

APPROVED

by Order No. 10.8 - 662 of the Rector of
Vilnius Gediminas Technical University

May 2025

STUDENT MOBILITY UNDER THE *ERASMUS+* PROGRAMME PROCEDURE

CHAPTER I GENERAL PROVISIONS

1. The Procedure for the organisation of student mobility under the *Erasmus+* programme (hereinafter – the Procedure) governs the organisation of outgoing and incoming mobility of students of Vilnius Gediminas Technical University (hereinafter – VILNIUS TECH), the financing conditions and its implementation.

2. The Procedure has been prepared in accordance with the *Erasmus+* Programme Guide approved by the European Commission (hereinafter – the EC)¹ (hereinafter – the Programme Guide), the grant agreements and their annexes between the Education Exchanges Support Foundation (hereinafter – the SMPF) and VILNIUS TECH, and other *Erasmus+* programme documents.

3. The terms used in this and other procedures are understood as specified in the Programme Guide:

3.1. ***Erasmus+* institutional coordinator** – a person appointed by order of the Rector who coordinates *Erasmus+* Higher Education student and staff mobility programme projects at the institution;

3.2. **Vice-Dean for Internationalisation of the faculty** (hereinafter the *Erasmus+* coordinator) – a vice-dean appointed by the dean of the faculty who coordinates *Erasmus+* and other international activities at the faculty;

3.3. ***Erasmus+* inter-institutional agreement** – a bilateral agreement between VILNIUS TECH and the receiving institution that establishes the fields of study, the duration and the mobility flows of the planned academic exchange and sets out other conditions for the implementation of the exchange.

3.4. ***Erasmus+* student mobility** – *Erasmus+* programme activity under which VILNIUS TECH students travel to a receiving institution in a foreign country for a defined period:

3.4.1. for the purpose of studies (study mobility);

3.4.2. for the purpose of a traineeship (traineeship mobility);

3.4.3. for the purposes of studies and a traineeship (blended mobility – physical mobility combined with a virtual component).

3.5. **Receiving institution:**

3.5.1. in the case of study mobility and blended mobility – a research and study institution holding the *Erasmus+* Charter for Higher Education (in English: *Erasmus Charter for Higher Education, ECHE*) and with which VILNIUS TECH has signed an inter-institutional agreement;

3.5.2. in the case of traineeship mobility – an establishment or a private organisation active in the labour market or in the fields of education, training and youth, a non-profit organisation, an association, a non-governmental organisation, or a research and study institution holding an ECHE.

3.5.3. **Information systems** – the internal information systems used by VILNIUS TECH for collecting and administering data (e.g. *Alma Informatika*, *mano.vilniustech.lt*, *Oracle*, *Mobility Online*, etc.).

¹ <https://erasmus-plus.lt/programa/programos-vadovas/>

3.6. **Mobility Online** (hereinafter – the MO information system) – an information system operating on the single sign-on principle (in English: *single sign-on*) for administering the international academic mobility of students and staff.

3.7. **Electronic certified signature** – a certified signature integrated into the MO information system that complies with the advanced encryption standard (in English: *Advanced Encryption Standard*), which is used to sign mobility-related documents.

3.8. **Mobility participant with fewer opportunities** – a person who, for economic, social, cultural, geographical or health reasons, owing to a migrant background, or because of a disability and learning difficulties or other reasons, may be subject to discrimination and is unable to make effective use of the opportunities offered by the *Erasmus+* programme. Students who meet the criteria for mobility participants with fewer opportunities may receive supplementary support. The conditions for assigning students to the category of participants with fewer opportunities are approved by order of the Rector.

3.9. **Blended Intensive Programme** (hereinafter – BIP) – a short-term intensive *Erasmus+* academic exchange programme in which short-term physical mobility is combined with a virtual component. A BIP is implemented by at least three foreign higher education institutions located in at least three *Erasmus+* Programme countries. Students are awarded no fewer than 3 credits under the European Credit Transfer and Accumulation System (in English: *The European Credit Transfer and Accumulation System, ECTS*).

3.10. **Green travel** – a means of travelling to and (or) from the mobility location in which sustainable means of transport (e.g. buses, trains, bicycles) are used for the main part of the journey, or a car is shared (i.e. more than one participant travelling for the mobility uses a single car).

3.11. **Erasmus+ grant** – financial support allocated for studies or a traineeship under the *Erasmus+* programme, the amount of which is set by the EC and (or) the SMPF. The grant is paid on the basis of the Rector's order.

