

General rules for the initial recruitment of students for the ERASMUS + scholarship in order to transfer to foreign partial studies (SMS) to programme countries universities

Definitions:

1. Programme Countries - it should be understood as one of the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Spain, Netherlands, Liechtenstein, Ireland, Iceland, Lithuania, Luxembourg, Latvia, Macedonia - the former Yugoslav Republic, Malta, Germany, Norway, Portugal, Romania, Serbia, Slovakia, Slovenia, Sweden, Turkey, Hungary, Italy;
2. students - it should be understood as a student of Warsaw Film School who is studying in the field leading to a first-cycle degree;
3. mobility - it should be understood as going abroad in order to complete the agreed study program;
4. mobility capital - the number of months of mobility at a university or foreign institution on the terms specified in the LLP-Erasmus, Erasmus + and / or Erasmus Mundus programmes.
5. ranking list - this should be understood as a list containing data of students indicated in the order of priority for granting the Erasmus scholarship.

Initial recruitment rules:

1. Recruitment takes place at the home university of a student of Warsaw Film School (hereinafter referred to as WSF).
2. Every WSF student (hereinafter referred to as a student), having citizenship of any country in the world, is entitled to apply for Erasmus + scholarship (SMS) in order to study abroad.
3. All students (regardless of citizenship, without prejudice to points 5 and 6) who are WSF students admitted to studies leading to a first-cycle diploma may apply for the Erasmus + scholarship. As an Erasmus + scholarship holder, student with citizenship other than a Member State of the European Union or the European Economic Area is obliged to read the regulations on entering the territory of the host country in connection with a planned mobility.
4. Both full-time and part-time students may apply for the scholarship.

5. Students of at least the second year of first-cycle studies may participate in the recruitment process. In exceptional and justified cases (e.g. as part of jointly conducted studies with a foreign university on the basis of a separate agreement concluded), students of the first year of first-cycle studies may apply for the recruitment provided that they mobility in the second year of studies. In such cases, the committee is required to justify its decision in the protocol.
6. Postgraduate students are not eligible to apply for Erasmus + Programme scholarship.
7. A student may not be referred to study abroad during the Dean's, scientific or medical leave.
8. The recruitment is not open to students who have not accounted for previous mobility for traineeships or to complete part of their studies under the LLP-Erasmus and Erasmus + Programmes.
9. One mobility for studies and one for a traineeship is allowed per one academic year covered by one (KA1) KA103 project, subject to point 18 and 19.
10. Each person qualified for Erasmus + scholarship of the (KA1) KA103 project, hereinafter referred to as Erasmus + Scholarship, is a person pre-qualified until a written confirmation of admission to studies by a foreign university and signing an individual agreement with WSF.
11. Students mobility is possible only at universities which has concluded inter-institutional Erasmus + agreements with home university. Foreign universities must have so-called ECHE (Erasmus Charter for Higher Education), granted by the European Commission, valid for the academic year 2021/2022.
12. Recruitment of students for the scholarship is carried out in accordance with the arrangements between the sending and hosting university, in particular regarding: the number of exchange students, the length of the study period (enrollment for one or two semesters), degree (first-cycle), level of knowledge of the agreed language of instruction.
13. In order to recruit for the Erasmus + scholarship, the appropriate Vice-Rector appoints a committee in writing, which mainly includes: the university coordinator for Erasmus Programme and a WSF lecturer. A representative of the Student Self-Government appointed by the President of the Student Self-Government may participate in the committee as an observer.
14. Detailed rules of student recruitment at WSF are specified in the recruitment procedure approved by the Vice-Rector for Education. Information on the rules and criteria for applying for a scholarship, programme universities, number of places, duration of studies, level of studies, language of instruction, documents required from

candidates, date and place of submitting documents, rules of exemption from tuition fees for the time of referral to foreign partial studies (applies to part-time students), the composition of the committee, the procedure and date of appeals, will be transparently announced on the University's website, indicating the date of publication.

15. The basic criteria for recruiting students are: grade point average (from the entire studies to date) and knowledge of the appropriate foreign language as well as the level of its knowledge (in accordance with Erasmus + inter-institutional agreement). The Committee has the right to apply additional criteria, provided that they are publicly announced before the start of the scholarship recruitment process.

