

APPROVED  
by Order of KUAS Director  
No.1-165 as of 7 April, 2022

## PROCEDURE FOR ORGANISATION AND FUNDING OF OUTGOING STUDENT MOBILITY AT KAUNAS UNIVERSITY OF APPLIED SCIENCES

### CHAPTER I GENERAL PROVISIONS

1. *Procedure for Organisation and Funding of Outgoing Student Mobility (hereinafter referred to as the Procedure) at Kaunas University of Applied Sciences (hereinafter – KUAS)* regulates the general requirements for organising the selection, document processing, funding and reporting procedures of KUAS students when sending them to foreign higher education institutions or enterprises for studies and/or traineeships or to intensive programmes for participation under *Erasmus+*, *Nordplus* or another student exchange programme.

2. This Procedure has been developed in accordance with the administrative and financial requirements of the *Erasmus +* and *Nordplus* Guides, the Procedure for the Use of State Budget Funds for Research and Study Institutions of the Republic of Lithuania, as well as the *Study Procedure of Kaunas University of Applied Sciences*, and other documents regulating participation in international mobility programmes.

3. The outgoing student mobility policy of KUAS shall be implemented as follows:

- 3.1. in accordance with the principles of openness, transparency and equal opportunities;
- 3.2. in accordance with the implementation of KUAS strategic provisions and priorities related to outgoing student mobility;
- 3.3. assessing the need to increase the internationalisation of studies;
- 3.4. in accordance with the individual study needs of the student;
- 3.5. in accordance with the administrative and financial requirements of the mobility programme/project.

4. All KUAS students may participate in outgoing student mobility programmes.

5. Key concepts used in this Procedure:

5.1. **Erasmus+ Bilateral Agreement** is an agreement between the sending and the receiving institution setting out the flows of academic and/or other staff members involved in the *Erasmus+* mobility, the fields of teaching and /or learning, the duration and additional information.

5.2. **Erasmus+ or Nordplus scholarship** is financial support provided by KUAS (hereinafter - scholarship) to a student or graduate for *Erasmus+* or *Nordplus* Mobility. The *Erasmus+* scholarship consists of funds from the European Union budget or other sources (e.g.: the state budget of the Republic of Lithuania, funds of KUAS). The *Nordplus* scholarship is funded from the budget of the Nordic Council of Ministers and may be co-funded from other sources (e.g.: the state budget of the Republic of Lithuania, funds of KUAS).

5.3. **EU Member States and Third Countries Associated to the Programme** (hereafter - Programme Countries) are EU and non-EU countries that have established a National Agency that actively participates in the *Erasmus+* Programme. The list of Programme Countries is available in the *Erasmus+* Programme Guide for the grant year concerned, Part A, under the section “Who can participate in the *Erasmus+* Programme”. Up until 2021, these countries were referred to as *Erasmus+* Countries.

5.4. **Erasmus+ Programme Guide** is an EC document that is an integral part of the *Erasmus+* call for proposals under the *Erasmus+* programme. Applicants shall comply with the conditions for participation and funding set out in this guide. The document provides information on the priorities of the programme, the activities supported, the budget allocated, participation and administration of the programme.

5.5. **Erasmus+ Institutional Coordinator** is an EC-approved KUAS staff member responsible for implementing *Erasmus+* mobility programme. In KUAS, this responsibility is granted to the Head of the Unit for International Relations.

5.6. **Online Linguistic Support** (hereinafter – OLS) is an electronic system in which all *Erasmus+* students/graduates whose main language of study or traineeship abroad is not their mother tongue have to take a language self-assessment test before the mobility, take a language course, and thereafter take a second language self-assessment test at the end mobility. OLS coordinator in KUAS is the Head of Centre of Languages of the Faculty of Arts and Education.

5.7. **Participant with fewer opportunities** is an individual who, for economic, social, cultural, geographical or health reasons, or due to his/her migrant background, disability or learning difficulty, or for any other reason, including grounds for discrimination as referred to in Article 21 of the EU Charter of Fundamental Rights<sup>1</sup>, is unable to fully participate in the opportunities offered by *Erasmus+* or any other programme.

5.8. **Blended intensive programme (hereinafter – BIP)** is a short-term intensive *Erasmus+* academic exchange programme implemented by at least three international higher education institutions located in at least three *Erasmus+* Programme countries.

5.9. **Blended mobility** is the combination of physical mobility and virtual activities designed to facilitate collaborative online learning and/or teamwork.

5.10. **Blended learning** is a combination of different aspects of teaching (technologies, activities, events) that creates an optimal curriculum combining traditional (including practical training) and virtual learning approaches.

5.11. **Mobility participant** is a person sent to a foreign higher education institution or enterprise under *Erasmus+*, *Nordplus* or another exchange programme for studies and/or traineeships.

5.12. **Learning Agreement** is an agreement between the sending and receiving institutions and the participant defining the objectives and content of the mobility period to ensure its relevance and quality. The Agreement can be considered as a legal basis for the sending organisation to recognise the period spent abroad. The Learning Agreement can be of two types: Learning Agreement for Studies and Learning Agreement for Traineeships. In line with the rules and regulations of *Erasmus+* Programme, the Learning Agreement is coordinated and prepared via online communication and signed electronically.

5.13. **Mobility Tool System** is a virtual system developed by the European Commission where KUAS, as an *Erasmus+* scholarship beneficiary, shall enter mobility data of the participants. The participants shall fill in a questionnaire, provide their feedback, assess the preparation, implementation and the period of mobility abroad.

5.14. ***Nordplus* programme countries** are the Nordic and Baltic countries officially participating in the programme and are listed in the *Nordplus* Programme Guide.

5.15. ***Nordplus* Programme Guide** is a document developed by the Nordic Council of Ministers, an integral part of the call for proposals under the *Nordplus* programme. This document provides information on the programme's priorities, and the actions supported, the funding, participation and administration of the programme.

5.16. **Receiving Institution for Studies** is a foreign higher education institution that receives KUAS students for part-time studies having signed bilateral cooperation or *Erasmus+* interinstitutional cooperation agreement.

