

ERASMUS+
ELIGIBILITY RULES ON THE STAFF MOBILITY OF WSEI UNIVERSITY
FOR TEACHING AND TRAINING
IN THE ACADEMIC YEAR 2025/2026

The document on the eligibility of the staff mobility of the WSEI University, hereinafter referred to as WSEI University, to travel abroad under the Erasmus+ programme, Key Action 1 Learning Mobility, hereinafter referred to as the ‘Eligibility Rules’, specifies the basic criteria for recruiting the staff of WSEI University for teaching and training under this programme.

1. The eligible staff for Erasmus+ mobility must be employed at WSEI University under an employment contract or a civil law contract, with Polish citizenship or the citizenship of other Erasmus+ Programme Countries (or having permanent residence or refugee status in that country). If the candidate applying for the mobility (hereinafter referred to as ‘The candidate’) has a nationality other than that of an Erasmus+ Programme Country, the rules on entering the host country for intended stay as an Erasmus+ grant holder shall apply.

2. The purpose of the staff mobility under the Erasmus+ programme may include:

- a) teaching at the partner university for at least 8 hours per week (academic teachers);
- b) participation in training to raise qualifications related to the nature of the work performed at WSEI University for at least 2 days in associated countries or 5 days in countries not associated to the programme (academic teachers and administrative staff).

3. Candidates applying for the mobility to a partner university for teaching activities shall be required to submit the following documents to the university coordinator of the Erasmus+ Programme:

- a) the application form of a university teacher to travel abroad for teaching purposes;
- b) The “*Mobility Agreement Staff Mobility for Teaching*” agreed with a partner university, specifying the intended learning objectives, the content of the course programme and the expected results.

4. Candidates for the mobility to a partner university and/or a company in order to undergo training to raise qualifications related to the nature of the work performed at WSEI University shall be required to submit the following documents to the university coordinator of the Erasmus+ Programme:

- a) the application form of an employee to travel abroad for training purposes;

WSEI UNIVERSITY

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b) The “*Mobility Agreement Staff Mobility for Teaching*” agreed with a partner university, specifying the intended learning objectives and the expected results of the training provided as well as the employee’s work schedule and tasks.

1. Application documents should be submitted to the University Coordinator of the Erasmus+ Programme (Center of Projects and International Cooperation.) according to the following deadlines:

- a) until October 31, 2025 in the case of mobility in the summer semester;
- b) until June 30, 2025 in the case of trips in the winter semester.

Applications received after this date will be considered on an ongoing basis, provided that funds are available for a given activity.

5. The criteria to be taken into account for the application eligibility shall include:

- a) the expected impact of the skills and qualifications acquired on the duties performed by the employee;
- b) the work performed so far in relation to contacts with foreign universities;
- c) fluency in a foreign language.

6. The decision to qualify a candidate for the mobility under the Erasmus+ programme for the purposes of teaching or training shall be made by the Qualifying Committee composed of:

- a) President of WSEI University – chairperson;
- b) Rector of WSEI University - member;
- c) University Coordinator of the Erasmus+ Programme – member.

7. In case the selection procedure concerns a member of the Qualifying Committee, the decision shall be taken with the exception of that member.

8. The results of the qualification shall be sent by e-mail to the candidates applying the funding.

9. All candidates applying for the Erasmus+ mobility shall have the possibility to appeal against the decision of the Qualifying Committee. The appeal should be lodged in writing, within 7 days of the publication of the results of the recruitment to:

- a) President of WSEI University (for the administrative staff);
- b) Rector of WSEI University (for academic teachers).

10. The appeal shall be resolved within 14 days and the decision shall be given in writing to the candidate for an Erasmus+ mobility.

11. For candidates who meet the eligibility criteria equally, priority shall be given to those travelling for the first time and to full-time staff of the university.

12. If the staff member resigns, the grant shall be awarded to another person from the reserve list.

13. The mobility activity can start once the candidate has received a confirmation of admission from the partner university and/or another host institution.

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14. The University Coordinator of the Erasmus+ Programme shall prepare a financial agreement between the staff member and the university. The grant may be transferred to the employee only if he/she accepts all the terms of the agreement. The grant shall be paid in a manner agreed between the parties.

15. Complaints and requests should be addressed to the University Erasmus+ Coordinator by email at: erasmus@wsei.pl

APPROVED BY

Lublin, on.....

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Rector
WSEI University

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President
WSEI University

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