

APPROVED

By order of the Director of Utena College
on 3 January 2024
Order No. V-2

DESCRIPTION OF THE PROCEDURE FOR THE PARTICIPATION OF UTENOS KOLEGIJA/ HIGHER EDUCATION INSTITUTION STUDENTS IN ERASMUS+ MOBILITY PROJECTS

CHAPTER I. GENERAL PROVISIONS

1. The procedure for the participation of students of Utenos kolegija/ HEI (hereinafter referred to as the College) in Erasmus+ program mobility projects (hereinafter referred to as the Procedure) establishes the preparation, process, documentation, the obligations and responsibilities of students and the College, the distribution and payment of scholarships, and reporting.

2. The Description has been prepared in accordance with the European Commission (hereinafter referred to as the EC) grant agreements between the Education Exchange Support Fund (hereinafter referred to as the EESF) and the College, the Procedure for the Use of State Budget Funds of Lithuanian Science and Study Institutions for the Implementation of International Exchange Program by order of the Minister of Education, Science and Sport of the Republic of Lithuania, and the legal acts of the College.

3. At the College, Erasmus+ student mobility projects (KA1) are coordinated by the International Relations Department (hereinafter referred to as IRD).

4. *Terms used in the description:*

4.1. **Graduate** – a student who has completed their studies at the College and is participating in the Erasmus+ program competition in their final year of study.

4.2. **Higher education and study institution** (hereinafter referred to as HEI) – an institution which, regardless of its name, awards recognised qualifications or degrees or other recognised tertiary level qualifications in accordance with or any comparable tertiary level institution deemed by the national authorities to be eligible to participate in the Program in their respective territory.

4.3. **Eco-friendly (green) travel** means travel by a mobility participant to and from the host institution, using sustainable means of transport for the majority of the journey: bicycle, bus, carpooling and train. The unit cost of sustainable means of transport (eco-friendly travel) is eligible for funding if it was used for the majority of the journey in both directions.

4.4. **The Erasmus+ program** for higher education aims to enhance students' skills and employability, thereby contributing to the competitiveness of the European economy; to improve the quality of teaching and learning; to implement the strategy for the modernisation of higher education in the program countries and to raise the potential of partner countries; to rationalise the international dimension; to support the Bologna process and political dialogue with strategic partner countries.

4.5. **Erasmus Charter for Higher Education (ECHE)**- is an accreditation granted by the European Commission that entitles higher education and study institutions in EU Member States and Program-associated third countries to apply for and participate in mobility for learning purposes and cooperation activities under the Erasmus+ program. The Charter sets out the key principles that an institution should follow in organising and implementing high-quality mobility and cooperation activities, and specifies the necessary conditions that the institution must agree to comply with to ensure high-quality services and procedures and to provide reliable and transparent information.

4.6. **Erasmus+ Institutional Coordinator** – IRD employee appointed by order of the College Director, responsible for coordinating the Erasmus+ program at the College.

4.7. **Erasmus+ Academic Exchange Coordinator** – a person appointed by order of the Director of the College, responsible for disseminating information about the **Erasmus+** program among students; coordinating and signing study/internship agreements for students participating in Erasmus+ mobility projects, coordinating amendments to agreements and recognising study results.

4.8. **Grant agreement** – a financial agreement specifying the period of study/internship, the amount of the scholarship, the conditions and the payments to be made.

4.9. **Participant with fewer opportunities**² – a person who, for economic, social, cultural, geographical or health reasons, migrant background, or due to disability and learning difficulties or any other reason, including those referred to in Article 21 of the Charter of Fundamental Rights of the European Union, on the basis of which discrimination may occur, cannot effectively benefit from the opportunities offered by the Program.

4.10. **Blended mobility** – a period of study or integrated study and placement at a higher education institution abroad under the *Erasmus+* program. The student mobility period may include a study period combined with a short (less than 2 months) traineeship (teaching practice), which is counted as part of the overall study period. The student, the College and the host organisation must sign a Learning Agreement. Attending lectures at a higher education institution cannot be considered an internship (taught placement).

4.11. **Blended mobility** – any period of study or internship (training) abroad of any duration, combined with a virtual activity component, thus facilitating collaborative e-learning exchanges and collective work.

