

REGULATION NO. 3A
of the RECTOR
of the Lazarski University
dated February 14th, 2018

on the financing and the recruitment procedure of students and graduates of the Lazarski University for the Erasmus+ program with program countries from the academic year 2018/2019

By virtue of § 40 of the Statute of the Lazarski University it is ordered as follows:

Part I
General Provisions

This Regulation sets forth the university rules for:

- a. recruitment of students for foreign studies and internships, and also for graduate traineeships within the framework of the Erasmus+ with program countries (hereinafter referred to as the Program),
- b. establishment of the amount of grants and financing of foreign travel of students and graduates within the framework of the Program.

§ 1

The Program is administratively supported and supervised by the Department of International Programs of the Lazarski University (hereinafter referred to as DIP), under the direction of the University Coordinator of the Erasmus+ Program (hereinafter referred to as the University Program Coordinator).

§ 2

The Program offer for students covers three types of mobility:

- 1) travel for studies
- 2) travel for student internships
- 3) travel for graduate traineeships

§ 3

Travel within the framework of the Program may take place exclusively in the countries formally admitted to participate in the Program, i.e. 28 EU Member States and Iceland, Liechtenstein, Norway, Turkey, FYROM (the Former Yugoslav Republic of Macedonia).

§ 4

1. The Program rules allow multiple travels of students within all kinds of mobility, provided that the total duration of travel, hereinafter referred to as mobility capital, may not be longer than:

- 1) 12 months in the case of 3-year first-cycle study programs,
 - 2) 12 months in the case of 2-year second-cycle study programs,
 - 3) 24 months in the case of uniform graduate study programs.
2. In the case of students who previously participated in the LLP Erasmus or Erasmus+ program, the period of taken studies or internships will be included in the mobility capital within the framework of appropriate study cycle.
 3. When changing study cycle, the student is eligible for full mobility capital.

§ 5

The number of admissible mobilities of each type is determined individually for each academic year on the basis of the Program financing agreement concluded between the Lazarski University and the Foundation for the Development of the Education System (hereinafter referred to as the National Program Agency) and available financial resources.

§ 6

The University Program Coordinator may decide to:

- 1) preferentially treat students who did not take part in the LLP Erasmus and Erasmus+ programs,
- 2) reject a candidate who unconscientiously performed their obligations during participation in other programs or projects implemented out by Lazarski University, or resigned from participation in them after qualification.

§ 7

1. Successful Program candidates are required to meet all program rules defined and presented by the DIP at a mandatory briefing meeting, via the University website, by e-mail and in direct contact with candidates.
2. Failure to comply with the rules in force is a premise for the University Program Coordinator to decide to remove the candidate from participation in the Program in the given academic year.

Part II

Travel for studies

§ 8

A candidate applying for international studies within the framework of the Program is required to meet the following criteria:

- 1) hold active status of a Lazarski University student, i.e. in the period of study within the framework of the Program may not be on leave of absence.
- 2) at the time of departure must be a student of the field and level of education as defined in § 9,

- 3) have confirmed knowledge of a foreign language at a level of at least B2,
- 4) fill in by the prescribed deadline an application form available from the Virtual University,
- 5) successfully take an interview,
- 6) not have financial arrears with respect to the university.

§ 9

1. Eligible for recruitment for studies is a candidate who at the time of implementation of studies within the framework of the Program is a student of:
 - 1) at least the second year of first-cycle studies at the Faculty of Economics and Management and the Faculty of Law and Administration,
 - 2) second-cycle studies at the Faculty of Economics and Management and the Faculty of Law and Administration,
 - 3) the third and fourth year of uniform graduate Law studies at the Faculty of Law and Administration,
 - 4) IX semester of uniform graduate Law studies at the Faculty of Law and Administration exclusively on the condition of prior passing of the 1st part of graduate seminar in the VIII semester of studies.
2. Students of English-language studies validated at the Faculty of Economics and Management may participate in the Program exclusively at the partner Coventry University, at annually defined level of studies.

