

PROCEDURE FOR ORGANISING STUDENT MOBILITY FOR STUDIES AND PRACTICES UNDER THE *ERASMUS* SUB-PROGRAMME OF THE LIFELONG LEARNING PROGRAMME AT MYKOLAS ROMERIS UNIVERSITY

I. CONCEPTS USED

1. *Erasmus* programme – the Erasmus sub-programme of the European Lifelong Learning Programme promoting the mobility of students and teachers and other personnel of higher education institutions, co-operation of higher education institutions and enterprises, seeking to improve the quality of studies and develop common recognition of study programmes all over the European Union.

2. *Erasmus* student – a student of Mykolas Romeris University (hereinafter –MRU) selected to take part in the *Erasmus* student mobility for studies or practices.

3. *Erasmus* student mobility – activities of the *Erasmus* programme under which the following students are referred to another country taking part in the programme for a certain definite period of time:

3.1. MRU students who have completed at least the first year of their bachelor's studies are referred for studies (mobility for studies);

3.2. MRU students are referred for practices in enterprises (mobility for practices);

3.3. MRU students who have completed at least the first year of their bachelor's studies are referred for studies and practices (combined mobility);

4. Mobility for studies – *Erasmus* partial studies of full-time students, including preparation of the final paper, at the foreign higher education school with which MRU has a bilateral inter-institutional agreement. Mobility for studies is regulated by the *Erasmus* Grant Agreement for Studies. The *Erasmus* Grant Agreement for Studies has the following annexes:

4.1. **Learning Agreement (Learning Agreement for Partial Studies)** – a trilateral agreement signed by the student, MRU and the host institution wherein it is agreed regarding a clearly defined programme of studies or an integrated period programme of studies and practice.

4.2. ***Erasmus* Student Charter** – a standard document which specifies the rights and obligations of the students taking part in mobility.

4.3. **Student's final report** – a descriptive report by the student to MRU after the return from the studies or a combined mobility period abroad.

5. Combined mobility – *Erasmus* student studies or integrated period of studies and work practice at the foreign higher education school with which MRU has a bilateral inter-institutional agreement. Combined mobility is regulated by the *Erasmus* Grant Agreement for Studies.

6. Mobility for practice – *Erasmus* student work practice in foreign enterprises regulated by the *Erasmus* Grant Agreement for Practice. The *Erasmus* Grant Agreement for Practice has the following annexes:

6.1. **Training Agreement** – a trilateral agreement signed by the student, MRU and the host institution laying down the agreement regarding a clearly defined work practice programme; and Quality Commitment – a standard document specifying precisely the commitments and responsibility of the parties taking part in student mobility for practice.

6.2. ***Erasmus* Student Charter** – a standard document which specifies the rights and obligations of the students taking part in mobility.

6.3. **Student's final report** – a descriptive report by the student to MRU after the return from the work practice period abroad.

7. *Erasmus* mobility for students with disability and special needs – activities of the *Erasmus* programme under which MRU students with disability or special needs are referred for a specific time to another participating country institution with which MRU has a bilateral agreement.

8. **Erasmus grant** – a subsidy designated to finance the studies of the outgoing student (mobility for studies), studies with integrated work practice period at a foreign higher education school (combined mobility) or work practice (mobility for practice) under the *Erasmus* programme. *Erasmus* grant consists of the funds from the budget of the European Union and/or complementary funds from the national budget of the Republic of Lithuania.

9. **Erasmus zero-grant student** – the student who meets the *Erasmus* student mobility criteria and uses all advantages of the *Erasmus* student, except the *Erasmus* mobility grant.

10. **Erasmus University Charter** (hereinafter – EUC) – the document granted to a higher education institution by the European Commission entitling to participate in the *Erasmus* programme and receive a grant for the programme administration. **Extended EUC** – the document granted to a higher education institution by the European Commission entitling the higher education institution to organise student mobility for studies and staff mobility as well as *Erasmus* student work practices in foreign enterprises.

11. **Inter-institutional Agreement between the host and the sending institutions** – a bilateral agreement providing for the level of exchange of students, study fields, flows, duration and flows of staff exchange and other planned activities.

12. **European Credit Transfer and Accumulation System (ECTS)** – the system of recognition of studies abroad based on the student's work time necessary to achieve the objectives of the study programme, which should be defined by the study achievements and competencies gained by the student.

III. PROCEDURE OF STUDENT SELECTION FOR *ERASMUS* STUDIES AND PRACTICES

13. Students willing to take part in the *Erasmus* mobility programme shall take part in the selection for studies and/or practice.

14. The selection of MRU students for studies and practice by way of competition and the selection of students for practices through individual selection shall be administered by the selection commissions formed by Faculty Deans/Director of the Institute.

