

ERASMUS+

ELIGIBILITY RULES ON THE STUDENT MOBILITY OF WSEI UNIVERSITY FOR STUDIES / STUDENT WORK PLACEMENTS / INTERNSHIPS ABROAD IN THE ACADEMIC YEAR 2024/2025

The document on the eligibility rules on the student mobility of the WSEI University, hereinafter referred to as WSEI University, for studies and student work placements/internships under the Erasmus+ programme, hereinafter referred to as the ‘Recruitment Rules, sets out the basic criteria for recruiting students from WSEI University for studies and student work placements/internships under the above-mentioned programme.

1. The recruitment of the WSEI University students, hereinafter referred to as the ‘Candidates, shall be conducted in accordance with the rules laid down in the agreement concluded between WSEI University and the National Agency for the Erasmus+ Programme.

2. Candidates for an Erasmus+ studies/ student work placements/internships must fulfill the following formal criteria:

a) having Polish citizenship or the citizenship of another country participating in the Erasmus+ programme (or having the right for permanent residence/the refugee status in that country). If the candidate has nationality other than that of an Erasmus+ Programme Country, the rules on entering the host country for the intended stay as an Erasmus+ grant holder shall apply;

b) being a student at WSEI University;

c) being (at the time of the mobility activity) a student of at least the second year of their first-cycle studies;

d) not being (during the mobility activity) on a dean’s leave, a maternity leave, a parental leave, a sick leave, etc.;

e) not having any arrears to the University (academic, financial or other) i.e. having passed a semester/an academic year preceding the date of the mobility activity, having settled financial, legal, issues, etc.

f) not using the so-called. ‘mobility capital’, i.e. the total duration of Erasmus+ mobility so far. This period may not exceed 12 months in the course of a given cycle of study (first-cycle studies, second-cycle studies) or 24 months in the case of a long-cycle Master degree programme.

3. The pre-selection process of candidates shall be conducted by the staff of the Centre for Projects and International Cooperation (Room 103) based on formal verification of the following application documents submitted by the students:

a) candidate application form;

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- b) confirmation, from the competent Dean's Office of WSEI University, of information on the student's grade in a foreign language in which the studies or student work placements/internships will be held as well as the exam and credit grade average for at least the last 2 semesters;
- c) a language test for students applying for the mobility activity; Students admitted to studies conducted in English at WSEI University are exempted from taking a language test as long as the language of instruction/contact at the host institution will be English, in accordance with "Resolution of the Senate of the WSEI University No. 29/2023/2024 dated June 25, 2024. Concerning: determination of the conditions, mode, dates of commencement and completion of recruitment and the manner of its conduct for studies conducted in Polish and English in the academic year 2024/2025 at the WSEI University", Appendix No. 1, article 4 "Requirements for studies conducted in English".
- d) consent/approval of the dean to undergo part of the studies at a foreign university (not applicable to students applying for a student work placement/an internship).
4. On the basis of the above, the decision to qualify students for studies or student work placements/internships shall be taken by the University Recruitment Committee.
5. The pre-selection of a student for studies or student work placements/internships by WSEI University shall not imply awarding a mobility fund. The completion of studies or student work placements/internships shall be subject to the agreement of the partner institution (host institution), the approval of the course programme and the signing of the relevant documents.
6. The university shall reserve the right to refuse to sign the financial agreement in the following cases:
- a) The candidate fails to perform his/her core duties towards the University: class attendance, failure to obtain credits/pass exams (in case there was no updated information on the application form when drawing up the grant agreement);
- b) The candidate gave untrue information in the application form;
- c) The candidate has already participated in an Erasmus+ programme run by WSEI University and has not fulfilled his/her obligations under the grant agreement in a timely manner;
- d) In any other case, which calls into question the legitimacy of the mobility, its compatibility with the study programme or with the rules of the Erasmus+ programme.
7. The detailed rules on the implementation of the student mobility are specified in the "Rules on the implementation of the Erasmus+ mobility of students of WSEI University for studies abroad" and in the "Rules on the implementation of the Erasmus+ mobility of students of WSEI University for student work placements/internships abroad".
8. Application documents should be submitted by candidates to the Centre for Projects and International Cooperation (first floor, room 103) within the following deadlines:
- a) until 31 May 2024 for studies in the winter semester in the academic year 2025/2026

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- b) until 31 October 2024 for studies in the summer semester in the academic year 2024/2025
- c) until 31 March 2024 for student work placements/internships in the academic year 2024/2025
9. Documents submitted after this date shall be considered provided the funding is available under the programme and the eligibility criteria have been fulfilled by the students.
10. The assessment of candidates' application documents for the mobility shall be made by the University Recruitment Committee.
11. The entity responsible for recruiting students for studies and student work placements/internships under the Erasmus+ programme is the Centre for Projects and International Cooperation. The University Recruitment Board shall be composed of the Chancellor of WSEI University, the Rector of WSEI University and the university coordinator of the Erasmus+ programme.
12. The recruitment of candidates for studies and student work placements/internships under the Erasmus+ programme shall be based on the following criteria:
- knowledge of the foreign language in which the studies or student work placements/internships will be run to allow fluency in this language;
 - academic achievements – the exam and credit grade average from studies (from the last 2 or 4 semesters);
 - Rector Scholarships;
 - activities in academic clubs, involvement in research activities, publications, participation in scientific sessions, participation in conferences and competitions, activities for the university;
 - previous participation in the Erasmus+ program
13. The results of the recruitment shall be sent individually to the candidates who submitted the application forms to the email addresses indicated in the application form.
14. The candidate shall have the right to appeal against the recruitment decision. The appeal must be filed in writing to the Rector within 7 days of the publication of the results.
15. The appeal shall be decided on within 14 days and the relevant decision given in writing to the candidate.
16. In case the student resigns from the mobility activity, the grant shall be awarded to another person from the list of candidates who have applied for the programme and for whom the funds to cover their mobility were not sufficient.
17. The candidate who resigns from the mobility activity, should submit his/her resignation in writing to the Chancellor of WSEI University and to the University Coordinator of the Erasmus+ Programme no later than 14 days from the date of the announcement of the results.
18. Failure to comply with the deadline specified in point 18 or failure to provide relevant information by the candidate shall result in excluding the candidate from another mobility activity under the

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Erasmus+ programme run by WSEI University.

19. The consequences of the candidate's failure to comply with the obligations specified in point 18 shall not be applied in the event of circumstances beyond the candidate's control (random events). In this case, it is necessary to obtain a written consent from the Chancellor of WSEI University to waive the effects of the infringement specified in point 19.

APPROVED BY

Lublin, on.....

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Rector
WSEI University

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Chancellor
WSEI University

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