



Item 83

**ORDINANCE No. 44
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

dated 4 April 2022

**on the Research Visits Programme at the University of Warsaw
for students and doctoral students from Ukraine**

Pursuant to the provisions of § 36, section 1 of the Statute of the University of Warsaw (Monitor UW of 2019, item 190), it is hereby ordered as follows:

§ 1

1. A Research visits programme at the University of Warsaw is hereby established for students and doctoral students from Ukraine, hereinafter referred to as the "Programme".

2. The Programme is open to students and doctoral candidates who are Polish and Ukrainian citizens referred to in Article 1, sections 1 and 2 of the Act of 12 March 2022 on assistance to citizens of Ukraine in connection with the armed conflict on its territory (Journal of Laws of 2022, item 583, as amended), - arriving to the territory of the Republic of Poland from the territory of Ukraine in connection with the warfare carried out on the territory of this country.

§ 2

1. The Programme aims at allowing students and doctoral students referred to in § 1, section 2 to undertake research visits and partial studies at the University of Warsaw.

2. The Programme will be implemented in the academic year 2021/2022 and 2022/2023.

3. The minimum period of participation in the Programme is 3 months.

4. The maximum period of participation in the Programme is 6 months.

5. A participant in the Programme undertakes to conduct scientific research at the University of Warsaw.

§ 3

1. In order to be accepted to the Programme, the following conditions must be met:

- 1) having the status of a student or doctoral student of a home higher education institution on the territory of Ukraine, being a citizen of Ukraine or Poland, who arrived or will arrive to the territory of the Republic of Poland not earlier than on 24 February 2022;
- 2) registration in the Internet Admission Process System (hereinafter the "IRK", in Polish: Internetowa Rekrutacja Kandydatów),
- 3) submission via the IRK system of the following required documents:
 - a) an application form,
 - b) description of the study programme followed at the home university on the territory of Ukraine,
 - c) a research plan, a specimen of which is attached as Appendix 2 to the Ordinance, a specimen of which is attached as Appendix 1 to the Ordinance,
 - d) A CV - for doctoral students
 - e) if in the applicant's possession, any document confirming affiliation with a home university on the territory of Ukraine, in particular a scan of the student's or doctoral student's identity card, a certificate of being a student or a doctoral student, a certificate of admission,
 - f) a copy of the passport or other identification document,
 - g) a document confirming entry into the territory of the Republic of Poland no earlier than 24 February 2022.

2. The documents mentioned under section 1, point 3, letters a-d, should be submitted in Polish and/or English.

3. Acceptance is conditional on approval of the application by the hosting organisational unit of the University of Warsaw, the appointment of a supervisor and the submission by the appointed supervisor of a declaration that they undertake to supervise the student or doctoral student if admitted.

4. The qualification process is supported by the International Relations Office.

5. The qualification for the Programme is held on a competitive basis. Admission is determined by the applicant's place on the ranking list.

6. At the stage of submitting the application, the candidate declares his/her willingness to be accommodated in the student dormitory and to participate in the teaching offer of the University of Warsaw.

§ 4

1. Students and doctoral students admitted under the Programme shall be granted the status of visiting students or visiting doctoral candidates, hereinafter referred to as the "visiting students and doctoral students".

2. Visiting students and doctoral students are not required to take part in classes.

3. If visiting students or doctoral candidates wish to participate in classes, they will be given the opportunity to do so. The funding for the education may come from an entity other than the visiting student or doctoral student.

4. The visiting students and doctoral students admitted under the Programme may apply for accommodation in a student dormitory for the duration of their visit.

5. The students and doctoral students admitted to the Programme are entitled to a student ID card of the University of Warsaw, access to library resources and, if registered for classes, tokens for general university classes and Polish language courses.

6. The visiting students and doctoral students may apply for funding to cover the cost of stay and accommodation, to which the provisions of Ordinance No. 130 of the Rector of the University of Warsaw of 12 December 2018 apply on the Regulations for the Reception of guests at the University of Warsaw and for financing the costs of their stay (Monitor UW of 2018, item 332, as amended), hereinafter referred to as a residence scholarship. In the case of persons staying in Ukraine during the admission process, it is possible to apply additionally for a subsidy for travel costs.

