Co-funded by the European Union

Rules adopted based on the provisions of § 2 subparagraph 4 REGULATIONS OF LEARNING MOBILITY OF STUDENTS AND GRADUATES OF LAZARSKI UNIVERSITY UNDER THE ERASMUS+ PROGRAM

– ENGLISH VERSION –

RULES OF PARTICIPATION IN THE ERASMUS+ PROGRAMME MOBILITY FOR STUDIES - 2026/2027 academic year

(version binding from September 1st, 2026)

Recruitment for student mobility for studies (SMS)
available for implementation
until 31 July 2027
– co-financed within the Agreement No.
2026-1-PL01-KA131-HED-000405536

LAZARSKI UNIVERSITY
ŁAZARSKI
WARSAW • POLAND

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I. OBLIGATIONS OF A CANDIDATE FOR PARTICIPATION IN THE ERASMUS+ PROGRAMME

STEP 1 – What should you do before you apply?

1. If you are interested in participation in the Erasmus+ Programme [hereinafter the **Programme**] you must get acquainted with the content of *Regulations of learning mobility of students and graduates of Lazarski University under the Erasmus+ Program* [hereinafter **R&R**] available in:
   a) a digital form on the Lazarski University [hereinafter the **University**] website in the section dedicated to learning mobility[1],
   b) a printed document available in the International Programmes Office – Lazarski University (43, Świeradowska Street, 02-662 Warsaw), room No. 100A, sector A.
2. R&R determines basic principles of the functioning of the Programme at the University, including basic rules for selecting the Programme participants and awarding them grant support in a just, transparent, consistent and documented manner; getting acquainted with the content of R&R will let you find answers to, inter alia, the following questions:
   a) What is the Programme?
   b) How does the University manage the Programme?
   c) Who is eligible to participate in the Programme?
   d) What are the basic rules for selecting the Programme participants?
   e) What are the basic rules for implementing learning mobility?
   f) What are the most important documents concerning participation in the Programme?
   g) What are the main rights and obligations of the Programme participants?
   h) What are the basic rules for awarding grant support for the implementation of learning mobility?
   i) What are the basic rules for the financial and substantive recognition of the learning mobility implemented by students?
3. The present document, i.e. *Rules of participation in the Erasmus+ Programme within mobility for studies – 2026/2027 academic year* [hereinafter the **Rules**] contains more detailed information about the provisions of R&R due to constant changes to internal regulations concerning the implementation of the Programme; getting acquainted with the content of the Rules will let you find answers to the following questions:
   a) When can a student participate in learning mobility for studies?
   b) In what way must a candidate submit application documents and what is the deadline?
   c) Are there any other requirements that must be met in order to apply for participation in the Programme apart from the general ones laid down in R&R?
   d) What are the criteria for the score-based assessment of candidates for participation in the Programme?
   e) Have any preferences for the selection of the Programme participants been determined?
   f) What are the daily/monthly rates of grant support for learning mobility implemented in accordance with the Agreement No. 2026-1-PL01-KA131-HED-000405536, which the University entered into with the Erasmus+ Programme National Agency [hereinafter **NA**]?
4. If, having been acquainted with the content of R&R and the present Rules, you will still not be able to take a conscious decision whether to apply for participation in the Programme or you will have additional questions, you can use additional sources of information:
   a) the University website[2] section presenting information about the Programme;
   b) the information about the Programme on the noticeboards in the University campus;
   c) direct contact with:
      i. the Institutional Erasmus+ Coordinator: Mr Dmytro Voznesenskyi, MA; e-mail: erasmus.outgoing@lazarski.edu.pl; landline telephone no.: +48 22 54 35 365; cellular telephone no.:

[1] https://www.lazarski.pl/en/cooperation/erasmus/outgoing-students/studies/
[2] https://www.lazarski.pl/en/cooperation/erasmus/

+48 513 038 056; International Programmes Office: room no. 100A; sector A; open Monday to Friday 9.00 am – 3.00 pm

ii. the Faculty Coordinator of the Erasmus+ Programme (Faculty of Economics and Management): Mrs Katarzyna Marton-Gadoś, MA; e-mail: katarzyna.marton-gados@lazarski.edu.pl

iii. the Faculty Coordinator of the Erasmus+ Programme (Faculty of Law and Administration): Mrs Dobrochna Minich, PhD; e-mail: dobrochna.minich@lazarski.pl

d) open-door informational meetings organised by the University Coordinator of the Erasmus+ Programme concerning recruitment of the Programme participants; information about the time and venue of informational meetings will be provided on the University website;

e) NA website dedicated to the Programme[3],

f) the European Commission website dedicated to the Programme[4],

g) Erasmus+ Student Charter[5].

