APPROVED

by the Order No. A-760 of

29 November 2019 of the

Rector of Kaunas University of Technology

**THE DESCRIPTION OF THE PROCEDURE FOR ORGANIZING THE EXCHANGE STUDIES ACCORDING TO ERASMUS+ PROGRAMME**

**SECTION I**

**GENERAL PROVISIONS**

1. The Description of the Procedure for Organizing the Exchange Studies (hereinafter – the Procedure) according to ERASMUS+ programme (hereinafter – the Programme) shall regulate the procedures of organization and funding conditions of outward mobility of students of Kaunas University of Technology (hereinafter – the University), the implementation of mobility activities, payment, academic settlements and crediting, and shall establish the rights and responsibilities of students participating in the Programme.
2. The Procedure shall be implemented by following the Programme Guide provided on the website at: https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide, the ERASMUS+ KA103 project grant agreement and its annexes, the description of the procedure for allocation of the State budget funds to science and studies institutions for implementation of international higher education programmes, approved by the Order No. V-91 of the Ministry of Education and Science of the Republic of Lithuania of 12 February 2016 and other effective procedures of the University, regulating students’ participation in international mobility programmes.

**SECTION II**

**CONDITIONS OF MOBILITY ORGANIZATION AND FUNDING**

1. Exchange Programme studies may be taken by students who have been registered at the University and study according to a degree-providing programme after completion of which an acknowledged qualification or scientific degree is bestowed (up to the doctor’s degree inclusive) or a non-degree study programme that is intended to acquire qualification.
2. Exchange Programme studies are only possible with the higher educational institutions participating in the Programme which have been provided Erasmus Charter for Higher Education and whom an inter-institutional ERASMUS+ collaboration agreement has been signed with.
3. Students are allowed to carry out mobility activity in any country participating in the Programme different from the country of the sending organisation and the country where the student has his/her accommodation during his/her studies.
4. The selection and competition criteria for the exchange programme studies shall be established by the higher education institution in which a student is studying.
5. For the purposes of financing exchange programme studies, funds of the European Commission and of the State budget of the Republic of Lithuania, allocated for the Programme, may be used. The amount of support shall be established by the European Commission.
6. Having assimilated the funds allocated for an academic year, additional candidates corresponding to all criteria for selection to the Programme may be proposed to become the Programme students with a zero grant. Students receiving a zero grant shall meet all the requirements established for student mobility and be granted all possibilities of the Programme except for the funds allocation. To cover mobility expenses they may receive a grant of a different kind which is awarded not by the National Agency but, for example, by the ministry, regional municipality institutions or the higher education institution.
7. Programme allowance shall be assigned as a supplement to the grant awarded by the University or other grants, i.e. during the studies abroad the payment of national grants, deposits and loans shall not be discontinued. Students shall also be obliged to pay customary academic fees to the University and fulfil other conditions established in the studies agreement between the student and the University.
8. Additional funds may be assigned to the students with special needs. A student shall apply to the Academic Mobility Office regarding the support. Decision concerning rendering the support in case of special needs shall be taken by the Institutional ERASMUS+ coordinator who shall submit application to the National Agency (hereinafter – the Education Exchanges Support Foundation) concerning the grant to cover the additional expenses associated with the mobility of persons with special needs. After the student’s submission of supporting documents, an allowance shall be allocated to compensate additional expenses, i.e. for measures and/or services depending on the special needs, nature of illness/ disability. The need for such expenses shall be certified by medical documents, i.e. measures and/or services regarding which additional support is asked shall be confirmed by extract from medical documents issued by a doctor with clear and accurate indication of what and how many services will be necessary during the period of studies abroad. The allowance is based on factual expenses incurred.

