



RULES
RECRUITMENT FOR ERASMUS+ PROGRAMME STUDIES
FOR ACADEMIC YEAR 2020/2021
FACULTY OF ARCHITECTURE
WARSAW UNIVERSITY OF TECHNOLOGY
(recruitment for studies in the academic year 2021/2022)

1. Entitled to travel

- 1.1. Engineering studies may be attended by **students of engineering studies** who have completed at least the second year of studies (after submitting the application and meeting the formal requirements set out in the document: “Rules of the ERASMUS+ Programme at the Warsaw University of Technology in the academic year 2020/2021” (“PW Travel Rules”) and in this document: “Rules of recruitment for ERASMUS+ programme studies in the academic year 2020/2021 at the Faculty of Architecture of the Warsaw University of Technology” (“WAPW Travel Rules”).
- Second-year students may apply for a travel for 1 or 2 semesters in the next academic year,
 - Third-year students may apply for a travel only for one (winter) semester in the next academic year,
 - Fourth-year students who plan to take up master's studies at WA PW may conditionally apply (subject to later admission) to one (summer) semester in the next academic year, ie the second semester of the first year of master's studies.
- 1.2. Foreign studies may also be taken by **master studies’ students** who have completed the first year of studies (and conditionally first-year students) (after submitting the application and meeting the formal requirements set out in the “PW Travel Rules” and “WAPW Travel Rules”).
- First-year students of the Master's degree programme conditionally qualified to the ERASMUS+ programme for the 4th year of engineering studies leave only in the summer semester of the first year of study (Master’s second semester), after completing the first semester of MA studies at WA PW – which is a derogation from paragraph 22 of “PW Travel Rules”,
 - First-year Master’s students may apply for a travel only for one (winter) semester for the second year of studies,



- Master's students before their departure must obtain permission from the Specialisation Coordinator to travel and pass subjects completed under the specialization at WA PW with subjects implemented in the exchange.

1.3. **Doctoral students** attending doctoral studies, after obtaining the written consent of their supervisor - may apply for a travel for 1 or 2 semesters, only to those universities that conduct third degree studies (after submitting the application and meeting the formal requirements set out in "PW Travel Rules" and in "WAPW Travel Rules").

2. Travel rules

- 2.1. The travel takes place in the academic year following the academic year in which the application was submitted, ie students qualified in the academic year 2020/2021 will leave in the academic year 2021/2022.
- 2.2. A travel under the ERASMUS+ programme does not mean a dean's leave at the home university. The travelling person must have the active student status.
- 2.3. Students are required to choose and include in the *Learning Agreement* the subjects that will allow them to earn 30 ECTS credits per semester and 60 ECTS credits during the year of study abroad. In the event that the receiving university does not use ECTS scoring, the student individually agrees the number and type of subjects (so that in such cases the minimum programme in one semester would include at least: 2 projects (preferably architectural and urban design) and 2–4 seminars (with the possibility of exchanging one seminar for a lecture)).
- 2.4. Students travelling for one semester must choose subjects lasting one semester at the foreign university.
- 2.5. Internships at WA PW before leaving or after returning from an exchange do not entitle to reduce the number of ECTS credits during the studies abroad.
- 2.6. The travelling student should try to choose subjects in the *Learning Agreement* so that they reflect, as far as possible, the curriculum of the home Faculty.
- 2.7. In the event of failure to obtain the required score, the student after returning from the exchange will be required to complete the indicated subjects at WA PW, which will allow to supplement the missing ECTS points. The semester / year of foreign studies will be credited to the student only after passing the indicated subjects at WA PW.



- 2.8. Failure to complete studies at a foreign university will result in the need to return the scholarship awarded. In this case, all financial consequences shall be borne by the student who has not obtained the required credit.
- 2.9. It is not recommended to include foreign languages in the *Learning Agreement* (ECTS points obtained for language courses will not be taken into account when passing foreign studies).
- 2.10. No subjects should be included in the *Learning Agreement* that are related to architecture (construction, civil engineering, cultural history), such as sports activities, dance, music, culinary, photography, etc.
- 2.11. Travelling students should complete all subjects and internships from the entire current study programme before leaving (the completed semesters should be confirmed with an entry in the USOS system - the exception may be internships not passed as a result of the epidemic situation- however the completion of internships is obligatory before diploma exam);
- 2.12. The Vice Dean for Student Affairs reserves the right to suspend the travel in case of violation of the above rule. This means that students who, after qualifying for the programme, do not receive credits in the summer examination session may not be allowed to travel.
- 2.13. Due to the covid-19 situation, recruitment is conditional and depends on the decision of the WUT Rector
- 2.14. WA PW does not guarantee that students qualified by the home faculty for exchange under the ERASMUS+ programme will be approved by a foreign university. Therefore, the booking of tickets and the organisation of accommodation should be postponed until obtaining official confirmation of admission to studies from a foreign university. WA PW is not responsible for changes in decisions taken at a foreign university. In the case of a change of decision by a foreign university – for reasons other than pandemic Covid-19, after prior announcement of the results of qualifications by this university, it is possible to apply again for the next year in the first order (in the qualification procedure at WA PW) according to the conditions set out in the “WAPW Travel Rules”.
- 2.15. Part-time students/English studies students are obliged to pay tuition fees at WA PW for the period of study (semester or year) completed abroad as part of the ERASMUS+ programme.
- 2.16. In accordance with the decision of the Rector of WUT No. 9/2021 of 03/02/2021, the student may apply for waiver of the tuition fee in whole or in part, as well as for the postponement of the payment date or payment in