STEP 2 – What are your obligations towards the University when you join the recruitment process?

1. The submission of the electronic application form in the process of the Programme participants recruitment constitutes your confirmation that you got acquainted with the content of R&R and the Rules, you have no objections and you undertake to adhere to the above-mentioned provisions.
2. In the application form, you will be asked to provide the information necessary to carry out the recruitment process for the Erasmus+ Programme. Some of the information you provide may be additionally verified by the University Erasmus+ Coordinator on the basis of data available in the University's records. During the recruitment process, we may also ask you to provide additional information, documents or explanations if they are necessary for the proper assessment of your application. Therefore, you are required to:provide correct personal data in the application form, in particular your given name and surname that are in compliance with the data in the legal document confirming your identity (in case of Polish citizens: ID data; in case of foreigners: passport data);
   a) provide complete, accurate and up-to-date information in the application form, in accordance with the scope of information required in the form;
   b) provide correct personal details, in particular your first name and surname as stated in your identity document (for Polish citizens – an identity card, and for persons holding other citizenship – a passport);
   c) provide up-to-date contact details, in particular your email address and telephone number, to ensure efficient communication during the recruitment process and preparation for the mobility;
   d) regularly check the email account provided in the application and respond to messages sent by the University Erasmus+ Coordinator, Faculty Erasmus+ Coordinator, staff of the relevant University unit, and the receiving institution**;**
   e) provide any additional information, documents or explanations if requested during the recruitment process;
   f) promptly inform the Erasmus+ Office of any changes to your personal or contact details, in particular your surname, email address or telephone number, by sending an email to the Erasmus+ Office.
3. Due to compliance with and implementation of rules and activities aimed at ensuring the participation of people with fewer opportunities in the Programme, joining the process of the Programme participants recruitment, you will be obliged to:
   a) conduct a deepened analysis of your actual situation in the context of your potential belonging to a group of people with fewer opportunities; in the application form you are kindly requested to provide information about your status of a disabled person and if you are entitled to a social benefit; these data, however, do not exhaust the assessment of all exclusion factors; the sensitive nature of the data concerning exclusion factors

[3] https://erasmusplus.org.pl/

[4] https://erasmus-plus.ec.europa.eu/

[5] https://erasmus-plus.ec.europa.eu/erasmus-student-charter
Erasmus+ Student Charter is available in the PDF format:
https://op.europa.eu/en/publication-detail/-/publication/d2c73971-8a24-11ec-8c40-01aa75ed71a1/language-en/format-PDF/source-251571251

make us ask you to first of all analyse information in R&R concerning people with fewer opportunities and if you identify premises that can include you in this group, please analyse the catalogue of eight barriers to inclusion (exclusion factors) presented by the European Commission in Chapter 4 of the document "Implementation Guidelines - Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy[6];

b) in case of identification of premises referred to in subsection (a) herein, contact the Institutional Erasmus+ Coordinator directly so that the Recruitment Commission can initiate adequate support activities in accordance with the rules laid down in R&R;

c) adhere to all rules of respecting any dissimilarities of both other people participating in the recruitment process and those who carry it out, and report any instances of discrimination in the process of recruitment and implementation of the Programme.

II. DETAILED RECRUITMENT RULES WITHIN SMS

STEP 3 – Recruitment scope and mode

1. The recruitment process[7] is conducted for Student Mobility for Studies (SMS) mobilities, which may be carried out until **31 July 2028**. Funding for the mobilities from European Union funds is provided under Agreement No. 2026-1-PL01-KA131-HED-000405536, concluded between the University and the National Agency.
2. The recruitment process is conducted in accordance with the general rules set out in the Regulations and the detailed provisions specified in these Rules.
3. Recruitment for participation in SMS mobilities is conducted within a single call for applications, on dates specified each time in the recruitment announcement. Candidates are required to submit the application form by the deadline indicated in the announcement. Once the application period has closed, applications are assessed and candidates are selected in accordance with the rules set out in the Regulations. The number of participants selected to receive funding depends on the amount of financial resources available for SMS mobilities under the agreement concluded between the University and the National Agency of the Erasmus+ Programme and the European Solidarity Corps.
4. If the available funding is insufficient, the relevant provisions of the Regulations concerning the possibility of undertaking mobility with a zero grant shall apply. In accordance with the rules of the Programme and the terms of the agreement with the National Agency, the University may also transfer funds between individual budget categories, which may affect the number of mobilities that can be funded.
5. The Recruitment Committee establishes two application rounds:
   a) Round I – submission of the electronic application form **by the end of 11 October 2026** (mobility in the Spring Semester of the 2026/2027 academic year);
   b) Round II – submission of the electronic application form **by the end of 4 April 2027** (mobility in the Autumn Semester of the 2027/2028 academic year).
6. The Recruitment Committee may decide to change the deadlines referred to in section 4 above and/or establish one or more additional application rounds by updating these Rules and publishing their current version.

