

**Rules for the implementation of part of the study course abroad in the 2020/2021 academic year**

1. Erasmus + Programme "study trip", implemented at Warsaw Film School, is aimed at WSF students registered in the field of study leading to bachelor's degree and applies to full-time and part-time students (does not apply to postgraduate studies).
2. A student goes to the programme university which has concluded with Warsaw Film School a bilateral agreement.
3. A student is not allowed to go to pursue studies under an agreement with a field of study other than the one in which he is studying at home university.
4. A student applying to go to study under the Erasmus + Programme must meet the following formal criteria:
  - 4.1. During the entire stay at the programme university, he must have the status of a student continuously, i.e. be registered as a first-cycle student.
  - 4.2. Must be a student of at least the second year of first-cycle studies
  - 4.3. He / she may not be (during the scholarship) on Dean's or other leave.
5. It is allowed for a citizen of a country eligible to participate in Erasmus + Programme to go to a university in his / her home country if he / she has travelled to the country from which he / she will be leaving for the Erasmus + scholarship in order to obtain a diploma from the sending university.
6. A student's stay at the host institution must be started and ended within one academic year and as part of Erasmus + Programme under which the trip is carried out.
7. In one academic year, the minimum period of the scholarship is 3 months (at least a trimester lasting at least 90 days), maximum 12 months, and during the recruitment process, mobility for one or two semesters is granted. A month should be understood as 30 days.
8. 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 traineeship abroad. In any case, the period during which the student previously stayed abroad as an Erasmus + scholar (with or without a grant) will be deducted from the maximum total scholarship period.
9. It is not allowed to travel in two different locations (universities, cities, countries). The only exception to this rule is when the second location is a branch of the host university. A stay in the second location should be arranged in LA. The minimum period of stay in each location must meet the formal requirements (minimum 3 months, and the maximum total duration of stay is 12 months).
10. A scholarship mobility to study under Erasmus + Programme requires a full-time study program at the university.
11. The programme university cannot demand tuition fees from the student (tuition fees, registration fees, examination fees, fees for the use of laboratories, libraries, etc.). Charging

certain fees (insurance, membership in student organizations, use of a photocopying machine, etc.) is allowed in the same amount and on the same basis as local students.

12. If a student pays tuition fees for studies at the home university, he / she may be required to continue these fees during the stay at the programme university. The decision to charge or exempt students going abroad under Erasmus + Programme from tuition fees is made by the appropriate WSF Vice-Rector upon a written request from the student.

13. It is possible to use the financing for study and internship abroad more than once under Erasmus + Programme.

13.1 Students will be able to go to study or traineeship abroad for a period not exceeding 12 months in the education cycle (first-cycle studies), regardless of the type of mobility (studies or work placement) and the number of mobility periods (for example, twice for six months or three times for four months).

14. Candidates for mobility may be students who have been beneficiaries of the Socrates II, Leonardo da Vinci II and LLP Erasmus programmes.

## **Recruitment**

16. The general rules and the time frame for recruitment are determined by the legal representative of the university, i.e. the WSF Vice-Rector for Education, in the 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, announced on WSF's website. Detailed rules for recruiting students are defined in the recruitment procedures announced on programme University websites.

## **Scholarship**

17. A financial scholarship, also known as an Erasmus + grant, is awarded for the purpose of completing a part of a specific bachelor's program leading to a diploma of the home (sending) university.

18. The scholarship awarded in Erasmus + Programme is complementary - it is awarded to cover additional costs related to the trip and stay at the programme university (travel costs, insurance, language preparation, increased costs of living abroad).

19. The amount of the monthly grant is different in each academic year. It depends on the country of mobility. The countries are divided into three groups according to the guidelines of the National Agency of Erasmus + Programme and its analysis of the cost of living in individual countries.

20. The transfer of the scholarship (grant) to the student may take place only on the condition that the student accepts all the terms and conditions of the agreement that the student signs with WSF before mobility at the programme university.

21. The scholarship will be paid by transfer to the participant's bank account in accordance with the provisions of the financial agreement between the mobility participant and WSF. The parties recognize the date of payment of the scholarship as the date on which the University's bank account is debited.

22. During the mobility at the programme university, the student is entitled to receive scholarships that he / she has previously received at WSF (e.g. social, for academic performance, etc.), or which the student acquired the right before mobility. The student has the right to apply for national scholarships after returning to the home university.