§ 10

1. Student mobility is implemented exclusively with the universities with which the Lazarski University has signed interinstitutional agreements providing for exchange of students.
2. The number of admissible travels to study in the given partner university is governed by the interinstitutional agreement between the Lazarski University and the partner university, and the conditions referred to in § 5.

§ 11

1. Studies within the framework of the Program are treated as part of the study program implemented within the framework of the student's education at the Lazarski University.
2. Students traveling within the framework of the Program retain student status and any rights associated therewith.

§ 12

1. Recruitment for studies within the framework of the Program is announced and coordinated by the DIP.

2. The timetable for recruitment shall be notified to candidates inter alia by e-mail and via the DIP website.
3. Recruitment is conducted by Recruitment Commissions appointed for the purpose at the relevant Faculties. A Recruitment Commission is comprised of: the University Program Coordinator, a DIP employee and the relevant Faculty Erasmus+ Program Coordinator (hereinafter referred to as the Faculty Program Coordinator). The Commission may invite to meetings the Dean and Associate Deans of Faculties in an advisory capacity.
4. The procedure of recruitment of students for international studies within the framework of the Program takes place in the following stages:
 - formal verification of submission according to the application criteria, including mandatory foreign language proficiency at the level of at least B2,
 - interview.
5. Failure to meet the requirements of qualification stages listed in point 4 excludes the candidate from possibility to reapply for participation in the Program in the given recruitment.

§ 13

The Recruitment Commission qualifies and draws up a qualification list of candidates for studies within the framework of the Program on the basis of the number of points obtained according to the following criteria:

| Criterion | Maximum number of points |
|---|---------------------------|
| Knowledge of a foreign language at the level of at least B2 | Unconditional requirement |
| Average grade calculated according to the table below | 35 |
| Interview | 65 |
| TOTAL | 100 |

| | Polish-language studies | English-language studies |
|---------|-------------------------|--------------------------|
| Average | Number of points | Number of points |
| 5.0 | 35 | 35 |
| 4.9 | 33 | 34 |
| 4.8 | 31 | 33 |
| 4.7 | 29 | 32 |
| 4.6 | 27 | 31 |
| 4.5 | 25 | 30 |
| 4.4 | 23 | 29 |

| | | |
|-----|----|----|
| 4.3 | 21 | 28 |
| 4.2 | 19 | 27 |
| 4.1 | 17 | 26 |
| 4.0 | 15 | 25 |
| 3.9 | 13 | 23 |
| 3.8 | 11 | 21 |
| 3.7 | 9 | 19 |
| 3.6 | 7 | 17 |
| 3.5 | 5 | 15 |
| 3.4 | 0 | 13 |
| 3.3 | 0 | 11 |
| 3.2 | 0 | 9 |
| 3.1 | 0 | 7 |
| 3.0 | 0 | 0 |

§ 14

1. The Recruitment Commission shall notify students of the outcome of the recruitment proceedings.
2. Candidates who successfully passed the recruitment process but were not qualified for international studies due to the conditions contained in §10(2) shall be placed on a reserve list for the Program.

§ 15

Students from the reserve list will be given the opportunity to participate in the Program in the following cases:

- 1) consent to travel without receiving project funding, the so-called zero grant,
- 2) resignation of persons qualified for studies under the Program,
- 3) receipt of additional funding allocated by the National Program Agency.

§ 16

A candidate who has not been qualified by the Recruitment Commission for international studies shall have the right to appeal to the Dean competent for the field of studies within 7 days of the date of receipt of information about failure to qualify for travel.

§ 17

1. A candidate who resigns from international studies under the Program notify the University Program Coordinator as to principle not later than 30 days before the date of expiry of the deadline for submission of application to the foreign partner university, or before such other deadline as may be specified by the University Program Coordinator.

2. Failure to comply with the valid Program rules or a breach of the deadline referred to in paragraph 1 shall have result in exclusion of the student from the opportunity to reapply for participation in the Program in the given academic year and notification of the competent Dean.
3. Taking of the steps indicated in paragraph 2 shall not apply to a situation where resignation of the student from travel is due to operation of "force majeure" (i.e. a situation beyond control of the student, associated with serious illness or unfortunate event). Qualification of a case to the category of "force majeure" requires written approval of the University Program Coordinator issued at the written request of the person concerned.