11. Additional funding may be allocated to socially deprived students (Lithuanian and foreign citizens) participating in studies mobility to cover their living expenses. The amount and criteria applicable for additional funding (except for the case of special needs) are established by the Education Exchanges Support Foundation. The student shall apply for funding to the Academic Mobility Office and shall submit supporting documents proving the status of the student with disadvantaged background:

* 1. additional financial support may be allocated to the Lithuanian nationals studying in full-time or part time studies and participating in studies mobility, provided that the student submits a written request for additional funding and the confirmation on the allocation of the social grant by the State Studies Foundation issued by the University’s Student Affairs Department, not later than on the day on which the financial agreement for exchange studies is signed;

11.2. additional financial support may be allocated to the foreign citizens studying in full-time studies at the University and participating in studies mobility, provided that the student meets at least one of the following requirements:

1. the student is under 25 years of age and before reaching the age of majority he/she has been placed under guardianship (curatorship) under the law;
2. both parents or single parent of the student are dead;
3. the student is recognised to be of 0–45% working capacity or the student has a recognised severe or moderate disability;
4. the student submits a written request for additional funding and the official translations into English of the documents supporting the above mentioned requirements certified by a notary or consular office, not later than on the day on which the financial agreement for exchange studies is signed.
5. Programme studies period may not be shorter than 3 months and exceed 12 month during the study cycle. General duration of the Programme mobility(-s) during the study cycle shall not exceed 12 months, irrespective of the fact whether the support was provided for all months of mobility or not. General duration of mobility shall be calculated by estimating all kinds of mobility (studies and traineeship) and the number of days.
6. Rights and duties of the Programme student are defined in the Erasmus Student Charter provided on the website at: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter\_en.

**SECTION III**

**SELECTION FOR EXCHANGE STUDIES**

1. The selection of students for participation in the Programme shall be performed by the means of competition.
2. The selection for exchange studies according to the Programme shall be two times per year, following the Decision of the Vice-Rector for Studies. In February – March, general selection for studies of the autumn semester of the upcoming academic year and the whole academic year shall be announced. In September, additional selection for remaining free places for the spring semester of the same academic year shall be announced. The dates of selection shall be announced on the University’s website at: http://en.ktu.edu/erasmus and in the studies calendar.
3. Following the Decision No. NV-5 of the EU Higher Education Programme Implementation in Lithuania Expert Commission of 10 January 2011, all full time and part time first, second and third study cycle students who meet these mandatory selection criteria (with the priority given to the students studying full-time) may pretend to the Programme studies:
	1. at least one academic year of studies has been completed in the same field of studies as that chosen abroad (the first year and the last semester students shall not be allowed to go to the Programme studies);
	2. the chosen plan of studies at the receiving institution conforms to the student’s University study programme;
	3. student’s grade point average at the University is higher than 6.5 before leaving on exchange. The students having academic debts shall not be eligible to the selection;
	4. the level of knowledge of a foreign language is not lower than B2 according to the Common European Framework of Reference for Languages or equivalent according to other international foreign language tests;
	5. the student has a clear and reasonable motivation to study abroad.
4. The student’s competition grade shall be calculated according to the formula: CG = (average \* 0.6) + (grade for the test of a foreign language \* 0.3) + (motivation \* 0.1). If there is a competition concerning a particular place of studies among several candidates meeting the mandatory criteria and having the same competition score, the main selection criteria are the student’s academic results and participation in the activities of students’ organization.
5. To participate in the selection, a student shall fill in an online registration form and enclose the copies of the following documents:
	1. An academic certificate of all sessions results of the current study cycle; master’s and PhD students – diploma supplement of the last completed study cycle and the results of sessions of the current study cycle;
	2. a certificate proving the knowledge of a foreign language by the Centre of Foreign Languages of the University issued within the last 2 years or other document proving language competence (IELTS, TOEFL, etc.) issued within the last 2 years. Tests at the University are organized before each selection;
	3. a motivational letter.
6. The selection shall be performed within 7 working days after the deadline of applications submission by the faculty of study of the candidate. By the order of the faculty dean, a selection commission shall be formed including a representative of Academic Mobility Office. The date and place of the selection meeting shall be announced on the University’s website at: http://ktu.edu/erasmus and on the notice boards of the faculty.
7. Participation in the selection meeting is compulsory for the applicants. Applications of absent candidates shall not be considered and they shall not participate in the competition, except for the cases when due to an excusable reason they do not take part in the meeting and inform the international relations coordinator of the faculty about it in advance.
8. Within 5 working days after the selection meeting, the results of the selection shall be stated in the minutes, in which all participating and selected students are enumerated and the list of additional candidates is provided. A copy of the minutes shall be submitted to the Academic Mobility Office. The students shall be informed about the selection results individually. Information on further procedures and documents shall be submitted by email within 7 days after the announcement of the selection results. The coordinator of the Academic Mobility Office shall be responsible for informing the students.
9. Each student, who has participated in the selection for exchange studies, has a right to provide the chairman of the selection commission with a reasoned request for explanation of the results of selection competition within 5 workings days after the date of the announcement of selection competition results.
10. Chairman of the selection commission examines the motives of the request in 5 working days and can refuse this request providing a reasoned explanation, or repeal the decision and organise a new meeting of the selection commission.
11. The receiving institution and the semester of studies may be changed after the selection but only before the beginning of the study period and prior to signing the tripartite study agreement. In such individual cases the decision concerning the change of the receiving institution shall be taken by the International Relations Coordinator of the faculty who shall also inform the Academic Mobility Office.