5.17. **Receiving Institution for Traineeship** is an enterprise or a foreign higher education institution that receives KUAS students for a traineeship for an agreed period of time, and a tripartite traineeship agreement or *Erasmus+* learning agreement is signed. The European Union (EU) institutions and other EU bodies, including specialised agencies and organisations administering EU programmes, may not be receiving institutions for traineeships under the *Erasmus+* exchange programme.

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<sup>1</sup> <https://eur-lex.europa.eu/legal-content/LT/TXT/?uri=LEGISSUM%3A133501>

5.18. **Student Mobility for Traineeship** is *Erasmus+*, *Nordplus* or other exchange programme activity whereby a student is sent for a defined period for a traineeship as part of a study in a foreign enterprise or organisation; or for a traineeship as a sharing of work experience after graduation in a foreign enterprise or organisation (postgraduate internship).

5.19. **Confirmation of *Erasmus+* / *Nordplus* Student Mobility** is a document issued to a person who has completed a mobility period under *Erasmus+*, *Nordplus* or another exchange programme. The document confirms the participation in mobility activities and student's learning achievements.

5.20. **Student Mobility** is *Erasmus+*, *Nordplus* or other exchange programme activities which involve sending of a student to another Programme Country or Partner Country for a specified period.

5.21. **Student Mobility for Studies** is an *Erasmus+*, *Nordplus* or other exchange programme activity whereby a student is sent for part-time study at a Programme or Partner Country.

5.22. **International Coordinator** is a KUAS staff member responsible for administering and coordinating international activity processes at the faculty.

5.23. **Third countries not associated to the Programme** (hereinafter - Partner Countries) are countries that are not able to fully participate in the *Erasmus+* Programme, but may participate (as partners or applicants) in some of the Programme's activities. The list of Partner Countries is available in the *Erasmus+* Programme Guide for the grant year concerned, Part A, under the section "Who can participate in the *Erasmus+* Programme". Up until 2021, these countries were referred to as *Erasmus+* Countries.

5.24. **Short-term mobility** is an *Erasmus+*, *Nordplus* or other exchange programme activity whereby a student participates in a part-time higher education course or an internship for a minimum of 5 working days and a maximum of 30 working days.

5.25. **Virtual mobility** is miscellaneous information and communication technology-based activities, including e-learning that facilitates or promotes international cooperation for teaching, training or learning purposes.

5.26. **Environmentally friendly means of transportation (Eco-travel)**. Eco-travel by environmentally friendly means of transportation is a journey that is made by using a vehicle with a low carbon footprint, such as buses or trains, or by car-pooling. Travelling by boat is not considered to be an Eco-friendly means of travelling.

## CHAPTER II

### GENERAL REQUIREMENTS FOR THE ORGANISATION OF OUTGOING STUDENT MOBILITY UNDER *ERASMUS+*, *NORDPLUS* OR OTHER EXCHANGE PROGRAMME

6. Student mobility for *Erasmus+* studies may be carried out between higher education institutions that meet formal requirements of the programme and have signed an *Erasmus+* Bilateral Agreement.

7. Student mobility for *Nordplus* studies can be carried out between higher education institutions that meet the formal requirements of the programme and participate in a joint *Nordplus* programme project or network.

8. KUAS students may go for studies or traineeship under *Erasmus+*, *Nordplus* or another student exchange programme to a higher education institution or an enterprise relevant for studies and/or traineeship if a Learning Agreement for Studies or Traineeship is signed.

9. Participation in *Erasmus+*, *Nordplus* or other student exchange programmes is not interlinked

10. Students participating in the *Erasmus+*, *Nordplus* programmes are exempt from tuition fees at the receiving institution, despite having received programme grants. However, additional services may be subject to charges at the receiving institution

11. During the *Erasmus+*, *Nordplus* study and/or traineeship period, students shall be subject to charges for KUAS studies in accordance with the Procedure for Payment, Return and Recovery of Fees for Studies and Services Related to Studies at KUAS.

12. All full-time and part-time KUAS students who have completed the first year and meet the formal requirements of the study programmes are entitled to apply for study and/or traineeship scholarships under the *Erasmus+*, *Nordplus* or other exchange programmes.

13. A student intending to undertake an *Erasmus+* postgraduate traineeship is able to participate in an Erasmus selection competition and may be selected for a traineeship during his/her studies at KUAS. The traineeship shall be completed within one year of graduating from KUAS unless otherwise specified in the Erasmus+ Programme Guide.

14. Every KUAS student has the right to benefit from the *Erasmus+* mobility programme for a maximum period of 12 months during each study cycle, including studies at other higher education institutions. This period includes all types of mobility (studies, traineeships, postgraduate traineeship, short-term mobility, including mobility during BIP).

15. In order to increase student participation in mobility activities, the following groups of KUAS students with fewer opportunities of participating in the Erasmus+ mobility programme have been identified:

15.1. students from low-income families (under 24 years of age);<sup>2</sup>

15.2. students falling under the category of financially deprived individuals;<sup>3</sup>

15.3. students who are orphaned or have no parental care (under 24 years of age);

15.4. students with child(ren) under 12 years of age;

15.5. students from large families (under 24 years of age);<sup>4</sup>

15.6. employed students (employed or self-employed for at least 20 working days prior to the submission of the application for additional funding);

15.7. students holding a status of refugee;

15.8. students holding a permit of residency in Lithuania issued on the basis of humanitarian reasons;

15.9. students with a disability for which additional costs are incurred during the mobility period.

16. When planning the mobility of studies and/or traineeship, the following formal requirements for the duration of mobility shall be observed:

16.1. The duration of *Erasmus+* study mobility shall be a minimum of 2 months and a maximum of 12 months;

16.2. the duration of *Erasmus+* traineeship mobility shall be a minimum of 2 months and a maximum of 12 months.

16.3. The duration of *Nordplus* study and/or traineeship mobility shall be a minimum of 1 month and a maximum of 12 months.

