**INSTITUTION**

<table>
<thead>
<tr>
<th>Name of the institution</th>
<th>Wyższa Szkoła Przedsiębiorczości i Administracji w Lublinie (WSPA) / University College of Enterprise and Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus Code</td>
<td>PL LUBLIN06</td>
</tr>
<tr>
<td>PIC</td>
<td>946256923</td>
</tr>
<tr>
<td>Address</td>
<td>Bursaki 12 20-150 Lublin, Poland</td>
</tr>
</tbody>
</table>
| Website                 | Polish: [https://wspa.pl/pl/](https://wspa.pl/pl/)  

**INTERNATIONAL OFFICE CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Head of Department</th>
<th>Ms. Paulina Obszańska, MA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact persons concerning:</td>
<td></td>
</tr>
</tbody>
</table>
| Incoming/Outgoing Staff (Program Countries – KA103) | Ms. Paulina Obszańska, MA  
p.obszanska@wspa.pl |
| Incoming/Outgoing Staff (Partner Countries – KA107) | Ms. Paulina Obszańska, MA  
p.obszanska@wspa.pl  
Ms. Małgorzata Baranowska, MSc  
m.baranowska@wspa.pl |
| Incoming/Outgoing Students (KA103, KA107) | Ms. Małgorzata Baranowska, MSc  
m.baranowska@wspa.pl  
Ms. Aneta Goździuk, MA  
a.gozdziuk@wspa.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@wspa.pl                                                                         |

**APPLICATION REQUIREMENTS**

| Nomination deadline        | Spring semester: November 15th  
*Please note that from academic year 2018/19 WSPA do not accept incoming students for winter semester.* |
Required documents

- Official nomination by Home University Coordinator
- WSPA’s Application Form
- Learning Agreement
- 2 passport photos
- Health Insurance Card valid for whole period of stay in Poland

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, are available under the following link: https://wspa.pl/en/erasmus/erasmus

ACADEMIC AND PRACTICAL MATTERS:

Programs taught in English

- Management,
- Computer Sciences,
- Architecture,
- Sociology

Language courses

Polish language course is available for incoming Erasmus students, free of charge.

Grading system

<table>
<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>5</td>
<td>A</td>
<td>10</td>
<td>EXCELLENT – outstanding performance with only minor errors</td>
</tr>
<tr>
<td>4,5</td>
<td>B</td>
<td>25</td>
<td>VERY GOOD – above the average standard but with some errors</td>
</tr>
<tr>
<td>4</td>
<td>C</td>
<td>30</td>
<td>GOOD – generally sound work with a number of notable errors</td>
</tr>
<tr>
<td>3,5</td>
<td>D</td>
<td>25</td>
<td>SUFFICIENT – performance meets the minimum criteria</td>
</tr>
<tr>
<td>3</td>
<td>E</td>
<td>10</td>
<td>SUFFICIENT – performance meets the minimum criteria</td>
</tr>
<tr>
<td>2</td>
<td>FX</td>
<td>-</td>
<td>FAIL - some more work required before the credit can be awarded</td>
</tr>
<tr>
<td>2</td>
<td>F</td>
<td>-</td>
<td>FAIL - considerable further work is required</td>
</tr>
</tbody>
</table>

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://wspa.pl/en/poland-lublin/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://wspa.pl/en/poland-lublin/stay-in-poland-formalities

Visa (if relevant)