

APPROVED
Director of Vilnius College of
Technology and Design
Order No 1-37 of 13 April 2022

DESCRIPTION OF THE PROCEDURES FOR ORGANISING STUDENT MOBILITY UNDER THE ERASMUS+ PROGRAMME IN PROGRAMME COUNTRIES

CHAPTER I GENERAL PROVISIONS

1. The description of the procedure for the organisation of student mobility under the Erasmus+ Programme (hereinafter - the Programme) (hereinafter - the Procedure) regulates the financing, organisation and implementation of outgoing mobility of students of Vilnius College of Technology and Design (hereinafter - the College).

2. The outgoing mobility of students under the Programme's first key action KA1 (mobility for learning purposes) shall be organised in accordance with the Programme Guide, the Grant Agreement for a project involving only one Erasmus+ beneficiary, the Contract for the Use of the State Budget of the Republic of Lithuania, the Contract for the Use of the Structural Funds of the European Union, these procedures, and any other documents of the College related to student mobility.

3. Terms used in the description:

3.1. **Person with special needs** - according to the Programme Guide, a person with special needs is defined as a potential participant in the Programme whose physical, mental or other health-related condition is such that participation in the mobility activities is not possible without additional funding.

3.2. **"The Erasmus+ Grant Agreement for a student's study and/or placement (Grant Agreement)"** is an agreement concluded between the College and a student participating in a study/placement mobility programme.

3.3. **"Erasmus+ Student Mobility"** - an *Erasmus+* programme activity that sends College students to another participating country for a specified period of time:

3.3.1. for study purposes (study mobility);

3.3.2. for the purposes of practice (practice mobility);

3.3.3. for study and practice (mixed mobility).

3.4. **Host institution:**

3.4.1. in the case of study mobility and mixed mobility, **the** higher education institution in the Programme country which has been awarded the Erasmus Charter for Higher Education (ECHE) and with which the College has signed an inter-institutional agreement;

3.4.2. for mobility placements, any public body or private organisation in the Programme country active in the labour market or in the fields of education, training and youth, a non-profit organisation, an association, a nongovernmental organisation (NGO), a body providing guidance, counselling and information, an education and training institution with an ECHE.

3.5. **The sending institution** is Vilnius College of Technology and Design.

3.6. **Inter-institutional agreement** - a bilateral agreement between the College and the host institution (in the case of study mobility), which sets out the fields of study, duration of the exchange, mobility flows, students' linguistic preparation and other planned activities.

3.7. **Disadvantaged groups** - a disadvantaged person is defined as a person who, for economic, social, cultural, geographical or health reasons, or because of his/her migrant background, or because of his/her disability and learning difficulties, or for other reasons, including

those referred to in Article 21 of the Charter of Fundamental Rights of the European Union, which are liable to lead to discrimination, is unable to benefit effectively from the opportunities offered by the Programme.

II CHAPTER TYPE AND DURATION OF STUDENT MOBILITY

4. Student mobility can be:
 - 4.1. part-time study at a higher education institution abroad
 - 4.2. doing a traineeship as part of your studies in a foreign company/organisation/training institution;
 - 4.3. doing a traineeship as post-study work experience in a foreign company or organisation (graduate traineeships).
5. Study mobility can last from 3 to 12 months.
6. Traineeship mobility can last from 2 to 12 months.
7. Each student of the College is entitled to benefit from the Programme for a maximum period of 12 months. This period is common to all types of mobility (studies, work placements during studies and graduate traineeships).
8. Graduate traineeship mobility must start and end within 12 months of the end of their studies.
9. The rights and obligations of a participant are defined in the Erasmus+ Student Charter, which can be found at: https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/charterlithuania_en.pdf