3.12. **Grant agreement** – a bilateral agreement concluded between the student and VILNIUS TECH that specifies the *Erasmus+* mobility duration, the amount of the grant, the procedure for payment and reporting, and the obligations of both parties. The essential requirements of the grant agreement are established by the EC; VILNIUS TECH has the right to supplement the grant agreement with the institution's requirements.

3.13. **Zero-grant agreement** – mobility in which the student meets the criteria of the mobility programme and makes use of the opportunities offered by *Erasmus+*, but does not receive a mobility participant grant.

CHAPTER II TYPES AND DURATION OF STUDENT MOBILITY UNDER THE *ERASMUS+* PROGRAMME

4. The following types of student mobility are distinguished:

4.1. **partial studies** at a foreign higher education institution;

4.2. a compulsory or voluntary **traineeship during studies** carried out at a foreign receiving institution during the period of studies;

4.3. **recent graduate traineeship** carried out at a foreign receiving institution after the completion of studies;

5. By duration, student mobility is divided into:

5.1. **long-term** – from 2 to 12 months;

5.2. **short-term** – from 5 to 30 days.

6. Partial studies, traineeships and recent graduate traineeships are classified as long-term mobility.

7. Students of all study cycles may undertake short-term mobility with a virtual component. The virtual mobility component is compulsory only for first- and second-cycle students.

8. Every VILNIUS TECH student of the first, second and third study cycles has the right to make use of the opportunities offered by the *Erasmus+* programme for a period not exceeding 12

months, while a student in integrated studies – for 24 months. This period is common to the implementation of all the mobility types listed in clause 4 of this Procedure.

CHAPTER III

CONDITIONS FOR THE ORGANISATION AND FINANCING OF OUTGOING MOBILITY

9. The International Relations Office (hereinafter – the IRO), in accordance with the concluded *Erasmus+* inter-institutional agreements, announces the call for students to submit applications for mobility and informs students and *Erasmus+* coordinators of the deadlines and conditions for submitting applications.

10. Mobility participants are selected through a competition. The competition for study and traineeship mobility is organised twice a year (i.e. in autumn and in spring). Where necessary, additional competitions are organised.

11. A student intending to participate in the competition must submit the application and the mobility-related documents in the MO information system by the deadline indicated in the call.

12. The following may not participate in the competition:

12.1. students in bridging studies;

12.2. students on academic leave;

12.3. students with academic and (or) financial debts;

12.4. first-year students of the first study cycle during the autumn application period (except for competitions for short-term mobility).

13. The selection takes place no later than within two weeks of the end of the application submission deadline, on the basis of the principles of equality and transparency and in accordance with the criteria laid down in clause 14 of this Procedure. *Erasmus+* coordinators and the responsible IRO staff advise students and organise the selection of students wishing to participate in student mobility activities, and inform candidates of the dates of the selection interviews.

14. The selection of students for studies and traineeships under the *Erasmus+* programme is carried out according to the following criteria:

14.1. the average of academic results for all academic years and for the last semester (no lower than 7.5 points for visits to EU partner universities and no lower than 8.0 points for visits to non-EU partner universities);

14.2. the student's motivation (i.e. the motivation letter and (or) the results of the selection interview are assessed) to study or to undertake a traineeship abroad;

14.3. the compatibility of the study plan or traineeship activities at the receiving institution with the VILNIUS TECH study programme;

14.4. the assessment of foreign language proficiency;

14.5. activity in the life of the VILNIUS TECH community;

14.6. in the event of competition and an equal selection score, priority is given to a student participating in the selection for the first time and to candidates with a higher study average and those mentoring incoming students from abroad.

15. A student who, without justified reason, has at least once interrupted *Erasmus+* mobility and (or) declined to travel after the selection had already taken place, or who has improperly fulfilled the obligations of a previous mobility (e.g. evidently conflicted with the receiving institution, failed to submit or submitted incomplete mandatory documents after the end of the mobility, etc.), has the lowest priority during the selection regardless of compliance with the other criteria.

16. The selection interview with candidates at the faculty is conducted by the *Erasmus+* coordinator, the responsible IRO staff member(s) and a representative of the Students' Representation or of the European Student Network (in English: *European Student Network, ESN*) in English.

17. A student who is unable to attend the selection interview for a justified reason shall, no later than 1 (one) working day before the selection interview, inform the *Erasmus+* coordinator or the responsible IRO staff member. Failing such notification, the student loses the opportunity to participate in the mobility selection.

