

APPROVED

Lithuanian Business College,

Director

12 January 2022

By Order No. 1.6-38 (1.5)

PROCEDURE FOR COORDINATING OUTGOING PARTICIPANTS UNDER THE ERASMUS+ MOBILITY PROGRAMME AT THE LITHUANIAN BUSINESS COLLEGE

CHAPTER I

GENERAL PROVISIONS

1. This document establishes the procedure for coordinating student and staff mobility under the Erasmus+ programme at the Lithuanian Business College (hereinafter referred to as the LBC).
2. This Procedure has been prepared in accordance with the Law on Higher Education and Research of the Republic of Lithuania, the Study Regulations of the Lithuanian Business College, and documents regulated by the Education Exchanges Support Foundation and the European Union.
3. The Erasmus+ programme in higher education aims to increase students' employment opportunities; improve study process activities; develop the personal skills of each participant, thereby contributing to the improvement of European economic progress; improve the quality of teaching and learning; implement the European strategy for the modernisation of higher education in Programme Countries and develop the potential of Partner Countries; strengthen the international dimension of individuals; and support the Bologna Process and political dialogue with strategic partner countries.
4. Erasmus+ mobility is coordinated by the Head of International Relations and Projects of the LBC (hereinafter referred to as the Head of IRP).
5. The following terms are used in this Procedure:
 - 5.1. Grant Agreement – a bilateral agreement prepared in accordance with the model form approved by the National Agency and concluded between a student, graduate or staff member and the College, defining the procedures for grant payments and reporting.
 - 5.2. Erasmus Mobility Grant (hereinafter referred to as the Grant) – a grant provided by the European Union (hereinafter referred to as the EU) or the Republic of Lithuania (hereinafter referred to as the RL) to finance the mobility of a student, graduate or staff member at a foreign

institution that meets the requirements of the Erasmus+ programme. The Grant is intended to partially cover travel and insurance expenses and compensate for living expenses in the host country. The Grant is paid for the entire traineeship period specified in the Grant Agreement.

5.3. Erasmus Students – students and graduates who meet the Erasmus+ programme criteria, enjoy all the rights established in the Erasmus Student Charter, and receive a grant consisting of funds from the EU or the RL budget. In certain cases, a student or graduate may undertake a traineeship without receiving a grant (zero grant).

5.4. Erasmus Student Charter – a document setting out the rights and obligations of students and graduates participating in Erasmus mobility activities.

5.5. Erasmus+ Programme – an EU programme that promotes cooperation between students, graduates, staff, higher education institutions and enterprises, aims to improve the quality of studies, and seeks to establish a common system for recognising study programmes throughout the EU.

5.6. Head of International Relations and Projects – a College employee responsible for coordinating Erasmus mobility at the College, informing students about study and traineeship opportunities, and advising students and staff on mobility opportunities and the completion of documents.

5.7. Learning Agreement for Erasmus+ Mobility – a tripartite agreement prepared in accordance with the model form approved by the National Agency, under which the student or graduate, the College and the Receiving Organisation agree on the mobility objectives, activity plan, competencies to be acquired during mobility, and the roles and responsibilities of all three parties.

5.8. Traineeship – a component of the study process in which a student or graduate undertakes practical training at an enterprise or organisation in a foreign country to develop professional skills, gain international work experience and broaden their knowledge of the culture of the country in which the traineeship takes place. A traineeship may be undertaken during studies (hereinafter referred to as a Student Traineeship) or within one year after graduation (hereinafter referred to as a Graduate Traineeship).

5.9. Voluntary Traineeship – a traineeship not directly related to studies and not included in the study programme, intended to help students acquire or develop general or specialised skills separately from their studies.

5.10. Receiving Organisation – a foreign institution that agrees to host a student, graduate, College administrative staff member or lecturer.

5.11. Reserve List – a ranked list of students, graduates, College administrative staff members or lecturers competing for funding from the allocated funds. The Reserve List is established once the available funded places have been exhausted.

5.12. Erasmus Mobility Application (hereinafter referred to as the Application) – a document in which an individual expresses their intention to undertake mobility abroad, identifies the host institution and describes the planned activities. The information provided in the Application serves as the basis for the decision-making committee to determine the allocation of funding.