III CHAPTER CONDITIONS FOR ORGANISING AND FUNDING MOBILITY

10. Study mobility is only possible in higher education institutions with which the College has signed an Inter-Institutional Agreement. Where the host institution is not a member of the European Union (EU) or the European Economic Area (EEA), the procedures set out in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC ("the GDPR") shall apply to the relationship between the College and the host institution. In such a case, the parties shall conclude a contract for the processing of personal data together with the IIA. In each case of mobility outside the EU or EEA, the International Relations and Project Management Unit assesses whether there is a need to apply for an authorisation for the transfer of personal data to third countries. The International Relations and Project Management Unit shall ensure that the student participating in the mobility programme is informed in advance and in writing of the transfer of his/her data to the third country and that the graduate participating in the graduate mobility is informed of the transfer of his/her data to the third country and has given his/her written consent to the transfer.
11. Student mobility can take place in any Programme country other than Lithuania or the student's country of residence. Programme countries: the 28 EU Member States, the Kingdom of Norway, the Republic of Iceland, the Principality of Liechtenstein, the Republic of Turkey, the Republic of Serbia and the Republic of North Macedonia.
12. Students may be awarded an Erasmus+ grant to partly cover their travel and subsistence costs during their Erasmus+ study/training period abroad.
13. Once the College's funding for student mobility has been exhausted for the academic year, the student may be offered to participate in the Programme with a zero grant. Students with a zero grant do not receive a mobility grant but enjoy all the benefits of an Erasmus+ student. They are subject to all the rules of the Programme.
14. During the period of study/internship abroad, both scholarship and non-scholarship students are exempted from paying tuition fees at the host institution, but pay the normal fees at the College.
15. The start and end dates for student mobility are calculated as follows:

15.1. Start date - the first day on which the student is required to report to the host organisation (first day of the course/internship, day of the welcome event or language course, or first day of the intercultural course);

15.2. end date - the last day on which the student must be present at the host institution (last day of the examination session/course/internship/compulsory lecture period).

16. If the approved mobility period is shorter than the one specified in the Grant Agreement and the difference between the approved mobility period and the one specified in the Grant Agreement is more than 5 days, the International Liaison Officer must mark the approved period in the Mobility Tool+ system (start and end date as indicated in the academic certificate) and the grant will be recalculated.

17. At the end of the mobility period, and after the participant has provided documentation to support the eco-green trip, he/she may be entitled to an additional fixed financial contribution of EUR 50 for the eco-green trip and an additional individual contribution for the actual number of days of the trip (up to a maximum of 4 travel days). The eco-green trip includes mobility by the following means of transport: bicycle, train, bus, boat, car-sharing. The mobility participant must provide proof of the green journey (in the case of car-sharing, a declaration is sufficient).

IV SECTION 2 MOBILITY GRANT

18. The amount of the grant per student is determined in accordance with the annex "Financial and contractual rules" of the grant agreement between the College and the Educational Exchange Support Foundation.

19. The procedure for awarding and paying the grant is defined in the *Erasmus+* grant agreement for the student's study and/or placement, which is signed in duplicate between the College and the student before the start of the study/placement abroad. One copy of the contract is for the student and the other is kept at the College.

20. The grant does not cover the full cost of mobility abroad.

21. "The Erasmus+ grant is in addition to any grants or allowances already paid to the student, i.e. during the period of mobility abroad, national loans, grants or allowances paid by the College are not terminated.

22. The College takes all necessary measures to ensure that all students travelling to the same country in the same year of study receive the same level of grants.

V CHAPTER SUPPORT FOR DISADVANTAGED GROUPS

23. The International Relations Department publishes information about the possibility for students belonging to a disadvantaged group to receive a mobility allowance or other non-monetary support on the College's website, on the College's Facebook account, in dedicated flyers, and during individual consultations.

24. To qualify for additional support, a student belonging to a disadvantaged group (the groups listed in Annex 1 to this procedure) must indicate that he/she belongs to such a group when completing the mobility application and provide supporting documentation with his/her application.

25. Depending on the specific situation, the International Relations Officer will advise the student individually on financial and non-financial support options (e.g. a language course) upon receipt of the application.

26. To further support the participation of people with fewer opportunities (students and graduates) in mobility activities, they can benefit from:

26.1. an additional individual grant (fixed amount):

26.1.1. For long-term mobility (2-12 months of mobility for study or practice) - €250.00 per month;

26.1.2. for short-term mobility: a one-off grant of EUR 100.00 (for mobility periods of 5-14 days), a one-off grant of EUR 150.00 (for mobility periods of 15-30 days).

27. an additional individual grant (based on actual costs incurred). In this case, the International Relations Unit submits an application to the Educational Exchange Support Foundation for a supplementary grant for participants in the Programme who, due to a physical, mental or other disability, require additional support to participate in mobility projects, based on actual costs incurred. The need for expenses must be supported by a doctor's certificate clearly indicating what facilities or services the mobility participant would require during the mobility.

VI CHAPTER ORGANISING THE MOBILITY CALL AND SELECTING PARTICIPANTS

28. Mobility participants are selected through a competitive selection process.

29. The mobility competition is organised twice a year (more than one competition may be organised to save money or if additional funding is available):

29.1. The main call for applications for the autumn semester, spring semester and full academic year of the following academic year is published in February. Information about the competitions is published on the College's website www.vtdko.lt.