16.4. *Nordplus* express mobility shall be a minimum of 5 working days and a maximum of 4 weeks.

16.5. In exceptional cases, blended or virtual mobility may be conducted, provided that this is agreed between the higher education institutions and meets the requirements of international exchange programmes.

16.6. In the case of blended short-term mobility (for studies or internships) or in the case of blended intensive programmes, the duration of the physical mobility shall be a minimum of 5 working days and a maximum 30 working days. The student must be credited with a minimum of 3 ECTS for participating in the short-term combined mobility.

17. Information on student mobility opportunities and partner institutions is published on the KUAS intranet and in the google.docs document Erasmus + Partners Year.

<sup>2</sup> <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.287573>

<sup>3</sup> <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.215633/asr>

<sup>4</sup> <https://socmin.lrv.lt/lt/veiklos-srityys/seima-ir-vaikai/seimos-kortele>

18. International Coordinators advise students on mobility opportunities to specific partner institutions according to the study programme. Heads of Departments/Academy/Centre/Tauragè subdivision advise students on the compliance of the study programmes provided by partner institutions and (or) the student's individual study needs.

19. Upon receipt of a grant for *Erasmus+* student mobility, the Unit for International Relations initiates students' selection, which is announced by order of the Director. The selection is conducted in accordance with the requirements set force in this Procedure.

20. The selection of students to participate in short-term mobility programmes or blended intensive programmes shall only be open to students studying in a relevant study programme(s).

21. Mobility under other exchange programmes or other bilateral agreements may be carried out by order of the Dean of the Faculty / Head of Department/Academy/Centre/Unit.

22. The Unit for International Relations collects data on student participation in mobility, analyses them according to study fields, provides information to KUAS Departments/Units/Academy/Centre, and prepares an annual report.

### **CHAPTER III ORGANISATION OF THE SELECTION OF *ERASMUS+*, *NORDPLUS* OUTGOING STUDENT MOBILITY**

23. A competition is organised for the selection of KUAS students to participate in the *Erasmus+* mobility programme.

24. The competition for *Erasmus+* selection is announced publicly on the KUAS website and on social networks.

25. Considering the schedule of studies in KUAS and foreign higher education institutions, the selection of students to participate in the *Erasmus+* mobility programme is announced at least twice a year by order of the Director, which shall specify the time limits for submission of documents and other conditions, if any.

26. In the spring semester of each year, the selection to study under the *Erasmus+* exchange programme is announced for the next academic year and perform a traineeship for the summer and autumn semesters. Students register for selection (see paragraph 37) by March 10 or the first following working day if March 10 is a non-working day and unless another date is specified in the order.

27. In the autumn semester, the selection to study and/or perform a traineeship in the spring semester of the current academic year is announced. Students register for selection (see paragraph 37) by October 10 or the first following working day if October 10 is a non-working day and unless another date is specified in the order.

28. An additional selection or an extended selection period may be announced in the departments in case it is possible to send more students than planned.

29. The selection of students participating in *Erasmus+* outgoing student mobility is conducted by the Student Mobility Selection Committee (hereinafter - the Committee) approved by order of the Dean of the Faculty/Head of Tauragè Subdivision. The Committee consists of the Vice-dean of the Faculty, the International Coordinator, a representative of the Unit for International Relations, and the heads of the Departments/ Academy/Centre/Tauragè subdivision.

30. The Committee shall ensure equal opportunities for all students participating in the process of selection, irrespective of their gender, sexual orientation, race, nationality, language, origin, citizenship and social status, religion, marital and family status, age, beliefs or opinions, party and social organisation affiliation.

31. Prior to starting the selection process, the members of the Committee shall sign a declaration of interests.

32. The Committee is chaired by the Chairperson of the Committee - a person appointed by the Dean / Head of Tauragè subdivision. In the absence of the Chairperson of the Committee, his/her functions shall be performed by a member of the Committee authorised by him/her.

33. The secretary of the Committee is the International Coordinator of the faculty. He/she organises the work of the Committee, handles all documentation, convenes meetings of the Committee or announces an electronic vote in coordination with the Chairperson of the Committee. The Secretary of the Committee shall be a member of the Committee.

34. Meetings of the Committee shall be organised considering the planned mobility periods, but not less than once a semester.

35. The Committee shall ensure equal opportunities for all students participating in the selection, regardless of their gender, sexual orientation, race, nationality, language, origin, citizenship and social status, religion, marital or family status, age, beliefs or opinions, affiliation with parties and civil society organisations. All members of the Committee shall sign declarations of interest (form uploaded in Moodle, <https://moodle.kauko.lt/course/view.php?id=3511>).

36. When planning the number of outgoing students, it is recommended to consider the strategic provisions of KUAS in the field of international studies and the annual activity plans of the department/academy/centre.

37. Students shall register for the selection by filling in the form on the KUAS website the specified date <https://www.kaunokolegija.lt/studentams/studijos-praktika-uzsienyje/by>.

38. The data provided by the students in the forms shall be administered by the International Coordinators. Upon completion of student registration, International Coordinators/ Head of Tauragė subdivision shall:

38.1. submit a list of candidates to participate in the selection to the KUAS OLS coordinator, who provides access to students to take a foreign language test;

38.2. collect transcript of academic achievements of the students participating in the selection of the previous academic year;

38.3. coordinate the committee meeting time and announces the meeting to the Committee members and students by e-mail.

39. Prior to the meeting, the International Coordinator shall provide the Committee members with a list of students participating in the selection and information on their academic achievements and the foreign language test results in the OLS electronic system.

40. Student participation in the Committee meeting is mandatory. Applications from students who do not attend the meeting shall not be considered and shall not take part in the competition unless the student is unable to attend the meeting for a justifiable reason and informs the International Coordinator in advance.