STEP 4 – Application documents

1. Candidates enter the recruitment process by completing and submitting, within the deadline applicable to the relevant application round, the electronic application form available via the link published on the University's website and shared by email.

[6] The document is available in 23 language version: https://erasmus-plus.ec.europa.eu/document/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity-strategy

[7] Internal recruitment code: KA131/2026/SMS1

2. In case of whatever doubts concerning the content of the electronic application form or difficulties in filling it in and submission, a candidate may ask the Institutional Erasmus+ Coordinator for assistance.

STEP 5 – Qualification requirements for candidates

1. The recruitment is carried out in compliance with the qualification requirements that candidates must meet in order to participate in SMS referred to in § 7 R&R - **The Recruitment Commission shall not introduce additional requirements**.

2. Whether a candidate has met the requirements for participation in the Programme is subject to assessment in accordance with the rules determined in R&R and based on the data provided in the electronic application form, data retained in the University resources and possible additional information/explanation obtained from the candidate.

STEP 6 – Score-based assessment

1. The score-based assessment of candidates is carried out in accordance with the general rules laid down in § 12 R&R and more detailed ones stipulated in the present Rules.
2. The Recruitment Commission shall apply the score-based assessment based on the information obtained during an interview to every candidate who has met the requirements for participation in the Programme.
3. A candidate will receive an invitation to an interview sent to his/her email address provided in the application documents (time and form of the interview will be specified; the interview can be conducted in the campus or online, in the Polish and/or English language).
4. Failure of a candidate to attend an interview will preclude scoring as part of the recruitment process (the candidate's absence will be noted in the interview summary); the candidate will not be placed on the ranking list.
5. In case a candidate declares in the application form the implementation of SMS in a language different than English, a person speaking this language may be invited to participate in the interview in addition to the Recruitment Commission members (in order to help the Recruitment Commission to assess the language competence for the purpose of mobility implementation).
6. **Assessment criteria:** every member of the Recruitment Commission shall assess a candidate in the following four categories:
   a) the level of motivation to participate in SMS, including the convergence of motivation to participate in the Programme and the aims of the Programme, as well as the predicted influence of the SMS implementation on the increase in the candidate's competence; the possible score is as follows:
      i. 1 point – very low level of motivation,
      ii. 2 points – low level of motivation,
      iii. 3 points – medium level of motivation,
      iv. 4 points – high level of motivation,
      v. 5 points – very high level of motivation.
   b) the level of knowledge of the rules for the Programme implementation; the possible score is as follows:
      i. 1 point – very low level of knowledge,
      ii. 2 points – low level of knowledge,
      iii. 3 points – medium level of knowledge,
      iv. 4 points – high level of knowledge,
      v. 5 points – very high level of knowledge.
   c) the level of knowledge of three receiving organisations selected by a candidate as those he/she prefers, including accessibility of compatible courses and internal rules for receiving learning mobility; the possible

score is as follows:

i. 1 point – very low level of knowledge,
ii. 2 points – low level of knowledge,
iii. 3 points – medium level of knowledge,
iv. 4 points – high level of knowledge,
v. 5 points – very high level of knowledge.

d) the level of language competence for the purpose of SMS implementation[8], including: ability to participate in the learning process carried out in a given language of instruction; ability to participate in the foreign university academic life in the given language, e.g. within the administrative processes; the possible score is as follows:

i. 0 points – no foreign language competence,
ii. 1 point – very low level of foreign language competence,
iii. 2 points – low level of foreign language competence,
iv. 3 points – medium level of foreign language competence,
v. 4 points – high level of foreign language competence,
vi. 5 points – very high level of foreign language competence.

