

APPROVED BY
Order No V-40 of Director of
Utena College
as of 6 March 2023

THE DESCRIPTION OF THE PROCEDURES FOR THE ADMINISTRATION AND FINANCIAL MANAGEMENT OF THE PARTICIPATION OF PEOPLE WITH FEWER OPPORTUNITIES IN ERASMUS+ MOBILITY PROJECTS AT UTENA COLLEGE

CHAPTER I GENERAL PROVISIONS

1. " The Description (hereinafter referred to - the Description) of the Procedure for the Administration and Financial Management of Participation of People with Fewer Opportunities in Erasmus+ Mobility Projects at Utena College" (hereinafter referred as - the College) defines the criteria for students, graduates and employees selected to participate in the individual mobility activities of the College's Erasmus+ programme, as well as for employees of foreign companies coming to the College for teaching mobility (hereinafter referred to as - foreign employees), to apply for additional financial support for the participation in the activities of the Erasmus+ programme, as well as the procedure for the applications for additional financial support and the procedure for the adoption of a decision on the granting of support.

2. The description has been drawn up in accordance with the current version of the Erasmus+ Programme Guide (hereafter referred to as- the Guide), the European Commission's Erasmus+ and European Solidarity Corps "Inclusion and Diversity Strategy", and the College's legal acts.

3. Financial support for people with fewer opportunities is provided by Erasmus+ Grant Agreements concluded between the College and the Education Exchange Support Foundation (hereinafter referred as - the Foundation).

4. According to the Erasmus+ Programme Guide, people with fewer opportunities means people who, for economic, social, cultural, geographical or health reasons, a migrant background, or for reasons such as disability and educational difficulties or for any other reasons, including those that can give rise to discrimination under article 21 of the Charter of Fundamental rights of the European Union, face obstacles that prevent them from having effective access to opportunities under the programme

5. In order to ensure the active participation of students and staff in mobility activities, the College ensures equal and fair access and other opportunities for all social groups. The aim is to ensure that mobility activities under the Erasmus+ programme include participants with fewer opportunities, including students with disabilities, students with children, students in employment and students from all fields of study who may be under-represented in mobility activities.

CHAPTER II LIST OF GROUPS OF PEOPLE WITH FEWER OPPORTUNITIES FROM THE COLLEGE PARTICIPATING IN THE MOBILITY ACTIVITIES OF THE PROGRAMME

6. Students, graduates and staff selected to take part in Erasmus+ activities can receive support if:

6.1. Have individual needs due to a disability and/or health condition;

6.2. Are classified as persons with fewer opportunities (only for those participating in Erasmus+ activities).

7. Students and staff with individual needs due to disabilities and/or health conditions:
- 7.1. Have a disability (a physical, mental, intellectual or sensory impairment that may prevent them from participating fully and effectively in society on an equal footing with others);
 - 7.2. Have health problems (including serious illness, chronic illness, medical conditions or any other physical or mental health situation that prevents them from participating in the programmes on the same terms as others).
8. Students who meet at least one of the following criteria are considered to have fewer opportunities to participate in Erasmus+ activities:
- 8.1. Students and/or graduates who are cohabitants or single persons entitled to or in receipt of a social allowance (for foreign nationals, according to the legislation of the country from which they came);
 - 8.2. Have a statutory level of incapacity for work of 45% or less, or a severe or moderate level of disability;
 - 8.3. Students/graduates from low-income families (up to 24 years old);
 - 8.4. Are parents (adoptive parents) or guardians raising or caring for a minor child up to and including 7 years of age or a disabled child up to and including 14 years of age;
 - 8.5. Students and/or graduates who are not older 25 years and have been placed under guardianship (custody) before reaching the age of majority, or whose parents (if they were the only parent) are deceased;
 - 8.6. Students and/or graduates from large families (up to 24 years old);
 - 8.7. Students and/or graduates with refugee status;
 - 8.8. Students and/or graduates who have a residence permit in the Republic of Lithuania for humanitarian reasons.
9. Students and graduates who are awarded an individual supplementary grant as referred to in point 7 may also be awarded an individual supplementary grant as referred to in point 8 if the student or graduate has a physical, mental or other disability. In the event that a student or graduate is awarded an individual supplementary grant as referred to in points 7 and 8 above, the College shall ensure that requests for a fixed supplementary grant and a supplementary grant on the basis of the costs actually incurred are duly substantiated and cover different costs for the same activity.
10. Lecturers and staff members who, due to a physical, mental or other disability, require additional support to participate in mobility projects on the basis of actual costs incurred, may be eligible for a supplementary individual grant (based on actual costs incurred) at the time of the submission of the supplementary grant application to the Foundation.

