

**ERASMUS+**  
**RULES ON THE ALLOCATION OF FUNDS AND THE FINANCING OF**  
**STUDENT MOBILITY OF WSEI UNIVERSITY**  
**IN THE ACADEMIC YEAR 2023/2024**

The detailed rules on the allocation of funds and the financing of student mobility of the WSEI University of Lublin hereinafter referred to as WSEI University, under the Erasmus+ programme are set out in Annex VI to the agreement concluded between WSEI University and the National Agency for the Erasmus+ Programme.

For student grants to undertake part of studies or student work placements/internship within the framework of the Erasmus+ programme in the academic year 2023/2024, the following rules for the distribution of grants shall be established:

1. A student qualified for studies or a student work placement/an internship under the Erasmus+ programme in the academic year 2023/2024 shall receive a grant to cover additional costs related to travel and stay (travel costs, insurance costs, language preparation costs, increased subsistence costs);
2. A written financial agreement shall be signed with each student selected for Erasmus+ mobility, specifying the amount of the grant and the form of payment.
3. The grant shall be paid to the student in euro (EUR) in the form agreed between the student and WSEI University. The preferred form is a transfer to the student's personal bank account in two instalments. The first part of the grant shall be paid to the student prior to the departure and the remaining part shall be paid after the end of the mobility and fulfilling all the obligations by the student. The amount of the part of the grant is 60 % for graduates qualified for the programme, 80 % for the WSEI University students.
4. The home university may choose to pay part of the grant upon the student's return from the partner university and upon submission by the student of all the documents required by WSEI University.
5. The student mobility funds under the Erasmus+ programme shall be distributed among the grant holders in accordance with the following rules:
  - a) Grant holders travelling to the same country shall be awarded the same amount of grant per month of staying abroad, regardless of the faculty and the field of study;
  - b) the duration of the stay at the partner university/host institution on which the grant is based shall be

**WSEI UNIVERSITY**

**Address:** 4 Projektowa Street, 20-209 Lublin  
**Phone:** +48 81 749 17 70 / **Fax:** +48 81 749 32 13  
**Tax ID:** 712-26-52-693

**Chancellor:** Teresa Bogacka, MA  
**Rector:** Prof. Andrzej Cwynar  
**e-mail:** kancelaria@wsei.lublin.pl

**BRANCH OFFICE IN WARSAW**

**Address:** 14/16 Twarda Street, 00-105 Warsaw  
**Phone:** +48 502 616 408  
**e-mail:** rekrutacja.warszawa@wsei.eu

determined with 1 day accuracy;

c) the differences in the amount of grants per month of staying abroad granted to students travelling to different countries are due to different living costs in these countries (in particular accommodation) and different travel costs;

d) during the settlement stage, the duration of the stay is determined on the basis of a certificate issued by the partner university/host institution.

6. All types of mobility, i.e. short-term and long-term mobility for studies and student work placements, as well as blended mobility and BIP, are financed with the same allocation and financing rules.

7. The grant rates for students depend on the country of destination. In accordance with the European Commission guidelines set out in the Erasmus+ Programme Guide, the Polish National Agency, in agreement with the Ministry of Education and Science, set the following grant rates:

#### 2022 grant agreement rates

Countries belonging to the group	Monthly grant rate in euro <b>STUDIES</b>	Monthly grant rate in euro <b>STUDENT WORK PLACEMENTS</b>
<b>Group 1.</b> Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden and Region 14	<b>550 €</b>	<b>700 €</b>
<b>Group 2.</b> Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, the Netherlands, Portugal, Italy and Region 5.	<b>550 €</b>	<b>700 €</b>
<b>Group 3.</b> Bulgaria, Croatia, Czechia, Estonia, Hungary, Latvia, Lithuania, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Republic of Türkiye	<b>450 €</b>	<b>600 €</b>

#### **WSEI UNIVERSITY**

**Address:** 4 Projektowa Street, 20-209 Lublin  
**Phone:** +48 81 749 17 70 / **Fax:** +48 81 749 32 13  
**Tax ID:** 712-26-52-693

**Chancellor:** Teresa Bogacka, MA  
**Rector:** Prof. Andrzej Cwynar  
**e-mail:** kancelaria@wsei.lublin.pl

#### **BRANCH OFFICE IN WARSAW**

**Address:** 14/16 Twarda Street, 00-105 Warsaw  
**Phone:** +48 502 616 408  
**e-mail:** rekrutacja.warszawa@wsei.eu

### 2023 grant agreement rates

Countries belonging to the group	Monthly grant rate in euro STUDIES	Monthly grant rate in euro STUDENT WORK PLACEMENTS
<b>Group 1.</b> Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden and Region 14 <sup>1</sup>	670 €	820 €
<b>Group 2.</b> Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, the Netherlands, Portugal, Italy and Region 5 <sup>2</sup>	670 €	820
<b>Group 3.</b> Bulgaria, Croatia, Czechia, Estonia, Hungary, Latvia, Lithuania, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Republic of Türkiye	600 €	750 €

