

ERASMUS+
RULES ON THE STUDENT MOBILITY OF WSEI UNIVERSITY
TO STUDY ABROAD
IN THE ACADEMIC YEAR 2025/2026

1. The rules on the student mobility of the WSEI University, hereinafter WSEI University to study abroad under the Erasmus+ programme shall be in compliance with the following documents:
 - a) The Erasmus Charter for Higher Education (ECHE) 2021-2027;
 - b) Agreement between the Erasmus+ National Agency and WSEI University;
 - c) Erasmus+ financial agreement between the university and the student;
 - d) Erasmus+ student work placement agreement between the university, the host institution and the student.
2. The condition for participating in the programme for a partner university is to have an Erasmus Charter for Higher Education (ECHE), valid for the academic year 2025/2026. An exception applies to mobilities to non-EU countries (KA171).
3. The student's mobility to undertake studies may take place between WSEI University and the university with which an inter-institutional agreement on student exchanges was signed.
4. The student's stay at the partner university must start and end during the current academic year and during the period covered by the financial agreement. An Erasmus+ financial agreement shall be required for student mobility to study.
5. The student's mobility to study under the Erasmus+ programme must not interfere with the completion of the studies within the timeframe specified in the study plan.
6. A student's mobility to study shall take one semester (long-term mobility activity), exceptions to this rule shall be laid down in specific circumstances in the agreement between the student and the university.
7. The student's stay at a partner university in order to complete part of the studies may not be less than 2 months and not longer than 12 months (at a given cycle of studies). The minimum period of stay at a partner university shall refer only to the period of study and does not include time for possible language preparation.
8. As part of the implementation of the mobility of higher education students and staff with the programme countries for the implementation of studies abroad, the following mobility activities may be carried out:
 - a) long-term to undertake studies (first and second-cycle studies, doctoral studies at a doctoral school:

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from 2 to 12 months; long-cycle master's degree studies: from 2 to 24 months);

b) short-term to undertake studies (first and second-cycle studies, doctoral studies at a doctoral school): between 5 and 30 days with a mandatory virtual part for first and second-cycle studies;

c) short-term to undertake studies for blended intensive courses (Blended Intensive Programmes – BIP): between 5 and 30 days with a mandatory virtual part;

9. It is not permitted to travel simultaneously to two different locations (universities, cities, countries). The only exception to this rule is that the second location is a branch of the host university. The stay in the second location should be agreed on in the “*Learning Agreement for Studies*” (LA). The minimum period of stay in each location must comply with the formal requirements (minimum 3 months).

10. An Erasmus+ grant shall be awarded to complete part of a specific bachelor's/engineering or master programme at a partner university.

11. Persons with special needs who hold a certified degree of disability may apply for additional financial support from funds related to the students with special needs. Additional financial support shall be granted upon submission by the student of an application for “support related to special needs” to the National Agency of the Erasmus+ Programme (FRSE).

12. The detailed conditions for granting funds for the mobility of persons with disabilities for the academic year 2025/2026 and the application form shall be available at the Centre for Projects and International Cooperation.

13. In case the student shall apply for an additional fund for people with disabilities, all the necessary documents shall be submitted 1 month before the student's mobility start date.

14. During one cycle of studies (first-cycle, second-cycle, long-cycle Master's studies, or doctoral studies), a student may undertake a study period and/or traineeship with a total duration of up to 12 months per study cycle, regardless of the number of study programmes or home institutions. In the case of long-cycle Master's studies, the maximum duration is 24 months.

15. A written financing agreement shall be signed with each student selected for studying abroad under the Erasmus+ programme. This agreement shall include mandatory provisions specified in the agreement between WSEI University and the Erasmus+ National Agency.

16. The WSEI University, the host institution and the student qualified to study abroad should get familiar with the Erasmus+ Student Charter 2025/2026 as the standard document setting out the tasks and responsibilities of each party with regard to the organisation of Erasmus+ mobility.

17. Each Erasmus+ student shall receive an Erasmus+ Student Charter for 2025/2026 by e-mail.

18. The student shall be awarded a grant only if he/she accepts all the terms of the agreement. The grant shall be paid in Euro (EUR) in a form agreed between the parties. The preferred form of transfer of the grant is a bank transfer to the student's account in two installments. The first part of the grant shall be

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paid to the student prior to his/her mobility activity and amounts to 80 % of the full grant. The remaining part of the grant, i.e. 20 % of the full grant shall be paid upon the student's return from the partner university and upon submission by the student of all the documents required by WSEI University. In the case of graduates, the scholarship is usually paid in a 60% instalment before the mobility and 40% after returning.

19. All rules, except those related to the grant awarded, shall also apply to a student who meets all formal and qualitative criteria; participates in the mobility activity, but is not granted a grant (a student with a zero grant).

20. The grant awarded to a student shall be intended to cover travel and subsistence costs for travel and stay at a partner university (travel costs, insurance costs, language preparation costs, increased subsistence costs abroad). The grant shall not be intended to cover the full cost of travel and subsistence abroad.

21. WSEI University may, in specific situations, decide to extend the student's stay after gaining the approval of the partner university. The stay may not be longer than one consecutive semester, taking into account the condition specified in point 14.

22. For each student undertaking studies under the Erasmus+ programme, an individual study programme shall be agreed on prior to the mobility activity to the partner university. The programme shall be prepared as "*Learning Agreement for Studies*" (LA), signed by three parties: WSEI University, a host university and a student. All amendments to the "*Learning Agreement for Studies*" by either party shall be confirmed in writing. Any amendments to the LA should be completed within 1 month of the start date of studies included in the LA.