18. Students assigned to the group of mobility participants with fewer opportunities and participating in long-term or short-term mobility are awarded, together with the *Erasmus+* grant, supplementary individual financial support in accordance with the rates and conditions established by the EC.

19. *Erasmus+* programme participants who choose a green means of travel receive supplementary individual support in accordance with the rates and conditions established by the EC.

20. A student who declines to undertake *Erasmus+* mobility shall submit a free-form reasoned explanation in the MO system and state the objective reasons for the decision.

21. Students who participated in the selection are informed of the results of the competition individually through the MO system.

22. A student who disagrees with the selection results has the right to submit a complaint addressed to the Vice-Rector for Strategic Partnerships within 5 working days of the announcement of the selection results. The complaint is registered in DVIS and examined in accordance with the *Procedure for the Examination of Student Appeals and Complaints*.

23. Where it is not possible to finance student mobility, selected students who meet the requirements may undertake an *Erasmus+* mobility visit with a zero grant.

24. The responsibilities of the IRO, the *Erasmus+* coordinator and the responsible staff of the sending faculty:

24.1. the IRO staff member coordinating the mobility of outgoing students is responsible for the *Erasmus+* nomination of the students selected in the selection to the receiving institution within the time set by that institution;

24.2. the IRO staff member advises students on the requirements set for *Erasmus+* programme mobility, while the *Erasmus+* coordinator advises them on academic matters related to the mobility (i.e. the drawing up of the study plan) and helps them prepare for the visit;

24.3. the responsible staff of the sending faculty and the IRO staff member ensure the preparation and issuance of the academic documents required for the student's mobility;

24.4. in the case of a short-term study or traineeship visit, the sending faculty enables the student to participate in virtual activities;

24.5. the responsible staff of the sending faculty enter the data on the student's departure into the relevant VILNIUS TECH information system;

25. *Erasmus+* coordinator is responsible for ensuring that the credits and grades obtained during the student's mobility, as set out in the transcript of records, are entered into the relevant VILNIUS TECH information system within 30 days of receipt of the data, in accordance with the procedure established by VILNIUS TECH.

26. Responsibilities of the selected and nominated student:

26.1. to submit correctly completed documents in accordance with the deadlines and requirements set by the receiving institution;

26.2. to agree the Learning Agreement for studies or traineeships, corresponding to the field and cycle of study, with the *Erasmus+* coordinator (and, where a compulsory traineeship is undertaken, with the traineeship supervisor); doctoral students additionally agree the agreement with the dissertation supervisor and the Head of the Doctoral School;

26.3. to sign the grant agreement, which specifies the period of physical mobility (and, in the case of short-term visits, also the period of virtual mobility) and the amount of the grant, no later than 1 (one) month before the start of the mobility. The grant agreement is signed only upon submission of an agreed Learning Agreement for studies or traineeships;

26.4. to take the language proficiency assessment in the *Erasmus+* linguistic preparation system (in English: *Online Linguistic Support*, OLS), if required by the provisions of the EC;

26.5. to submit, in the MO system, an application to the Rector to continue studies or to undertake a traineeship at the receiving institution no later than 10 working days before departure;

26.6. to register and agree any changes to the study or traineeship programme (if any) within 30 calendar days of the start of the mobility;

26.7. a student who has not fulfilled the obligations laid down in the grant agreement and (or) the Learning Agreement for studies or traineeships (i.e. has not completed the minimum prescribed mobility period at the receiving institution and (or) has not submitted the mandatory mobility documents) must repay the entire grant amount paid within 10 working days of receiving an e-mail notification from the responsible IRO staff member.

26.8. a student wishing to extend study or traineeship mobility for a period longer than that provided for in the grant agreement shall submit an application for the extension of the studies or the traineeship no later than 30 calendar days before the planned end of the mobility. The decision on the extension is taken by the *Erasmus+* coordinator together with the responsible IRO staff member, taking into account the financing possibilities. Where financing is not possible, the student is offered the option to extend the mobility with a zero grant.