41. The following criteria, set out in order of priority, shall be considered in the selection of students for *Erasmus+*, *Nordplus* or other student mobility for studies:

41.1. compliance of the study plan abroad with the study programme in KUAS;

41.2. the student's academic achievements (students with academic debts shall not be considered);

41.3. linguistic skills (the language of the country of destination or the language of the intended studies at receiving institution);

41.4. the student's motivation, his/her ability to integrate the opportunities provided by studies abroad into his/her studies KUAS and further academic plans;

41.5. the student's communication skills and his/her readiness for intercultural experience.

42. The following criteria, set out in order of priority, shall be considered in the selection of students for *Erasmus+*, *Nordplus* or other student mobility for traineeship:

42.1. the student's communication skills and preparation for the intercultural experience;

42.2. the compliance of the traineeship place with the traineeship requirements of the study programme;

42.3. the student's motivation and ability to integrate the knowledge acquired during the traineeship into his/her studies at KUAS and to use it in work performance;

42.4. linguistic skills (the language of the country of destination or another language that may be used during the traineeship);

42.5. the student's learning achievements;

42.6. For postgraduate traineeships under the *Erasmus+* mobility program, priority is given to those students who apply for traineeships that correspond to the qualifications awarded based on the diploma and add value to the graduate's employability.

43. After the selection, the International Coordinators of the faculties / the Head of Tauragė subdivision shall inform the students by e-mail about the results of the selection within 3 working days from the date of the Committee meeting, providing information on further procedures and required documents.

44. A student shall take responsibility for finding an enterprise for the traineeship if KUAS does not offer one complying to the profile of the study programme.

45. International Coordinators / Head of Tauragė Subdivision shall submit the minutes of the student selection meeting and the lists of selected students to the Unit for International Relations within 10 working days from the day of the meeting of the Committee.

46. The lists of selected students are published on the website of the Faculty / Tauragė Subdivision. The successful student is entitled to an *Erasmus+*, *Nordplus* or other scholarship.

## CHAPTER IV

### PREPARATION AND FORMALISING OF DOCUMENTS BEFORE THE MOBILITY

47. A selected student for studies shall submit to the receiving institution the documents completed in accordance with the requirements of the institution: Application Form, Application for Accommodation (if needed), Learning Agreement for Studies, 1 copy (see paragraph 59), Transcript of Records obtained in KUAS and other documents required by the receiving institution (e.g. CV, cover letter, etc.). The documents shall be provided in the application system of the receiving institution.

48. The selected student for the traineeship shall submit to the receiving enterprise or foreign higher education institution the following completed documents: Application for the traineeship, tripartite traineeship agreement or *Erasmus+* Learning Agreement for Traineeship, 3 copies. (see paragraph 59); other required documents (e.g. CV, cover letter, etc.). The documents shall be provided in the application system of the receiving institution.

49. A student going to study and/or perform a traineeship under the *Nordplus* programme shall complete the documents in accordance with the requirements of the *Nordplus* programme project or network underway and submit them to KUAS staff coordinating the *Nordplus* programme project or network.

50. The mobility participant, in coordination with the International Coordinator and the Head of the Department /Academy /Centre /Tauragė subdivision, shall fill in the Learning Agreement for Studies or Traineeship:

50.1. the International Coordinator shall be responsible for the correct documenting of the KUAS and the mobility participant;

50.2. the Head of the Department/Academy/Centre/Tauragė Subdivision shall be responsible for the compliance of the content of the Learning Agreement with the requirements of the study programme and further crediting of the courses/modules to be studied. The Head of the Department / Academy /Centre /Tauragė Subdivision shall confirm the compatibility of the Learning Agreement for Studies or Traineeship by signing it.

50.3. An electronic version of the document may be completed and validated in Agreement with the receiving institution. In the case of *Erasmus+* Programme, the electronic platform used shall be *Erasmus+* Dashboard.

51. The Faculty / Tauragė subdivision staff shall be responsible for issuing Transcript of Records for outgoing students in English on their academic achievements at KUAS for the previous period of studies as requested by the receiving institution.

52. The International Coordinator shall be responsible for properly completing the documents and compliance with the formal requirements for participation in the mobility programme and timely sending them to the receiving institution.

53. In the case of *Erasmus+* mobility, upon approval and a fully signed Learning Agreement for Studies or Traineeship, the International Coordinator shall prepare a draft *Erasmus+* Financial Agreement and submit it together with the other mobility documents (Learning Agreement for Studies or Traineeship, Confirmation of student admission and Confirmation of passing the OLS test) to the Outgoing Mobility Coordinator of the Unit for International Relations no later than 30 calendar days before departure.

54. In the case of a blended *Erasmus+* mobility, the student shall sign a financial contract for blended studies, whereby the grant shall only be paid for the period of physical mobility. If the *Erasmus+* student does not receive an *Erasmus+* scholarship, he/she shall sign a Financial Agreement for studies with a zero scholarship.

55. Students belonging to the group of KUAS students with fewer opportunities participating in *Erasmus+* mobility programme shall only be eligible for an additional individual support grant (top-up, see paragraph 68) if they submit an application for a top-up grant to the International Coordinator of the department prior to the date of signing of the financial agreement for the *Erasmus+* part-time studies. This shall be accompanied by official documents (certificate, copy of the family card, etc.) supporting the status. The official documents supporting the status of KUAS international students shall be translated into English and certified by a notary or consular office. The additional individual support grant shall be awarded in accordance with the *Erasmus+* Programme Guide.

56. *Erasmus+* participants with special needs wishing to apply for a top-up grant shall submit a medical certificate together with a request for a top-up grant, indicating the provisional amount and the reason for the request, to the International Coordinator of an academic division for review not later than 6 weeks before the start of the mobility. The International Coordinator shall forward the documentation to the *Erasmus+* Institutional Coordinator, who shall submit an application for the allocation of a top-up grant to compensate additional costs incurred by the student during the mobility period in the Education Exchanges Support Foundations' website <https://erasmus-plus.lt/programa/papildoma-parama-aukstojo-mokslo-studentams/>.

57. Students participating in *Erasmus+* Mobility and selection, not for the first time are not exempted from retaking the OLS test.