7. In case the score assessment of a candidate's level of language competence accounts for 0 (zero) points awarded by all members of the Recruitment Commission, the candidate cannot continue participation in the recruitment process due to his/her failure for meet the requirement laid down in § 7 subparagraph 3 (d) R&R, i.e. the Recruitment Commission recognised the level of his/her knowledge of the foreign language of instruction in which the mobility will be implemented as insufficient to enable him/her to implement this mobility.
8. The total score-based assessment of the candidate is an arithmetic mean of the scores awarded by all members of the Recruitment Commission (scores are rounded up to two decimal places).
9. The total score-based assessments of candidates, potentially increased by the bonus points indicated in step 7 hereinafter, help the Recruitment Commission to develop a ranking list in accordance with the rules laid down in R&R.

STEP 7 – Preference given to candidates in the selection of the Programme participants

1. The Recruitment Commission gives preference to candidates in the selection of the Programme participants in case of the following circumstances:
   a) FIRST MOBILITY – 5-point-bonus; a candidate who has never participated in any SMS within the Programme is awarded an additional bonus of 5 points;
   b) PERSON WITH FEWER OPPORTUNITIES – 5-point-bonus; a candidate having the status of a person with fewer opportunities confirmed in the course of the process of recruitment to the Programme based on the candidate's data retained at the University or based on the information/documents submitted by him/her is awarded an additional bonus of 5 points.
   c) HIGH GRADE POINT AVERAGE – up to 5 bonus points – candidates will obtain from 1 to 5 bonus points based on the grade points average from the entire course of studies.
2. The additional bonus points are added to the score the given candidate obtained during the interview.

[8] One of the aims of the Programme is to raise its participants' level of language competence; introducing this criterion, the University does not limit opportunities of people developing their language skills but strives to ensure efficient implementation of SMS, i.e. the Recruitment Commission assesses a candidate with a certain level of language competence in terms of his/her ability to achieve the complex mobility objectives.

STEP 8 – Obtaining the status of the Programme participant

1. After the Recruitment Commission confirms that a candidate successfully met the requirements for participation in the Programme and awards him/her a score-based assessment during the interview, the candidate obtains the status of a person preliminarily qualified for participation in the Programme and will be obliged to submit other documents required for the SMS implementation to the International Programmes Office. The documents include:
   a) a personal data form with a copy of his/her identification document[9];
   b) a declaration stating the number of his/her bank account[10];
   c) a declaration giving consent to process his/her personal data within the Programme[11];
   d) confirmation issued by the Bursar's Office that he/she is not in arrears on their tuition fees;
   e) an insurance policy meeting the requirements laid down in § 23 R&R.

2. A candidate that obtains the status of a person preliminarily qualified for participation in the Programme (a person on the ranking list) is obliged to participate in activities in aid of a trilateral agreement on the Learning Agreement for Studies (LA-S/OLA) and the Grant Agreement for the Erasmus+ Programme of mobility for studies/traineeship in accordance with the rules stipulated in R&R.
3. The Institutional Erasmus+ Coordinator will provide detailed information concerning the above-mentioned process.

III. DETAILED RULES FOR STUDENT MOBILITY FOR STUDIES (SMS) IMPLEMENTATION

STEP 9 – Rules for SMS implementation

1. SMS is implemented in accordance with the general rules stipulated in R&R and more detailed provisions of the present Rules.
2. Grant support for SMS is awarded, paid and settled in accordance with the general rules laid down in R&R and more detailed provisions of the present Rules.
3. The protection of personal data of candidates and participants in SMS is implemented in accordance with the rules stipulated in R&R.

STEP 10 – Rates and amounts of grant support for the purpose of SMS implementation

1. The rates of grant support for learning mobility in higher education and algorithms used to calculate the amount of grant support are determined by NA for each Grant Agreement and published on the website: erasmusplus.org.pl[12].
2. The amount of the grant support for mobility for studies in 2026/2027 academic year within the Agreement No. 2026-1-PL01-KA131-HED-000405536 entered into by the University and NA is as follows:

[9] The document must be confirmed by the preliminarily qualified participant in the Programme with the use of a handwritten or electronic signature.
[10] The document must be confirmed by the preliminarily qualified participant in the Programme with the use of a handwritten or electronic signature.
[11] The document must be confirmed by the preliminarily qualified participant in the Programme with the use of a handwritten or electronic signature.