installments on the terms specified in the above-mentioned decision.

3. Principles of substantive settlement of travels

- 3.1. The final time of settling credits for students returning from scholarship travels should enable applying for scholarships (social, for academic achievements). Students returning after the summer semester should submit a scholarship application by the time limit set in a given academic year. Scholarship information at WAPW: Anna Grabczan Room 20, phone (22) 234 55 49, anna.grabczan@pw.edu.pl
- 3.2. A returning student who has obtained 30 or 60 ECTS points has completed the semester or year. The Dean's Representative for Foreign Relations and Foreign Student Exchange issues opinions on the settlement of the stay, and the Dean for Student Affairs accepts the year or semester as passed.
- 3.3. Returning students are required to submit a "Scholarship Travel Report", which must contain a description of the tasks performed in individual subjects with attached drawing documentation, including projects carried out as part of the course. The report should be submitted in A4 format and sent by email to: international.arch@pw.edu.pl or submitted in person in Room 21.
- 3.4. Students travelling for one semester and returning to continue the subject that began when they were abroad, are required to pass it (pass, pass with a grade, exam) without having to attend the previous semester, which they received after returning, based on ECTS points obtained.
- 3.5. In the case of failure to complete foreign studies (obtaining less than 20 ECTS points), the student will be directed to repeat the year or semester and be obliged to return the scholarship.

4. Qualification rules

- 4.1. The second, third and fourth year students of engineering studies and first year students of master's studies conducted at full-time and part-time WA studies as well as doctoral students - participants of doctoral studies at WA WUT have the right to participate in the qualification procedure. **It should be emphasised that only students with the average grade from previous studies 4.0 and higher may apply for scholarship travels (applies to first or second cycle studies). In the case of MA students, the average of MA studies is taken into account.**
- 4.2. The student completes the **online application** via the USOS system from the student's own account (DLA STUDENTÓW tab → WYMIANA STUDENCKA → OFERTY WYJAZDÓW → WYDZIAŁ ARCHITEKTURY →



POKAŹ OFERTY). Select a university and click ZŁÓŻ WNIOSEK. Up to 5 facilities may be added. Then complete the following fields of the form:

- Language competence level: JEZYK → POZIOM (several languages may be added);
- Confirmation of activities for the academic community or care of foreign students studying at WAPW (after submitting the application, it will be necessary to provide a document confirming the described activity);
- Confirmation of having a foreign language certificate (providing the original of the certificate confirmed by the PW Foreign Language Centre for inspection);
- Specifying the semester of studies at a foreign university (winter / summer / whole year);
- Specifying student motivation;
- Specifying the studies programme from which the student is applying for the travel;
- Indication whether the student is applying for travel from another facility unit;
- Indicating previous participation in ERASMUS+ travels (TAK / NIE);
- After completing the application, it is necessary to check the correctness of the data provided and click the ZŁÓŻ WNIOSEK field.

After confirming and submitting the online application, it is necessary to select the ZOBACZ option on the list of submitted applications and then print the application.

Only complete, registered in the system applications will be considered.

The status of the application may be monitored on an ongoing basis in the system.

- 4.3. Five facilities may be stated by the students where they would like to study, beginning with the one of the highest interest, to the one they would be willing to go to last.
- 4.4. The committee makes qualifications according to the following three criteria: average student's grade, knowledge of foreign languages and motivation. **The order of qualified persons is determined according to the rule: 3/4 average grade + 1/4 grade from the language exam.** If the same result of the sum of components is found in several applicants, the order is determined by: additional qualifications, knowledge of rare languages, activities for the academic community, care for foreign students and student motivation factor. Such cases are then considered individually by the Commission.



The weighted average grade is entered and confirmed on the first page of the application by the Dean's Office.