58. Outgoing Mobility Coordinator of the Unit for International Relations, after inspecting of the *Erasmus+* Financial Agreement, submits it to KUAS Director for signature.

59. Before student's departure for studies and/or traineeship, the International Coordinator shall introduce the student to the *Erasmus+ Student Charter*, which sets out the student's rights and obligations during studies and/or traineeship abroad, provide him/her with a copy of the signed Financial Agreement and signed Learning Agreement for Studies or Traineeship.

60. In the case of *Nordplus* or other Mobility, upon approval and a fully signed Learning Agreement for Studies / Traineeships, the International Coordinator or the *Nordplus* project or network coordinator (if different from the International Coordinator) shall provide details of outgoing students to the Outgoing Mobility Coordinator of the Unit for International Relations.

61. The Outgoing Mobility Coordinator of the Unit for International Relations shall fill in the data on outgoing students in the Student Register as well as fill in data on departures under the *Erasmus+* mobility in the EC Mobility Tool database.

62. The mobility document forms are published on the KUAS website: <http://www.kaunokolegija.lt/studentams/studijos-praktika-uzsienyje/dokumentu-formos/>.

## **CHAPTER V**

### **FUNDING/FINANCING AND REPORTING OF ERASMUS+, NORDPLUS OUTGOING STUDENT MOBILITY**

63. The scholarship for mobility participants under the *Erasmus+* programme shall be paid from EC *Erasmus+* funds or other sources, including national or EU Structural Funds.



64. In accordance with the *Erasmus+* Programme Guide approved by the European Commission, which lays down the financial and administrative provisions relating to the implementation of the *Erasmus+* programme for a specific year of the grant agreement, an *Erasmus+* student shall be awarded a scholarship:

64.1. To cover travel expenses, calculated based on the distance from the place of departure to the place of study or traineeship and are grouped according to distance in the case of travel to *Erasmus+* Partner Countries;

64.2. Living costs are calculated based on Programme country group as specified in *Erasmus+* Programme Guide. The amounts for the living costs allowance by country group shall be approved by order of the Director of KUAS;

64.3. The total amount of the *Erasmus+* scholarship is calculated by estimating the *Erasmus+* study / traineeship period in months and days. If there is a break (e.g. holiday) of 5 days or more during the mobility period, the *Erasmus+* scholarship will not be awarded for this period.

64.4. *Erasmus+* Short-Term physical mobility (blended mobility and short-term mobility) scholarship shall be awarded according to the basic rates of individual support established by the EC.

65. Information on the scholarship amounts is available on the KUAS website.

66. For both long-term and short-term mobility, individual support shall also be granted for one day of travel prior to the start of the activity and one day of travel following the end of the activity.

67. *Erasmus+* participants who opt for an eco-trip may receive additional individual support grant for return travel costs for a maximum of 4 days. Eco-trips are recognised if they are multi-modal and a trip shall be considered as an eco-trip if the main means of travel (i.e., constituting the majority of the trip) are eco-friendly. The additional individual support grant shall be awarded in accordance with the *Erasmus+* Programme Guide.

68. An additional individual fixed grant for KUAS students and graduates with fewer opportunities participating in *Erasmus+* mobility programme shall be:

68.1. for long-term mobility: EUR 250,00 per month;

68.2. for short-term mobility: EUR 100,00 (for mobility of 5-14 days); EUR 150,00 (for mobility of 15-30 days);

68.3. The amounts of additional individual support grants and terms and conditions for awarding said grants shall be published on the KUAS website.

69. Individual support grants for participants of *Erasmus+* or *Nordplus* blended intensive physical mobility activities shall be awarded by the order of the Director of KUAS on the recommendation of the International Activity Coordinator.

70. Students who have special needs due to physical, mental or medical conditions, participating in *Erasmus+* physical mobility or blended mobility programmes shall be eligible for an top-up grant of up to 100% of the costs incurred during the course of their part-time studies for means and/or services based on the nature of the special needs, illness/disability. The need for these costs, i.e. for the means and/or services, for which the top-up grant is requested, shall be supported by medical documents and confirmed by a medical certificate with clear indication on what and how many services will be required during the period of part-time studies.

71. In the case of bilateral exchanges, no additional individual financial support will be granted for students with fewer opportunities or special needs.

72. If, due to additional funding or other reasons, the amount of the *Erasmus+* scholarship awarded to a student differs from the amount calculated in accordance with the Procedure specified in paragraph 64-68 of the Procedure, the scholarship amounts for a specific period shall be approved by order of the Director. Scholarships may not be lower than those calculated in accordance with the requirements specified in paragraph 64-68 of the Procedure.

73. The *Erasmus+* scholarship is paid in instalments:

73.1. When participating in a study and / or traineeship mobility during the study period, 90 per cent of the allocated scholarship is transferred to the student's account specified in the financial Agreement. The scholarship shall be paid within 30 calendar days of the date on which both parties sign the contract. The participant passes the language self-assessment test in the OLS system no later

than the mobility start date. The remaining 10 per cent of the scholarship is transferred upon the student's return and fulfilment of the contractual conditions (see paragraph 88) within 45 calendar days of the document settlement.

73.2. When participating in the postgraduate mobility, 80 per cent of the allocated scholarship is transferred to the student's account specified in the financial Agreement. The scholarship shall be transferred within 30 calendar days of the date on which both parties sign the contract, and the participant passes the language self-assessment test in the OLS system, but no later than the start date of the mobility. The remaining 20 per cent of the scholarship is transferred upon the graduate's return and fulfilment of the contractual conditions (see paragraph 88) within 45 calendar days from the document settlement.

73.3. Suppose the mobility participant has not provided supporting documents for the duration of the studies and/or traineeship according to the timetable specified by the sending institution and/or has not passed the language assessment in the OLS. In that case, the pre-financing payment (first instalment) may exceptionally be made at a later stage.

73.4. If the funds intended for the financing of the *Erasmus+* programme are not received on the day of payment of the scholarship, the term of payment of the scholarship shall be extended, but not longer than 10 working days from the date of receipt of the funds.