### **Long-term mobility of students and graduates to third countries not associated to Erasmus+ under KA-131 projects, excluding countries from regions 5 and 14 – grant agreement rates for 2022 and 2023**

monthly grant amount – for studies/ student work placements	700 €/month
additional amount for the participant meeting the criteria of the definition ‘persons with fewer opportunities’	250 €/month

### **Short-term mobility of students and graduates (staying between 5 and 30 days) to EU countries and third countries associated to the EU – also for blended mobility:**

#### **2022 grant agreement rates:**

daily grant amount for stays from 5 to 14 days	70 €/day
daily grant amount for stays between 15 and 30 days	50 €/day
additional amount for the participant meeting the criteria of the definition of “persons with fewer opportunities”	100 € for mobility between 5 and 14 days 150 € for mobility between 15 and 30 days

<sup>1</sup> Countries in the region 14 – Countries not covered by the External Action Instruments- Faroe Island, Switzerland, United Kingdom

<sup>2</sup> Countries 5 – Countries not covered by the External Action Instruments- Andorra, Monaco, San Marino, Vatican City State.

**2023 grant agreement rates:**

daily grant amount for stays from 5 to 14 days	79 €/day
daily grant amount for stays between 15 and 30 days	56 €/day
additional amount for the participant meeting the criteria of the definition of “persons with fewer opportunities”	100 € for mobility between 5 and 14 days 150 € for mobility between 15 and 30 days

8. The amount of grants for individual students shall be determined in accordance with the funding under the 2022 and 2023 grant agreements.

9. Persons meeting the criteria of the definition of ‘people with fewer opportunities’ may apply for additional funding to cover the increased costs of departure. The student may apply for:

- a) an additional amount of 250 € for each month of stay, irrespective of the type of mobility activity, following the student’s request for ‘special needs support’ to the Centre for Projects and International Cooperation, or
- b) reimbursement of actual costs – once the student has applied for “special needs support” to the Erasmus+ National Agency (FRSE).

10. The definition of ‘people with fewer opportunities’ includes:

<b>group of people</b>	<b>the criterion on the basis of which the university will qualify the student</b>
individuals with disabilities	Declaration of will of holding a disability degree certificate
people from poor backgrounds	Decision of the university to award a social grant. For the students who will travel as graduates the decisions issued in the last year of study will be taken into account

11. The detailed conditions for granting funds for the mobility of ‘people with fewer opportunities’ for the academic year 2023/2024 and the application form shall be available at the Centre for Projects and International Cooperation (Room 103).

12. In case the student applies for an additional fund for “people with fewer opportunities”, all the necessary documents shall be submitted 1 month before the student’s mobility start date.

**WSEI UNIVERSITY**

Address: 4 Projektowa Street, 20-209 Lublin  
 Phone: +48 81 749 17 70 / Fax: +48 81 749 32 13  
 Tax ID: 712-26-52-693

Chancellor: Teresa Bogacka, MA  
 Rector: Prof. Andrzej Cwynar  
 e-mail: kancelaria@wsei.lublin.pl

**BRANCH OFFICE IN WARSAW**

Address: 14/16 Twarda Street, 00-105 Warsaw  
 Phone: +48 502 616 408  
 e-mail: rekrutacja.warszawa@wsei.eu

13. If the mobility activity fails to commence, the student must immediately reimburse the full grant.
14. If the student pays tuition fees at WSEI University, he/she may be obliged to pay these fees while studying at the partner university. The Chancellor of WSEI University shall decide whether to collect or exempt outgoing Erasmus+ students from paying their tuition fees. The student shall be required to submit a written application for this purpose.
15. Funds not spent throughout the academic year by eligible students (resignations, random events) shall be transferred to the reserve person/s in the order they are on the reserve list.
16. If there are free funds for the mobility activity, students can apply on an on-going basis.
17. If there are no students interested in going to study or undergo student work placements/internships, free funds in the SM category (student mobility) shall be transferred between different categories of SMS (students mobility to study) and SMP (student mobility to undergo work placements/internships).

**APPROVED BY**

Lublin, on... 18.09.2023

REKTOR  
Lubelska Akademia WSEI  
*prof. dr hab. Andrzej Cwynar*

.....  
Rector

KANCLERZ  
Lubelska Akademia WSEI  
*mgr Teresa Bogacka*

.....  
WSEI Chancellor

**WSEI UNIVERSITY**

Address: 4 Projektowa Street, 20-209 Lublin  
Phone: +48 81 749 17 70 / Fax: +48 81 749 32 13  
Tax ID: 712-26-52-693

Chancellor: Teresa Bogacka, MA  
Rector: Prof. Andrzej Cwynar  
e-mail: kancelaria@wsei.lublin.pl

**BRANCH OFFICE IN WARSAW**

Address: 14/16 Twarda Street, 00-105 Warsaw  
Phone: +48 502 616 408  
e-mail: rekrutacja.warszawa@wsei.eu