§ 18

1. Studies at a partner university last for a semester with possibility of extension, or for an academic year. The choice of winter or spring semester for travel within the framework of the Program is left to the discretion of the student, following consultation with the Faculty Program Coordinator and in compliance with the principles of this Regulation.
2. A student traveling for one semester of studies within the framework of the Program may apply for an extension of stay for the following semester exclusively within the framework of the same academic year and the same university, and in keeping with the limitations resulting from the mobility capital.
3. The decision to grant an extension of studies within the framework of the Program is taken by the University Program Coordinator in consultation with the competent Faculty Program Coordinator.
4. The decision to grant scholarship for extended additional period of study is taken by the University Program Coordinator on the basis of available project funding.

§ 19

1. In the event of available funding being at the disposal of the University, additional recruitment for studies within the framework of the Program may be organized in the second semester of the given academic year, or an opportunity to travel for international studies will be opened to students from the reserve list.
2. Information about the opening of additional recruitment and its timetable will be published on the website of the University.
3. Recruitment takes place on the principles set forth by this Regulation.

Part III.

Student internships

§ 20

A candidate applying for international internship under the Program (hereinafter referred to as internship) must have active student status at the Lazarski University at the time of implementation of the internship, i.e. not remain on leave of absence.

§ 21

1. Recruitment for internship within the framework of the Program is coordinated by the DIP.
2. Recruitment for internship within the framework of the Program is of continuous nature.
3. Internships are implemented at institutions independently chosen by the participants, in accordance with the principles of their participation in the Program.
4. Qualification of students for internship under the Program is effected by the host institutions.
5. The basis for approval by the DIP of implementation of internship at a given institution is consistency of the internship program with the student's field of study and timely submission of project documents by the participant to the DIP.

§ 22

1. The minimum duration of internship is 60 days.
2. Internships of full-time and part-time students are implemented during the summer holiday period.
3. E-learning students can pursue internships during the academic year, following prior consultation with the relevant Faculty Program Coordinator.

§ 23

1. Internships under the Program are voluntary and do not constitute mandatory internships for completion of the program of studies.
2. A participant of an internship under the Program may apply for crediting of the internship towards the internship defined in the program of studies on the terms of implementation of the internship in force at the University.
3. Applications for crediting of Program internship towards mandatory internship are received and processed by the competent division of the University responsible for implementation of the mandatory internship program.

§ 24

1. The basis for receipt of an internship grant is a positive result of recruitment procedure and availability of project funding.
2. The decision to award a grant is taken by the University Program Coordinator.

3. Students qualified for internship under the Program in the event of failure to obtain a grant may travel with the so-called zero grant.

§ 25

1. A student traveling for internship under the Program may apply for extension of stay within the limits resulting from the mobility capital and § 21 and § 22.
2. The decision to grant an extension of internship within the framework of the Program is taken by the University Program Coordinator in consultation with the competent Faculty Program Coordinator.
3. In the event where extension of internship would collide with the period of classes at the University, approval of the competent Dean is required.
4. The decision to award a grant for an extended additional period of internship is taken by the University Program Coordinator on the basis of available project funding.

Part IV

Graduate traineeships

§ 26

A candidate applying for international graduate traineeship within the framework of the Program is required to meet the following criteria:

- 1) hold active student status at the Lazarski University throughout the recruitment period,
- 2) during recruitment, be a student of the last year of studies at the Lazarski University,
- 3) fill in by the prescribed deadline an application form available from the Virtual University,
- 4) submit by the prescribed deadline a full set of documents required by the DIP,
- 5) successfully take a recruitment interview.

