



Lazarski
University



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ERASMUS+ MOBILITY FOR STUDENTS OF LAZARSKI UNIVERSITY

We encourage you to read the information
leaflet on **mobility opportunities**.



For any questions please contact our Erasmus+ Office:
erasmus.outgoing@lazarski.edu.pl

WHEN DOES THE RECRUITMENT TAKE PLACE?

We announce recruitment for student mobility twice a year, usually in March and September. However, you can contact us at any time! We will be happy to answer your questions, discuss your plans and help you find a mobility option that suits you best.

WHERE CAN I GO?

Erasmus+ gives you the opportunity to study or train in countries across Europe and beyond. Most mobilities take place in EU Member States and other countries associated with the Erasmus+ Programme, such as Iceland, Liechtenstein, North Macedonia, Norway, Serbia and Türkiye.

Mobility to selected countries outside the Erasmus+ Programme may also be possible. These opportunities are considered individually, so please contact the Erasmus+ Office to discuss the available options.

FOR HOW LONG CAN I GO?

Students and recent graduates can take advantage of the following types of Erasmus+ mobilities:

- a traineeship at a company abroad lasting at least 2 months;
- going to a partner university for a semester to study;
- short-term physical mobility (5–30 days) combined with virtual mobility.

The total time spent by a student on different types of the Erasmus+ mobility cannot exceed 12 months.

WHAT ARE THE RECRUITMENT CRITERIA FOR THE ERASMUS+ MOBILITY?

Students during recruitment are assessed in the following four categories:

- motivation to participate in the Erasmus+ mobility;
- language skills required for the mobility;
- knowledge of the Erasmus+ programme;
- grade point average (GPA) – minimum 3.5.

CAN I EXTEND MY STAY AT A PARTNER UNIVERSITY?

Yes. If your mobility takes place in the fall semester and you still have enough of your 12-month Erasmus+ mobility limit available, you may apply to extend your stay at the partner university within the same academic year. The extension request must be submitted by **15 December**.

Please note that the possibility of extending your mobility with Erasmus+ funding depends on the budget available in a given academic year and therefore cannot be guaranteed.

Alternatively, you can take part in the next Erasmus+ recruitment and apply for another mobility.

I COME FROM A COUNTRY OUTSIDE THE EU, CAN I TAKE PART IN THE PROGRAMME?

Yes. Any student officially enrolled in a Bachelor's or Master's degree programme can participate in Erasmus+, regardless of their citizenship.

WHAT UNIVERSITIES DOES LAZARSKI UNIVERSITY HAVE AGREEMENTS WITH?

The list of Lazarski University's partner universities is updated every year. You can find the current list here:

PARTNER UNIVERSITIES LIST



We want Erasmus+ mobility to match each student's academic interests and needs as closely as possible. If you cannot find a suitable university on our current list, contact the Erasmus+ Office. We are open to students' suggestions and may establish new partnerships with eligible universities.

HOW DOES ERASMUS+ FUNDING WORK?

Before your mobility starts, you will receive **80% of the total Erasmus+ grant**. The remaining 20% is paid after your return, once you have completed the mobility and submitted all required documents, such as your Transcript of Records, Confirmation of Stay and course syllabuses.

HOW MANY OTHER CANDIDATES ARE THERE?

This information becomes available after the recruitment process for a given academic year has been completed and Lazarski University has received confirmation of the Erasmus+ funding available for student mobilities.

AS A PART-TIME STUDENT AM I ELIGIBLE FOR ERASMUS+ MOBILITY?

Yes, part-time students are eligible to apply for Erasmus+ mobilities.

CAN I BE ON DEAN'S LEAVE DURING THE MOBILITY?

No. During your stay at host institution under the Erasmus+ programme, you may not be on dean's leave or be on any leave (e.g. sick leave).

DO I NEED INSURANCE?

Purchasing additional insurance is necessary. The insurance must include **liability insurance, accident insurance, and coverage of repatriation costs**. The European Health Insurance Card (EHIC) alone does not provide sufficient coverage for participants during Erasmus+ mobility.

For mobility to countries outside the EU where the EHIC is not valid, students are also required to purchase appropriate health insurance covering the entire period of study or traineeship at the host institution.

DO I HAVE TO TAKE PART IN EXAMS AT LAZARSKI UNIVERSITY DURING THE MOBILITY?

No, during your mobility you should do it at a partner university. Passing exams in the form offered at the host university is necessary to obtain credits for the courses at Lazarski University and obtaining ECTS points.

CAN I GO ABROAD DURING MY DIPLOMA SEMESTER?

For students applying for Erasmus+ mobility during the final year of their studies, the mobility must not interfere with the timely completion of their degree programme. Each case is assessed individually, and the final decision is made by the **Faculty Erasmus+ Coordinator**.

DOES ERASMUS+ PROVIDE ACCOMMODATION?

No. Accommodation is not provided as part of the Erasmus+ programme. However, many partner universities offer student dormitories or provide support in finding accommodation.

Once you have been accepted by your host university, make sure to check its accommodation options and application deadlines.

DO I HAVE TO PASS THE LANGUAGE TEST?

Yes. You need to provide an internationally recognised language certificate confirming at least **B2** level in the language of instruction.