29.2. an additional call for tenders for the remaining vacancies will be launched in September.

30. The call for mobility is launched four times a calendar year - in February, May, September and November. Information about the competitions is published on the College's website www.vtdko.lt.

31. Study mobility is open to full-time and part-time students who have completed at least one year of study.

32. The mobility is open to all students and graduates of the College within a maximum period of 12 months after graduation.

33. Students with academic arrears are not eligible for mobility.

34. Participants are selected by the Erasmus+ Student Mobility Selection Committee (hereinafter referred to as "the Committee"), appointed by order of the Director of the College.

35. Students wishing to participate in the competition must submit an application on the College's website at <https://sso.vtdko.lt> and attach copies of the following documents:

35.1. academic performance in the previous 2 semesters;

35.2. a covering letter (in English);

35.3. *Curriculum Vitae* (in Lithuanian);

35.4. applying for mobility, submit a letter of agreement from the host institution stating the intended duration of the traineeship (at least 2 months).

36. The Commission decides on the number of mobility opportunities to be allocated to the faculties, taking into account the funding allocated to the College for student mobility activities and the number and quality of student applications received.

37. The competition queue is drawn up for each faculty separately.

38. The following mandatory criteria are used by the Commission to select students in the faculties:

38.1. academic performance;

38.2. level of knowledge of the foreign language (the language in which the intended study/training will take place);

38.3. the student's motivation and ability to integrate the opportunities offered by the study/internship abroad into the student's study programme at the College and the student's future academic plans.

39. The student's competition score is calculated according to the following formula: $KB = 0.6 \cdot AR + 0.2 \cdot MO + 0.2 \cdot K$ (where AR is the academic results, MO is the student's motivation and K is the knowledge of the mobility language).

40. Candidates who mentor international students will be awarded an additional mark (max. 1).

41. For candidates belonging to a disadvantaged group, if this circumstance may have affected the student's academic performance, the Commission may award an additional mark (max. 2).

42. The College may add to the mandatory selection criteria listed (e.g. setting a threshold for the average of the results of the most recent sessions, etc.).

43. If candidates who meet the mandatory selection criteria have the same number of points, priority is given to candidates with a higher grade point average and to mentoring international students.

44. Preference is given to full-time students in the selection process.

45. For students who have already taken part in a mobility activity within the same study cycle under

"Erasmus+, no preference will be given.

46. Based on the students' competitive queue and the number of mobility places allocated to the faculty, a decision is taken on the students and additional candidates selected for mobility.

47. Within 7 calendar days after the Commission meeting, minutes shall be drawn up indicating all the students who have taken part in the competition, a list of the selected students and an additional list of candidates (reserve).

48. No later than 2 working days after the minutes have been drawn up, the International Liaison Officer shall inform the tenderers by e-mail of the selection results and the subsequent procedures.

49. The semester of study or the host institution may be changed after selection, but before the signing of the Tripartite Learning Agreement. The decision to change the host institution shall be taken by the International Relations Coordinator of the Faculty and shall be communicated immediately to the International Relations Officer.

50. Students who disagree with the results of the selection may appeal within 5 working days. Appeals are registered in accordance with the procedures established by the College and are considered by the Erasmus+ Appeals Committee established by order of the Director. The Appeals Committee shall examine the appeals and issue its conclusions no later than 5 working days after the deadline for submitting appeals.

VII CHAPTER PREPARING YOUR STUDENT FOR STUDYING ABROAD

51. Based on the Commission's protocol, the International Relations Officer nominates the students selected for study mobility in the partner HEIs. The nominated students register for the study mobility at the host institutions and submit the required documents (registration form, Study Learning Agreement, application for accommodation, proof of language proficiency and/or other relevant documents).

52. A student invited by the selection committee to study at a foreign educational institution shall prepare and send the following documents to the educational institution:

52.1. application letter (*Application letter*);

52.2. Application for *Accommodation* (*Application for Accommodation*);

52.3. A Learning Agreement *Student Mobility for Studies* (*Learning Agreement*), which specifies the subjects to be studied;

52.4. other documents requested by the foreign training institution.

53. The list of subjects to be studied, as specified in the Learning Contract for studies, shall be coordinated by the student with the International Relations Coordinator of the faculty, who, in consultation with the Chairperson of the relevant study programme committee, shall determine the relevance of the student's choice of subjects to his/her programme of study at the College. Once the subjects to be studied have been agreed, they are set out in a Study Agreement for studies, which is signed by the International Relations Coordinator of the Faculty, the student and a representative of the host institution.