[12] Rates that apply to unit costs for agreements KA131-2024 : https://erasmusplus.org.pl/brepo/panel_repo_files/2024/02/02/8enwwy/2024-ka1-stawki-szkolnictwo-wyzsze.pdf

STATES BELONGING TO THE GIVEN GROUP (i.e. in R&R: "the EU Member States and third countries associated to the Programme")	STUDENT MOBILITY FOR STUDIES: monthly rate in EUR
GROUP 1 – Austria, Belgium, Denmark, Finland, France, Germany, Italy, Ireland, Island, Lichtenstein, Luxemburg, the Netherlands, Norway, Sweden	670 €
GROUP 2 – Cyprus, Chechia, Estonia, Greece, Spain, Malta, Portugal, Slovakia, Slovenia, Lithuania	670 €
GROUP 3 – Bulgaria, Croatia, Northern Macedonia, Latvia, Romania, Serbia, Turkey, Hungary	600 €
PARTNER COUNTRIES (i.e. in R&R: "third countries not associated to the Programme") – 10% allocation limit	STUDENT MOBILITY FOR STUDIES: monthly rate in EUR
REGION 13 – Andorra, Monaco, Vatican City State, San Marino	670 €
REGION 14 – the Faroe Islands, Switzerland, the United Kingdom	670 €
REGION 1 – Western Balkan states: Albania, Bosnia and Herzegovina, Kosovo, Montenegro REGION 2 – Neighbourhood East: Armenia, Azerbaijan, Belarus, Georgia, Moldova, the territory of Ukraine recognised by international law	700 €

REGION 3 – South-Mediterranean countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia ~~REGION 4 – the Russian Federation - the territory of Russia recognised by international law –~~ *cooperation with the Russian Federation has been suspended* REGION 5 – Asia: Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam High income countries and territories: Brunei, Hong Kong, Japan, Republic of Korea, Macao, Singapore and Taiwan REGION 6 – Central Asia: Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan REGION 7 – Middle East: Iran, Iraq, Yemen High income countries: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates REGION 8 – Pacific: Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu High income countries: Australia, New Zealand REGION 9 – Sub-Saharan Africa: Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Eswatini, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe REGION 10 – Latin America: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela REGION 11 – Caribbean: Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Suriname and Trinidad & Tobago REGION 12 – US and Canada: United States of America, Canada	

1. Students with fewer opportunities are entitled to an additional benefit to the grant support determined in the table in subparagraph 2 herein that accounts for EUR 250 per month.
2. The rate of support for students participating in short-term mobility accounts for EUR 79 per day of physical mobility during the first 14 days, and EUR 56 per day of physical mobility during the period from the 15th to the 30th day.

3. Students with fewer opportunities participating in the short-term physical mobility are entitled to an additional benefit laid down in subparagraph 4 herein that accounts for EUR 100 for the period of physical mobility of 5 to 14 days and EUR 150 for the period from the 15th to the 30th day.
4. The amount of lump sum rates of support to cover travel costs for students with fewer opportunities within the long-term mobility to partner countries, with the exception of countries in regions 5 and 14 (Region 4 and 14 countries are listed in the table above) are as follows:

DISTANCE[13]	AMOUNT[14] - LUMP SUM TO COVER TRAVEL COSTS	ENVIRONMENT FRIENDLY TRAVEL
from 10 to 99 km	€ 28 per participant	€ 56 per participant
from 100 to 499 km	€ 211 per participant	€ 285 per participant
from 500 to 1999 km	€ 309 per participant	€ 417 per participant
from 2000 to 2999 km	€ 395 per participant	€ 535 per participant
from 3000 to 3999 km	€ 580 per participant	€ 785 per participant
from 4000 to 7999 km	€ 1188 per participant	€ 1188 per participant
8000 km or more	€ 1735 per participant	€ 1735 per participant

5. Depending on the distance between the receiving organisation and the sending organisation and the estimated travel time, the Programme participant is granted additional travel days and individual support is calculated within the scholarship rates specified in paragraph 2 above for the travel days granted, i.e. from 2 to 6 days.
6. The distance calculator available at http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm is used to calculate the travel distance. For travel distances up to 499 km, participants should use low-emission means of transport.
7. Students with a disability certificate may also apply to the NA through the Institutional Erasmus+ Coordinator for additional funding as part of real costs.
8. The application for additional funding of real costs of mobility implementation incurred by a student is justified when they constitute resources without which mobility implementation is not feasible and which are not provided by university or financed from other sources.
9. In case of the occurrence of justified circumstances referred to in paragraph 9 and 10 above, such a need should be reported to the Institutional Coordinator of the Erasmus+ Programme in order to initiate the application process to NA.

[13] "DISTANCE" means the distance between the place of departure and the place of arrival (one way route).
[14] "AMOUNT" means a lump sum to cover travel costs to and from the destination.