CHAPTER II

ORGANISATION OF OUTGOING STUDENT MOBILITY

6. The Head of IRP announces the Erasmus+ mobility competition twice a year. For the spring session, applications must be completed and submitted to the Head of IRP by 15 October; for the autumn semester, applications must be submitted by 15 March (in the case of study mobility). Applications for traineeships during the second half of the current academic year must be submitted by 31 May and 31 December, respectively.

7. The following students are eligible to participate in mobility:

7.1. Full-time bachelor's degree students who have no outstanding academic requirements.

7.2. Priority is given to students participating in the programme for the first time.

7.3. Students may undertake a traineeship abroad if the traineeship is a compulsory component of their study programme. In certain cases, a voluntary traineeship may be undertaken outside the procedures or period specified in the study programme, provided that the student has completed at least one semester of lectures at the College.

7.4. Bachelor's degree graduates may undertake a Graduate Traineeship within the first year after graduation. Graduates are not permitted to study at a higher education institution during the traineeship.

8. Any enterprise or organisation established in a country participating in the Erasmus+ programme may qualify as a Receiving Organisation for a traineeship, regardless of its size, legal status or field of activity.

9. A higher education or research institution may also act as the Receiving Organisation for a traineeship. In such cases, the student or graduate may not study at that institution at the same time and must participate exclusively to gain work experience.

11. The following may not act as Receiving Organisations:

11.1. EU institutions, including EU agencies, the list of which is published on the European Union's official website: https://european-union.europa.eu/about-eu/institutions-bodies_lt;

11.2. Organisations or organisational units administering EU programmes, in order to avoid conflicts of interest and/or double funding.

12. Traineeships may be undertaken in all foreign countries officially participating in the Erasmus+ programme: Ireland, Austria, Belgium, Bulgaria, the Czech Republic, Denmark, Estonia, Greece, Iceland, Spain, Italy, Cyprus, Croatia, Latvia, Poland, Liechtenstein, Luxembourg, North Macedonia, Malta, the Netherlands, Norway, Portugal, France, Romania, Slovakia, Slovenia, Finland, Sweden, Türkiye, Hungary and Germany.

13. A student or graduate may not undertake a traineeship in their country of permanent residence.

14. Applicants planning to undertake studies or a traineeship abroad must submit the following documents to the Head of IRP:

14.1. Application;

14.2. Consent and recommendation from the Head of the Department in the case of study mobility;

14.3. Consent and recommendation from the Head of the Department and the Head of Study Traineeships in the case of traineeship mobility;

14.4. A tripartite study or traineeship agreement. The agreement may also be submitted after the selection process. In that case, confirmation from the host institution that a study or traineeship place has been offered for the specified period must be provided.

15. All required document templates, the list of partner higher education institutions to which students may travel under the Erasmus+ mobility programme, and all information concerning student mobility are published on the LBC website:

<http://www.ltvk.lt/lt/m/studentams/studijos-ir-praktika-uzsienyje/erasmus-%2B-programa/>

16. Decisions on the allocation of Grants are made by the Committee for Decisions on the Allocation of Erasmus Grants (hereinafter referred to as the Committee), established by an order of the Director of the College. The Committee consists of a Chairperson (the Director of the College or, in their absence, the Deputy Director for Studies and Quality), the founders of the College, Heads of Departments and/or two College representatives, one of whom is recommended to be appointed from the College Students' Representative Body.

17. The Committee makes decisions on the allocation of Grants based on the following general assessment criteria:

17.1. The relevance of the study subjects offered by the Receiving Institution or the proposed traineeship activities to the requirements of the study programme. In the case of Graduate Traineeships, the relevance of the traineeship activities to the field of study completed, or a logically justified choice of a different type of activity (A);

17.2. The clarity and justification of the student's motivation to study or undertake a traineeship abroad (B);

17.3. The student's grade point average (C);

17.4. The duration of study mobility (up to six months) or the proposed traineeship period (a traineeship of two to three months is recommended) (D);

17.5. The compatibility of the study or traineeship with the study programme plan (E).

Priority is recommended to be given to applicants undertaking mobility abroad for the first time.

18. When deciding on the allocation of Grants, the Committee must assess each criterion on a ten-point scale. If any criterion receives fewer than five points, the Application must be rejected.

