

KLAIPEDA STATE UNIVERSITY OF APPLIED SCIENCES
PROCEDURE FOR THE COORDINATION OF THE ERASMUS+ MOBILITY
PROGRAMME

CHAPTER I
GENERAL PROVISIONS

1. This procedure determines the coordination of mobility of Erasmus+ students and staff of Klaipėda State University of Applied Sciences (hereinafter referred to as KVK).
2. The procedure is drawn up on the basis of the documents of the *Erasmus+ Guide* and the Education Exchanges and Support Foundation, and may be supplemented and amended annually.
3. Erasmus+ mobility is coordinated by the International Relations Department of the KVK (hereinafter referred to as KVK TRS).
4. Mobility contracts signed in an online form (e.g. *Erasmus+ Dashboard*, e-mail) are recognised as valid.

CHAPTER II
ORGANISATION OF MOBILITY OF OUTGOING STUDENTS

SELECTION

5. In the spring and autumn semesters, the KVK TRS organises Erasmus+ information seminars, during which it presents mobility opportunities, news and informs students about the necessary documents for selection and selection stages.
6. After the Erasmus+ seminars, a competition is launched, during which students wishing to participate in the mobility programme must complete an application on the KVK's website.
7. The application and the list of higher education institutions that can be visited under the Erasmus+ programme are published on the KVK website: <https://www.kvk.lt/studentams/akademiniainai/> (in Lithuanian language), <https://www.kvk.lt/en/erasmus/outgoing-students/> (in English language)
8. The number of outgoing students under the Erasmus+ programme in faculties is not limited as long as sufficient funding is available. If funding decreases, this clause might be changed.
9. During the meeting, the Commission assesses students' applications and carries out the selection of Erasmus+ students. The Commission consists of:
 - 9.1 Dean and/or Vice-dean of the Faculty;

- 9.2 Head of the Department whose students participate in the selection process or the teacher responsible for internationality;
- 9.3 An employee of the KVK TRS.
10. The main criteria for selecting students are the following:
- 10.1 absence of academic and financial debts;
 - 10.2 the level of the foreign language (of the country to which studies and/or traineeships are planned);
 - 10.3 motivation to study and/or do a traineeship abroad;
 - 10.4 person's ability to solve problems;
 - 10.5 teachers' recommendations and other recommendations.
11. After winning the competition and refusing to participate in the mobility programme without a valid reason (such as sickness, accident, etc.), the student loses his preference in competitions of other selections.
12. Students who participated in the selection are informed about the results of the selection and the minutes of the meeting are drawn up.

BEFORE THE MOBILITY

13. For successful students, the KVK TRS specialist provides training on further mobility procedures in which student participation is mandatory.
14. The amounts and conditions of the grants shall be determined by the Education Exchanges Support Foundation (www.smpf.lt).
15. All students selected for mobility must pass a foreign language test. Online language tests are carried out before the mobility and at the end of the mobility period. It is a tool to assess how the level of knowledge of a student's foreign language has changed during Erasmus+ mobility.
16. According to the number of linguistic preparation licences allocated by the Education Exchanges Support Foundation to KVK, the KVK TRS allocates foreign language courses to those students who have obtained the least marks in the test.
17. The selected student must contact the receiving institution personally and submit the required documents to the KVK TRS. The subjects of study and the traineeship plan are coordinated with the head of the department or the appointed teachers. Travel organisation, accommodation, insurance, visa and other necessary documents are arranged by the student himself.

18. The conditions for students' mobility are defined by grant agreements and study and/or traineeship agreements.
19. The mobility agreement is coordinated with the receiving institution, the student and the department.
20. The student writes an application to the Director of KVK for the permission of studying and/or doing a traineeship, specifying the study programme, the period of study, the receiving institution, etc.
21. Any changes to the Learning Agreement for Studies that occur when the student arrives at the receiving institution must be agreed and made within the first month of the beginning of the mobility. Changes to the Learning Agreement for Traineeship may take place throughout the mobility period. In order to make changes to the Learning Agreement, the student must contact the head of the department and the KVK TRS to coordinate the changes in studies and/or traineeship, i.e. to complete the Annexe to the Agreement.

AFTER THE MOBILITY

22. At the end of the period of mobility abroad, the receiving institution shall issue a statement confirming that the study and/or traineeship programme agreed in the Learning and/or Traineeship Agreement has been complied with, together with an acknowledgement of the period of study and/or traineeship stayed. The student shall present copies of the document to the KVK TRS and his/her department as soon as possible, but not later than 5 weeks after the mobility. The head of the academic department is responsible for completing the study plan and recognising the subjects.
23. KVK is required to ensure that the studies and/or traineeship (i.e. part of the student's study programme) of all Erasmus+ students are fully recognised and credited.
24. The student completes the online report form in the system provided by the European Commission.

