

ERASMUS+
RULES ON THE ALLOCATION OF FUNDS AND THE FINANCING OF STAFF MOBILITY
OF WSEI UNIVERSITY
IN THE ACADEMIC YEAR 2024/2025

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 2024/2025 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 2023 grant agreement

Travel costs

Distance	Travel allowance	“Green travel”
from 0 to 99 km	23 € per participant	N/a
from 100 to 499 km	180 € per participant	210 € per participant
from 500 to 1 999 km	275 € per participant	320 € per participant
from 2000 to 2 999 km	360 € per participant	410 € per participant
between 3 000 km and 3 999 km	530 € per participant	610 € per participant
from 4000 to 7 999 km	820 € per participant	N/a
8 000 km or more	1500 € per participant	N/a

WSEI UNIVERSITY

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Subsistence costs:

Countries according to the groups	Daily value of grant in euros for trips of up to 14 days	Daily value of grant in euros for trips over 14 days*
Group 1: Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden and the countries of region 14 ¹	180 €	126 €
Group 2: Austria, Belgium, Cyprus, France, Greece, Spain, Malta, Netherlands, Germany, Portugal, Italy and the countries of region 5 ²	160 €	112 €
Group 3: Bulgaria, Croatia, Czech Republic, Estonia, Lithuania, Latvia, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary, Poland	140 €	98 €

* For stays exceeding 14 days, during the 15th and further days of stay, the daily rate paid is 70 % of the daily rate paid for the stay up to 14 days

Rates for the 2024 grant agreement

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

¹ Countries not covered by external action instruments – Faroe Islands, Switzerland, the United Kingdom.

² Countries not covered by external action instruments – Andorra, Monaco, San Marino, Vatican City State.

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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 2023 and 2024.

APPROVED BY:

Lublin, on.....

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