19. Students are selected for Grant funding based on their total competition score, calculated as the sum of the assessments for the criteria specified in Clause 17:

$A + B + C + D + E = \text{COMPETITION SCORE.}$

20. Grants are awarded to students or graduates who achieve the highest competition scores and, in the case of traineeships, apply for a traineeship period not exceeding three months. Students or graduates applying for a traineeship lasting more than four months are placed on the Reserve List. Once the College has exhausted the allocated traineeship places, all selected students or graduates are placed on the Reserve List.

21. Decisions on awarding Grants to students or graduates on the Reserve List are made by the Director of the College, taking into account the funds available from overall savings.

22. The Head of IRP informs students who have been successful in the selection process about the subsequent mobility procedures:

22.1. The student is assisted in agreeing on study subjects or traineeship activities by the Head of their Department or appointed lecturers.

22.2. All students selected for mobility must complete a foreign language assessment test in the OLS (Online Language Support) system before the start of mobility.

22.3. The student submits a request to the Director of the LBC for permission to study or undertake a traineeship abroad, specifying the study programme and the relevant period.

22.4. The conditions of student mobility are defined by the Grant Agreement and the study or traineeship agreement, which is coordinated and signed by the student and the Receiving Institution. The study or traineeship agreement may be signed after the selection results have been announced.

22.5. The student is responsible for arranging travel, accommodation, insurance and visas. The Head of IRP provides ongoing advice and assistance in resolving any problems that arise.

22.6. Any changes to the study or traineeship agreement arising after the student arrives at the Receiving Institution must be agreed upon and completed within the first month after the start of the Erasmus+ study period or traineeship. The student must contact the Head of their Department and the Head of IRP to agree on the changes and complete an amendment to the agreement.

CHAPTER III

INCLUSION OF PARTICIPANTS WITH FEWER OPPORTUNITIES IN PROGRAMME ACTIVITIES

23. In accordance with the description of the procedure for the administration and financial management of mobility projects involving participants with fewer opportunities in the Erasmus+ higher education sector, students from socially disadvantaged groups (i.e. those who meet the national eligibility requirements) receive an additional monthly amount towards living expenses, as specified in the funding rates applicable to the current year's project.

24. Groups of participants with fewer opportunities may include:

24.1. Disability – physical, mental, intellectual or sensory impairments that may hinder full and effective participation in society on an equal basis with others;

24.2. Health problems – health-related circumstances, including serious illnesses, chronic conditions, medical disorders or any other physical or mental health situation that prevents participation in programmes;

24.3. Cultural differences – insufficient knowledge of a foreign language and fear of cultural differences; migrants or refugees; persons belonging to national or ethnic minorities; sign language users; and others;

24.4. Social barriers – limited social skills; former offenders; barriers arising from family circumstances; single parents; carers; orphans; persons living in institutional care; and others;

24.5. Economic barriers – a low standard of living, low income, students who must work to support themselves, long-term unemployment, poverty, homelessness, debt and other similar circumstances.

25. A student applying for the additional monthly Erasmus+ amount towards living expenses must submit supporting documents to the Head of International Relations and Projects one month before the start of mobility.

CHAPTER IV

STUDENT GRANT AMOUNTS, ALLOCATION, PAYMENT AND REPORTING

26. Students undertaking mobility are guaranteed uninterrupted payment of the Grant.

27. Grant amounts are established by the European Commission and published on the College website.

28. The conditions governing Grant payments and reporting are defined in the Grant Agreement concluded between the College and the student or graduate.

CHAPTER V

RECOGNITION OF COMPETENCIES ACQUIRED DURING STUDENT MOBILITY AND RECOGNITION OF TRAINEESHIP RESULTS

29. Upon completion of the study mobility period abroad, the Receiving Institution issues a Transcript of Records confirming that the study programme agreed upon in the Learning Agreement has been followed, the study course has been completed and grades have been awarded. The institution also provides a Certificate confirming the period spent studying abroad. These documents must be submitted to the Head of IRP, who forwards them to the Study Department.

30. Upon completion of a traineeship mobility visit, the Receiving Organisation completes the After Mobility section of the traineeship agreement and provides a Certificate confirming completion of the traineeship and specifying its duration. These documents must be submitted to the Head of IRP, who forwards them to the Study Department.

