1735 € per participant

39. A student travelling by standard means of transport will be granted an additional lump sum for a maximum of 2 days of travel (round trip), provided that the journey takes place on days other than the beginning and end of the study period.

A student travelling by a sustainable (low-carbon) means of transport will be awarded a lump sum for living expenses during the trip, up to a maximum of 6 additional days (round trip), depending on the documented number of days of travel, according to the following ranges:

0- 499 km - lump sum max. up to 2 days of travel;
500 -2999 km - flat rate max. up to 4 days of travel; 3000-
3999- lump sum max. up to 6 days of travel.

40. A journey by a sustainable (low-emission) mode of transport must be round-trip.
41. In the event that FRSE awards insufficient funds, the Vice-Rector for Students and Quality of Education will determine a higher average than 3.49, from which the scholarship will be entitled. Students who do not receive a scholarship from the KA131/2026 project may be offered funding for the mobility on the terms and with the rates of the KA131/2025 project, provided that the University of Warsaw has adequate funds.
42. The Erasmus scholarship will be paid to the student only for the actual period of study at the foreign university, regardless of the costs that the student incurs, e.g. for accommodation, subject to points 22 and 23.
43. The next round of qualifications (the so-called all-university qualification, coordinated by BWZ) will apply only to mobility in the summer semester 2026/27, and its rules will be announced at the beginning of September 2026. Students who were granted a trip in the first round of qualifications will not be able to take part in the next round of qualifications.
44. If a student who has been awarded an Erasmus scholarship resigns from the mobility, the International Relations Office awards the scholarship to the next person from the reserve list. The person is entitled to an Erasmus scholarship according to the general rules. The Commission will draw up a detailed ranking list of reserve candidates for an Erasmus scholarship.

- 45.** Before going to a foreign university, the student and the UW mobility coordinator will agree on an electronic Study Programme Agreement (LA EWP) with due diligence, taking into account the differences in the curriculum (UW Study Regulations – Article 28(5)). Referral of a student to a part of the study programme at a foreign university should not result in an extension of the period of study at the University of Warsaw or affect the deprivation of the right to a diploma with honours and a material award (UW Study Regulations - Article 52(4) and (5)).

In units that do not have a mobility coordinator, the LA EWP must be approved by the KJD or the Director of the Doctoral School.

Approval of the LA EWP by the Mobility Coordinator or another person authorised to do so means that the student is entitled to full and automatic recognition and credit by the home institution of all subjects positively assessed by the foreign university (in accordance with

Kartą Erasmus dla Szkolnictwa Wyższego - ECHE

(http://bwz.uw.edu.pl/wpcontent/uploads/sites/358/2021/07/SCAN_20210714_095833436.pdf).

- 46.** A student sent for part-time studies abroad is obliged to sign a scholarship agreement at the International Relations Office of the University of Warsaw or by correspondence and provide all required documents constituting annexes to the agreement. Failure to sign the agreement and/or failure to provide documents constituting annexes to the agreement by the date of the beginning of the year/semester/trimester at the foreign university will be considered as resignation from the awarded Erasmus funds and will constitute the basis for deletion from the list of persons covered by the Erasmus scholarship in the academic year 2026/2027. A student who, on the day of signing the scholarship agreement, has a conditional entry for the stage at which the mobility is carried out, but only concerning one unpassed subject, must have an additional, written consent for the mobility issued at least by the mobility coordinator. Students who, at the time of signing the agreement, have a condition in more than one subject or repeat a stage, lose the right to the Erasmus SMS scholarship. They can complete the exchange with zero funding (this option does not apply to students with fewer opportunities).
- 47.** The above qualification rules have been prepared on the basis of information and guidelines provided by the Foundation for the Development of the Education System – National Agency for the Erasmus+ and European Solidarity Corps as of the date of their publication by the University of Warsaw.
- 48.** Any changes and additions to the general conditions for student qualifications will be published on the BWZ website in the form of announcements and in the form of subsequent points of these general qualification rules, with an indication of the date of their publication, starting from point no. 50, after their approval by the Vice-Rector of the University of Warsaw for Students and Quality of Education.
- 49.** Information on the General Data Protection Regulation (GDPR):
- The administrator of the personal data of the candidate and the scholarship holder is the University of Warsaw represented by the Rector with its registered office at Krakowskie Przedmieście 26/28, 00-927 Warsaw. You can contact the administrator, by selecting one of the forms of contact located on the website: <https://www.uw.edu.pl/kontakt/> .
 - The Administrator has appointed a Data Protection Officer to supervise the correctness of personal data processing, who can be contacted via e-mail address: iod@adm.uw.edu.pl.
 - The personal data of candidates and scholarship holders will be processed for the purpose of participation in the Erasmus+ programme.
 - The basis for the processing of the candidate's personal data is the consent to the processing of personal data. The data of the qualified 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 – National Agency (NA) 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 EU programme for education, training, youth and sport, and repealing Decisions No. 1719/2006/EC, 1720/2006/EC and 1298/2008/EC.

- e. Providing data by the candidate for the scholarship is voluntary, but necessary to participate in the selection procedure. Providing data by qualified scholarship holders is obligatory, if they are not provided, the scholarship will not be able to be paid.
- f. 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+ program), the foreign university or the host organization to which the student has been qualified for part of the studies abroad.
- g. The data will be stored for a period of 5 years from the receipt by the University of Warsaw of the FRSE letter closing the settlement of the draft KA131/2025 or KA131/2026, i.e. until 31.12.2034 at the latest.
- h. The scholarship holder has the right to access the content of his/her data and the right to rectify them and limit processing. The candidate has the right to withdraw his/her consent at any time. Information about the withdrawal of consent should be sent to the address erasmusbwz@uw.edu.pl.
- i. A candidate has the right to lodge a complaint with the President of the Office for Personal Data Protection if he/she considers that the processing of his/her personal data violates the provisions of the General Data Protection Regulation.

Approved by

Vice-Rector for Students and Quality of
Education dr hab. Maciej Raś. Prof. Ucz.