23. A request for possible changes initiated by the student or the home institution within the scope of the mobility scheme should be transferred to the home institution without delay. If the change concerns an extension of the mobility period, the request for extension should be made in writing by the student at the latest 1 month before the mobility is expected to end.

24. The home university shall not be obliged to extend the mobility period. This decision shall be subject to the availability of funding under the programme and the number of indicators achieved under the grant agreement.

25. In accordance with the rules of the '*Learning Agreement for Studies*', the student shall be required to provide a written certificate issued by the partner university stating the duration of the student's stay at that university '*Letter of Confirmation*' and a list of the courses and ECTS credits obtained ('*Transcript of Records*' (TR). These documents must certify the same period as that indicated in the '*Learning Agreement for Studies*'.

26. WSEI University shall do its utmost to ensure that when developing the '*Learning Agreement for*

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Studies, there were no significant differences in terms of the content compared to the learning outcomes for a given field of study. Where these differences are unavoidable, they must be determined before the student's mobility activity commences. WSEI University and the student should agree on the deadline and the method of completion in writing. If the *'Learning Agreement for Studies'* assumes that the student has completed more ECTS credits than the number required to pass the semester/year, an agreement on how to recognize 'additional' points shall be agreed before the student's mobility activity commences.

27. The procedures laid down for the European Credit Transfer and Accumulation System (ECTS) and the rules applicable at the home university shall be applied to the recognition of a student's achievements at a foreign partner university.

28. The number of ECTS credits, corresponding to the courses indicated by the student the *'Learning Agreement for Studies'* should reach 30 ECTS credits per semester.

29. If all the conditions agreed in writing are fulfilled by the student, the study period/courses/credits/examinations shall be approved and treated as equivalent to the relevant study period/courses/credits/examinations at WSEI University. The decision on whether the agreed conditions have been fulfilled by the student shall be taken by the Dean of the competent faculty of WSEI University. In the event of incompatibility, the decision on the range of the approval shall be taken by the Dean of the competent faculty of WSEI University, who may also decide whether the failure by the student to comply with certain conditions makes it necessary to reimburse part or the whole grant awarded. Reimbursement of the grant shall not be required from the student in the event of a 'force majeure' circumstance (i.e. a situation independent of the student related to a serious illness or an unfortunate event). If the duration of the mobility was less than 2 months to qualify as force majeure, a written approval from the Erasmus+ National Programme Agency shall be required.

30. Failure to complete, or partial completion, by fault of the student, of the study plan adopted in the *'Learning Agreement for Studies'* may result in termination of the agreement and reimbursement by the student of the full or partial amount of the Erasmus+ grant paid.

31. Failure to settle or incomplete settlement of the grant by fault of the student means that the grant paid must be reimbursed in full or in part within the time limit of 14 days from the date of receipt of the request for reimbursement. The grant must be returned in the same currency and in the form in which the student received it from his/her home university.

32. The host university may not require the student to make any tuition payments (a tuition fee, an enrolment, examination fees, a laboratory fee, a library fee, etc.). Fees such as insurance, membership of student organisations, use of photocopiers, etc. are allowed in the same amount and at the same rules as for local students at the partner university.

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33. If a student pays tuition fees at WSEI University, they will be exempted from part of the fee during their mobility period abroad, i.e., they will receive a 50% tuition fee reduction. An exception applies to mobility during the final semester of studies, in which case the percentage of the reduction is determined individually. In the both cases the student is required to submit an appropriate application to the President of WSEI Academy before departure.

34. The payment of national grants (social, for educational achievements and others) to which the student acquired the right prior to the mobility activity shall continue during the student's stay in the host institution.

35. The student shall be guaranteed the right to apply for national grants also when he/she returns to his/her home university in accordance with the rules applicable at the home university.

36. According to the financial agreement signed between WSEI University and the student, the student shall be required to submit to the Centre of Projects and International Cooperation an insurance document entitling him to receive healthcare within the EU (medical treatment costs, accidental insurance costs) for the duration of travel and stay at the host institution. The student shall be required to obtain the above document on his/her own and prior to the start of the studies.

37. A student who needs a visa or other residence permit documents in order to undergo a placement at a foreign university shall finance them from his/her own resources.

38. A student applying for an Erasmus+ programme must provide a residence permit in a given country (e.g. a visa, a residence permit, a passport, etc.) at least one month before the planned start date of the mobility.

39. A student qualified for Erasmus+ studies shall be required to complete a foreign language test on the Online Linguistic System (OLS) platform and to provide e-mail evidence/screen shots confirming the completion of the test. The test will be in the language of the studies run at the host university. The test shall be conducted online and the result shall not affect the student's admission to the outgoing mobility.

40. At the end of the mobility, the student must complete the Participant Report (on-line *EU survey*) no later than 30 days after receiving the request. The completion of the Participant Report is necessary for the financial settlement of the mobility. The final instalment of the grant shall be paid upon the completion of the Participant Report by the student. A student who shall not submit an individual report may be asked by the university to partially or fully reimburse the EU grant awarded.

41. For the financial settlement of the mobility activity, the student shall be required to submit:

- a) "Transcript of Records -TR"
- b) "Letter of Confirmation"
- c) Participant Individual Report referred to in point 38.

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42. If the student fails to comply with the above-mentioned obligations, he/she will be asked by his/her home university to partially or fully reimburse the grant he/she has been awarded from the EU fund.

43. WSEI University shall notify the student of the need to fill in the documents, the online report and the test when signing the financial agreement for the mobility in the Erasmus+ programme, as a mandatory part of the financial settlement of the grant.

44. 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
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