

ERASMUS+

RULES ON THE ALLOCATION OF FUNDS AND THE FINANCING OF STAFF MOBILITY OF WSEI UNIVERSITY IN THE ACADEMIC YEAR 2025/2026

The detailed rules on the allocation of funds and the financing of staff mobility of 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.

1. A staff member qualified for an Erasmus+ mobility in the academic year 2025/2026 shall receive a grant to cover part of the mobility costs.
2. A written financial agreement shall be signed with each staff member selected for the Erasmus+ mobility, specifying the amount of the grant and the form of the payment.
3. The funds received to subsidize the staff mobility shall be divided among the eligible staff members in accordance with the following rules:
 - (a) the grant rates paid for mobility to the same countries/cities for the staff of all university faculties/units shall be the same;
 - (b) the duration of the stay at the host university/institution on which the settlement of the grant is based shall be determined with one day accuracy;
 - (c) the grant shall be paid subject to the availability of funds in the project account.
4. In accordance with the guidelines of the European Commission set out in the Erasmus+ Programme Guide, the Polish National Agency, in agreement with the Ministry of Education, has established that the staff shall receive EU funding as a contribution to travel and subsistence costs incurred during their stay abroad in accordance with the following tables

Rates for the 2024 and 2025 grant agreements

Travel costs:

Distance	Lump sum travel allowance	"Green travel"
10 to 99 km	€28 per participant	€56 per participant
100 to 499 km	€211 per participant	€285 per participant
500 to 1999 km	€309 per participant	€417 per participant
2000 to 2999 km	€395 per participant	€535 per participant
3000 to 3999 km	€580 per participant	€785 per participant

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4000 to 7999 km	€1188 per participant	€1188 per participant
8000 km or more	€1735 per participant	€1735 per participant

Subsistence costs:

Countries according to the groups	Daily value of the scholarship in euros for mobilities lasting up to 14 days*	Daily value of the scholarship in euros for mobilities exceeding 14 days*
Group 1 – Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden and non-associated countries from region 13 and 14	190 €	133 €
Group 2 – Cyprus, Czech Republic, Estonia, Greece, Spain, Latvia, Malta, Portugal, Slovakia, Slovenia	170 €	119 €
Group 3: Bulgaria, Croatia, Lithuania, North Macedonia, Romania, Serbia, Türkiye, Hungary, Poland	148 €	103 €
Partner countries	190 €	133 €

5. The amount of scholarships for individual Candidates will be determined in accordance with the use of funds under the grant agreements from 2024 and 2025.

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

APPROVED BY:

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