

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

The detailed rules on the allocation of funds and the financing of student mobility of the WSEI University hereinafter referred to as 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.

For student grants to undertake part of studies or student work placements/internship within the framework of the Erasmus+ programme in the academic year 2024/2025, the following rules for the distribution of grants shall be established:

1. A student qualified for studies or a student work placement/an internship under the Erasmus+ programme in the academic year 2024/2025 shall receive a grant to cover additional costs related to travel and stay (travel costs, insurance costs, language preparation costs, increased subsistence costs);
2. A written financial agreement shall be signed with each student selected for Erasmus+ mobility, specifying the amount of the grant and the form of payment.
3. The grant shall be paid to the student in euro (EUR) in the form agreed between the student and WSEI University. The preferred form is a transfer to the student's personal bank account in two instalments. The first part of the grant shall be paid to the student prior to the departure and the remaining part shall be paid after the end of the mobility and fulfilling all the obligations by the student. The amount of the part of the grant is 60 % for graduates qualified for the programme, 80 % for the WSEI University students.
4. The home university may choose to pay part of the grant upon the student's return from the partner university and upon submission by the student of all the documents required by WSEI University.
5. The student mobility funds under the Erasmus+ programme shall be distributed among the grant holders in accordance with the following rules:
 - a) Grant holders travelling to the same country shall be awarded the same amount of grant per month of staying abroad, regardless of the faculty and the field of study;
 - b) the duration of the stay at the partner university/host institution on which the grant is based shall be determined with 1 day accuracy;
 - c) the differences in the amount of grants per month of staying abroad granted to students travelling to different countries are due to different living costs in these countries (in particular accommodation)

WSEI UNIVERSITY

address: Projektowa Street 4, 20-209 Lublin
phone: +48 81 749 17 77 / fax: +48 81 749 32 13
tax ID: 712-26-52-693

Chancellor: Teresa Bogacka, MA
Rector: prof. Marek Opielak
tel.: +48 81 749 17 70
e-mail: kancelaria@wsei.pl

BRANCH OFFICE IN WARSAW

address: Twarda Street 14/16, 00-105 Warsaw
phone: +48 502 616 408
e-mail: rekrutacja.warszawa@wsei.eu

and different travel costs;

d) during the settlement stage, the duration of the stay is determined on the basis of a certificate issued by the partner university/host institution.

6. All types of mobility, i.e. short-term and long-term mobility for studies and student work placements, as well as blended mobility and BIP, are financed with the same allocation and financing rules.

7. The grant rates for students depend on the country of destination. In accordance with the European Commission guidelines set out in the Erasmus+ Programme Guide, the Polish National Agency, in agreement with the Ministry of Education and Science, set the following grant rates:

Rates for the 2023 grant agreement

Countries according to the group	Monthly grant rate in euro STUDIES	Monthly grant rate in euros INTERNSHIP
Group 1. Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden and countries in the region 14 ¹	670 €	820 €
Group 2. Austria, Belgium, Cyprus, France, Greece, Spain, Malta, Netherlands, Germany, Portugal, Italy and countries in the region 13 ²	670 €	820 €
Group 3. Bulgaria, Croatia, Czech Republic, Estonia, Lithuania, Latvia, North Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey, Hungary	600 €	750 €

Rates for the 2024 grant agreement

Countries belonging to a given group	Monthly grant rate in euro STUDIES	Monthly grant rate in euros INTERNSHIP
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	670 €	820 €
Group 2 – Cyprus, Czech Republic, Estonia, Greece, Spain, Latvia, Malta, Portugal, Slovakia, Slovenia	670 €	820 €

¹ Kraje regionu 14 - Countries not covered by the External Action Instruments– Andorra, Monaco, San Marino, Vatican City State.

Group 3: Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary	600 €	750 €
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Long-term mobility of students and graduates to third countries not associated with Erasmus+ under KA-131 projects, except for countries from regions 13 and 14 – rates for grant agreements from 2023 and 2024

monthly grant amount – for studies/ student work placements	700 €/month
additional amount for the participant meeting the criteria of the definition ‘persons with fewer opportunities’	250 €/month

Short-term student and graduate mobility (stays from 5 to 30 days) to EU countries and third countries associated with the EU - also applies to blended mobility. Rates for grant agreements from 2023 and 2024:

daily grant amount for stays from 5 to 14 days	79 €/day
daily grant amount for stays between 15 and 30 days	56 €/day
additional amount for the participant meeting the criteria of the definition of “persons with fewer opportunities”	100 € for mobility between 5 and 14 days 150 € for mobility between 15 and 30 days

8. The amount of grants for individual students shall be determined in accordance with the funding under the 2023 and 2024 grant agreements.

9. The mobility participant from the 2024 contract will receive a lump sum to cover travel costs, according to the following rates:

distance	“green travel” flat rate	standard travel flat rate
10 to 99 km	€56 per participant	€28 per participant
100 to 499 km	€285 per participant	€211 per participant
500 to 1999 km	€417 per participant	€309 per participant
2000 to 2999 km	€535 per participant	€395 per participant
3000 to 3999 km	€785 per participant	€580 per participant
4000 to 7999 km	€1188 per participant	€1188 per participant
8000 km or more	1735 € per participant	1735 er participant

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10. The amounts in the columns "standard travel" and "green travel" are not added together. To calculate the travel distance, use the distance calculator available at http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.
11. In the case of travel up to 499 km, participants should use low-emission means of transport.
12. People who meet the criteria included in the definition of "people with fewer opportunities" can apply for additional funds to cover increased costs related to the trip. A student can apply for:
- an additional amount of €250 for each month of stay regardless of the type of trip - after the student has submitted an application for "support related to special needs" to the Centre for Projects and International Cooperation, or
 - reimbursement of actual costs - after the student has submitted an application for "support related to special needs" to the Erasmus + National Agency (FRSE).
13. The definition of "people with fewer opportunities" includes:

group of people	the criterion on the basis of which the university will qualify the student
individuals with disabilities	Declaration of will of holding a disability degree certificate
people from poor backgrounds	Decision of the university to award a social grant. For the students who will travel as graduates the decisions issued in the last year of study will be taken into account

14. The detailed conditions for granting funds for the mobility of 'people with fewer opportunities' for the academic year 2024/2025 and the application form shall be available at the Centre for Projects and International Cooperation (Room 103).
15. In case the student applies for an additional fund for "people with fewer opportunities", all the necessary documents shall be submitted 1 month before the student's mobility start date.
16. If the mobility activity fails to commence, the student must immediately reimburse the full grant.
17. If the student pays tuition fees at WSEI University, he/she may be obliged to pay these fees while studying at the partner university. The Chancellor of WSEI University shall decide whether to collect or exempt outgoing Erasmus+ students from paying their tuition fees. The student shall be required to submit a written application for this purpose.
18. Funds not spent throughout the academic year by eligible students (resignations, random events) shall be transferred to the reserve person/s in the order they are on the reserve list.
19. If there are free funds for the mobility activity, students can apply on an on-going basis.
20. If there are no students interested in going to study or undergo student work

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placements/internships, free funds in the SM category (student mobility) shall be transferred between different categories of SMS (students mobility to study) and SMP (student mobility to undergo work placements/internships).

APPROVED BY

Lublin, on.....

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Rector
WSEI University

Chancellor
WSEI University

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