4.12. **Blended Intensive Programs (BIPs)** are short, intensive programs that use innovative learning and teaching methods, including online collaboration. These blended intensive programs combine a short period of physical mobility abroad for groups of students, 5-30 days (excluding travel time), with a mandatory virtual activity component, thereby facilitating collaborative e-learning exchanges and collective work. The virtual activity component should enable learners to work collectively online, simultaneously on specific tasks included in the blended, intensive program, and to include these in the overall learning outcomes. Activities for blended mobility for study purposes must be awarded at least 3 ECTS credits.

4.13. **Force majeure (French)** – an unforeseen, exceptional situation or event that is beyond the control of the participant and which occurs through no fault or negligence on their part.

4.14. **Student mobility** – can be in any field of study and at any level of study. To ensure that mobility activities are high-quality and have the greatest possible impact on students, they must be consistent with students' needs for qualification or degree acquisition and personal development.

4.15. **Student mobility for study purposes:** the period of study abroad must be part of the student's study program leading to a degree. Duration of the activity – from 2 months (or one academic semester or trimester) to 12 months of physical mobility, excluding travel time. This period may include an additional internship (work placement) period (if planned) and may be organised in different ways depending on the circumstances: studies and internship one after the other or both activities at the same time. The funding rules and minimum duration of mobility for study purposes apply to this combination.

4.16. **Student mobility for traineeship (work placement) purposes:** where possible, the traineeship (work placement) should be an integral part of the student's study program. Activities

² Disadvantaged groups include people with: disabilities (physical, mental, intellectual or sensory impairments that may hinder their full and effective participation in society on an equal basis with others); Health problems (health problems, including serious illnesses, chronic illnesses, medical conditions or any other situation related to physical or mental health that prevents participation programs); Educational difficulties (individuals who have not completed school, are not in education or employment, low-skilled adults, etc.); cultural differences (not knowing a foreign language and fear of cultural differences, migrants or refugees, people belonging to national or ethnic minorities, sign language users, etc.); social barriers (low social skills, (former) convicts, (former) drug or alcohol users, etc., as well as barriers due to inlay circumstances, single parents, guardians, orphans living in institutional care, etc.); economic barriers (low standard of living, low income, students who have to work to support themselves, long-term unemployment, poverty, homelessness, debt, etc.); discrimination (related to gender, age, ethnicity, religion, beliefs, sexual orientation, disability); geographical barriers (related to living in remoter rural areas, peripheral/remote regions, suburbs (limited public transport, poor conditions), etc.)

duration: 2 to 12 months of physical mobility, excluding travel time. The duration of graduate traineeships (apprenticeships) is included in the maximum 12-month period at the level of study at which the application for the traineeship is submitted. In the case of traineeships (work placements), leave from the company (organisation) is not considered a break. The scholarship continues to be paid during this leave. The period of leave is included in the minimum duration of the internship (training). Participants must work full-time in accordance with the host organisation's working hours.

4.17. **Study/traineeship agreement** – an agreement signed by the heads of the College and the host foreign institution or their authorised representatives, and the student sent for studies/traineeship. It defines the learning outcomes to be achieved during the study abroad period and sets out the provisions for formal recognition, as well as specifying the location of the study period and/or placement.

4.18. **Duration of activity** (total eligible duration in one cycle of studies) Mobility periods for a single student may not exceed 12 months of physical mobility in each cycle of studies, regardless of the number of mobility actions and the type of mobility activity. The period of physical mobility may be interrupted. The period of interruption shall not be counted towards the duration of the mobility activity.

4.19. **Location(s) of the activity** – students must carry out their physical mobility activity in an EU Member State or a third country associated with the Program, or a third country not associated to the Program other than the country of the sending organisation or the country where the student resides during their studies:

4.19.1. **EU Member States and Program-associated third countries** – EU and non-EU countries that have established a National Agency fully participating in the *Erasmus+* Program;

4.19.2. **Third countries that are not Program Countries** – countries that cannot participate fully in the Erasmus+ program but can participate as partners or applicants in its actions, i.e. all countries other than EU Member States and Program Associated Third Countries.

