

Institute of International Relations
Faculty of Political Science and International Studies
University of Warsaw

Recruitment: students leaving for exchange within bilateral agreements

GENERAL RULES

*The Qualification Committee reserves the right to apply corrections/modifications to these rules in relation to possible new regulations at the university level.

General information:

1. Students are reviewed and qualified for the bilateral agreements by the institute Qualification Committee which includes:
 - Director of the Institute of International Relations
 - Deputy director of the Institute of International Relations for student affairs
 - Head of Studies for the relevant programme
 - Institute Coordinator of particular bilateral agreement
 - Students' Union representative
2. Persons applying for bilateral agreement program are required to constantly monitor the website of the Institute for new announcements for further procedures and update their email addresses at the USOS account (correspondence with the Office of Student Affairs at a later stage by means of e-mail addresses from USOS).
3. Assessment of each application includes: student's average grade, language/ languages certificates/confirmations, passing the stage of study, accomplishment to the requirements specified in the agreement between universities, justification of choice of university / motivation, assessment of competence, social activity, scientific organization, (if applicable) the opinion of the head of studies or promoter.

General Rules*:

1. Students may only apply for the bilateral agreement if they achieved a grade average of 3.49 or higher. Students with an average grade point lower than 3,49 may apply if they obtain a letter of recommendation from the Head of Studies. The final decision on the placement of the student depend on The Qualification Committee evaluation.
2. (!) During the recruitment process students may apply with maximum one conditional exam from previous year. A student who has one condition, must have the permission of the Head of Studies for departure.
3. In the case of the last term of studies (the 6th term of the 1st cycle or 4th term of 2nd cycle), the student is required to obtain his/her promoter's permission.
4. Students can go on bilateral exchange only with cleared items. Only in very special cases, student may leave up ONE items unpassed, provided: pay the costs of a possible condition, the positive opinion of the director of studies/sections, student and consent coordinator (the decision is made by the director of studies individually based on the situation of the student, which may mean the lack of consent).

5. Granted exchange is conditional – which means, the obligation to pass the stage or permission to leave the terms (student upon departure should be settled). Otherwise, the student's exchange is cancelled.
6. Each student selects three schools starting from the most desirable one, considering the required proficiency and classes/courses offered at the host institution.
7. The unused placements in bilateral agreements will be made available to students from other institutes. (A student may apply for a trip with another institute, the priority will be for students of the Institute which coordinates the agreement).
8. Student can choose at least 4 subjects from those offered by the partner university related to the field. Students' class hours should equal or exceed the number of class hours they would have in their home university.
9. Any questions and doubts should be directed to the institute exchange coordinator. As a rule, subjects included in the exchange are accepted if they are related to the field of study. In case of doubt, the final decision on the recognition of subjects is taken by the head of studies on the recommendation of the coordinator (signature / parish on Transcript of Records, indication of possible program differences to pass).
10. Students participating in the exchange programme (if applicable) are required to register for the seminar (proseminar) and pass it on an individual basis. In another cases, the seminar (proseminar) will have to be repeated in the next academic year (additional fee applies).
11. Students are required to notify the Students' Affairs Office of their departure for the semester.
12. Students are obliged to be familiar with the courses offered by the host university.
13. The duty of the student is to learn and meet the language requirements (language level) in selected universities. Applications that do not meet these requirements will be excluded from the process of proceeding.
14. A student may leave for one semester (in special cases it is possible to extend the stay at the host institution – the consent of the director of studies, thesis supervisor and institute coordinator).
15. Trips may be carried out on:
 - a) undergraduate level
 - b) graduate level
16. Third-year students of 1st cycle studies can be conditionally qualified for a departure in the 2nd cycle. Their departure will be possible provided that in the following academic year they will be second-degree students at one of the faculties at the WNPiSM UW.
17. Students of paid studies are obliged to settle the payment of tuition fees. Departure on an exchange does not exempt students from paying of tuition fees (students may apply for the cancellation of part of the tuition fees).
18. Students taking part in the exchange are obliged to pay the exchange costs from their own financial resources. Students are exempt from tuition fees at partner universities with which the WNPiSM UW signed bilateral agreements.
19. Students of WNPiSM UW leaving for bilateral represent their home university abroad and, consequently, are responsible for maintaining the good name of the University of Warsaw. Violation of statutory or ethical principles of partner university (eg. Plagiarism) will result in disciplinary action by the authorities of WNPiSM UW.
20. A student holding a nationality other than of the Member State of the European Union or the European Economic Area must check the rules relating to access to the territory

of the host country in connection with the planned stay there for the bilateral agreement program.

21. Any arguable cases about the above points are settled by the coordinator in agreement with the head of studies and the ISM Directorate.
22. Appeals against the Institute Selection Committee are considered by the institute coordinator for the exchange program with the head of studies / representative of the institute's Directorate (in announcements regarding the qualification stages).