

DESCRIPTION OF THE PROCEDURE FOR ASSIGNING INDIVIDUALS WITH FEWER OPPORTUNITIES AMONG STUDENTS, GRADUATES, ACADEMIC AND NON-ACADEMIC STAFF PARTICIPATING IN THE ERASMUS+ MOBILITY ACTIVITIES ORGANISED BY VILNIUS GEDIMINAS TECHNICAL UNIVERSITY

I. GENERAL PART

1. The description establishes the procedure for assigning individuals with fewer opportunities among students, graduates, and staff participating in the “Erasmus+” mobility activities organised by Vilnius Gediminas Technical University (hereinafter VILNIUS TECH). The document (hereinafter referred to as the – description) establishes the list of individuals with fewer opportunities (students, graduates, employees) who participate in the “Erasmus+” programme mobility activities, the list of supporting documents proving affiliation to each group, and the procedures for assigning individuals to one of the groups.
2. The description applies to the “Erasmus+” mobility programme (KA131 and KA171) for outgoing VILNIUS TECH students, graduates, and staff, as well as incoming students and staff from non-associated programme countries (KA171 projects) based on inter-institutional “Erasmus+” agreements with higher education institutions.
3. The description was prepared following the guidelines of the “Erasmus+” programme guide for administrating and financial management of mobility projects for participants with fewer opportunities in the higher education sector. It also aligns with the European Commission’s guidelines for implementation of the “Erasmus+” and European Solidarity Corps inclusion and diversity strategies.

II. THE LIST OF GROUPS OF INDIVIDUALS WITH FEWER OPPORTUNITIES AND SUPPORTING DOCUMENTS DETERMINING MEMBERSHIP IN THE DESIGNATED GROUPS

Groups:	Students must present the following documents to the Foreign Relations Office:
Individuals, who are entitled to receive or currently receive social benefits according to the Law of the Republic of Lithuania on Financial Social Assistance for the Unprivileged Residents or an equivalent law in the person’s country of citizenship.	Certificate of receiving social benefits issued by the municipality in which the individual resides, or a relevant document(s) from the person’s country of citizenship. The document must indicate the period during which the social benefits are received, which must coincide with the Erasmus+ study period.

¹ <https://erasmus-plus.ec.europa.eu/erasmus-programme-guide>

¹ <https://erasmus-plus.lt/wp-content/uploads/2021/09/MAZIAU-GALIMYBIU-TURINCIU-ASMENU-MOBILUMO-PROJEKTU-TVARKOS-APRASAS.pdf>

¹ http://sepie.es/doc/convocatoria/2021/implementation-inclusion-diversity-apr21_en.pdf

Individuals with disabilities determined in the manner established by legal acts.	Disability certificate or certificate from a medical institution.
Individuals who are not older than 25 years, who were placed under guardianship (custody) according to the procedure established by laws until reaching adulthood, or whose parents (one of the parents) have passed away.	Death certificates, court or other decisions; certificate from children's care home.
Ukrainian citizens who are studying at VILNIUS TECH during the Russian-instigated war in Ukraine.	A copy of the Ukrainian citizen's passport.

III. ASSIGNMENT OF INDIVIDUALS TO THE GROUPS OF PARTICIPANTS WITH FEWER OPPORTUNITIES

4. Individual who wants to be assigned to the group of participants with fewer opportunities, for the VILNIUS TECH "Erasmus+" programme coordinator must submit an application and provide document(s) proving their belonging to one of the groups specified in Section II no later than 1 (one) month before the start of the mobility.
5. Individuals have the right to submit in Section II unspecified documents justifying their affiliation to one of the groups of participants with fewer opportunities mentioned in Section II.
6. The documents must be submitted in Lithuanian or English language (the translation must be certified by a notary or a certified translation bureau).
7. The suitability of a document to assign an individual to the group of participants with fewer opportunities is determined by VILNIUS TECH "Erasmus+" programme coordinator, confirmed by the VILNIUS TECH "Erasmus+" institutional coordinator.
8. If the coordinator makes a negative decision, the individual may, no later than within 14 (fourteen) calendar days, submit additional documents or file a complaint. The complaint will be reviewed by a commission appointed by the Rector.

IV. FINAL PROVISIONS

9. The Rector may apply exceptions to the present description if they do not contradict to the rules established by the "Erasmus+" programme.
 10. The description, its changes, and (or) additions are approved by the order of the Rector of VILNIUS TECH.
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