**SECTION IV**

**ORGANIZATION AND IMPLEMENTATION OF ACTIVITY BEFORE THE MOBILITY**

1. After the approval of the lists of the students leaving according to the exchange studies Programme and the receiving universities, students shall be nominated in the partner institutions. The international relations coordinators of the faculties shall be responsible for the nomination of students.
2. The nominated students shall register in the receiving institutions according to their requirements and shall submit the necessary documents (registration form, learning agreement, document proving the knowledge of a foreign language and other additional documents requested by the receiving institution).
3. The student shall prepare and have his study plan approved by the International Relations Coordinator of the faculty and the representative of the receiving institution. The International Relations Coordinator of the faculty with the help of the Head of study programme shall establish whether the foreseen study modules are suitable for the programme chosen by the student, whether they do not overlap with the courses that the student has previously received credits for, whether the period of studies abroad compensates for the period of studies at the University and, if necessary, shall make changes in the chosen study plan. The approved study plan shall be included in the online learning agreement, which is prepared in the online system <https://www.learning-agreement.eu/start/> and is signed by the student, the Vice-Dean for Studies of the faculty and the representative of the receiving institution. Amendments to the online learning agreement shall be made within a month from the start date of the exchange studies.
4. After receiving the acceptance documents from the chosen higher education institution, the student shall write the request to leave and submit it to the International Relations Coordinator of the faculty. According to this request, Academic informational system issues an order regarding part time studies abroad, which is signed by the Dean of the faculty. The students paying tuition fees to the University will have to pay the fee for the upcoming semester first. Only then the order regarding part time studies abroad can be issued.
5. A financial agreement shall be signed with the student by indicating the financed period and the amount of grant. The financial agreement shall be signed by the student, the Director of the International Relations Department and the coordinator of the Academic Mobility Office. The agreement shall come into power the same day as signed by the last party.
6. At the beginning of the period of studies abroad, the participant shall perform a mandatory online linguistic knowledge evaluation. The invitation and link to the test shall be sent to the student’s email.
7. All documents related to the mobility according to the Programme, except for the financial agreement, may be scanned and sent by email, unless the receiving organization requires otherwise. Copies of all documents shall be delivered to the University’s Academic Mobility Office.

