

**REGULATIONS ON
FOREIGN STUDY TRIP
FOR STUDENTS OF THE FACULTY OF POLITICAL SCIENCE
AND INTERNATIONAL STUDIES OF THE UNIVERSITY OF WARSAW**

§ 1. General provisions

1. These Rules and Regulations define the rules for participating in a study trip within the Faculty Plan of Individualisation of Education.
2. The study trip is organized for students of the first and second year of the first-cycle studies and the first year of the second-cycle studies who study at the Faculty of Political Sciences and International Studies University of Warsaw.
3. The limit of seats is 10 students.
4. The study trip is planned from 8 to 12 October 2018.
5. The study trip will be carried out in Romania.
6. Only participants of the Project who have been qualified by the Recruitment Committee may take part in the study trip.
7. Participation in a study trip is co-financed from the funds allocated to the Faculty of Political Science and International Studies UW within the Faculty Plan of Individualisation of Education.

§ 2. The purpose of a study trip

1. The purpose of the study trip is to do a short-term internship abroad.
2. Participation in the study trip will enable to broaden knowledge about the functioning of the Romanian state, its history and contemporary problems, and strengthen the development of social and communication skills (communication in a foreign language), building a network of contacts and exchanging experiences with students studying in another EU country.

§ 3. Conditions for participation

1. 10 participants who will be qualified on the list of participants of a study trip by the Recruitment Committee may take part in the study trip.
2. The costs of student participation in a study trip financed from the Project's resources include:
 - 1) Flight by plane on the Warsaw - Bucharest route; Bucharest - Warsaw,
 - 2) Four nights in a dormitory in double-triple rooms
3. Students cover the costs of meals, entrance fees and own expenses with their own means.

4. In the event of resignation from the trip after 30/06/2018, the student is required to cover the cost of the flight ticket and accommodation.

5. The guardians of the trip are responsible for the implementation of the study trip program and substantive care over the participants: dr hab. Daniel Przystek, dr Agnieszka Bejma.

§ 4. Recruitment Commission

1. The Recruitment Committee consists of 5 people, representing all Institutes that are part of the Faculty of Political Science and International Studies.

2. The Recruitment Committee will be appointed by the Dean of the Faculty of Political Science and International Studies prof. UW dr hab. Stanisław Sulowski.

3. The tasks of the Commission will be:

1) verification of submitted documents,

2) drawing up a list of people qualified for the study trip and a reserve list.

4. Members of the Commission prepare a report from the conducted recruitment.

§ 5. Recruitment rules

1. Submissions of participants of the Project will be accepted until 18/05/2018 by 15.00.

2. The student must submit application documents in closed envelope in the Dean's Office for financial matters and development, dr hab. Daniela Przystka, (Collegium Politicum building, Krakowskie Przedmieście 26/28, 00-927 Warsaw, room No. 217).

3. The Admissions Committee shall prepare a list of participants of the study trip together with a reserve list by 25/05/2018.

4. Students who are qualified to take part in the study trip will be informed via e-mail.

5. Joining a student for the recruitment process is equal to accepting these Regulations.

6. The Recruitment Committee may announce an additional recruitment for vacancies.

§ 6. Criteria for selecting participants of the study trip

1. The following criteria will determine the student's qualification for the study trip:

1) submitting a correctly completed application form constituting Annex 1,

2) cover letter (1-3 points),

3) information from the Student Section confirmed by the average from the course of studies (1-3 points, including the average of 5.0-4.5 - 3 points, 4.49-4.0 - 2 points, below 3.99 - 1 points)

4) a certificate confirming knowledge of the English language / or a statement about language proficiency; (1-3 points, knowledge of the language at level A - 1 point, B - 2 points, C - 3 points),

5) information on activities in scientific circles, student organizations, etc. (1-3 points, 1 point for 1 participation),

6) other scientific achievements; participation in the organization of scientific events, scientific publications (1-3 points, 1 point for 1 achievement).

Up to 15 points can be obtained in the proceedings.

2. In the event of resignation from the study trip, the place of a qualified student is taken by another person on the reserve list.

3. Resignation must be made in writing, subject to the deadline of June 15, 2018.

§ 7. Rights and obligations of the participant of the study trip

1. A student of a study trip undertakes to fully participate in the study tour program and to comply with these Regulations.

2. Every participant qualified for the trip is obliged to take out insurance against consequences of accidents and have an EHIC card for trips to EU countries. These documents should be submitted in the form of photocopies to the guardians at the latest 7 working days before the planned departure date.

3. A student of the study trip undertakes to complete the attendance list, surveys and all other documents related to the trip.

4. A student of the study trip consents to the processing of personal data, photographic documentation from participation in a study trip and the use of their image for information and promotion purposes regarding the implementation of the trip.

§ 8. Final provisions

1. Information about the study trip together with the Regulations and the attachment and the framework program of the trip will be posted on the website of the Faculty of Political Science and International Studies of the University of Warsaw.

2. In matters not covered by the Regulations, the guardians make decisions.

3. These Regulations enter into force on the day of announcement and are valid for the whole period of the study trip.

4. The Organizers reserve the right to change the Regulations in the event of changing the conditions of the study trip or in other unforeseen and independent from Organizers situations.

FRAMEWORK OF TRAVEL PROGRAM:

1. Monday - arrival and accommodation, free time - evening walk
2. Tuesday - classes, among others about the contemporary history of Romania, the Romanian political and party system
3. Wednesday - a visit to the Romanian Parliament and a meeting with parliamentarians
4. Thursday - Totalitarian Bucharest
5. Friday – departure