CHAPTER II.

SELECTION OF STUDENTS TO PARTICIPATE IN ERASMUS+ MOBILITY PROJECTS

5. Twice a year, in September and February, IRD announces a competition for students to participate in Erasmus+ mobility projects. The Erasmus+ institutional coordinator announces the competition on the College's website and social networks. Information is disseminated by the IRD, the Career and Communication Department, and academic departments.

6. IRD and the faculties organise Erasmus+ information meetings to present the opportunities offered by the Erasmus+ program mobility projects and the documents required for selection.

7. The stages of student selection for participation in the mobility project are presented in Table 1.

Stages of student selection

Stages Selection organisation procedure	Stage I is intended for selecting students for mobility for study purposes in the autumn semester of the coming academic year.	Stage II is intended for selecting students for mobility for study purposes during the spring semester of the coming academic year	Student mobility for traineeships (teaching practice)
Submission of applications for selection erasmus@utenos-kolegija.lt	From 1 February to 5 March of the current year	From 1 September to 5 October of the current year	From 1 September to 31 May of the current year
Submission of the list of applications and the table with criteria (except for the motivation interview) to the Student Selection Committee	within 5 calendar days of the application deadline		On the last day of the month, if there are applications
Selection committee meeting where the selection is carried out	within 15 calendar days of the submission of the list of applications		By the 10th day of the following month
List of selected students approved by the decision of the Student Selection Committee meeting is submitted to IRD	Within 5 calendar days of the Student Selection Committee meeting		
IRD informs the selected and reserve students by e-mail and publishes their list on the College's <i>VMA Moodle</i> in the <i>ERASMUS+</i> section.	Within 1 calendar day of receiving the protocol		

8. Students wishing to participate in the selection process must submit a duly completed application form (Appendix No. 1) by e-mail, which is published on the College website under the heading *Students – Erasmus+ program and in the VMA Moodle section ERASMUS+*.

9. The selection of students to participate in short-term mobility or blended intensive programs may only be announced to students of certain study programs.

10. Student applications are registered in IRD. Applications are stored for 5 years from the date of submission.

11. Second-, third- and fourth-year students who are making good progress (without academic debts) may participate in the selection for student mobility for study purposes, while all advanced students who have completed the first semester may participate in the selection for student mobility for internship purposes. Student selection criteria:

11.1. the student's academic achievements;

11.2. The level of knowledge of the language of the country of destination or the language in which the studies/teaching practice (internship) will take place at the host institution, in accordance with the Common European Framework of Reference for Languages approved by the European Commission, must not be lower than that required by the selected institution;

11.3. The HEI plan for studies abroad must correspond to the expected learning outcomes of the program;

11.4. The internship location must comply with the requirements of the study program;

11.5. student motivation, communication skills and readiness for intercultural experience;

12. The student has no financial debts to the College.
13. Selection for Blended intensive programs (BIP) is carried out as needed.
14. The Student Selection Committee (hereinafter referred to as the Committee), approved by the Director of the College, is responsible for the selection of students participating in mobility projects. The Committee consists of the Deputy Director for Studies and Science, faculty deans, the Head of the Career and Communication Department, the Head of the International Relations Department, and the Chief Accountant.
15. The Commission ensures equal opportunities for all students participating in the selection process, regardless of their gender, sexual orientation, race, nationality, language, origin, citizenship and social status, religion, marital and family status, age, appearance, beliefs or views, membership of political parties and public organisations.
16. The Commission shall take into account applications from students with fewer opportunities and, when considering applications of equal quality, shall give priority to applications from students with fewer opportunities.
17. The candidate with the highest competitive score is considered the winner of the selection; candidates with the same number of points are invited to an additional interview.
18. The Commission's decision is confirmed by the minutes of the meeting.
19. All students participating in the selection process are informed about the selection criteria, their order of priority, the organisation procedure and the selection results. The information, together with the lists of selected students and reserve students, is published *on the College's VMA Moodle environment*.
20. After the list of students selected to participate in the Erasmus+ program is published, the IRD organises an information seminar for them within a week.
21. If, after the selection process, there are still places available for funding or additional funding is received, the IRD has the right to announce additional selection competitions on the dates specified in the call for applications, which are organised in the same manner as the main competition.
22. Students who disagree with the selection results have the right to appeal to the Director of the College. Appeals shall be accepted no later than 5 working days after the announcement of the selection results. Appeals are registered by IRD. Appeals are examined by the Erasmus+ Program Appeals Committee (hereinafter referred to as the Appeals Committee) established by order of the Director of the College.
23. The Appeals Committee shall meet no later than 2 working days after the deadline for submitting appeals. The decision of the Appeals Committee shall be presented in the form of minutes. The original minutes shall be kept in the IRD, and an extract thereof shall be provided to the student.