74. Funds for *Erasmus+* student mobility are allocated by order of the Director:

74.1. An Official Statement on the payment of an *Erasmus+* scholarship to a student is provided by an Outgoing Mobility Coordinator of the Unit for International Relations.

74.2. The terms of the scholarship payment and the start and end dates of the study and / or traineeship period provided for in the Financial Agreement signed between the student and KUAS shall be followed.

74.3. The document is endorsed by the Head of the Unit for International Relations.

75. When funding KUAS students under the *Nordplus* programme:

75.1. The payment is made in accordance with the *Nordplus* Programme Guide, which sets out the financial and administrative provisions related to the implementation of the *Nordplus* programme for the specific year of the grant agreement, and indicates the amounts of the *Nordplus* scholarships;

75.2. For the mobility of at least one month, the scholarship for KUAS student may be equated to an *Erasmus+* scholarship, the difference being paid from the State budget received for the implementation of international exchange programs and / or from KUAS funds;

75.3. In case of mobility longer than two months, the scholarship shall be paid in instalments in accordance with point 73.1 of the Procedure;

75.4. An Official Statement on the payment of a *Nordplus* scholarship to a student is provided by the staff member coordinating the *Nordplus* project or network in KUAS.

76. If a student returns from an *Erasmus+* or *Nordplus* study and / or traineeship earlier than stipulated in the Financial Agreement, but has stayed for a minimum period (see paragraph 16), the student must refund the part of the scholarship for the incomplete mobility period.

77. The scholarship or part thereof shall be refunded in case of non-compliance with the terms and conditions of the financial agreement on the part of the student. In case of premature termination of the agreement, the student shall refund the amount of the scholarship already received. If, however, the student is unable to carry out the part-time study activities due to circumstances unforeseen (*force majeure*), he/she shall be entitled, upon submission of documentary evidence, to receive an amount of scholarship corresponding to the factual duration of the part-time study period. The outstanding amount must be refunded. The Head of International Relations shall make the decision on a case-by-case basis and inform the EESF of such instances under the *Erasmus+* Programme.

78. If a student does not have the minimum duration of mobility period and/or terminates Erasmus + or Nordplus studies and/or traineeship without a valid reason (see paragraph 16), he/she shall refund the full scholarship paid to the student.

78.1. In the case of a refund of a scholarship, the student must submit a written request to amend or terminate the Financial Agreement with an obligation to refund the scholarship within 10 working days. In exceptional cases, the refund period may be postponed, but not longer than the expiry date of the grant, i.e. until September 30. The scholarship repayment schedule shall be established by a written agreement between the student and KUAS.

78.2. The refund of the scholarship must be paid into the KUAS account.

79. Part of the scholarship may be refunded if the student provides a document justifying a shortening of the mobility period (for example, a medical certificate issued by a medical institution of mobility country).

80. An *Erasmus+* or *Nordplus* study and/or traineeship period may be extended, but KUAS does not undertake to pay an additional scholarship for the study or traineeship extension period. The application for extension of the mobility period must be submitted to the International Activities Coordinator of the Faculty / Head of Tauragė Subdivision no later than one month before the end of the initially planned mobility period.

81. If the approved *Erasmus+* part-time study period is shorter than that specified in the Financial Agreement, with a difference of more than 5 days, the balance of the support grant will be paid out according to the approved study period, subject to a recalculation of the *Erasmus+* scholarship amount.

82. With the student's consent and if there are not enough funds, the student can participate in mobility at his/her own expense, i. e. with a “zero scholarship”.

83. A KUAS student who has won the selection to participate in the *Erasmus+* or *Nordplus* mobility programme can apply to the Lithuanian State Science and Studies Foundation for a loan to study abroad.

84. The Unit for International Relations has the right to suspend the planned mobility funding from *Erasmus+* or *Nordplus* if the submitted documents or planned activities do not meet the *Erasmus+* or *Nordplus* programme's formal requirements.

85. Students having mobility issues are advised by:

85.1. the International Coordinator of the faculty and (or) the staff of the Unit for International Relations, who helps the student to solve organisational and administrative issues of mobility implementation;

85.2. Head of the Department / Academy / Centre / Tauragė Subdivision regarding changes and credits of the objectives and content provided in the Learning Agreement.

86. During the mobility, but not later than within one month from the beginning of the mobility, changes in the learning agreement's mobility objectives and content may be done. The student shall coordinate the Learning Agreement changes for studies or traineeship with the receiving institution and the Head of Department / Academy / Centre / Tauragė Subdivision.

87. All documentation relating to the part-time studies and/or traineeship (learning/traineeship agreement, academic record) can be scanned and sent by email, unless the receiving institution specifies otherwise. Copies of all documents shall be delivered to the Unit for International Relations before departure.

## **CHAPTER VI REPORTING FOR MOBILITY ACTIVITIES AND CREDITING OF LEARNING ACHIEVEMENTS**

88. Upon returning from mobility or BIP, students must complete a questionnaire in the *Mobility Tool* system and submit the following documents to the Unit for International Relations:

88.1. a Transcript of Records (in case of studies) or an Evaluation of Student Practice (in case of a traineeship) issued by a receiving institution, verifying the results and duration of the studies and/or internship in the receiving foreign higher education institution or enterprise, including virtual mobility;

88.2. confirmation of the period of study and/or internship, including virtual mobility, at the receiving foreign higher education institution or enterprise, if the dates are not specified in the study or internship certificate;

88.3. a copy of the Learning Agreement for studies and (or) traineeship and a completed During the Mobility sheet, if at least one of the intended studies and/or traineeship courses has been changed;

88.4. electronic versions of the documents may be provided if agreed with the receiving institution (see point 50.3);

88.5. in the case of Eco-travel, documents supporting the journey (bus and/or train tickets or other documents);

89. An Erasmus+ mobility programme participant with special needs, who has completed his/her part-time studies, shall provide documentation justifying the actual expenditure and payments relating to the additional support, in accordance with the terms and conditions stipulated by the EEPF. The documentation shall indicate the name and address of the issuing institution, the amount paid, the currency and the date.