CHAPTER IV

REPORTING ON OUTGOING MOBILITY AND THE RECOGNITION OF RESULTS

27. Within 30 calendar days of returning from study or traineeship mobility, the student must upload the following documents to the MO information system:

27.1. a certificate of the period of stay confirmed by the receiving institution;

27.2. a transcript of grades (in English: *Transcript of Records, TOR*);

27.3. documents confirming the journey in the case of green travel;

27.4. complete the final participant report (in English: *EU online survey*);

27.5. submit feedback on the study or traineeship mobility;

27.6. take the second foreign language self-assessment test in the OLS system (if provided for in the provisions of the EC);

28. Within 30 calendar days of returning from study or traineeship mobility, the student must:

28.1. submit, in the MO system, an application of the prescribed form to the Rector regarding the return to studies at VILNIUS TECH;

28.2. complete an application for the recognition of grades, if required by the sending faculty.

29. Upon the end of the mobility, the submission of the mandatory documents and the completion of the participant report are deemed to constitute the student's request for payment of the remaining part of the grant.

30. The balance of the grant is paid within the period specified in the grant agreement.

CHAPTER V

ORGANISATION OF STUDIES AND TRAINEESHIPS OF INCOMING STUDENTS UNDER THE *ERASMUS+* PROGRAMME

31. An incoming student is admitted to study at VILNIUS TECH in accordance with the *Erasmus+* inter-institutional agreements.

32. The studies or traineeship of an incoming student under the *Erasmus+* programme are free of charge.

33. The studies or traineeship of an incoming student at VILNIUS TECH are organised in accordance with the VILNIUS TECH regulations on studies or traineeships, the *Procedure for Partial Studies* and the *Procedure for the Organisation of Student Traineeships*.

34. The sending institution submits the nomination of the student coming to VILNIUS TECH for studies or a traineeship in the MO information system by the end of the indicated deadline.

35. An incoming student must submit an application for studies or a traineeship at VILNIUS TECH in the MO information system by the end of the indicated deadline. The responsible IRO staff member may request the submission of additional documents substantiating the mobility participant status.

36. The Learning Agreement of an incoming student is agreed and signed by the *Erasmus+* coordinator of the receiving faculty; in the case of a traineeship – by the appointed VILNIUS TECH

traineeship supervisor. In the case of an incoming doctoral student – by the appointed VILNIUS TECH doctoral supervisor and the Head of the Doctoral School.

37. The responsible IRO staff member provides the responsible staff member of the receiving faculty with the lists of incoming students. On the basis of the submitted list, the responsible staff member of the receiving faculty prepares the Rector's order on the inclusion of incoming students in the VILNIUS TECH student lists no later than 5 working days before the start of the semester. In the case of an incoming doctoral student, the responsible IRO staff member informs the responsible staff of the Doctoral School about the incoming student. The responsible staff member of the Doctoral School prepares the Rector's order on the inclusion of incoming students in the VILNIUS TECH student lists before the start of the study or traineeship mobility.

38. The grant agreement is signed upon the student's arrival. Part of the grant is paid within the period specified in the grant agreement.

39. Changes to the Learning Agreement of an incoming student concerning the study plan must be made within 30 calendar days of the start of the mobility, in agreement with the *Erasmus+* coordinators of the receiving and sending institutions; in the case of a traineeship, changes to the Learning Agreement for traineeships must be agreed with the *Erasmus+* coordinator of the sending institution and the appointed VILNIUS TECH traineeship supervisor.

40. In the case of studies, the incoming student is assigned to the chosen course and group by the lecturer teaching the course during the first session of the course, and in the case of a change to the Learning Agreement – when the student first appears at the lecture, but no later than 30 calendar days from the start of the semester.

41. An incoming student who, for objective reasons, is unable to sit an examination at the set time of the examination session has the right to submit a reasoned application to the dean for the early sitting of the examination(s), no later than 2 months before the end of the session, via mano.vilniustech.lt. The application is accepted or rejected by the dean's instruction. An incoming student whose application has been rejected has the right to submit a complaint to the Vice-Rector for Studies within 5 working days. The complaint is examined in accordance with the Procedure for the Examination of Student Appeals and Complaints.

42. An incoming student may retake examinations in accordance with the procedure in force at VILNIUS TECH or as agreed with the lecturer of the course.

43. The study results of an incoming student are entered into the system by the course lecturer within the deadlines provided for in the Procedure for the Assessment of Student Achievements and the Organisation of Assessments.

44. Upon the end of the study exchange period, the student must close their mano.vilniustech.lt student account. The mano.vilniustech.lt student account may be closed after completing the mandatory surveys and fully settling accounts with the VILNIUS TECH Library and the hall of residence.