54. It is the student's responsibility to comply with the host institution's documentation

requirements and deadlines.

55. After receiving a document from the foreign educational institution confirming that he/she has been accepted to study under the Erasmus+ programme, the student submits it to the International Relations Officer at least 1 month before the start of the mobility, who prepares the Grant Agreement within 10 working days.

VIII CHAPTER PREPARING YOUR STUDENT OR GRADUATE FOR A PLACEMENT ABROAD

56. Students selected for Traineeship Mobility will negotiate a Learning Agreement Student Mobility for Traineeship with the Faculty's International Liaison Officer and a representative of the host organisation, outlining the programme of the traineeship, discussing the credit for the traineeship and the student's insurance coverage during the placement. Once the agreement is agreed, it is signed by the student, the Faculty's International Relations Coordinator and the representative of the host organisation.

57. No later than 1 month before the start of the mobility, the mobility participant submits the signed Learning Contract for the placement to the International Liaison Officer, who prepares the Grant Contract within 10 working days.

IX CHAPTER EXTENSION OF THE STUDENT MOBILITY PERIOD

58. In order to extend the mobility period that has started, the student shall submit a request to the Director of the College at least one month before the end of the mobility period originally planned.

59. The application is considered and a decision on the extension of the mobility period is taken by the Erasmus+ Student Mobility Selection Committee. If a student receives an Erasmus+ grant, the amount of the grant will be changed to reflect the longer duration. In case of insufficient funding, the student may be offered to have the additional mobility days counted towards the period of zero EU funding.

60. If the student's request is granted, the student shall coordinate the amendment of the Learning Agreement with the International Relations Coordinator of the Faculty:

60.1. The learning agreement for the study period, which specifies the subjects to be studied during the current period and the subjects to be studied during the additional mobility period, is signed by the Faculty's International Relations Coordinator, the student and a representative of the host institution.

60.2. The learning contract for the placement shall specify the placement programme for the current mobility period and the additional mobility period and shall be signed by the Faculty's international relations coordinator, the student and a representative of the host institution.

61. The International Relations Coordinator of the Faculty prepares an amendment to the Grant Agreement upon receipt of the Learning Agreement signed by all three parties.

62. The additional mobility period must start as soon as the current mobility period ends. There must be no breaks between these periods (holidays and university/company non-working days are not considered as breaks), unless duly justified and approved by the National Agency.

63. If the extension of the student's mobility period is considered as zero EU grant days, these days will be deducted from the total duration of the mobility period when calculating the final grant amount.

X CHAPTER MOBILITY REPORTING AND CREDITING

64. The student returning from the mobility abroad shall submit to the International Liaison Officer and the Faculty's International Relations Officer within 30 days (but no later than 2

working days before the end date of the mobility project)

the following documents to the Communications Coordinator:

64.1. host institutions issued by a certificate from the host country, on the actual duration of the student's Erasmus+ mobility;

64.2. an academic certificate of the courses taken and their grades (where the host institution explicitly mentions the period of study in the academic certificate, a certificate confirming the period is not necessary) or a document with the assessment of the traineeship .

65. The submission of the documents listed in point 59, the completion of the *EU* online survey and the completion of the second language assessment test in the OLS system (if the student is subject to a language test condition) shall be considered as the student's request for the payment of the remainder of the grant.

66. The College ensures that the academic results of the student, which have been positively evaluated by the host foreign institution, are recognised and credited.

67. In the event of disputes over the crediting of results, the student has the right to appeal "the Erasmus+ Institutional Coordinator.

XI CHAPTER PROCEDURES FOR DISBURSING THE GRANT AND ACCOUNTING FOR STUDENTS ON MOBILITY ABROAD

68. When the Grant Agreement is drawn up, it shall additionally specify:

68.1. "Date and number of the minutes of the Erasmus+ Student Mobility Selection Board;

68.2. the number of the mobility project from which the student is awarded the grant;

68.3. the amount and timing of the first and second grant payments.

69. The Grant Agreement, signed by both parties and registered, is submitted to the Accounting Officer. At the time of delivery of the contract, the receiving Accountant shall sign the last page of the contract, indicating the date of receipt. The Accounting Office shall pay the grant specified in the contract to the student no later than 3 working days from the date of receipt of the contract.