CHAPTER III

ADMISSION AND COORDINATION OF INCOMING STUDENTS

25. The KVK TRS website contains a list of subjects taught in a foreign language, which are offered by faculties to incoming Erasmus+ students, as well as offers for a traineeship.
26. Incoming students submit an application form and a mobility agreement.

27. The academic activities of incoming students are coordinated by heads of departments or teachers appointed by the department.
28. An order confirming the admission of students for a specific period of study and/or traineeship is drawn up on the basis of the proposal of the Head of the KVK TRS.
29. KVK's dormitory is offered for incoming students. For living in the KVK's dormitory, a lease agreement is signed with the student.
30. Any changes to the Learning and/or Traineeship Agreement that occur upon the student's arrival in the KVK must be agreed with the receiving department as soon as possible, but not later than within the first month from the beginning of the study or the month before the end of the traineeship.
31. After the completion of Erasmus+ mobility, the KVK TRS draws up a statement confirming the period, while the receiving department draws up a statement of grades.

CHAPTER IV

ORGANISATION OF OUTGOING STAFF MOBILITY

32. Staff mobility may include:
 - 32.1 teaching visits to a foreign higher education institution;
 - 32.2 study visits to a foreign company or higher education institution. Staff may participate in seminars, courses, workshops, study visits, etc. (except for conferences);
 - 32.3 teaching visits of a foreign company employee to KVK.

SELECTION

33. The KVK TRS launches a competition in which staff wishing to participate in mobility under the Erasmus+ programme must submit an application. For teaching mobility, the minimum recommended level of a foreign language is B2.
34. The number of outgoing teachers under the Erasmus+ programme is calculated by the KVK TRS and depends on the number of teachers in the faculty.
35. Erasmus+ staff shall be selected by the Commission consisting of:
 - 35.1 Dean and/or Vice-dean of the Faculty;
 - 35.2 heads/teachers responsible for internationality at departments the teachers of which participate in the selection process;

- 35.3 An employee of the KVK TRS;
- 35.4 Deputy Director for Strategic Development.
36. The criteria for the selection of staff shall be as follows:
- 36.1 strong motivation;
 - 36.2 knowledge of a foreign language;
 - 36.3 work experience with incoming Erasmus+ students;
 - 36.4 invitation from a foreign receiving institution;
 - 36.5 experience in international academic activities;
 - 36.6 ability to represent the KVK and its study programmes, discuss cooperation opportunities with the institution to which the teacher is going;
 - 36.7 participation in mobility for the first time or after a break of 3 years.
37. When selecting staff, the Selection Commission must ensure that uniformity between study programmes/different departments is maintained, as well as an equal allocation according to the receiving foreign countries.
38. Selected staff contact the Erasmus+ coordinator of the receiving institution (the contacts of the receiving institutions are available on the KVK website)/company representative and agree on the mobility agreement. It must be signed by the receiving institution before the mobility (a scanned copy may be sent).
39. Upon receipt of the approved mobility agreement, the staff member writes a request to the Director of the KVK for secondment. The KVK TRS prepares a grant agreement.
40. The grant is awarded only for an agreed period of teaching or training at the receiving institution.
41. The grant is calculated at flat rates for travel in terms of distance and cost of living according to the country to which the staff member travels. The amount of the grant shall be calculated on the basis of the rates set by the project.
42. The grant may not be used for training, traineeships or other activities supported by any other European Community's programme.
43. Before the mobility, an employee takes care of accommodation, travel tickets and other documents related to the mobility (e.g. visa, insurance).

AFTER THE MOBILITY

44. Upon returning from the secondment, the employee must submit to the accountant within 3 working days documents proving the costs (bus, train tickets, board tickets, invoices, proof of payment: cash

register checks, cash receipts). When the costs are paid by electronic banking means, a bank statement needs to be provided. The secondment report shall be submitted in accordance with the procedures laid down by the KVK's Accountants Office.

45. After the secondment, an employee must provide a copy of the certificate/approval of the receiving institution, indicating the period of mobility and the number of teaching hours (in the case of mobility for teaching) to the International Relations Department.
46. The mobility report shall be submitted to the mobility management online system within a specified deadline.
47. Upon their return, employees publish the results of the mobility, prepare presentations, and initiate changes.