CHAPTER III.

PROCEDURE FOR COMPLETING DOCUMENTS FOR THE ERASMUS+ PROGRAM FOR STUDIES/INTERNSHIPS

24. Students selected to participate in student mobility for study purposes must familiarise themselves with the courses offered by the foreign HEI, the compatibility of the courses with the study program studied at the College, and the possibilities of earning the required number of credits in the language of study.

25. Selected students submit *the following documents* to the host institution: *application form*, agreed and signed Study/Internship Agreement, accommodation request, and other documents requested by the host institution:

25.1. In the case of study or mixed mobility, the Erasmus+ academic affairs coordinator, in consultation with the head of the department, the student and the host institution, prepares the student's *Learning Agreement for Studies* in English. The head of the department is responsible for ensuring that the selected study subjects comply with the requirements of the study program and for the subsequent recognition of the subjects/modules to be studied.

25.2. The Learning Agreement is signed by the Erasmus+ program institutional coordinator and the dean of the faculty. The *Online Learning Agreement* is signed in the Erasmus+ Dashboard system.

25.3. Any changes to the study agreement that were initiated after arrival at the partner

institution (if any) must be agreed upon by the student with the head of the department and the Erasmus+ academic affairs coordinator no later than one month after the start of studies. All amendments to the tripartite Study Agreement must be signed by all parties.

25.4. In the case of an internship, the Erasmus+ academic coordinator, in consultation with the internship supervisor, prepares a *Learning Agreement for Traineeship* in English before the start of the internship and agrees it with the student and the host institution. The Learning Agreement is signed by the Erasmus+ program institutional coordinator and the dean of the faculty.

26. Before the start of the Erasmus+ program period, the student submits an application to the director of the college for permission to study/do an internship abroad. The application must specify the name of the host institution abroad, the study program and the period of study/internship.

27. Before going to study/do an internship, the student must sign a financial grant agreement. In the case of blended mobility, a grant agreement for blended studies is signed with the student, according to which the scholarship is paid only for the period of physical mobility. If the student does not receive a scholarship, a grant agreement for studies with a zero scholarship is signed with him/her.

28. Students seeking additional support for disadvantaged students to participate in Erasmus+ activities shall submit the documents specified in the description of the procedure for the administration and financial management of Erasmus+ mobility projects at Utena College, in accordance with the criteria specified. Erasmus+ Mobility Projects".

29. Before signing the Erasmus+ program grant agreement for studies/internships, students shall submit all the necessary documents (documents related to studies/internships: study/internship agreements, academic transcripts, etc. may be scanned and sent by e-mail, unless the host institution requires otherwise). All signed documents must be submitted to the IRD at least 5 working days before departure. The IRD prepares a draft order of the College Director regarding the departure and funding of students. Copies of the order are provided to the IRD, the Accounting and Finance Department (hereinafter referred to as BAFS), the Studies Department and the relevant faculty.

30. If any questions arise during the mobility period, the student may contact IRD staff regarding organisational and administrative issues related to the implementation of mobility; the head of the department or the internship supervisor regarding the objectives and content changes specified in the Study/Internship Agreements.

CHAPTER IV

RESPONSIBILITIES OF STUDENTS GOING ABROAD FOR STUDIES/INTERNSHIPS

33. Students going abroad for studies/internships are responsible for following the publicly available information on the organisation of studies/internships abroad.

34. The student is responsible for finding a company/organisation for their internship if the College does not offer a suitable place in line with their study profile.

