

**INSTITUTION**

<b>Name of the institution</b>	Wyższa Szkoła Przedsiębiorczości i Administracji w Lublinie (WSPA) / University College of Enterprise and Administration
<b>Erasmus Code</b>	PL LUBLIN06
<b>PIC/OID</b>	946256923 / E10095130
<b>Address</b>	Bursaki 12 20-150 Lublin, Poland
<b>Website</b>	Polish: <a href="https://wspa.pl/">https://wspa.pl/</a> English: <a href="https://en.wsapa.pl/">https://en.wsapa.pl/</a>

**INTERNATIONAL OFFICE CONTACT INFORMATION**

<b>Head of Department</b>	Ms. Paulina Obszańska, MA
<b>Contact persons concerning:</b>	
<b>Incoming/Outgoing Staff (Program Countries – KA103)</b>	Ms. Paulina Obszańska, MA <a href="mailto:p.obszanska@wsapa.pl">p.obszanska@wsapa.pl</a>
<b>Incoming/Outgoing Staff (Partner Countries – KA107)</b>	Ms. Paulina Obszańska, MA <a href="mailto:p.obszanska@wsapa.pl">p.obszanska@wsapa.pl</a> Ms. Małgorzata Baranowska, MSc <a href="mailto:m.baranowska@wsapa.pl">m.baranowska@wsapa.pl</a>
<b>Incoming/Outgoing Students (KA103, KA107)</b>	Ms. Małgorzata Baranowska, MSc <a href="mailto:m.baranowska@wsapa.pl">m.baranowska@wsapa.pl</a>  Mrs. Katarzyna Grząsko <a href="mailto:k.grzasko@wsapa.pl">k.grzasko@wsapa.pl</a>
<b>Postal Address</b>	University College of Enterprise and Administration in Lublin International Office (room 308) Bursaki 12 20-150 Lublin, Poland
<b>Email for general enquiries</b>	<a href="mailto:internationaloffice@wsapa.pl">internationaloffice@wsapa.pl</a>

**APPLICATION REQUIREMENTS**

<b>Nomination deadline</b>	<b>Spring semester: November 15<sup>th</sup></b>  <i>Please note that from academic year 2018/19 WSPA do not accept incoming students for winter semester.</i>
----------------------------	--

<b>Required documents</b>	<ul style="list-style-type: none"> <li>• Official nomination by Home University Coordinator</li> <li>• WSPA's Application Form</li> <li>• Learning Agreement</li> </ul>
<b>Language requirements</b>	English: minimum level B1, recommended level: B2 or higher. No language certificates are required.
<b>Academic Calendar and application documents</b>	All required documents, together with Academic Calendar, are available under the following link: <a href="https://en.wspa.pl/erasmus/erasmus/">https://en.wspa.pl/erasmus/erasmus/</a>

### ACADEMIC AND PRACTICAL MATTERS:

<b>Programs taught in English</b>	<ul style="list-style-type: none"> <li>• Management,</li> <li>• Computer Sciences,</li> <li>• Architecture.</li> </ul>																																
<b>Language courses</b>	Polish language course is available for incoming Erasmus students, free of charge.																																
<b>Grading system</b>	<table border="1"> <thead> <tr> <th>Polish grading scale</th> <th>ECTS Grade</th> <th>% of successful students normally achieving the grade</th> <th>Definition (only of failing grades)</th> </tr> </thead> <tbody> <tr> <td><b>5</b></td> <td><b>A</b></td> <td>10</td> <td>EXCELLENT - outstanding performance with only minor errors</td> </tr> <tr> <td><b>4,5</b></td> <td><b>B</b></td> <td>25</td> <td>VERY GOOD - above the average standard but with some errors</td> </tr> <tr> <td><b>4</b></td> <td><b>C</b></td> <td>30</td> <td>GOOD - generally sound work with a number of notable errors</td> </tr> <tr> <td><b>3,5</b></td> <td><b>D</b></td> <td>25</td> <td>SATISFACTORY - fair but with significant shortcomings</td> </tr> <tr> <td><b>3</b></td> <td><b>E</b></td> <td>10</td> <td>SUFFICIENT - performance meets the minimum criteria</td> </tr> <tr> <td><b>2</b></td> <td><b>FX</b></td> <td>-</td> <td>FAIL - some more work required before the credit can be awarded</td> </tr> <tr> <td><b>2</b></td> <td><b>F</b></td> <td>-</td> <td>FAIL - considerable further work is required</td> </tr> </tbody> </table>	Polish grading scale	ECTS Grade	% of successful students normally achieving the grade	Definition (only of failing grades)	<b>5</b>	<b>A</b>	10	EXCELLENT - outstanding performance with only minor errors	<b>4,5</b>	<b>B</b>	25	VERY GOOD - above the average standard but with some errors	<b>4</b>	<b>C</b>	30	GOOD - generally sound work with a number of notable errors	<b>3,5</b>	<b>D</b>	25	SATISFACTORY - fair but with significant shortcomings	<b>3</b>	<b>E</b>	10	SUFFICIENT - performance meets the minimum criteria	<b>2</b>	<b>FX</b>	-	FAIL - some more work required before the credit can be awarded	<b>2</b>	<b>F</b>	-	FAIL - considerable further work is required
Polish grading scale	ECTS Grade	% of successful students normally achieving the grade	Definition (only of failing grades)																														
<b>5</b>	<b>A</b>	10	EXCELLENT - outstanding performance with only minor errors																														
<b>4,5</b>	<b>B</b>	25	VERY GOOD - above the average standard but with some errors																														
<b>4</b>	<b>C</b>	30	GOOD - generally sound work with a number of notable errors																														
<b>3,5</b>	<b>D</b>	25	SATISFACTORY - fair but with significant shortcomings																														
<b>3</b>	<b>E</b>	10	SUFFICIENT - performance meets the minimum criteria																														
<b>2</b>	<b>FX</b>	-	FAIL - some more work required before the credit can be awarded																														
<b>2</b>	<b>F</b>	-	FAIL - considerable further work is required																														
<b>Accommodation</b>	Updated information concerning available housing (list of dormitories, private flats with contact details) will be send on each accepted student's email address. General information about housing: <a href="https://en.wspa.pl/poland-lublin/accommodation/">https://en.wspa.pl/poland-lublin/accommodation/</a>																																
<b>Health Insurance</b>	Each exchange student from EU-country is obliged to have valid EHIC (European Health Insurance Card). In addition, students have to have a comprehensive health and accident insurance that is valid in Poland throughout the stay. More information: <a href="https://en.wspa.pl/poland-lublin/stay-in-poland-formalities/stay-in-poland-health-insurance/">https://en.wspa.pl/poland-lublin/stay-in-poland-formalities/stay-in-poland-health-insurance/</a>																																
<b>Visa (if relevant)</b>	Information concerning visa procedures and legalization of stay during Erasmus exchange in Poland: <a href="https://en.wspa.pl/poland-lublin/stay-in-poland-formalities/stay-in-poland-visa/">https://en.wspa.pl/poland-lublin/stay-in-poland-formalities/stay-in-poland-visa/</a>																																