

The Academy rules for incoming students: SMS – Student Mobility Studies, SMP – Student Mobility Practice

1. The Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw, as part of the implementation of the Erasmus Programme, admits students for both student mobility studies and mobility practice.
2. Incoming students must come from schools which have signed a bilateral agreement with the Academy.
3. The Academy of Dramatic Art is constantly developing the set of schools with which it cooperates under the Erasmus Plus Programme. With the Rector's consent, it is possible to sign a partnership agreement with a new school.

The Academy Admissions and Residence Rules for incoming students:

1. Students who wish to study (SMS) or practice (SMP) at the Academy of Dramatic Art are obliged to take part in the admission process and to send their application along with a set of documents within the following deadlines:
 - a. **Until 31st May** – date of admissions for the fall semester
 - b. **Until 15th November** – date of admissions for the spring semester
2. Each department within the Academy of Dramatic Art in Warsaw and in its Białystok branch has their own rules of admissions:
 - a. Incoming students who wish to take up studies at the **Acting Department of the Academy of Dramatic Art in Warsaw** ought to:
 - Speak Polish at B2 level and/or English at C1 level
 - Send application to the e-mail address of the Erasmus Plus Programme Coordinator at the Academy consisting of: an official nomination from the school with clear indication of the awarded grant, a portfolio consisting of artistic biography, artistic achievements and photos/videos documenting participation in chosen plays, a short (10-min. maximum) video documenting the student's acting skills (drama/music/movement ones). The video should be recorded in the Polish or English language.
 - Chosen candidates will be interviewed via Skype/WhatsApp/Messenger in order to verify their language skills
 - b. Incoming students who intend to take up studies at the **Directing Department of the Academy of Dramatic Art in Warsaw** ought to:
 - Speak Polish at B2 level and/or English at C1 level
 - Send application to the e-mail address of the Erasmus Plus Programme Coordinator at the Academy of Dramatic Art consisting of: an official nomination from the school with clear indication of the grant awarded, a portfolio consisting of artistic biography, artistic achievements and photos/videos documenting his/her artistic achievements

- Chosen candidates will be interviewed via Skype/Whatsapp/Messenger in order to verify their language skills

Proposed degree program at the Academy of Dramatic Art in Warsaw for incoming directors is a joint program of the Acting and Directing Departments

- c. Incoming students who intend to take up studies at the **Theatre Studies Department of the Academy of Dramatic Art in Warsaw** ought to:
 - Speak Polish at least at B2 level
 - Send application to the e-mail address of the Erasmus Plus Programme Coordinator at the Academy consisting of: an official nomination from the school with clear indication of the grant awarded as well as a covering letter and a CV along with information about grades obtained at their home university during the preceding academic year
 - Chosen candidates will be interviewed via Skype/WhatsApp/Messenger in order to verify their language skills

- d. Incoming students who intend to take up studies **at the Białystok branch of the Academy of Dramatic Art** in Warsaw ought to:
 - represent a field of study related to the physical form theatre
 - send a set of documents to the e-mail address of the Erasmus Plus Programme Coordinator at the Białystok branch consisting of: a covering letter, a CV and artistic portfolio – including at least one video or a link to it, a proposal of Learning Agreement, record of credits from their home university, an official nomination from the school with a clear indication of the awarded grant
 - speak English at B2 level and/or Polish at C1 level
 - English-speaking students may complete courses from the course catalogue available at: www.atb.edu.pl;
 - Polish-speaking students (C1 level) may choose courses from the full degree program (including theoretical courses): <https://atb.edu.pl/o-wydziale/program-studiow/>
 - Before the final decision of admission candidates will be interviewed online

3. Admission decision regarding incoming students is taken within 4 weeks after sending the application, on the basis of submitted documents and an interview with a student.
4. Admission decision regarding incoming students is taken by the Dean of a given department in agreement with the Erasmus Plus Programme Coordinators and the Academy authorities.
5. Students are informed about the admission results by email.
6. In a given semester number of places at the Academy for incoming students is limited.
7. In exceptional situations and in the case of a lower interest than the number of places available, the Academy has the right to admit a candidate after the application deadline.
8. Incoming students are required to own health, personal accident and liability insurance for the period of stay at the Academy.
9. Incoming students are treated on an equal basis to students of the Academy, and for the period of their stay they become part of the academic community. Same rights and obligations apply to them as to students of the Academy.

10. The Academy does not charge tuition fees from incoming students as part of the Erasmus Plus Programme. However, the incoming student has to pay a mandatory fee for issuing a student card and a library card, in the same amounts as other Academy students.
11. The Academy registers incoming students to the USOS system.
12. The Academy does not have a dormitory and cannot guarantee a place to stay for incoming students. They are obliged to provide for their accommodation.
13. In the case of SMS, on passing all courses in accordance with LA, incoming students obtain a document confirming their academic performance (Transcript of Records). In the case of practices (SMP), students receive an opinion about their practice. All students of the Academy receive a Certificate of Attendance confirming dates of their stay at the Academy.

The Academy rules for teachers and incoming employees (Staff Mobility for Teaching STA, Staff Mobility for Training STT)

1. The Academy is open to cooperation with teachers and academics as part of the Staff Mobility for Teaching (STA) and Staff Mobility for Training (STT).
2. Incoming teachers and academics must come from schools which have signed a bilateral agreement (BA) with the Academy or with those the Academy cooperates with (STT).
3. The Academy is constantly developing the set of schools, which it cooperates with under the Erasmus Plus Programme. With the Rector's consent, it is possible to sign a partnership agreement with a new school.

The admission and stay rules for incoming teachers and academics:

1. Teachers and academics willing to come to the Academy under the STA and STT mobility are obliged to send a submission form before the date of their planned mobility (STA within at least three months before mobility, STT within at least three months before mobility)
2. Teachers and academics willing to come to the Academy under the STA and STT mobility are required to demonstrate the following language skills:
 - a. In case of Warsaw: Polish at B2 level or English at C1 level
 - b. In case of the Białystok branch: English and/or Polish at B2+ level
3. The application ought to include a covering letter, a CV, a proposal of staff mobility agreement – teaching/training, a portfolio (description and documentation of the most important scientific/artistic achievements, as well as a description and documentation of teaching achievements, e.g. recordings of plays in the case of practical courses, awards received by students of a given teacher for joint work and other documents proving their achievements. The application should be sent to:
 - a. In case of Warsaw: to the email address of the Erasmus Plus Programme Coordinator
 - b. In case of Białystok: to the email address of the Erasmus Plus Programme Coordinator of the Białystok branch
4. Admission decision regarding teachers/academics is taken within 2 weeks on the basis of the submitted documents and logistic capacities of the school.
5. Admission decision regarding teachers/academics is taken by the Dean of a given department and in agreement with the school authorities.
6. The Academy has a limited number of places for teachers/academics arriving in a given semester.
7. Candidates are informed about the admission results by email.
8. Incoming teachers/academics are required to own EHIC, casualty and liability insurance for the period of their stay at the Academy.

9. The Academy does not have its own dormitory and cannot guarantee a place to stay for incoming teachers/academics. They are obliged to provide for their accommodation.
10. Following the completion of mobility, teachers/academics receive a document confirming dates of their stay.