**SECTION V**

**PAYMENT OF MOBILITY ACTIVITY**

1. Support for exchange studies according to the Programme shall be provided by the Decision of the Vice-Rector for Studies after student has signed the financial agreement.
2. The amount for the mobility period shall be established by multiplying the number of mobility months by the amount of the grant, assigned to the receiving country. If a month is not full, financial support shall be calculated by multiplying the days of the non-full month by 1 / 30 of the amount per month.
3. The grant shall be paid to the student in two parts:
	1. Payment in advance, equal to 90 % of the amount calculated for the mobility, which shall be transferred to the personal account of the student no later than within 30 calendar days from the day of signing the agreement by both parties. If the student does not provide the supporting documents (a letter of acceptance, learning agreement) in time according to the established terms or does not take the first online language knowledge test, the advance payment may be performed later.
	2. The remaining financial support, equal to 10 % of the amount accounted for the mobility, shall be paid to the student after his return and submission of the documents proving the mobility (a certificate of stay, transcript of records) no later than within 45 calendar days. On the last day of part time studies, the student is provided the online access to the online questionnaire of the European Commission, the submission of which is considered the participant’s application to pay out the remaining amount of the financial support. For the final payment of the financial support, the student shall perform the second language knowledge evaluation test at the end of the studies period.
4. Final financial support for the mobility period shall be established according to the factual length of studies by months and additional calendar days, after student’s submission of the certificate of stay, confirming the dates of beginning and end of the studies. If the confirmed period of studies is shorter than that indicated in the financial agreement and the difference is bigger than 5 days, the residue of the support shall be paid out according to the confirmed mobility period by recalculating the amount of financial support. Within 45 calendar days the student shall return a part of the financial support for the period not included in the confirmation of the receiving institution to the established bank account if the part of support paid to the student is bigger than the amount recalculated according to the confirmed mobility period. If the confirmed period of time is longer than that established in the financial agreement, the institution may amend the conditions of the financial agreement with the student and allocate support for additional days regarding the longer period on condition that the institution has funds not used for mobility activities.
5. The financial support or part of it shall be returned if the student does not comply with the provisions of the financial agreement. If the agreement is terminated before the established time, s/he shall return the already paid amount of grant. However, if the student is not able to fulfil the mobility activities due to force majeure circumstances, s/he shall be entitled to receive the amount of grant equal to the factual duration of the mobility by providing the supporting documents. The remaining funds shall be returned. The decision in each specific case shall be made by the Institutional ERASMUS+ coordinator who shall inform the Education Exchanges Support Foundation about such cases.

**SECTION VI**

**REPORTING AND RESULT CREDITATION AFTER THE MOBILITY**

1. Mobility results shall be acknowledged by following the principles of the Erasmus Charter for Higher Education and the Procedure of Study Results Accreditation of the University.
2. After his return from the Programme studies in a foreign higher education institution, a student shall present the following documents to the Academic Mobility Office within 30 days from the end of the part time studies:
	1. a certificate confirming the period of time spent, signed by the receiving institution;
	2. a copy of academic certificate regarding the courses attended and their evaluations (transcript of records).
3. Having returned from the Programme studies in a foreign higher education institution, a student shall submit the following documents to the faculty within 30 days from the end of the part time studies:
	1. a copy of certificate confirming the period of time spent, signed by the receiving institution;
	2. an academic certificate regarding the courses attended and their evaluations;
	3. an application to continue the studies.
4. Study results shall be accredited by following the Procedure of Study Results Accreditation effective in the University, if no violations of the agreement requirements regarding the study subjects have been established, changes of the studied subjects have been approved and the approval has been confirmed by the amendment to the studies agreement signed by all three parties.
5. After the end of the mobility period abroad, the participant shall fill in and submit an online questionnaire to the European Commission and perform the second mandatory online language knowledge test. The online access to the questionnaire and test shall be sent to the student’s email.

**SECTION VII**

**FINAL PROVISIONS**

1. This Procedure shall amend other effective procedures of Kaunas University of Technology regulating the student’s participation in the mobility Programme.
2. The forms of necessary documents are provided on the University’s website at: <http://ktu.edu/erasmus>.
3. This Procedure shall be replaced or amended by the Order of the Rector of the University.

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