- For engineering studies students, this is a weighted average of grades obtained up to and including the last session.

- For first year Master's students, this is a weighted average of the grades obtained by the end of the winter examination session of the academic year in which the application is submitted.

Knowledge of the language (at least one) must be confirmed by the PW Foreign Language Centre on the basis of a passed exam or certificate. At PW, the first language exam is free; for each exam of an additional language, the fee is 60 PLN (detailed information on this subject is available on the PW Foreign Language Centre website: www.sjo.pw.edu.pl). Knowledge of the local language when applying for a travel to a country where a rare language is in use is an added advantage. For travels to Germany, France, Spain and Italy, a knowledge of the local language is necessary. NOTE: For travels to Portugal, ability to speak Portuguese is required, or alternatively: Italian and/or English together with mandatory proof of taking up learning the Portuguese language.

Student motivation is assessed on the basis of:

- a) Information in the appropriate point of the online application, in which the student should explain his/her idea for professional career and how the choice of facility will contribute to the implementation of these plans,
- b) Efforts already undertaken by the student to implement this idea (eg completed internships, additional qualifications obtained, etc).

4.5. The Admissions Committee will make sure that students – if there are free places and if formal requirements are met – find a place in preferred universities. In the absence of places, the Commission may propose to the candidate a university other than those which the candidate mentioned. It is necessary to provide the current phone number in USOS system so that the Commission can contact the student without any problems. Lack of such contact will prevent the Commission from presenting alternative travel options, and thus may result in the student being removed from the list of candidates.

4.6. Current information and correspondence will be forwarded to the candidates' email addresses in pw domain, therefore during the recruitment phase it is necessary to check the correspondence on a regular basis. It is required to



use email addresses in pw domain assigned to the student's account in the USOS system.

- 4.7. Candidates are required to actively participate in the recruitment process, and in particular to read with the information available to candidates wishing to study as part of exchanges, internal rules for the recruitment of foreign universities, required internal recruitment documents, accommodation guidelines, etc. Candidates are also required to know and observe the time limits for submitting documents at the Faculty of Architecture, Centre of International Cooperation of the Warsaw University of Technology, foreign university etc.
- 4.8. The results of the qualification procedure are published in the WA PW website and posted on the information board in Room 21 WA PW. It is in the interest of students to systematically check the content of the faculty page. The results may be appealed against with the Recruitment Committee, with the submission in writing by email sent to: international.arch@pw.edu.pl or in person in Room 21 within 7 days from the date of the announcement of the results. A qualified student will be required to meet all further requirements, including, in particular, the timely submission of relevant documents (see point 5.2).

5. Required documents and how to fill them in

5.1. Qualification documents:

- The application completed online,
- Language certificates, if declared

5.2. Each qualified student shall submit:

- The Student Application Form from the USOS system (it doesn't require the signature of the Coordinator)
- Bank account form (it doesn't require the signature of the Coordinator)
- Acceptance letter from the host facility with dates of stay
- The Learning Agreement* (Porozumienie o programie zajęć), to be completed and signed by the student and then the exchange coordinator
- Other documents required by the foreign facility (note: some require online applications)
- Kartę Zaliczeń*
- WWS form* - filled only in part A, B and C by a student and signed by the Dean and the Faculty Coordinator in part E
- Copy of health, accident and liability insurance



- Student's declaration of studying on their own responsibility
- Authorization of a third party to complete formalities in CWM after departure*
- Resignation from the travel* – immediately in case of resignation.

* **Documents are available in the Centrum Współpracy Międzynarodowej PW website:**

<https://erasmus.pw.edu.pl/erasmusen/Outgoing-students/Studies>

The requirements for returning after the exchange and for extending the stay are also presented there.

5.3. **The student must arrange** all of the above formalities **in person**. Authorised persons may represent the student only from the moment of obtaining the signature of the Dean WA PW on WWS form, ie after actually starting studies at a partner facility.

NOTE! Documents should be legibly filled in with BLOCK LETTERS or electronically, and signed by the applicant after completing or printing.

- 5.4. Fill in the forms in a fixed manner, with dark blue or black ink, ink or a pen.
- 5.5. Photo of the applicant must be placed on the relevant forms, if required.
- 5.6. When completing electronic forms, keep data continuity so that rows or tables on one sheet do not move to the next page. To do this, when printing PDF files, set the option to scale down oversized pages to paper size or adjust the print scale to the size of the paper.
- 5.7. **Documents that are illegible, indistinct, stained, filled with pencil, not signed or reformatted will be automatically rejected.** Failure to submit documents within the given time limits results in excluding the person from the qualification procedure.
- 5.8. All documents should be sent to: international.arch@pw.edu.pl or submitted in person to Room 21.