45. Once the student has closed the mano.vilniustech.lt student account, the transcript of records with the grades and the number of *ECTS* credits obtained is sent to the incoming student automatically by e-mail.

46. If an incoming student has prepared a final thesis at VILNIUS TECH, the lecturer who supervised the preparation of the final thesis provides feedback and an assessment of the work to the student at the end of the semester. If an incoming student defends their final thesis at VILNIUS TECH, the final thesis is defended in accordance with the Procedure for the Preparation and Defence of Final Theses approved by VILNIUS TECH.

47. Incoming students whose *Erasmus+* study or traineeship period is financed by VILNIUS TECH submit the following documents to the responsible IRO staff member before departure:

47.1. a completed final participant report (EU survey);

47.2. a document confirming departure.

48. Upon the end of the mobility, the submission of the mandatory documents is deemed to constitute the student's request for payment of the remaining part of the grant.

49. The balance of the grant is paid within the period specified in the grant agreement.

50. The IRO issues the student with a certificate of the period spent at VILNIUS TECH upon the end of the mobility period.

51. An incoming student is removed from the VILNIUS TECH student lists by order of the Rector within 5 working days of the closure of the mano.vilniustech.lt student account. The responsible staff member of the receiving faculty is responsible for removing incoming students from the VILNIUS TECH student lists.

52. Upon the end of the traineeship exchange period, the responsible IRO staff member informs the responsible faculty staff member of the end of the student's traineeship. The responsible faculty staff member prepares the Rector's order on removal from the student lists no later than 5 working days after the end of the traineeship.

CHAPTER VI

ORGANISATION OF BLENDED INTENSIVE PROGRAMMES

53. Where the SMPF has allocated funds for the organisation of blended intensive programmes, the IRO informs the VILNIUS TECH faculties and units of the possibility to organise a BIP.

54. *Erasmus+* coordinator informs the *Erasmus+* institutional coordinator of the intention to organise a BIP and indicates the responsible person in the unit.

55. Responsibilities of the IRO:

55.1. to submit an application to the SMPF for the allocation of funding for the BIP;

55.2. to ensure a transparent and fair distribution of BIPs among units after assessing the need and possibilities, taking into account the quality of the BIPs implemented;

55.3. to advise the units organising the BIP on the rules and obligations;

55.4. to inform BIP participants of the required documents and to administer them;

55.5. to advise the units organising the BIP on the rules and obligations;

55.6. to send the list of incoming students to the responsible person of the unit organising the BIP for the preparation of the admission order;

55.7. to prepare and issue documents to participants concerning their participation in the BIP;

55.8. to submit the final report on the implementation of the BIP to the SMPF.

56. Responsibilities of the unit organising the BIP:

56.1. to inform the IRO of the staff member appointed in the unit to be responsible for organising the BIP;

56.2. to inform the IRO of the assigned module of at least 3 ECTS (if there is no registered module, to create a new one), where the BIP is intended for students;

56.3. to prepare a preliminary BIP programme (for virtual and physical mobility activities) no later than 60 calendar days before the start of the BIP;

56.4. to agree the BIP organisation cost estimate with the IRO staff member responsible for coordinating the BIP. The cost estimate must be uploaded to DVIS no later than 30 calendar days before the start of the event. The cost estimate sets out the planned budget (e.g. remuneration for lecturers and organisers, the cost of stationery, materials and excursions, and other organisational funds), the total amount of which may not exceed the funding received for the implementation of the BIP;

56.5. to submit by e-mail the list of BIP participants to the responsible IRO staff member no later than 30 calendar days before the start of the event;

56.6. to include BIP participants in the faculty student lists on the basis of the list of incoming students provided by the IRO before the start of the BIP activities;

56.7. to enter the students' grades for the BIP into the relevant VILNIUS TECH information system no later than 5 working days after the end of the programme;

56.8. to submit, within 5 working days, the required invoices and other financial documents to the Finance Directorate and to prepare the financial report of the event in accordance with the procedure in force at VILNIUS TECH ;

56.9. to submit by e-mail to the IRO staff member responsible for coordinating the BIP a report on the BIP activities and its publicity within 14 working days after the end of the programme.

CHAPTER VII

FINAL PROVISIONS

57. Students' *Erasmus+* studies or traineeships are an integral part of the entire study programme; their results are recognised as part of the study achievements and recorded in the Diploma Supplement.

58. *Erasmus+* studies or a traineeship abroad do not interrupt the payment of national scholarships, contributions and (or) loans.

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