

ERASMUS+

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

1. The rules on the student mobility of the WSEI University, hereinafter WSEI University for student work placements/internships 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 student mobility for a placement/an internship may be conducted with:

- (a) a university with an Erasmus Charter for Higher Education (ECHE) valid for the academic year 2024/2025, with which an inter-institutional agreement defining student exchanges was signed;
- (b) a foreign partner institution/company that will guarantee the acquisition of competences related to the field of education at the home university.

3. Student work placements may not be held in the institutions of the European Union, institutions managing European Union programmes or the diplomatic posts of the student's native country.

4. The student's mobility for placements/internships must start and end between 1 June 2025 and 30 September 2025. The condition for the placement/internship mobility is the conclusion of a financial agreement between the university and the student. For graduate students finishing their studies after the winter semester, it is possible to start a placement/an internship before 1 June, provided that all the exams have been passed and all university commitments have been fulfilled. In the case of dual studies students, it is possible to complete a professional practice/internship during the academic year, provided the approval and inclusion as a mandatory practice by the relevant Dean.

5. For long-term mobility, the student's stay for a placement/an internship cannot be less than 2 months nor longer than 12 months.

6. The student shall have an opportunity to carry out mobility for placements/internships abroad for short-term mobility. In this case, the student's stay in the host institution may last between 5 and 30 days and must take into account the mandatory virtual part;

7. As part of the implementation of the mobility of higher education students and staff with the programme countries for the implementation of student work placements and internships programmes, the following mobility activities may be carried out:

- a) long-term for a placement (first and second-cycle studies, doctoral studies at a doctoral school: from

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

2 to 12 months; long-cycle master's degree studies: from 2 to 24 months) and the mobility of graduates and persons with the post-doc status;

b) short-term for an internship (first and second-cycle studies, doctoral studies at a doctoral school) and the mobility of graduates and persons with the post-doc status: between 5 and 30 days with a mandatory virtual part for first and second-cycle studies;

8. Persons meeting the definition criteria of 'people with fewer opportunities' may apply for additional funding to cover the increased travel costs. A student may apply for:

a) an additional amount of 250 € for each month of stay, irrespective of the type of mobility activity, following the student's request for 'special needs support' to the Centre for Projects and International Cooperation, or

b) reimbursement of actual costs – once the student has applied for "special needs support" to the Erasmus+ National Agency (FRSE).

9. The definition of 'people with fewer opportunities' shall include:

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

10. 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).

11. In case the student shall apply 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.

12. A student, regardless of the number of fields studied and the number of home universities, can undergo a placement/an internship for a total duration of 12 months (per each cycle) or 24 months (in the case of long cycle master's degree studies) during one cycle of study (first and second-cycle studies, long cycle master's degree studies).

13. Erasmus+ offers the possibility for graduates of WSEI University to undergo a placement/an internship, for a graduate who has been recruited for the final year of his/her studies and his/her stay may not exceed 12 months. The graduate must begin and finish the mobility activity within a maximum of 12 months after completing the studies.

14. An Erasmus+ grant shall be awarded for the purpose of completing a placement/an internship

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

related to the student's field of study. The placement may be a compulsory or non-compulsory (in relation to the study programme), but must always guarantee the acquisition of competences related to the field of study at the home university. An internship shall be optional but must always guarantee the acquisition of competences related to the field of study at the home university.

15. A written financing agreement shall be signed with each student selected for a placement/an internship under the Erasmus+ programme.

16. The student shall be awarded a grant only if he/she accepts all the terms of the agreement. The grant shall be paid in a form agreed between the parties. The preferred form of transfer of the grant is a bank transfer. The university may decide to pay part of the grant only after the completion of the placement/internship and the student's submission of all the documents required by WSEI University.

17. WSEI University, a host institution and a student qualified for a placement/an internship should consult the Erasmus+ Student Charter 2024/2025 as the main document setting out the tasks and responsibilities of each party with regard to the organization of Erasmus+ mobility.

18. If the student is undergoing a placement/an internship at a Polish institution based abroad, the tasks assigned to the student during the placement/internship programme must guarantee work in an international environment and the development of competences relevant to working in such an environment.

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 given a grant (a student with a zero grant).

20. The grant received by an individual student shall be intended to cover travel and subsistence costs for the placement/internship (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. For each Erasmus+ student, an individual placement/internship programme to be completed shall be agreed prior to the mobility activity. The programme shall be prepared in the form of a document "*Learning Agreement, Student Mobility for Traineeships*", signed by three parties: WSEI University, a host institution and a student. All changes to the "Placement/Internship agreement" by either party shall be confirmed in writing. Any changes to the "Placement/Internship agreement" should be completed within 1 month of the start date of the placement/internship included in this document.

22. A request for possible changes to the mobility scheme, initiated by a student or a partner university, should be immediately transferred to the home university. If the change concerns an extension of the mobility period, the request for extension should be submitted in writing by the trainee no later than 1 month before the mobility is expected to end.

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

23. 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.

24. In accordance with the rules of the placement/internship agreement, the student shall be required to provide a written certificate issued by the host institution stating the duration of the student's stay for the placement/internship and the completion of the programme objectives and their assessment by the placement/internship supervisor at the host institution (*Traineeship Certificate*), as laid down in the "Student work placement/internship programme agreement" It is the responsibility of the student to provide the original document in order to settle the placement/internship.

25. If a placement/an internship is an integral part of the study programme at WSEI University, and all written conditions set out in the "Student work placement/internship programme agreement" shall be fulfilled by the student, the placement period can be approved and treated as equivalent to an appropriate work placement in the student's native country. Before signing the agreement with the student, WSEI University shall check whether the placement/internship programme prepared for the student complies with the study programme. 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 after consulting the host institution. In the event of a failure to comply with the study programme, a decision on the range of the placement/internship's approval shall be taken by the Faculty Board for the Recognition of Learning Outcomes, which 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 is required.

26. 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. 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.

27. According to the financial agreement signed between WSEI University and the student, the student shall be required to submit to the Centre for 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 placement/internship.

28. A student who needs a visa or other residence permit documents in order to undergo a placement at

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

a foreign university shall finance them from his/her own resources.

29. 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.

30. A student qualified for an Erasmus+ placement/internship shall be required to complete a language test in the language in which the placement/internship will be held at the host institution and to provide e-mail evidence of the completion of the test. The test shall be conducted online, using the Online Linguistic Support (OLS) platform and the result shall not affect the student's admission to the outgoing mobility.

31. At the end of the placements/internships, 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.

32. WSEI University shall inform the student of the need to fill in the online report when signing the Erasmus+ mobility agreement as a mandatory part of the financial settlement of the grant.

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

- a) 'Letter of Confirmation';
- b) a document certifying the duration of the student's stay for the placement/internship and the completion of the "Student Work Placement/Internship Programme Agreement" and the assessment by the placement/internship supervisor at the host university (*Traineeship Certificate*),
- c) Participant Individual Report referred to in point 31.

APPROVED BY:

Lublin, on.....

.....

Rector
WSEI University

.....

Chancellor
WSEI University

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