### **Before mobility**

23. For each student going abroad under Erasmus + Programme, an individual study program to be implemented at the host university will be agreed before mobility, in the form of a Learning Agreement for Studies document (hereinafter referred to as LA) generated from the Cambridge system approved by three parties: Vice-Rector for education / WSF coordinator (in the lack of program differences), student and program university. The student, Vice-Rector for Education / WSF Coordinator and the programme university are responsible for the preparation of the LA.

24. The home university and the student will make every effort to ensure that when preparing the LA there are no significant program differences in relation to the education standards for a given field of study. If these differences are unavoidable, they must be specified before the student's mobility, the home university and the student should agree in writing on the date and method of supplementing them in the Curriculum Differences Table. This table makes it possible to determine which courses the student will be required to pass after returning from the scholarship. If the LA assumes the completion by the student of more ECTS points than the number required to complete the trimester / semester / year, the method of recognizing "additional" points will be agreed prior to the student's mobility.

25. Each student admitted to the mobility should be guaranteed full completion of the period of study completed at the programme university and recognition as equivalent to the period of study at WSF, provided that the obligations set out in the LA are fulfilled. The method of completing the period of studies carried out outside the home university should result from the study regulations or other university regulations.

26. A written financial agreement will be concluded with each student selected for Erasmus + Programme. This agreement will obligatorily include provisions specified in the annexes to the agreement concluded by the National Agency and WSF.

27. The student is required to appear in person at the International Cooperation Department in order to sign the contract at least 30 days before the start of the mobility.

28. If the student shows up at ICD to sign the contract later than 30 days before the start of the mobility, the university does not guarantee the payment of the scholarship before mobility, in accordance with the provisions of the contract between WSF and the mobility participant.

29. To sign the contract, the student must provide ICD with:

29.1 Letter of acceptance from the host university.

29.2 LA, which is an agreement between the student, the host university and the home university, specifying the individual study program. The agreement will be the basis for the recognition and crediting of a part of studies by the home university. The agreement must be approved by all three parties prior to the student's mobility. If all the conditions agreed in writing in LA are met by the student, the period of study (subjects / credits / examinations) will be recognized and treated as equivalent to the relevant period of study (subjects / credits / examinations) at the home university.

29.3 Proof of previous mobilities settlement (if applicable).

29.4 The supervisor's consent to the external organization of the seminar (if applicable).

29.5 A copy of the insurance with detailed insurance conditions.

29.6 The EHIC

29.7 Certificate of receiving a social scholarship (if applicable)

30. Each participant of Erasmus + Programme is obliged to insure himself / herself (medical costs, consequences of accidents, civil liability, transport in the event of death) for the duration of the travel and mobility period at the programme university.

31. Each participant of Erasmus + Programme, going to programme countries belonging to the EU, is required to obtain a document entitling him / her to use healthcare in the territory of the EU. Basic health insurance is guaranteed by the European Health Insurance Card issued by the National Health Fund; this card is valid only in the European Union countries and covers only some of the benefits related to treatment. Detailed information can be found on the website of the National Health Fund.

32. Each student with Polish citizenship must register on the Odysseusz website operated by the Ministry of Foreign Affairs at the website: [www.odysseusz.msz.gov.pl](http://www.odysseusz.msz.gov.pl).

33. Each student is obliged to refer to the legalization of stay regulations in the country where he or she will be studying and follow them.

34. Students who are citizens of a country outside the Schengen area are required to check in advance and meet the visa requirements for their nationals.

35. Each student, depending on the requirements of the programme university, must have a certificate the language proficiency of the host university at an appropriate level or before the beginning and at the end of the mobility period, except students for whom a language of instruction is their mother tongue, is obliged to complete the language proficiency test at WSF or via the OLS online system.

## **Implementation of the mobility**

36. The participant shall implement a part of the studies based on the LA records. Any changes made to the LA by any party must be approved in the LA. The introduction of possible changes should be completed within one month from the commencement of the mobility of studies at the programme university by the participant.

37. The University may agree to extend the mobility period at the student's request, subject to items 7-10. The university decides to extend the student's scholarship before the originally planned period of mobility. The decision is made by the home university after approval by the host university. The decision to extend the traineeship is communicated to the student. The extension may not exceed the duration of the Erasmus + project under which the mobility is implemented.