16. Each student taking part in the recruitment is obliged to, depending on the requirements of the host university, to have a certificate of the language of instruction at the host university knowledge or to take a language exam at WSF or via the OLS online system. The foreign language examination is not repeated in the supplementary recruitment for mobility in the summer semester of the same academic year. In such cases, the grade from the last exam in a given language is rewritten. Participation in the LLP-Erasmus and Erasmus + Programme in the earlier years does not release the student from the obligation to take the exam. The cost of language recruitment is covered by WSF from the funds for the operation of the Erasmus + program (Organization Support).

17. Each candidate for Erasmus + scholarship will submit a declaration on the use of their "mobility capital", i.e. whether they have been awarded the LLP-Erasmus, Erasmus + scholarship in the past for the purpose of completing part of their studies or traineeships abroad, and whether on behalf of WSF or another university. In the case of a mobility under the LLP-Erasmus, Erasmus + Programme from a university other than WSF, the candidate will submit a certificate from this university confirming the completion of the mobility. In the certificate, the sending university will indicate the foreign university, the country of departure and the duration of mobility reported by this university in the final report to the National Agency of Erasmus+ Programme.

18. In one academic year, the minimum period of the scholarship is 3 months, maximum 12 months, subject to point 18 and 19. However, during the recruitment process, mobility for one or two semesters is granted.

19. A student may be granted a scholarship for a maximum total period of 12 months in order to complete a part of studies and / or traineeships abroad. The period during which the student previously stayed abroad as an LLP-Erasmus and Erasmus + scholarship holder (with or without a scholarship) will be deducted from the maximum total scholarship period.

20. During the period of receiving Erasmus+ scholarship, the student may not receive any other scholarships financed from European Union funds.

21. The Committee may decide to consent to student mobility at a programme university for the implementation of a part of the studies under Erasmus + Programme without a scholarship.

22. The student has the right to appeal against the admission committee decision on general terms.

23. Recruitment of candidates will be completed by the date specified in the Vice-Rector's Decision opening a given recruitment¹. By that date, the results of the recruitment will be announced and the ranking lists of pre-qualified students for the mobility will be sent to International Cooperation Department in an electronic version. Approved recruitment procedures and recruitment procedure protocols with attached letters and signed "Application of a candidate for mobility" forms will be forwarded to International Cooperation Department by the date specified in the Decision².

24. Candidates will be awarded a scholarship in accordance with the committee's decision, provided that the Foundation for the Development of the Education System grants WSF sufficient scholarship funds.

25. In case of receiving insufficient scholarship funds, the Vice-Rector for Education will define additional criteria for awarding funds.

26. The granted scholarship will be paid to the student only for the actual period of study at the foreign university, confirmed by the university, irrespective of the costs incurred by the student, for example, for accommodation.

27. Before the start of the mobility and again before the end of the mobility, the student is obliged to complete the language proficiency test in which he will study on time and according to the guidelines of the Foundation for the Development of the Education System and WSF's International Cooperation Department. Failure to complete the language tests withholds the payment of the scholarship, respectively: 1st advance payment in the event of failure to complete the placement test before departure, further advance payments in the event of failure to complete the placement test before the end of the student's mobility.

¹ In the case of basic recruitment, the Decision introducing these general recruitment rules applies. In the case of supplementary recruitment, the dates of completion of individual recruitment will be given in the relevant decisions opening individual recruitment issued by the appropriate Vice-rector

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28. No later than 30 days before the start of mobility, a student received positive decision on mobility is required to sign an individual contract at International Cooperation Department of WSF. Failure to sign the contract by the start of the year / semester / trimester at the foreign university is tantamount to resignation from the awarded scholarship.

29. A student resigning from the implementation of Erasmus + Programme is obliged to submit immediately to International Cooperation Department a completed, signed and considered by the coordinator resignation form.

30. If a student who has been awarded a scholarship decides not to travel, the Erasmus + coordinator proposes the next person from the reserve list. This person is entitled to a scholarship according to the general rules. The selection committees are therefore obliged to draw up extensive ranked reserve lists of candidates for Erasmus + scholarship.

31. The recruitment procedure is competition-based.

32. Any changes to the general conditions of the preliminary recruitment of students for Erasmus + scholarships will be published on the WSF website.