**Nomination Procedure 2020/2021**

**for Incoming Erasmus+ Students to PL WARSZAW01**

**Dear Partner,**

The International Office of the University of Warsaw is ready to receive your Erasmus nominations for the upcoming academic year.

**Nominations can be sent through the** [Erasmus Without Paper Network](https://www.erasmuswithoutpaper.eu/about)

**Or sent by e-mail to** iro@uw.edu.pl

Please include following information in the list of your nominated students:

1. Name and Erasmus Code of your Institution
2. Full name of the student
3. Student’s e-mail address
4. Student’s area of study / ISCED code
5. Student’s duration of stay at the University of Warsaw (first semester, second semester or the whole academic year)

 **Important!** **Your students will be assigned to a receiving unit at UW in accordance with the existing bilateral agreement.** Students will be also able to choose courses from up to two units other than their receiving unit provided the departmental Erasmus/Mobility coordinator of the unit in question agrees.

**Application Deadlines**

first semester or whole academic year – May 15th, 2020

second semester - November 15th, 2020

Please nominate students before the application deadlines as to give them enough time to prepare their applications.

**Online Application**

All Erasmus+ students are required to submit the **on-line application** within the application deadline. Please note that **late applications may be subject to rejection.**

**Language Requirements**

Unless settled differently in the agreement all Incoming Erasmus+ students are required to have at least a **B2** level of English and/or Polish (Common European Framework of Reference: Learning, Teaching, Assessment).

Please note that this rule does not apply to students nominated to study languages. They should have at least a B2 level of the language that they will study at the University of Warsaw.

A written confirmation, e.g. internationally recognized language certificate, is required and has to be provided by the student during the application process.

**Academic Offer**

The University of Warsaw course offer is available at [www.informatorects.uw.edu.pl](http://www.informatorects.uw.edu.pl/)   or by browsing through the directory at [https://usosweb.uw.edu.pl](https://usosweb.uw.edu.pl/)

The offer is being updated on a regular basis.

Each student is entitled to 30 ECTS per semester (+10%).

**Departmental Mobility Coordinators**

All academic issues should be discussed with Erasmus coordinators at the departmental level. The list of Departmental Mobility Coordinators is available at <http://en.bwz.uw.edu.pl/mobility-coordinators/>

**Academic Calendar**

The 2020/2021 academic calendar is available at <http://en.bwz.uw.edu.pl/academic-calendar/>

Please note that the International Relations Office will not be able to confirm study periods other than the ones indicated in the academic calendar (with the exception of PhD students).

**Accommodation**

The number of places in University dormitories is limited. Places are assigned by the IRO based on the order of receiving students’ applications. Applicants who submitted their applications after the deadline will not be offered accommodation.

**Additional Information**

More practical information can be found at the IRO website [www.iro.uw.edu.pl](http://www.iro.uw.edu.pl/)

**Mentor**

Each student is strongly encouraged to apply for a Mentor (a local student who can help with the practical matters). The Mentor programme is organized by the Erasmus Student Network UW [http://uw.esn.pl](http://uw.esn.pl/)

Upon receiving the nominations we will provide the students with the detailed application instructions.

If you have already sent us the nominations please disregard this email.

We look forward to welcoming your students at the University of Warsaw.

With best regards,

Marta Szugajew

International Relations Office

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