70. If the mobility period is extended, an amendment to the Grant Agreement is prepared. The amendment to the Grant Agreement shall specify the new mobility period and the total grant awarded, taking into account the new mobility period end date. Where the full amount of the grant is indicated, the amendment shall also indicate the additional amount of the grant to be paid, taking into account the payments already made.

71. An amendment to the Grant Agreement, signed by both parties, shall be submitted to the Accounting Office and the student shall be paid his/her share of the additional grant no later than 3 working days from the date of receipt of the agreement.

72. Once the student has completed the *EU online* survey and taken the second language assessment test in OLS (if the student is subject to the language test condition), the International Relations Officer prepares and submits the certificate to the Accounting Office:

72.1. If the actual mobility period of the student does not differ from the one specified in the Grant Agreement (or does not differ by more than 5 days), the certificate (Annex 1) shall indicate that the student has paid for the mobility period in accordance with the terms of the Grant Agreement. On the basis of this certificate, the Accounting Office shall pay the remaining part of the grant agreement.

72.2. If the student's mobility period differs from the one specified in the Grant Agreement by more than 5 days, the Accounting Office shall be provided with a certificate from the Erasmus+ Institutional Coordinator (Annex 2) containing the following data:

72.2.1. the planned period of mobility and the amount of the grant agreement;

72.2.2. the actual period of mobility and the actual amount of the grant due to the student;

72.2.3. the balance to be paid to the student (or the overpayment that the student must repay)

know).

73. By 15th and 30th of the current month The International Liaison Officer submits to the Study Service a list of students going on mobility, indicating: the student's name, group, country and institution to which the student has gone, and the agreed mobility dates.

**XII CHAPTER 4
FINAL PROVISIONS**

74. These procedures shall be amended or supplemented by order of the Principal of the College.

Description of the procedures for organising student mobility under the Erasmus+ programme in programme countries
Annex 1

GROUPS OF STUDENTS WITH FEWER OPPORTUNITIES, WHO MAY BE ELIGIBLE FOR INDIVIDUAL SUPPLEMENTARY GRANTS

	Types of disadvantaged groups	Documentation to prove membership of a disadvantaged group
Those with fewer opportunities for economic, social reasons		
1	Children in orphanages	Certificate from the orphanage
2	Orphans	Certificate certifying the loss of the parent(s)
3	Students with child(ren) under 14	Birth certificate of the child(ren)
4	Belonging to a low-income family	Documents proving entitlement to a state social benefit or documents proving that the average monthly income per person living together or per person living alone is less than 1.1 national the amount of income supported
Less able for health reasons		
1	Students, with less less opportunity due to disability or health impairment	Doctor's certificate
Less well-off due to migrant background		
1	Students seeking asylum in Lithuania (if they are eligible for the programme by virtue of their origin)	Decision on asylum in Lithuania

Description of the procedures for organising student mobility under the Erasmus+ programme in programme countries
Annex 2

PAGE
about the student(s)' accountability
under an Erasmus+ Grant Agreement for the student's study and/or placement in
Programme Countries

(date)

The students listed below have submitted a report in the Mobility Tool. The difference between the approved period of student mobility and the period specified in the grant agreement is no more than 5 days.

Eil. No.	First name, Last name
1.	
2.	

(Name, title and surname of person responsible)

(signature)

Description of the procedures for organising student mobility under the Erasmus+ programme in programme countries
Annex 3

PAGE
about the student(s)' accountability
under an Erasmus+ Grant Agreement for the student's study and/or placement in
Programme Countries

(date)

The students listed below have submitted a report in the Mobility Tool.

The difference between the approved period of student mobility and the period specified in the grant agreement is more than 5 days:

Eil. No.	Name, Last name	Planned Mobility period	Grants in the contract provided by Grants sum	Factual Mobility period	Grants sum, owned by for students on Mobility period dates for change	Grants balance, to be paid for students (or permoka, fuel student is required. return)

(Name, title and surname of person responsible)

(signature)

SUDERINTA:

"Erasmus+ Institutional Coordinator

(First name, last name)

(Signature)

Description of the procedures for organising student mobility under the Erasmus+ programme in programme countries
Annex 4



DECLARATION
for green travel

20...-....-....
Vilnius, Republic of Lithuania

I Mobility visit..... [specify institution]
..... [specify country] [specify date] I travelled in this vehicle:

- by bike
- by train
- bus
- boat
- car sharing with

.....
[Full name]

.....
[Signature]