35. Students going abroad for studies/internships must comply with all the rules and obligations set out in the grant and Study/Internship Agreements with the host institution and the College.

36. Students going abroad for studies/internships must ensure that any changes to the Study/Internship Agreement are immediately agreed in writing with the College and the host institution.

37. Students selected for studies/internships abroad must inform the Erasmus+ program institutional coordinator in writing no later than 1 month before the start of their studies/internship abroad if they refuse the study/internship place they have been awarded. Students who fail to notify the coordinator in a timely manner will lose the right to participate in Erasmus+ program competitions for one year, except in cases where the refusal is due to objective reasons (health problems, loss of a close relative, etc.).

38. Students are liable under the laws and other legal acts for providing false information related to the implementation of mobility and data confirming the duration of mobility activities and expenses incurred during mobility (if applicable).

CHAPTER V

ERASMUS+ INDIVIDUAL SUPPORT CALCULATION AND PAYMENT PROCEDURE

39. Before going on a study/internship, students may receive individual support to cover additional travel and living expenses related to their studies or internship (paid internship) abroad.

40. Individual support consists of funds from the European Commission's Erasmus+ program or other sources, including national or EU structural funds, received under agreements between the College and the National Agency.

41. The Erasmus+ institutional coordinator and the chief accountant of the College are responsible for the correct accounting of funds allocated for Erasmus+ student mobility.

42. The amount of individual support is calculated in accordance with the Erasmus+ Program Guide for the relevant year approved by the European Commission, which sets out the financial and administrative provisions for specific grants for the year. The amount of EU Erasmus+ individual support allocated to students depends on the amounts set by the National Agency, which are published on the website www.erasmuplius.lt and on the College website and *in the VMA Moodle section "ERASMUS+ program"*.

43. The total amount of individual support is calculated based on the duration of studies/internships in months and days.

44. Students with fewer opportunities and recent graduates are eligible for additional individual support for long-term mobility.

45. The conditions for the payment of the grant are specified in the grant agreement between the student and the College. Before the student's departure, 80% of the individual grant is transferred to the bank account specified in the grant agreement.

46. Changes to the student mobility period:

46.1. If the planned period of stay is longer than specified in the grant agreement, the College may amend the grant agreement during the mobility period to specify a longer mobility period, provided that this is possible in view of the remaining amount of the grant, or agree with the student during the mobility period that the additional days will be considered a "zero grant" (unfunded) period. The grant amount cannot be increased after the end of the mobility period.

46.2. If the approved period of stay is longer than that specified in the grant agreement, the additional days shall be considered a 'zero grant' period.

46.3. In the case of **long-term student mobility**: without prejudice to the minimum duration of the mobility activity eligible for funding, if **the approved period of stay is shorter than that specified in the grant agreement**, the College shall take the following measures:

46.3.1. In cases where the difference between the approved period of stay and the period of stay specified in the grant agreement is greater than 5 days, the College shall correct this information in the Erasmus+ reporting and management tool, indicating the approved period (i.e. the start and end dates indicated in the academic certificate and teaching practice certificate), and the grant shall be recalculated.

46.3.2. In cases where the difference between the approved period of stay and the period of stay specified in the grant agreement is 5 days or less, the beneficiary shall leave the period specified in the grant agreement in the Erasmus+ Reporting and Management Tool. In this case, the grant is not recalculated.

46.4. If a student does not complete the minimum period of study or traineeship mobility and/or interrupts their studies/traineeship without a valid reason, they must repay the entire grant paid to them.

46.5. If the period of stay is interrupted, the period of interruption shall not be included in the calculation of the subsistence grant.

46.6. If a student is unable to carry out their studies/internship due to circumstances **beyond their control**, they are entitled to receive a grant corresponding to the actual duration of the mobility period, upon submission of the relevant documents. Any remaining funds must be returned to the grant recipient, unless both parties agree otherwise.

47. If the period of stay is interrupted due to force majeure, the participant must be allowed to resume and continue the activity after the interruption (under the conditions specified in the agreement).

48. If the grant agreement with the mobility participant is amended at the request of the student ~~or at the College's initiative,~~ without worsening the terms of the agreement for the student, an official letter from the College or e-mail to the student to take effect. Such a letter (e-mail) shall be treated as an official amendment to the grant agreement.