§ 27

1. Recruitment for graduate traineeships within the framework of the Program is announced and coordinated by the DIP.
2. The timetable for recruitment shall be notified to candidates inter alia by e-mail and via the DIP website.
3. Recruitment of students for graduate traineeships is effected by specially appointed for this purpose Recruitment Commission for graduate traineeships under the Program (hereinafter referred to as the Traineeship Recruitment Commission). The composition and rules of functioning of the Traineeship Recruitment Commission are governed by the Regulation no. 5 of the Rector dated 19 March 2014

4. The procedure of recruitment of students for graduate traineeships within the framework of the Program takes place in the following stages:
 - formal verification of submission according to the application criteria,
 - interview.
5. Failure to meet the requirements of qualification stages listed in point 4 excludes the candidate from possibility to reapply for participation in the Program in the given recruitment.

§28

The Traineeship Recruitment Commission effect qualification of students for graduate traineeships on the basis of the number of obtained points according to the following criteria:

| Criterion | Maximum number of points |
|---|---------------------------------|
| Knowledge of a foreign language at the level of at least B2 | - |
| Average grade calculated according to the table below | 20 |
| Interview | 80 |
| TOTAL | 100 |

| | Polish-language studies | English-language studies |
|-------------------------|--------------------------------|---------------------------------|
| Number of points | Average | Average |
| 1 | below 3.9 | below 3.7 |
| 5 | 3.9-4.19 | 3.7-3.99 |
| 10 | 4.2-4.49 | 4.0-4.29 |
| 15 | 4.5-4.79 | 4.3-4.59 |
| 20 | 4.8-5.0 | 4.6-5.0 |

§29

Qualification for graduate traineeships is barred for candidates who in the recruitment process obtained a total of 50% of the maximum number of points or less.

§ 30

1. Members of the Traineeship Recruitment Commission may decide to:
 - 1) set a priority in recruitment of persons who commenced defense of graduation thesis and completed studies within regular time (so-called on the first date),
 - 2) set the minimum number of points qualifying for the graduate traineeship project,

- 3) set the minimum number of points that must be acquired by a candidate for their documents to be forwarded to the traineeship provider institution,
 - 4) set the maximum number of candidates whose documents may be forwarded to the traineeship provider institution.
2. The Traineeship Recruitment Commission may reject the candidature of a student who unconscientiously performed their obligations during participation in other programs or projects implemented by the Lazarski University, or resigned from participation in them after qualification.

§ 31

1. The Traineeship Recruitment Commission shall inform students of the outcome of the recruitment procedure and of the limitations under § 29 and § 30.
2. Candidates who successfully passed the recruitment process but were not qualified for travel due to the conditions contained in § 5, shall be placed on a reserve list for the Program.

§ 32

Students from the reserve list will be given the opportunity to participate in the graduate traineeship program in the following cases:

- 1) consent to travel without receiving project funding, the so-called zero grant,
- 2) resignation of persons qualified for graduate traineeship under the Program,
- 3) receipt of additional funding allocated by the National Program Agency.

§ 33

A candidate who has not been qualified by the Recruitment Commission for a graduate traineeship under the Program shall have the right to appeal to the University Program Coordinator within 7 days of the date of receipt of information about failure to qualify for travel.

§ 34

1. A qualified candidate who resigns from participation in graduate traineeships under the Program should inform in writing the Manager of the DIP promptly after taking such a decision.
2. The decision to reopen for a candidate the opportunity to participate in graduate traineeships of the Program is taken by the Manager of the DIP at a written request of the candidate within 7 days from the date of receipt of the request.
3. Failure to comply with the valid rules of the Program results in exclusion of the candidate from possibility to re-apply for participation in the Program.

§ 35

1. Graduate traineeships are implemented within twelve months from the date of completion of studies, that is - in accordance with the rules of study of the Lazarski University - from the date of successful defense of graduate thesis.
2. The minimum duration of a graduate traineeship is 60 days.
3. The period of implementation of a graduate traineeship is included in the mobility capital at the level of study at which the student was qualified for travel.

§ 36

1. The basis for receipt of a grant is a positive result of recruitment procedure, timely submission of a full set of documents and availability of project funding.
2. The decision to award a grant is taken by the University Program Coordinator.
3. In the event of failure to receive a grant, students qualified for a graduate traineeship under the Program can implement the same with the so-called zero grant.