90. *Erasmus+* mobility participants must pass the second OLS test. The students who have been assessed at C2 level in the first OLS test and/or whose mother tongue is English, or the language of the country, where the *Erasmus+* studies take place in English, may not take the test.

91. The remaining part of the scholarship is transferred to the student who has fulfilled all the requirements specified in paragraph 88 of the Procedure. KUAS has the right not to pay the remaining part of the scholarship if the student has not fully reported for the mobility period.

92. The student shall present copies of the documents listed in paragraph 88 of Procedure to the Department / Academy / Centre /Tauragė Subdivision head.

93. In the case of *Nordplus* Mobility or in any other cases, the report shall be completed in accordance with the requirements of the relevant program. The report is coordinated with the International Coordinator of the faculty and/or the *Nordplus* project coordinator or network under which the mobility took place.

94. The crediting of a student's studies or a traineeship abroad is conducted in accordance with the Procedure for Crediting Study Achievements at KUAS.

95. The student is obliged to present his / her best experience of studies or internship abroad to the community of KUAS.

96. The Unit for International Relations provides information and reports on *Erasmus+* mobility participants and the use of funds for the Education Exchange Support Foundation and, if needed, other institutions.

97. The *Nordplus* Project / Network Coordinator and/or the International Coordinator (if the same person), prepares reports on *Nordplus* or other exchange programmes, participants and the use of funds by the organisations administrating the implementation of this program.

## **CHAPTER VII FINAL PROVISIONS**

98. The provisions of this Procedure apply unless cross-border agreements or international programs provide otherwise for student mobility.

99. In the absence of special cross-border agreements or requirements of the international programme, student mobility expenses shall be reimbursed in accordance with the order of KUAS Director

100. Suppose the student does not agree with the results of the selection for participation in the mobility programmes. In that case, he/she has the right to appeal to KUAS within 2 working days from the date of publication of the decision.

101. KUAS students shall be liable for incorrect submission of data confirming expenses incurred during mobility or other information related to mobility in accordance with the Procedure established by laws and other legal acts.

102. The data submitted by students are processed in accordance with the KUAS Personal Data Processing Guidelines (publicly available at [www.kaunokolegija.lt](http://www.kaunokolegija.lt)) and the Information Notice on Personal Data Processing (Appendix 1).

103. This Procedure shall be approved, amended and repealed by order of KUAS Director.

104. This Procedure shall enter into force on the day following its publication on the internal information system of KUAS.

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Related documents:

1. *Procedure for the Crediting of Learning Achievements at KUAS*, approved by the Resolution of the Academic Council No. (2.2.)-3-31 as of October 31 2017

2. *Procedure for Organising Student Traineeships*, approved by Resolution of the Academic Council No. (2.2.)-3-25 as of October 8 2018.

3. *Procedure for Payment for Studies and Services Related to Studies*, its Reimbursement and Debt Collection at KUAS, approved by Order of the Director No. 1-203 of May 17 2019.

4. *Procedure for Appeals and Complaints at KUAS*, approved by order of KUAS Director No.1-109 as of April 11 2018;

5. *Procedure for Processing Personal Data at KUAS*, approved by order of KUAS Director No. 1-409 as of October 31 2018

## INFORMATION ON THE PROCESSING OF PERSONAL DATA

### *(Organising and Funding Outgoing Student Mobility)*

This document explains how the Public Enterprise Kaunas University of Applied Sciences (hereinafter - **KUAS**) processes personal data of students (hereinafter collectively – “**data subjects**”), which KUAS receives from the data subjects themselves in order to participate in the outgoing student mobility.

The personal data of the data subjects are processed in accordance with the General Data Protection Regulation (EU) 2016/679 (hereinafter – “**GDPR**”), Republic of Lithuania Law on Legal Protection of Personal Data, other legal acts, and the Procedure for Processing Personal Data at Kaunas University of Applied Sciences ([www.kaunokolegija.lt](http://www.kaunokolegija.lt)).

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| <b>Data controller</b>                          | Kaunas University of Applied Sciences, registration code 111965284, address: Pramonės ave. 20, Kaunas, tel. (+370 37) 35 23 24, e-mail <a href="mailto:rastine@go.kauko.lt">rastine@go.kauko.lt</a> (hereinafter – KUAS)  |
| <b>KUAS data protection officer</b>             | Neringa Lisina, tel. (+370 37) 75 11 23, e-mail: <a href="mailto:dap@go.kauko.lt">dap@go.kauko.lt</a> .   |
| <b>The purpose for processing personal data</b> | Organising outgoing mobility  |
| <b>Scope of personal data processed by KUAS</b> | Name, surname, field of study, academic group, level of English or another foreign language, start and end of participation in the mobility programme, income of family members, fact of belonging to a deprived group, fact of being an orphan or deprived of parental care, fact of having minor children and age of the children, fact of being a member of a large family, date of start of the working student’s job, the fact of refugee status, the fact of having a residence permit in Lithuania for humanitarian reasons, the fact of having a disability which causes additional costs in the mobility activity, the fact of having participated in the mobility selection process and the results of the mobility, the academic performance, the student’s motivation, his/her ability to integrate the opportunities offered by the study abroad into his/her studies at KUAS and his/her further academic plans; the student’s communication skills and his/her readiness for intercultural experiences; special needs for studies, the doctor’s report on special needs and the date of its submission; the amount and timing of the funding and/or scholarship granted; the fact of compliance/non-compliance with the funding agreement; the results of the study and/or internship in the foreign higher education institution or company and the period of time. |