38. In order to extend the mobility, the student must submit the following documents to the ICD:

38.1 Mobility extension form "Application for Mobility Extension within Erasmus + Programme" approved and signed by the student, the host university and WSF coordinator;

38.2 LA part. "Before the Mobility for the summer semester"

38.3 The supervisor's consent to the external organization of the seminar (if applicable);

38.4 A copy of the insurance together with detailed insurance conditions;

38.5 EHIC.

38.6 Confirmation of the extension of the mobility on the Odysseusz website

39. All documents indicated in point 38 should be submitted in the form of a scan to ICD within 30 days before the originally planned end of the mobility.

40. The student is required to obtain a written certificate from the programme university regarding the period of the student's mobility at the university and a list of completed subjects and grades obtained in the form of a Transcript of Records (TR).

41. If all the conditions agreed in LA are met by the student, the period of studies (subjects / credits / examinations) will be recognized and treated as equivalent to the relevant period of studies (subjects / credits / examinations) at the home university.

42. The procedures adopted for the European Credit Transfer and Accumulation System (ECTS) will be used to recognize the student's achievements at the foreign university.

43. The decision whether the agreed conditions have been met by the student is taken by the home university after consultation with the host institution. In the event of non-compliance, the decision on the scope of the credit is taken by the home university, which, in consultation with

WSF Coordinator, may decide whether the student's failure to meet certain conditions results in the need to return some or all of the scholarship received.

44. The return of the scholarship will not be required from the student in the event of a circumstance defined as "force majeure" (force majeure, i.e. a situation beyond the student's control and not resulting from his / her decision, error or negligence, e.g. serious illness). If the mobility was shorter than 3 months, in order to qualify a given case to the "force majeure" category, it is necessary to obtain the written consent of the National Agency, hereinafter referred to as NA. The letter to the NA regarding the qualification of the case to the "force majeure" category must be accompanied by appropriate documentation (medical / police) confirming the occurrence of the accident, a certificate from the programme university about the duration of mobility and (if applicable) information about the estimated costs incurred by a scholarship holder in regard to the trip and stay in the destination country.

45. WSF may consent to the implementation of the mobility for the implementation of a part studies combined with traineeship. It is possible only if the traineeship will be carried out under the supervision of the same host university where the education takes place, and the traineeship period will take place immediately after the study period or immediately before it. In the case of such a combined mobility, the overall minimum duration is 3 months, and the rates of the scholarship to be paid are the rates applicable for study mobilities. Such a trip is classified as a "study trip" (SMS) and is accounted for in the manner specified in the university funding rules, as for a study mobility.

#### **Settlement of mobility after return**

46. After returning from the programme university, the student is obliged to settle accounts for the trip within the period specified in the financial agreement between the mobility participant and WSF. For settlement purposes, the student, within 2 weeks from the end of the mobility, will provide the ICD with:

46.1 Certificate from the programme university confirming the period of the student's mobility under the scholarship (Letter of Confirmation, LoC);

46.2 LA and possible changes to the LA approved electronically by the WSF Coordinator, signed by the student and the host institution.

46.3 A list of subjects passed and grades obtained in the form of a Transcript of Records (TR).

47. The participant will also complete an individual EU Survey report generated by the Mobility Tool system and complete the language proficiency test in the OLS online system - if one has been granted, after the end of the mobility, within the time limit specified in the financial agreement between the participant and the WSF.

48. After settling accounts with ICD, the student is obliged to settle accounts at the home university, i.e.:

48.1 Report to the WSF Coordinator in order to convert the marks obtained abroad. The grades will be converted in accordance with the European Credit Transfer System applicable in the WSF.

48.2 After settlement with the coordinator, the documents along with the considered and approved application for recognition of Erasmus + achievements should be submitted to the student's file at the University.

49. After the settlement at the home university, the participant is obliged to submit to the ICD confirmation of submitting the documents to his / her student file and the settlement with the home institution.

50. The final payment of the scholarship will be ordered in accordance with the provisions of the financial agreement between the participant and WSF after providing the ICD with confirmation of the settlement with the university.

51. The student is obliged to undertake activities for the Erasmus + Program "Action 1. Educational Mobility - Mobility of students at universities" within WSF and to promote student mobility under the Programme among other WSF students.

52. The University may require the student after the end of the mobility to share with the academic community of WSF and with people from outside the University the experience and achievements gained during the mobility, within the time limit and in the form indicated by WSF.

53. All the rules, except those relating to the awarded scholarship, also apply to a student who, fulfilling all formal and quality criteria, participates in the mobility but does not receive a scholarship (Erasmus + student without a scholarship).