31. The College ensures that the results of students' international studies and traineeships are:

31.1. Fully recognised and credited using the European Credit Transfer and Accumulation System (ECTS);

31.2. Included in the Diploma Supplement under additional information if the traineeship is not included in the study programme or if the traineeship was completed before participation in the Erasmus traineeship programme.

32. In the case of Graduate Traineeships, a Europass Mobility Document is issued.

CHAPTER VI

ORGANISATION OF OUTGOING STAFF MOBILITY

33. Academic and non-academic staff mobility includes the following activities:

33.1. Staff mobility for teaching – this activity provides LBC lecturers with the opportunity to teach at institutions in other countries and enables lecturers from abroad to teach at the LBC.

33.2. Staff mobility for training – mobility of teaching and administrative staff to a foreign higher education institution or enterprise for learning and professional development purposes. Staff may participate in seminars, courses, practical workshops, training visits and similar activities.

33.3. Duration of mobility – from two days to two months, excluding travel days. For teaching mobility, the teaching programme must comprise at least eight teaching hours per week.

33.4. A mandatory requirement is the preparation of a mobility programme approved by the sending and receiving institution or enterprise. The programme is defined in the teaching or training mobility agreement.

33.5. The visit period and the amount of the Grant are specified in the financial agreement between the employee and the LBC. The Grant amount is calculated in accordance with the provisions of the Erasmus+ Programme Guide.

34. Academic and non-academic staff members planning to participate in Erasmus+ mobility programmes must submit the following documents to the Head of IRP:

34.1. An Application specifying the planned activities, to be submitted by 15 November or at least one month before the start of the mobility visit. For activities planned for the spring semester or the following autumn semester, the deadline is 15 March or at least one month before the start of the mobility visit.

34.2. Consent and recommendation from the Head of the Department or the Head of Administration.

34.3. A Mobility Agreement for Teaching or a Mobility Agreement for Training.

35. All required document templates, the list of partner higher education institutions to which staff may travel under the Erasmus+ mobility programme, and all information concerning the mobility of lecturers and administrative staff are published on the LBC website.

36. Once the application submission period has ended, the selection process is conducted. The selection meeting is attended by the lecturer or administrative staff member who submitted an

application and the Selection Committee. The Selection Committee consists of the Director of the College, the Deputy Director for Studies and Quality, the Head of International Relations and Projects, and the Head of the relevant Department.

37. Selection criteria:

37.1. The relevance of the proposed teaching or training programme, the objectives of the visit and the applicant's motivation.

37.2. The ability to work in a multicultural environment and foreign language proficiency.

37.3. The ability to represent the LBC and its activities, including study programmes, internationalisation opportunities and project opportunities.

37.4. Priority is given to mobility activities that involve the development of new teaching materials, strengthen and expand cooperation between departments or units, or result in the preparation of future cooperation projects.

37.5. Priority is given to staff members participating in the Erasmus+ programme for the first time.

38. The Grant Agreement is signed between the staff member selected through the competition and the LBC. The Grant is awarded only for the agreed teaching or training period at the Receiving Institution. The Grant is calculated using fixed unit costs for travel expenses based on distance and for subsistence expenses based on the destination country.

39. Staff participating in the mobility programme are responsible for arranging their own travel tickets, accommodation, living arrangements and other organisational matters.

40. Upon returning from the mobility programme, the staff member must submit a copy of the Certificate issued by the Receiving Institution to the Head of International Relations and Projects. The Certificate must specify the mobility period and, in the case of teaching mobility, the number of teaching hours. The staff member must also complete the Online Survey, which is sent automatically by email.

41. Upon returning, staff members must provide information about the results of their visit for publication to the Head of the Strategic Development and Communications Department and present the results to the College's lecturers, administrative staff and students.

CHAPTER VII

FINAL PROVISIONS

42. The College must retain all documents submitted by mobility participants for five years. This period is calculated from the end of the academic year in which the participant undertook mobility or intended to undertake mobility but was not selected.

- 43. All documents submitted by mobility participants are stored in the Strategic Development and Communications Department.
- 44. This Procedure may be supplemented with new clauses each year, as necessary.
- 45. This Procedure enters into force on the date of its approval.
- 46. This Procedure is published on the College's website.