If you do not have such a certificate, you can take a free online English placement test through the EU platform provided by our . The minimum required result is B2 level.

DO I HAVE TO TAKE PART IN EXAMS AT LAZARSKI UNIVERSITY DURING THE MOBILITY?

Erasmus+ mobility is available to Bachelor's and Master's students of Lazarski University. At the time of departure, Bachelor's students must be at least in their second year of studies.

Recent graduates can also participate in Erasmus+ traineeships, provided that they apply and are selected during their final year of studies. The traineeship must be completed within 12 months of graduation.

WHAT DOCUMENTS ARE REQUIRED BEFORE AND AFTER THE MOBILITY?

Before your departure, you will need to submit several documents, including:

- Bank Account Statement;
- Personal Data Form;
- Learning Agreement – for studies or traineeship;
- Letter of Acceptance from the partner university or host organisation;
- proof of insurance;
- proof of language proficiency;
- confirmation of tuition fee payment;
- GDPR declaration.

After your mobility, you will be required to submit:

- Confirmation of Stay with the exact mobility dates;
- boarding passes;
- EU Survey;
- Transcript of Records;
- course syllabuses.

Please note that the list of required documents may be updated. Students selected for Erasmus+ mobility always receive the current list of documents, templates and instructions directly from the Erasmus+ Office, so you will have all the up-to-date information you need at each stage of the process.

WHO CHOOSES SUBJECTS AT THE PARTNER UNIVERSITY?

In consultation with the Faculty Erasmus+ Coordinator, the student chooses subjects at the receiving University that best fit their study program and scientific interests.

DO I HAVE TO PICK EXACTLY THE SAME CLASSES AT PARTNER UNIVERSITY AS AT LU?

We understand that it may not always be possible to find courses that perfectly match those offered at Lazarski University. Your courses abroad do not need to be exactly the same.

When choosing courses, focus on those that are relevant to your field of study and your academic interests.

If you are unsure which courses to choose, your Faculty Erasmus+ Coordinator can help you select the most suitable options.

CAN I TAKE FOREIGN LANGUAGE OR PE CLASSES DURING THE EXCHANGE?

Yes. You need to provide an internationally recognised language certificate confirming at least B2 level in the language of instruction.

If you do not have such a certificate, you can take a free online English placement test through the EU platform provided by our . The minimum required result is B2 level.

WILL LU RECOGNIZE A STUDY SEMESTER COMPLETED AT A PARTNER UNIVERSITY AND/OR TRAINEESHIP COMPLETED IN A COMPANY ABROAD?

Yes. For each person, an individual study program to be completed at the partner university and/or a program of obligatory traineeship to be completed in a foreign company will be agreed on before departure.

The document is called **Learning Agreement**.

CAN I CHANGE/ADD SUBJECTS DURING MY STAY AT THE PARTNER UNIVERSITY?

Sometimes, courses you selected may overlap in the timetable, be cancelled or become unavailable. In such cases, you can change or add courses after your mobility has started.

Any changes to your Learning Agreement should be made as soon as possible and discussed with your Faculty Erasmus+ Coordinator.

WHAT HAPPENS IF I FAIL A SUBJECT DURING MY MOBILITY?

It depends on the number of ECTS credits you successfully complete at the partner university.

If you are only missing a small number of ECTS credits, it may be possible to complete an additional course at Lazarski University to make up for the failed course.

However, if you complete significantly fewer ECTS credits than agreed in your Learning Agreement, you may fail to complete the semester and may be required to return part or all of your Erasmus+ grant.

WHAT DOES THE SCHOLARSHIP COVER?

The Erasmus+ grant is a financial contribution towards the additional costs of your mobility abroad, such as accommodation, travel and everyday living expenses.

The grant amount depends on the destination country and length of your mobility. Please remember that the Erasmus+ grant may not cover all expenses, so you may need to use your own funds as well.

IF I GO TO A PARTNER UNIVERSITY ABROAD FOR A SEMESTER, WILL I STILL HAVE TO PAY TUITION FEES AT LU?

Yes. During your Erasmus+ mobility, you remain a student of Lazariski University, so you are still required to pay your regular tuition fees at LU.

However, you do not pay tuition fees to the partner university for your Erasmus+ studies.

CAN I DO AN ERASMUS+ TRAINEESHIP INSTEAD OF STUDYING ABROAD?

Yes. Erasmus+ also gives you the opportunity to complete a traineeship abroad at an eligible company, organisation or institution. The traineeship should be related to your field of study and professional development. The traineeship should last **at least 2 months and no longer than 3 months.**

HOW DO I FIND AN ORGANISATION FOR MY ERASMUS+ TRAINEESHIP?

For traineeships, you are responsible for finding your host organisation. The traineeship should last at least 2 months and no longer than 3 months.

You can contact companies and organisations directly, search for opportunities on ErasmusIntern.org, or ask your Faculty Erasmus+ Coordinator for advice.

Once you find a host organisation, contact the Erasmus+ Office, and we will guide you through the next steps and required documents.



ERASMUS+ MOBILITY FOR STUDENTS OF LAZARSKI UNIVERSITY

Do not hesitate to contact us,
should you have any questions:

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