§ 37

1. Graduate traineeships under the Program may be implemented at institutions independently found by the student/graduate and at institutions from the partner base of the Lazarski University.
2. In the event of selection by candidates of a partner institution of the University, the institutions offering traineeship receive application documents of candidates with the highest number of points obtained during the recruitment process.
3. The final decision to accept a candidate for a traineeship belongs to representatives of the institution offering the traineeship.

§ 38

1. A participant of a graduate traineeship may apply for extension of stay within the limits resulting from the mobility capital and § 35.
2. The decision to enable extension of a graduate traineeship under the Program is taken by the Manager of the DIP in consultation with the University Program Coordinator, following prior approval of the institution where the graduate traineeship takes place.
3. The decision to award a grant for an extended additional period of graduate traineeship is taken by the University Program Coordinator on the basis of available project funding.

§ 39

1. In the event of available funding being at the disposal of the University, additional recruitment may be organized for graduate traineeships under the Program.

2. The Manager of the DIP may decide to hold additional recruitment for graduate traineeships continuously on a first come, first served basis, while maintaining the stages of qualification of students set forth hereunder.
3. Information about the opening of additional recruitment and its timetable will be published on the website of the University.

Part V

Financing rules

§ 40

1. Grants awarded under the Program constitute co-financing of travel, designed to cover the differences in the cost of living between Poland and the host country.
2. Financing of travel and awarding of grants under the Program is supervised by the University Program Coordinator.
3. Receipt of a grant by students who have successfully passed the recruitment process for the Program is subject to the amount of project funding transferred to the Lazarski University by the National Program Agency in the given academic year.
4. A grant for the duration of mobility is calculated with accuracy to a day of the stay.
5. Monthly grant rates established in compliance with the guidelines of the Erasmus + Program Guide are:

| Countries included in the group | Studies (EUR/month) | Internship (EUR/month) |
|--|--------------------------------|-----------------------------------|
| Denmark, Finland, Iceland, Ireland, Luxembourg, Liechtenstein, Norway, Sweden, United Kingdom, | EUR 500 | EUR 600 |
| Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal | EUR 450 | EUR 550 |
| Bulgaria, Croatia, the Czech Republic, Estonia, Lithuania, Latvia, Hungary, Romania, Slovakia, Slovenia, the Former Yugoslav Republic of Macedonia, Turkey | EUR 400 | EUR 500 |

§ 41

1. Payment of national scholarships (e.g. social, scientific) to which the student has acquired the right before travel, shall continue during the student's stay abroad under the Program.
2. Students qualified for the Program with confirmed right to a social scholarship receive a specified in PLN social benefit from the PO WER program.

3. Allowance for students with the right to social scholarship is equivalent to EUR 200 per month and is included in the scholarship and paid in accordance with the rules in force in the Program.
4. Students with disabilities may apply for additional disability scholarship in accordance with the rules in force in the Program.

§ 42

Scholarship is paid after the conclusion of an agreement between a qualified participant and the Lazarski University on the terms and conditions set out in this agreement.

§ 43

1. Financial settlement of the period of travel within the framework of the Program takes place after return of the participant on the basis of a certificate issued by the host institution confirming the actual dates of implementation of the mobility.
2. In a situation where the period of stay given in the certificate is shorter than indicated in the agreement defined in § 42, the amount of scholarship may be subject to reduction.

§ 44

Unauthorized extension by a participant of the mobility without approval of the University Program Coordinator and the competent Faculty Program Coordinator is inadmissible and will not be accepted.

Part VI

Final Provisions

§ 45

1. In the scope unregulated by this Regulation, the following shall apply:
 - a. provisions of the agreement concluded between the Lazarski University and the Foundation for Development of the Education System, fulfilling the function of the National Program Agency,
 - b. The Erasmus Charter for Higher Education 2014-2020 (ECHE),
 - c. Announcements of the National Program Agency,
 - d. Rules of Study of the Lazarski University.
2. The Regulation goes in effect as of the day of its issue.

§ 46

The Regulation of the Rector No. 2a/2015 of 10 February 2015 on the financing and the qualification procedure of Lazarski University students for the Erasmus+ program from the academic year 2015/2016 hereby loses all force and effect.