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| <b>Legal grounds for processing personal data</b>   | Personal data shall be processed for the purposes set out: (1) where such obligation is provided for by applicable law <sup>5</sup> (Article 6 (1) (c) of the GDPR); (2) the processing is necessary for the purposes of the legal interest of KUAS (Article 6 (1) (f) of the GDPR);   |
| <b>Source of data</b>   | Data Subject   |
| <b>Data recipients/their categories</b>   | <ul style="list-style-type: none"> <li>• Data centre and cloud computing service providers;</li> <li>• Software providers and maintainers;</li> <li>• European Commission and the National <i>Education Exchanges Support Foundation</i>;</li> <li>• Authorities responsible for inspection and audit under EU law (Court of Auditors or the European Anti-Fraud Office (OLAF));</li> <li>• European Commission database “Mobility Tool”;</li> <li>• Students register (Budgetary Institution National Agency for Education);</li> <li>• Receiving institution;</li> <li>• <i>Education Exchanges Support Foundation</i>;</li> </ul>   |
| <b>Storage period of personal data</b>  | We keep personal data for no longer than is necessary for the purposes for which it was collected, or for the period required by law (one of which is the General Index of the Retention of Documents).  |
| <b>Rights of the data subject</b>   | The data subject shall have the right to request KUAS: <ul style="list-style-type: none"> <li>• to access the personal data processed by KUAS (Article 15 of the GDPR);</li> <li>• to rectify or delete them (Articles 16, 17 of the GDPR);</li> <li>• to restrict the processing of personal data (Article 18 of the GDPR);</li> <li>• to submit a complaint to the State Data Protection Inspectorate (more information is available at <a href="http://www.vdai.lrv.lt">www.vdai.lrv.lt</a>).</li> </ul>  |
| <b>Procedure for appealing KUAS actions (inactions)</b>   | The processing of personal data of a data subject by KUAS as the data controller may be subject to a complaint by the data subject to the State Data Protection Inspectorate   |
| <b>Other information applicable to the processing of personal data by the other controller to whom the data are transferred</b> | Any personal data provided in the application form or grant agreement (grant decision) shall be processed by the <i>Education Exchanges Support Foundation</i> of the Republic of Lithuania and/or the European Commission in accordance with the following documents. All processing activities carried out in accordance with the requirements of the Official Guidelines or under the instructions of the European Commission, or where necessary for the implementation of the Erasmus+ programme, shall be subject to the following documents: the Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the institutions, bodies, offices and agencies of the Union and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC[1] (EEA relevant text); For all processing activities for other purposes that are not necessary in accordance with the requirements of official guidelines or instructions from the European Commission, or that are not necessary for the implementation of the Erasmus+ programme, the following documents apply: the General Data Protection Regulation (or “GDPR”; 27 April |

<sup>5</sup> “Erasmus+”, “Nordplus” programme manuals, the description of the procedure for the use of the State budget funds allocated to research and study institutions of the Republic of Lithuania for the implementation of outgoing mobility, as well as other documents regulating participation in outgoing mobility.

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|  | <p>2016. Regulation of the European Parliament and of the Council (EU 2016/679[2]) for data such as: all personal data processed by the controller or processor in the EU and/or EEA; all personal data of data subjects who are in the EU and/or EEA at the start of the processing activity; national data protection legislation is applicable for all other processing activities. In these cases, the subject deciding on the means and purposes of the processing of data shall replace the European Commission as the accountable and responsible controller for these other purposes, in accordance with the applicable data protection legislation. The applicant's answers to the questions in the application form (except those marked as optional) are necessary for the evaluation and further processing of the grant application in accordance with the Erasmus+ Manual. The personal data will be processed for that sole purpose by the unit or department responsible for the relevant Union grant programme (the subject acting as data controller). Personal data may be communicated to third parties involved in the evaluation of applications or in the administration of a grant and who have a need to know, without prejudice to the possibility of communicating the data to bodies responsible for control and verification under European Union law, or to bodies authorized to carry out evaluations of the Programme or of its actions. In particular, to protect the financial interests of the Union, personal data may be communicated to internal audit services, the European Court of Auditors, Financial Irregularities Panel or the European Anti-Fraud Office, and authorizing officers of the Commission and the implementing bodies. The data subject (applicant) shall have the right to check and rectify his/her personal data. The applicant should address any questions concerning processing his/her personal data to the agency that selected the project. In the event of a conflict, the applicant also has the right to contact the European Data Protection Supervisor at any time. A detailed privacy statement relating to the processing of personal data under the Erasmus+ programme, including contact information, is available on the Commission's and the Executive Agency's website.</p> <p><a href="https://ec.europa.eu/programmes/erasmusplus/help/erasmus-anddata-protection_en">https://ec.europa.eu/programmes/erasmusplus/help/erasmus-anddata-protection_en</a> Wen actions are administered by EACEA:<br/> <a href="https://ec.europa.eu/research/participants/data/support/legal_notice/h2020-sspsgrants-sedia_en.pdf">https://ec.europa.eu/research/participants/data/support/legal_notice/h2020-sspsgrants-sedia_en.pdf</a> The applicant shall inform the persons whose personal data are included in the proposal of the relevant privacy statement as set out above before applying. In the case of actions managed centrally by an executive agency, applicants and, if they are legal entities, members of the applicant's administrative, management or supervisory body, persons authority of representation, decision-making and control over the applicant, or natural or legal persons who assume unlimited liability for the applicant's debts shall be informed, that their personal data (name (if a natural person), address, legal form and name, name of the persons having authority of representation, decision-making or control (if a legal person)) may be entered by the authorising officer of the Agency into the Early Detection and Exclusion System (EDES) in the event that they find themselves in one of the situations referred to in Regulation 2018/1046 of the European Parliament and of the Council (EU, Euratom) of 18 July 2018 on the financial rules applicable to the general budget of the Union.</p> |
| <p><b>Data controller's staff working with personal data</b></p> | <p>Unit for International Relations staff, International Coordinators, Student Mobility Selection Committee, that consists of the Vice-dean of the Faculty, the International Coordinator, a representative of the Unit for</p>   |



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|  | International Relations, and the heads of the Departments/Academy/Centre/Tauragė subdivision.<br><br>OLS coordinator |
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\*Republic of Lithuania Law on Legal Protection of Personal Data

\*\*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 (General Data Protection Regulation)

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