49. Students participating in the Erasmus+ program are exempt from tuition fees at the host institution, but pay the established tuition fees at the College during their Erasmus+ program studies/internship, except for College graduates.

50. During their studies/internship abroad, students continue to receive national scholarships and loans.

51. After the mobility period, students must submit a completed standard online questionnaire (participant report) provided by the European Commission to provide feedback, i.e. factual information and an assessment of the mobility activity, as well as preparatory and follow-up activities. Students who fail to submit a report may be required to reimburse part or all of the financial contribution received from the Erasmus+ program.

CHAPTER VI

PARTICIPATION OF STUDENTS WITH FEWER OPPORTUNITIES IN ERASMUS+ MOBILITY PROJECTS

51. The participation of less privileged students from the college in Erasmus+ mobility projects are regulated by "Utena College Procedure for the Administration and Financial Management of the Participation of Persons with Fewer Opportunities in Erasmus+ Mobility Projects".

CHAPTER VII

RECOGNITION OF ERASMUS+ PROGRAM STUDIES/INTERNSHIPS ABROAD

52. Upon completion of the study period abroad, the student must submit to the College the documents issued by the host organisation, and in the case of blended mobility, documents covering virtual components, indicating the student's name and surname, the confirmed start and end dates of physical mobility activities, and an academic transcript confirming the study results.

53. Upon completion of the internship abroad, the student must submit a certificate from the host institution indicating the student's name and surname, the confirmed start and end dates of the mobility and physical mobility activities, the completion of the agreed program and the assessment of the internship achievements (Part of the internship agreement After mobility. Table D - Traineeship Certificate by the Receiving Organisation).

54. The study/internship results of a student who has studied/completed an internship in accordance with the agreed Study/Internship Agreement shall be credited in accordance with the "Procedure for the crediting of partial studies, teaching and learning results at Utena College".

55. Differences between programs may be eliminated before or after study/practical training mobility in accordance with an individual study schedule in accordance with the Procedure for the Recognition of Partial Studies, Teaching and Learning Results at Utena College.

56. A student who disagrees with the transfer of study/internship results has the right to appeal in accordance with the procedure established by the College.

CHAPTER VIII. FINAL PROVISIONS

57. The procedure shall enter into force on the date of its approval by order of the Director of the College and may be amended or supplemented by order of the Director of the College.



Appendix to the Procedure for the Participation
of Utena College Students in Erasmus+ Program
Mobility Projects
Appendix

APPLICATION FOR STUDIES/INTERNSHIPS ABROAD

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- Erasmus+ program studies
- Erasmus+ program internships
- Erasmus+ program graduate internships
- Erasmus+ blended (virtual/physical) mobility
- Erasmus+ blended short-term mobility (BIP)

Please submit the completed application form with attachments to IRD by the date specified in the call:

- Study certificate (issued by the Study Department) – a document showing the progress indicators for all semesters in Lithuanian and English;
- Motivation letter (in a foreign language);

STUDENT INFORMATION	
First name	
Surname	
Date of birth	
Gender (Male, Female, I will not specify)	
Current address:	
Postcode	
City, street, house number, apartment number	
Tel.	
Email	
Person with fewer opportunities	Yes No
Have you participated in the Erasmus mobility program?	Yes No
<i>If yes, when and for how many months did the ?</i>	
Contact person to contact in case of unforeseen circumstances (name, telephone number or email address)	
INFORMATION ABOUT CURRENT STUDIES	
Faculty	Faculty of Medicine Faculty of Business and Technology
Field of study	
Study program	
Form of study	
Course	
Group	
Date of admission to Utena College	
Student No. (from the Student Academic database)	
INFORMATION ABOUT DESIRED STUDIES	
Preferred study date	
Preferred duration of studies	
Preferred study abroad institution	
Language in which you will study	
INFORMATION ABOUT DESIRED INTERNSHIP	
Internship start date	
Duration of internship	
Institution where the internship will take place abroad	

Country where the internship will take place	
Language in which you will complete the internship	

Date

Signature:

