APPROVED
by Order No. 10.8 - 527 of the Rector of Vilnius
Gediminas Technical University
May 2025

STAFF MOBILITY UNDER THE *ERASMUS+* PROGRAMME PROCEDURE

I. GENERAL PROVISIONS

1. The Procedure for Staff Mobility of Vilnius Gediminas Technical University under the *Erasmus+* Programme (hereinafter – the Procedure) regulates the organisation of staff mobility of Vilnius Gediminas Technical University (hereinafter – VILNIUS TECH) and partner institutions under the *Erasmus+* Programme (hereinafter – the *Erasmus+* Programme), the conduct of staff selections for teaching and training visits, and the funding conditions.

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

3. The concepts used in the Procedure shall be understood as set out in the *Erasmus+* Programme Guide[1].

4. Outgoing and incoming staff mobility shall be funded by applying the rates established in the grant agreements of the *Erasmus+* Programme (hereinafter – the grant agreements). Staff visits shall be funded on the basis of the Rector's order by which the staff member is assigned to a duty trip, and on the basis of the grant agreement. In the event of changes to the *Erasmus+* Programme that are not regulated by this Procedure, the *Erasmus+* Programme Guide shall apply.

5. Staff members may participate in mobility with zero *Erasmus+* Programme funding (zero-grant), where the staff member's visit, which complies with the requirements of the *Erasmus+* Programme, is paid for from other sources of funding.

II. IMPLEMENTATION OF OUTGOING STAFF MOBILITY

6. Staff members – mobility participants – shall be selected through a competitive procedure. Staff members intending to take part in the selection must submit an application in the *Mobility Online* information system (hereinafter – the MO information system) by the deadline indicated in the call for applications.

7. *Erasmus+* staff selections shall be carried out twice a year, in the autumn and spring semesters, taking into account the targeted funding for mobility activities provided for in the grant agreements between VILNIUS TECH and the EESF. The International Relations Office (hereinafter – the IRO) shall announce the deadlines and conditions of the selections on the VILNIUS TECH website and in the mano.vilniustech.lt information system, and shall send the information to all staff members by email. Where financial resources allow, additional selections may be announced.

8. The selection for teaching visits to EU Member States and third countries associated to the *Erasmus+* Programme[2] shall be coordinated and carried out by a committee established by order of the dean of the faculty. The selection for training visits to EU Member States and third countries associated to the *Erasmus+* Programme, as well as for teaching and training visits to other countries, shall be carried out by a centralised committee established by the Rector of VILNIUS TECH.

9. The selection committee (faculty or centralised) shall ensure equal opportunities for all teaching and administrative staff taking part in the selection, irrespective of their sex, sexual orientation, race, ethnicity, language, origin, citizenship and social status, religion, marital and family status, age, beliefs or views, or membership of political parties and public organisations. When taking part in the selection procedures, the members of the selection committee must observe the principle of impartiality (i.e. recuse themselves in cases

[1] https://www.erasmus-plius.lt/programa/programos-vadovas/
[2] Third countries associated to the Programme: Norway, Iceland, Liechtenstein, North Macedonia, Türkiye and Serbia.

where the selection concerns themselves or persons related to them by kinship, affinity, direct subordination or similar ties).

10. In the selection for teaching visits, priority shall be given to (the selection criteria are listed in no order of priority):

10.1 candidates who teach in English at VILNIUS TECH;

10.2 visits during which new teaching material / joint courses or programmes are developed;

10.3 candidates working at VILNIUS TECH at a workload of no less than 1.0 FTE;

10.4 candidates taking part in the *Erasmus+* teaching visit programme for the first time, or who have undertaken fewer teaching visits over the last 2 years compared with other candidates.