CHAPTER V

RECEPTION AND COORDINATION OF INCOMING STAFF

48. Staff members who come to study or teach under the Erasmus+ programme inform the International Relations Department of the KVK and send a mobility agreement for coordination.
49. The KVK TRS sends an invitation letter (if necessary) and a confirmed mobility agreement to the incoming employee, after agreeing on the mobility period and the agreement with the receiving department. The receiving unit shall draw up a detailed programme of the mobility, which shall be sent to an incoming employee, the KVK TRS and other relevant units.
50. The receiving department is responsible for the implementation of the mobility programme of the incoming teachers (i.e. the department informs students, reserves audiences, prepares the necessary tools).
51. The head of the department informs the administration of its faculty and the academic community about the incoming teacher's visit during the meetings of the Dean and the students during classes or meetings.
52. The KVK TRS informs about the incoming employee's training mobility during the meetings of the Directorate, as well as regular meetings.
53. At the end of the employee's mobility, the KVK TRS shall issue a statement specifying the period of mobility and the number of teaching hours (in the case of mobility for teaching).

CHAPTER VI

INCLUSION AND ADDITIONAL INDIVIDUAL SUPPORT GRANTS FOR PEOPLE WITH FEWER OPPORTUNITIES

54. In line with the Erasmus+ programme guide, the KVK promotes the inclusion of participants with fewer opportunities in the mobility activities of the programme, who are awarded an additional individual support grant. This support is granted to mobility participants whose mobility is funded through Erasmus+ projects for 2021 and further years. The following main reasons leading to the limited participation of people with fewer opportunities in mobility activities are listed below in order of priority:

54.1 disability (physical, mental, intellectual or sensory impairments that may hinder full and active participation in society under the same conditions as others);

54.2 health problems (health problems, including serious illnesses, chronic diseases, medical conditions or any other physical or mental health situation preventing participation in the programmes);

54.3 social barriers (people having or caring for a minor/child under the age of 14); or living in institutional care, orphans from a large family, in accordance with the legislation in force);

54.4 economic obstacles:

54.4.1 people coming from low-income families (or when one of the persons living together or person living alone who is entitled to or receives social benefits under the Law on Cash Social Assistance for Low-Income Families (Single Residents) of the Republic of Lithuania);

54.4.2 learners who have to work to maintain themselves (who have been employed at least 6 months in the last 12 months).

55. Participants with fewer opportunities must notify this when completing the Erasmus+ application and present the valid documents to KVS TRS prior to the signature of the grant agreement.

56. The KVK additionally supports outgoing students and graduates of full-time studies with fewer opportunities (Lithuanian citizens and foreigners) in two ways:

56.1 by giving additional individual grants (based on a flat rate):

56.1.1 for long-term mobility: EUR 250.00 per month;

56.1.2 for short-term mobility: EUR 100.00 (for mobility duration of 5-14 days), EUR 150.00 (for mobility duration of 15-30 days).

56.2 by giving an additional individual grant on the basis of costs actually incurred. In this case, the participant, together with the representative of the KVK TRS, prepares the application and submits it to the Education Exchanges Support Foundation no later than 1 month before the participant's departure for the mobility visit.

57. The KVK has the possibility to additionally support outgoing employees with fewer opportunities with disabilities or health problems. An employee may receive an additional individual grant on the basis of the costs actually incurred. In this case, the participant, together with the representative of the KVK TRS, prepares the application and submits it to the Education Exchanges Support Foundation no later than 1 month before the participant's departure for the mobility visit.

CHAPTER VII GREEN TRAVEL

58. By promoting environmental sustainability and safeguarding, mobility participants are encouraged to make green travels. This is a round trip, when in most cases low-emission vehicles are used: buses, trains, or journeys with co-passengers sharing one vehicle. Green travel must be chosen for reaching the receiving institution and returning to Lithuania.

59. The KVK has the possibility to provide additional support for green travels:

59.1 in the case of participants receiving travel support, the increased rate shall be calculated on the basis of the distance of the travel and the support for living costs for a maximum of 4 days. The calculation of the support is based on the procedure established by the Education Exchanges Support Foundation, using the Erasmus+ Distance Calculator;

59.2 students who do not receive travel support and recent graduates may receive a lump sum of EUR 50.00 as additional individual support and living costs support for a maximum of 4 days.

60. The participant who chooses green travelling must inform the KVK TRS about this before signing the grant agreement.

61. An employee who has chosen green travel after the mobility visit must present the supporting documents to the KVK's Accountants Office within 3 calendar days, and a student or graduate of full-time studies after the mobility visit must present the supporting documents to the KVK TRS within 30 calendar days. The documents supporting the green travel are travel tickets, invoices, and cheques.