

INSTITUTION

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

INTERNATIONAL OFFICE CONTACT INFORMATION

Head of Department	Ms. Paulina Obszańska, MA
Contact persons concerning:	
Incoming/Outgoing Staff (Program Countries – KA103)	Ms. Paulina Obszańska, MA p.obszanska@wsapa.pl
Incoming/Outgoing Staff (Partner Countries – KA107)	Ms. Paulina Obszańska, MA p.obszanska@wsapa.pl Ms. Małgorzata Baranowska, MSc m.baranowska@wsapa.pl
Incoming/Outgoing Students (KA103, KA107)	Ms. Małgorzata Baranowska, MSc (traineeships - SMT) m.baranowska@wsapa.pl Ms. Agnieszka Trepkowska, MA (studies – SMS) a.trepkowska@wsapa.pl
Postal Address	University College of Enterprise and Administration in Lublin International Office (room 308) Bursaki 12 20-150 Lublin, Poland
Email for general enquiries	internationaloffice@wsapa.pl

APPLICATION REQUIREMENTS

Application deadline	Spring semester: December 15th <i>Kindly note that from academic year 2018/19 WSPA do not accept incoming exchange students for winter semesters.</i>
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Required documents during application	<ul style="list-style-type: none"> • Official nomination by Home University Coordinator • WSPA's Application Form
Language requirements	English: minimum level B1, recommended level: B2 or higher. No language certificates are required.
Academic Calendar and application documents	All required documents, together with Academic Calendar and updated list of courses available in English will be send on each accepted student's email address

ACADEMIC AND PRACTICAL MATTERS:

Programs fully taught in English	<ul style="list-style-type: none"> • Management, • Computer Sciences <p>Form of teaching: blended learning. Lectures will be in online form, practical classes, workshops, projects, labs will be in WSPA (face-to-face learning).</p>			
Grading system	Polish grading scale	ECTS Grade	% of successful students normally achieving the grade	Definition (only of failing grades)
	5 4,5 4 3,5 3 2 2	A B C D E FX F	10 25 30 25 10 - -	<p>EXCELLENT - outstanding performance with only minor errors</p> <p>VERY GOOD – above the average standard but with some errors</p> <p>GOOD – generally sound work with a number of notable errors</p> <p>SATISFACTORY – fair but with significant shortcomings</p> <p>SUFFICIENT – performance meets the minimum criteria</p> <p>FAIL - some more work required before the credit can be awarded</p> <p>FAIL - considerable further work is required</p>
Accommodation	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: https://en.wspa.pl/accommodation/			
Health Insurance	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: https://en.wspa.pl/stay-in-poland-health-insurance/			
Visa (if relevant)	Information concerning visa procedures and legalization of stay during Erasmus exchange in Poland: https://en.wspa.pl/stay-in-poland-formalities/			