14.1. The selection for studies through a competition shall take place two times per year (in February – April and September – November).

14.2. The selection for practices shall be conducted separately once a year per study year (may be announced in stages).

14.3. The terms and conditions, selection criteria and procedure for the selection for studies and practices of each study year shall be approved by orders of the rector.

14.4. The terms, conditions and selection criteria for studies and practices shall be announced in public on the internet and on the notice boards of the of the Study Exchange Group (hereinafter – the SEG) of the Study Division of the Academic Affairs Centre; in addition, they may be sent to students by e-mail via study methodologists and communicated by other methods acceptable to the academic community of the University.

15. Major selection criteria of students for *Erasmus* studies:

15.1. results of previous studies;

15.2. study/practice programme suggested by the host institution;

15.3. knowledge of the foreign language;

15.4. motivation to study abroad;

15.5. person's ability to solve arising problems (participation in social activities of the university, various students organisations, mentoring involvement).

16. Results of the selection for studies and practices shall be announced in public on the internet (*Erasmus* programme section) and may be in addition sent by e-mail to the students who participated.

17. The list of the students selected for studies/practice shall be approved by an order of the rector.

18. After announcement of the list of the selected students, SEG shall organise an information seminar within one week.

IV. PROCEDURE FOR GRANT ALLOCATION AND PAYMENT

19. Over the period of his/her higher education studies, each student may obtain only:
- 19.1 one grant for *Erasmus* mobility for studies;
 - 19.2 one grant for *Erasmus* mobility for practice;
20. *Erasmus* grant may not be allocated to the same student for the second time even if the total duration of two or more periods abroad is less than 12 months or when one of the two study periods of "zero-grant" mobility.
21. The procedure for allocating *Erasmus* grants for studies/practices, amount and payment procedure thereof at MRU shall be determined annually for an academic year and approved by an order of the rector.
22. Grant amounts in case of combined mobility shall be calculated according to the regulations on the grant amounts for mobility for studies.
23. MRU students who satisfy the *Erasmus* student mobility criteria and use all benefits of the *Erasmus* student but do not receive any *Erasmus* grant may go for partial studies/practice to a partnering institution. *Erasmus* zero-grant students shall have the same rights and conditions as those receiving *Erasmus* grants for studies or practices.
24. Students may be allocated a complementary *Erasmus* grant for participation in *Erasmus* in intensive courses of less widely used languages (EILC) organised by the countries approved by the European Commission. The amount of complementary *Erasmus* grants for participation in EILC shall be the same irrespective of whether the student is on *Erasmus* studies or practice and it shall be calculated based on the amount of *Erasmus* grants for studies to the relevant country. The amount of complementary *Erasmus* grant for participation in EILC shall be recorded in the Grant Agreement to be signed with each student by MRU.
25. If a person with disability or special needs goes on *Erasmus* studies/practice, he/she may be allocated a complementary grant/subsidy to satisfy the special needs. Applications shall be submitted to the Education Exchanges Support Foundation. Invitations to submit applications and the application form are available on the website of the Education Exchanges Support Foundation: <http://www.smpf.lt>.
26. The allocation of the *Erasmus* grant for studies or practice shall not release the students of Mykolas Romeris University who are not funded by the state and who have been selected for studies/practice under the *Erasmus* programme from the tuition fee to Mykolas Romeris University during the period of their studies/practice abroad. The tuition fee shall be paid by the outgoing students of Mykolas Romeris University according to the general procedure.

V. PROCEDURE FOR COMPLETING DOCUMENTS OF DEPARTURE TO A FOREIGN PARTNERING INSTITUTION

27. The students selected for *Erasmus* studies by a competition shall fill out application forms of the higher education school to which they have been selected to studies, a request for accommodation and other documents requested by the host institution within the time-limits to submit the applications defined by the higher education school. If the student fails to send the documents by the set time-limit, he/she cannot go to the partnering institution and receive the *Erasmus* grant for studies, therefore, he/she shall be crossed out of the lists of MRU *Erasmus* students. The foreign higher education school shall have the right to refuse accepting the nominated *Erasmus* student (i.e. not to issue an acceptance letter) and then the student may not go to the higher education school and shall be deleted from the list of *Erasmus* students.
28. Together with the *Erasmus* co-ordinator of the Faculty/Institute, the student shall prepare and agree on the study subjects to be studied abroad and shall sign the Learning Agreement. The institutional *Erasmus* co-ordinator shall approve only such Learning Agreements agreed with the *Erasmus* co-ordinator of the Faculty/Institute which specify the obligatory student's work load (30 ECTS per semester, 60 ECTS per academic year). The Training Agreement shall be drafted and agreed by the students with the *Erasmus* co-ordinator of the Faculty/Institute taking into account the requirements of the work practice provided for in their study programme and the Regulations of Student Practice (Traineeship) of the University.

