

University of Warsaw (UW)

Necessary elements of the agreement

Necessary elements of the agreement are specified in §11 of the Ordinance No. 71 of the Rector of the University of Warsaw (9 April 2020).

The agreement between the partners is **the most important document**, which should regulate as many aspects of the programme as possible. *Please note: if anything is not regulated by the agreement, regular rules at UW apply which might not be suitable for international study programmes.*

The agreement has to include (but is not limited to) the following:

- indication of the entity responsible for entering data into the POL-on Integrated Information System on Higher Education and Science (this stems from the [ACT of 20 July 2018 - The Law on Higher Education and Science \(LHES\)](#))
- indication of the entity authorised to receive funds for teaching students as part of full-time studies (and everything regarding tuition fees);
- rules for managing the organisation of teaching and learning for the study programme;
- determination of the language of instruction for courses and examinations and the language in which the diploma thesis is to be drafted in and the diploma exam is to be conducted;
- determination of the type of degree and diploma (double/multiple or joint, who issues it);
- framework rules for admission and enrolment (incl. language requirements);
- framework rules of studying, including the grading scale(s);
- framework rules for the graduation process (incl. specification on the joint supervision of the diploma thesis);
- framework rules for the execution of internships, if included in the curriculum;
- determination of the role of all entities involved in the curriculum implementation process (incl. mobility tracks).

The agreement should also cover the following:

- Student housing and insurance;
- Guidelines for the distribution of students between partner institutions, if the mobility tracks run parallelly and student cohort should be divided between HEIs;
- Quality assurance procedures;
- Rights and obligations of students.

Besides that, the agreement should also contain provisions regulating the duration and possible extension of the agreement, when the agreement enters into force, termination of the agreement before its expiration, any changes and amendments to the agreement, processing of personal data, dispute resolution, signatories, breach of responsibilities.

Specific internal regulations

- Draft of the agreement is forwarded to the **Joint Programmes and Dual Degree Programmes Support Team** for formal check-up, evaluation, and feedback;

- The coordinator of the Team consults with other central offices, if necessary, e.g. regarding the legalisation of stay or fees;
- After the agreement with annexes is approved by all partners and by the Team, it is sent to the **GDPR officer and Legal Office** for acceptance (any comments must be incorporated into the agreement before signature collection);
- Once the agreement is accepted by all parties and checked by the Legal Office, it is ready for **signature collection**;
- Agreement can be signed by the **Rector**, one of the **Vice-Rectors** or **Dean of Faculty** (upon receipt of a power of attorney).