7. The visiting students and doctoral students shall not be entitled to benefits referred to in the Rules and Regulations for Students Benefits in force at the University of Warsaw (Unified text: Monitor UW of 2021, item 215, as amended).

8. Visiting students and doctoral students are required to complete formalities related to health insurance in the Republic of Poland for the entire period of their visit to the University of Warsaw.

9. Visiting students and doctoral students are obliged, during their participation in the Programme, to stay in the territory of the Republic of Poland and remain in contact with the designated academic supervisor.

§ 5

1. Visiting students and doctoral students are required to submit a report on the research work, a specimen of which is attached as Annex 3 to the Ordinance. The report shall be submitted at the visit mid-term and at the end of the visit. The report must be approved by the supervisor.

2. The report referred to in section 1 should be submitted to the International Relations Office within 14 days of the end of the reporting period.

3. After the end of the visit at the University of Warsaw and completion of an evaluation questionnaire and a circulation form, the visiting students and doctoral students will receive a certificate of the completed research programme, and in the case of participation in classes - a transcript of records.

§ 6

A visiting student or doctoral student may be removed from the list of the Programme participants in justified cases, in particular in case of violation of the Programme rules.

§ 7

The Ordinance enters into force on the day it is signed.

Rektor UW: *A. Z. Nowak*

Appendix No. 1

to the Ordinance No. 44 of the Rector of the University of Warsaw dated 4 April 2022.
on the Programme of research visits at the University of Warsaw
for students and doctoral students from Ukraine

SAMPLE

DESCRIPTION OF THE STUDY PROGRAMME IN PROGRESS

Name and surname:

Date of birth:

E-mail address / Phone number:

Home university on the territory of Ukraine:

Address of the home university on the territory of Ukraine:

Home university organizational unit:

Field of study:

Year of starting the current cycle of study:

Main subjects completed (for students of undergraduate (BA) and master (MA) studies):

STATEMENT

I hereby declare that the above information is true and correct.

Signature

Date

Appendix No. 2
to the Ordinance No. 44 of the Rector of the University of Warsaw dated 4 April 2022.
on the Programme of research visits at the University of Warsaw
for students and doctoral students from Ukraine

SAMPLE

RESEARCH PLAN

Name and surname:

Date of birth:

E-mail address / Phone number:

Home university on the territory of Ukraine:

Unit:

Field of study:

Type of studies (undergraduate (BA), master (MA) or doctoral studies):

Year of study:

Length of intended stay at the UW (minimum 3 months, maximum 6 months):

Description of research interests (maximum 2000 characters including spaces):

Research aims (maximum 2000 characters including spaces):

Plan of research work at the UW (maximum 3000 characters including spaces):

Signature

Date

Approval by the academic supervisor at the UW *

Name and surname of the academic supervisor at the UW, the UW Unit

Signature

Date

Stamp of the UW host Unit

* **Not** required at time of application

Appendix No. 3
to the Ordinance No. 44 of the Rector of the University of Warsaw dated 4 April 2022.
on the Programme of research visits at the University of Warsaw
for students and doctoral students from Ukraine

SAMPLE

REPORT ON THE IMPLEMENTATION OF THE RESEARCH PLAN¹

Name and surname:
Date of birth:
E-mail address/ phone number:
Stamp of the UW host Unit
Name and surname of the academic supervisor:
Status at the UW / the level of study (a student on undergraduate (BA) / master (MA) / doctoral studies):
Dates of visit at the UW:
Report for the period of:

Research aims:

Description of the implementation of research work at the UW:

Key outcomes of participation in the Programme:

Signature
Date

¹ The report should be submitted to the International Relations Office of the University of Warsaw in the middle of the visit and at the end of the visit. Deadline: 14 days after the reported period finishes.

Name and surname of the academic supervisor at the UW, the UW Unit

Signature

Date

Stamp of the UW host Unit