11. In the selection for training visits, priority shall be given to (the selection criteria are listed in no order of priority):

11.1 candidates taking part in the *Erasmus+* Programme for the first time, or who have participated fewer times over the last 2 years compared with other candidates;

11.2 visits whose objectives include strengthening cooperation between units and preparing draft cooperation agreements with VILNIUS TECH;

11.3 candidates who actively contribute to the internationalisation of their units and/or of the University (i.e. organising student/staff exchanges, developing study or course programmes with foreign partner institutions, developing courses in a foreign language, preparing applications for international projects);

11.4 candidates working at VILNIUS TECH at no less than 1.0 FTE;

11.5 vice-deans for internationalisation of the faculties (hereinafter – *the Erasmus+* coordinators);

11.6 candidates whose visits develop digital skills.

12. All meetings of the staff selection committees shall be recorded in minutes, and the committee's decisions shall be taken by a simple majority of the votes of the committee members present at the meeting. The minutes of the selection committee meetings must comply with the requirements for the form and content of minutes and must be registered in the Document Management Information System (hereinafter – the DMIS) no later than 3 working days after the meeting. All staff members who took part in the selection shall be informed of the selection committees' decisions by email.

13. A meeting shall be valid if at least 2/3, but not fewer than 3, committee members take part in it. The minutes shall indicate the time of the meeting, the matters considered, recusals, the voting results and arguments, and the committee's decision (i.e. the list of staff members to whom funding is awarded and the staff members placed on the reserve list). The minutes may also briefly set out the essence of the committee members' statements on the matters considered and the dissenting opinion of a member who disagrees with the committee's decision.

14. Where a need arises to undertake a visit under the *Erasmus+* Programme between the selections referred to in paragraph 5, a staff member may submit a reasoned request to the selection committee. The committee shall vote on each case separately and shall take its decision by a majority of votes. The staff member shall be informed of the committee's decision by the responsible IRO staff member. At the end of each semester, the IRO shall register the minutes of the additionally selected participants in the DMIS.

15. IRO staff members, in carrying out their direct functions related to the *Erasmus+* Programme implementation, shall undertake visits funded from *Erasmus+* Programme resources without selection procedures, provided that their visit programme has been agreed by the Vice-Rector for Strategic Partnerships.

16. All documents related to outgoing staff mobility shall be administered in the MO information system, in which a certified electronic signature complying with the Advanced Encryption Standard is used for signing mobility-related documents.

17. The selected VILNIUS TECH staff members shall sign a mobility agreement for teaching or training with the receiving institution and a grant agreement with VILNIUS TECH.

18. Before the start of the mobility visit, staff members must complete a duty-trip request in the mano.vilniustech.lt information system. Once the Rector has approved the duty-trip order, the staff member shall arrange the mobility visit (i.e. the purchase of travel tickets, accommodation services, etc.) independently.

19. *Erasmus+* staff mobility visits in EU Member States and third countries associated to the *Erasmus+* Programme shall last 2–7 calendar days (excluding travel days), and 5 calendar days (excluding travel days) in the remaining countries of the world. In exceptional cases, by a reasoned decision of the Vice-

Rector for Strategic Partnerships, formalised by his/her order, funding of up to 60 days may be allocated for visits in EU Member States and third countries associated to the *Erasmus+* Programme. The need for a longer visit must be justified in the mobility agreement for training or teaching.

20. In order to promote environmental protection and sustainability, mobility participants are recommended to choose green travel. In this case, an additional travel top-up shall be allocated, calculated in accordance with the procedure laid down in the *Erasmus+* Programme Guide.

21. Staff members with special needs be granted additional funding to cover 100% of the actual eligible costs incurred. Applications for the award of additional support shall be assessed and decided upon by the EESF. After the visit, the staff member must submit documents substantiating the costs of the additional grant (i.e. invoices confirming the actual costs incurred and documents confirming their payment).

22. If the visit does not take place or is terminated for reasons other than force majeure, the staff member must repay the entire amount paid to him/her under the grant agreement.

23. If a VILNIUS TECH staff member terminates or cancels an *Erasmus+* visit due to force majeure, he/she shall be entitled to receive funding corresponding to the period during which the mobility activity was actually carried out and to the costs actually incurred. All remaining funds must be repaid, unless otherwise agreed with the staff member. Each case shall be considered individually by the IRO upon receipt of the staff member's request and additional documents substantiating the costs.