CHAPTER III

ADDITIONAL GRANTS FOR PARTICIPANTS WITH FEWER OPPORTUNITIES

11. Full-time students, graduates and staff (Lithuanian citizens and foreigners) can receive additional support in two ways:
- 11.1. By means of an additional individual grant (fixed amount):
 - 11.1.1. For long-term mobility, where the mobility for study or practice lasts between 2 and 12 months, €250.00 per month;
 - 11.1.2. For short-term mobility: €100.00 (5-14 days), €150.00 (15-30 days);
 - 11.2. Additional individual grants for students, graduates, lecturers and staff (based on actual costs incurred). In this case, an application for a supplementary grant shall be submitted to the Foundation for participants in the Programme who, due to a physical, mental or other disability, require additional support to participate in mobility projects.
12. Information on the availability and accessibility of additional funding, eligibility criteria and support amounts is published on the College's website. Information on the possibilities of

support is also available during individual consultations at the International Relations Department, by phone at +370 389 51662 or by e-mail at erasmus@utenos-kolegija.lt.

CHAPTER IV GRANTING AND WITHDRAWING OF SUPPORT

13. Students applying for support to participate in Erasmus+ partial study and/or internship mobility activities shall submit the following documents (see Annex 1) to the International Relations Department (hereinafter referred to as the IRD) of the College in support of their eligibility for the above criteria:

13.1. No later than 40 days before the start of the Erasmus+ mobility activity, in case of a supplementary grant on the basis of actual costs;

13.2. No later than the date of signature of the Erasmus+ Study/Traineeship Mobility Grant Agreement with the student, in case of a fixed-rate individual grant.

14. Staff members applying for support to participate in Erasmus+ activities shall submit the specified documents justifying their eligibility to the above criteria to the IRD in the case of a learning or teaching visit to a foreign research and study institution or a teaching visit to the College:

14.1. No later than 40 days before the start of the Erasmus+ activity, if the aim is to receive a supplementary grant based on actual costs;

14.2. At the latest before the signature of the Erasmus+ Teaching/ Training Mobility Grant Agreement with the staff member, in case of a fixed-rate individual grant.

15. In the cases referred to in the description, the IRD will review the documents submitted and, after assessing their eligibility and the student/staff member's compliance with the specified criteria, will inform the student/staff member whether he/she will be awarded the support.

16. Students and staff may be awarded support at the same time in all the cases referred to in point 4 of the Description, as long as they cover different costs of the same Erasmus+ activity.

17. At the end of an Erasmus+ Study/Traineeship Mobility Grant contract with a student or an Erasmus+ Teaching/Training Mobility Grant contract with a staff member, the payment of the grant will be suspended in accordance with the procedures set out in the contracts.

CHAPTER V FINAL PROVISIONS

18. All disputes arising from the application of the provisions of the Regulations shall be settled by negotiation, failing which they shall be settled in accordance with the procedure established by the legislation of the Republic of Lithuania.

19. This Regulation, its amendments and additions shall be approved by an order of the Director of the College.

20. This Regulation shall enter into force on the date of its approval, unless otherwise provided in the Order.

Students applying for support to participate in Erasmus+ partial study/ traineeship mobility shall submit their eligibility to the following criteria supporting documents

No. of criterion	Name of criterion	Documents proving compliance with this criterion
1.	Students/graduates who are cohabitants or single people living who are entitled to or receiving social allowance	Certificate from the Social Welfare Department of the municipality where he/she lives, stating that he/she receives a social allowance
2.	Students and/or graduates, workers with a statutory disability level of 45% or less, or severe or moderate disability	Document proving partial ability to work or degree of disability
3.	Students and/or graduates from low-income families (up to 24 years)	Documents proving the right to social allowance provided by the state
4.	Parents (adoptive parents), guardians or caring for minor children up to and including 7 years of age, or children with disabilities up to and including 14 years of age	Child's birth certificate or guardianship a copy of the supporting document and a notarised translation into English or Lithuanian language if the document is issued in any other foreign language;
5.	Students and/or graduates who are at least 25 years old and have been placed under guardianship (custody) before reaching the age of majority, or whose parents (only parent) are deceased	Copy of the guardianship or orphanhood document and notarised a translation into English or Lithuanian if the document is issued in any other language in a foreign language;
6.	Students and/or graduates from large families (up to 24 years old)	Certificate or birth certificates
7.	Students and/or graduates with refugee status	Refugee status or political asylum issued by the competent authority document certifying his/her status as an asylum seeker
8.	Students and/or graduates with a residence permit for humanitarian reasons	A document issued by a competent authority certifying that the person is a victim of a repressive regime and a notarised translation into English or Lithuanian language of the document if it is in any other foreign language.