24. Upon returning from the *Erasmus+* visit, the staff member shall submit the mandatory *Erasmus+* documents:

24.1 in the MO information system:

24.1.1 a document signed by the receiving institution confirming participation in the mobility activity, indicating the participant's name and surname, the purpose of the activity (i.e. a training or teaching visit), as well as the confirmed physical start and end dates and, in the case of blended mobility, the period of virtual mobility;

24.1.2 documents confirming the travel: boarding passes, train and bus tickets, fuel purchase receipts and/or the accommodation invoice;

24.2 complete the duty-trip report in the mano.vilniustech.lt information system;

24.3 complete the *Erasmus+* mobility participant questionnaire, which the staff member receives by email.

25. A staff member participating in mobility undertakes to disseminate the mobility results through the dissemination channels designated by the unit.

26. Where cases of staff dishonesty are established, the staff members shall lose the right to undertake visits funded from *Erasmus+* Programme resources for a period of no less than two years. In addition, the staff member shall be referred for consideration to the VILNIUS TECH Academic Ethics Committee.

III. IMPLEMENTATION OF INCOMING STAFF MOBILITY

27. Responsibility for organising incoming staff mobility lies with the VILNIUS TECH units to which the mobility participants come and with the IRO.

28. The visits of persons coming from EU Member States and third countries associated to the *Erasmus+* Programme shall be coordinated by the *Erasmus+* coordinators or by a staff member appointed by the head of the unit.

29. Partner institutions from countries that are not members of the EU and are not third countries associated with the *Erasmus+* Programme shall organise and carry out the selection of staff for teaching and training visits to VILNIUS TECH in accordance with the internal rules in force in those countries and taking into account the provisions of the inter-institutional agreements with VILNIUS TECH. The IRO shall provide information of an advisory and recommendatory nature to the partner institutions of these countries regarding the organisation and implementation of teaching and training visits.

30. For training and teaching visits to VILNIUS TECH, a staff member's candidacy shall be submitted by the partner institution by sending the signed mobility agreement and other documents related to the selection.

31. The IRO shall approve or reject the proposed candidate's visit, informing the partner institution accordingly, if the candidate's intended activity does not correspond to the areas of activity of the VILNIUS TECH units, or if such a visit is not provided for in the VILNIUS TECH grant agreement with the EESF, or in other cases where, for objective reasons, the visit cannot be organised.

32. The IRO shall initiate the signing of the grant agreement with the incoming person and shall ensure the payment of financial support, calculated in accordance with the requirements laid down in the *Erasmus+* Programme Guide. The funding for the mobility visit shall be paid before the start of the visit.

33. The unit to which the staff member comes shall organise a detailed programme for the incoming person (academic, cultural and social), ensure the dissemination of the visit through various dissemination channels, and inform the IRO accordingly.

34. After the visit, the staff member shall submit to the IRO the boarding passes or other travel documents and/or the accommodation invoice and shall complete the *Erasmus+* mobility participant questionnaire. If the staff member fails to submit the mandatory documents, the IRO shall contact the partner institution regarding the repayment of the grant.

35. The unit responsible for organising the visit shall register the staff member's visit in the "Alma Informatika" information system.

IV. FINAL PROVISIONS

36. In implementing the grant agreements, in the event of a shortage of funds, priority shall be given to teaching visits.

37. Complaints regarding the decisions taken by the selection committee shall be addressed to the chairperson of the committee and registered in the DMIS.

38. For the examination of complaints, a Dispute Examination Committee shall be established by order of the Rector, whose members must ensure that, during the examination of the complaint(s), equal opportunities and the implementation of the principles of the VILNIUS TECH Personnel Policy and the Code of Academic Ethics are safeguarded. The members of the Dispute Examination Committee must observe the principle of impartiality (i.e. recuse themselves in cases where the dispute is examined in relation to complaints submitted by themselves or by persons related to them by kinship, affinity, direct subordination or similar ties).

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