29. Before leaving for studies, the *Erasmus* student shall sign the Grant Agreement for *Erasmus* Studies with MRU and agree as well as sign its annex – the Learning Agreement with MRU and the host institution before the beginning of the *Erasmus* studies. If it is necessary to make amendments to the Learning Agreement, the *Erasmus* student shall inform MRU, provide arguments to explain the reasons for amending the Learning Agreement, get agreement among the three parties and effect them (i.e. sign with the home and the host institutions) during the first months after the beginning of the studies at the host institution.

30. Before leaving for *Erasmus* practice, the *Erasmus* student shall get agreement and sign the Training Agreement with MRU and the host institution and sign the Grant Agreement for *Erasmus* Practice before the beginning of the *Erasmus* practice.

31. All changes related to inter-institutional agreements (in case of studies) and agreements between/among the institutions (in case of practice, if any) and MRU and the student (Grant Agreement, Learning/Training Agreement) shall be formalised in advance before the end of the current *Erasmus* studies/practice period. The student who requests to extend the study/practice period shall submit all required documents not later than 30 days until the end of the current *Erasmus* studies/practice period.

32. Before leaving to the partnering institution, students shall sign an application to the rector of MRU to refer them for studies/practice according to the *Erasmus* programme abroad. The application shall indicate the name of the host foreign institution, the period of studies (not longer than specified in the acceptance documents of the foreign institution).

33. Not later than 5 days until the beginning of the period of the *Erasmus* student studies/practice, the SEG shall draft an order of the rector regarding the referral of the students for studies/practice abroad under the *Erasmus* programme.

34. Not later than 5 days until the beginning of the period of the *Erasmus* student studies/practice, the SEG shall draft the Grant Agreement for *Erasmus* Studies/Practice between MRU and the student and shall take care of its signing.

35. The accounting department shall disburse the specified *Erasmus* mobility grant within the time-limits set out in the Agreement following the Grant Agreement for *Erasmus* Studies/Practice between MRU and the student.

V. EXTENSION OR SHORTENING OF ERASMUS MOBILITY FOR STUDIES/PRACTICES ABROAD

36. The period of *Erasmus* mobility for studies/practice abroad may be extended only in individual cases upon revision of the Learning/Training Agreement for the intended extension period of the studies/practice. The student who requests to extend the study/practice period shall submit the following required documents to SEG not later than 30 days until the end of the current *Erasmus* studies/practice period:

36.1. an official letter from the partnering institution with the precisely specified period of studies;

36.2. the agreed study/practice programme for the requested extension period of the studies/practice.

37. Studies/practice may be extended only right after the current period of the *Erasmus* studies/practice. There may not be any break between the current and the extended periods of the *Erasmus* studies/practice (except for Christmas, Easter and similar holidays or officially announced days off).

38. The studies may not be extended later than after 30 September of the current year or after the end of the academic year. The period of practice shall end before 31 October.

39. The student may extend studies/practice as the *Erasmus* zero-grant student. Only if there are unspent funds for *Erasmus* grants for studies or if additional funds have been received, after informing all participants of the mobility programme about the opportunity to extend studies/practice, the grant envisaged for that country may be allocated for the extension period of the *Erasmus* studies/practice.

VI. RESPONSIBILITY OF STUDENTS REFERRED TO ERASMUS MOBILITY FOR STUDIES/PRACTICE ABROAD

40. The students referred to *Erasmus* mobility for studies/practice abroad must:
- 40.1. follow the information made available in public about the organising of partial studies/practice abroad under the *Erasmus* programme;
 - 40.2. submit required documents to the institutional *Erasmus* co-ordinator and the host institution in due time;
 - 40.3. comply with all rules and obligations provided for in the agreements with the host institution and MRU;
 - 40.4. take care that any changes in the Learning/Training Agreement are immediately agreed with in writing with MRU and the host institution.
41. The students selected for *Erasmus* mobility for studies/practices shall, not later than 2 months until the beginning of the studies/practice abroad, inform the *Erasmus* institutional co-ordinator in writing in case he/she waives the partial studies/practice under the *Erasmus* programme. If the student fails to inform or waives partial studies/practice under the *Erasmus* programme without a good reason, the student shall lose the right to take part in selections for the *Erasmus* programme for one year, except when the waiver is due to objective reasons (health disorders, loss of family members, etc.)

VII. RECOGNITION OF PARTIAL STUDIES ABROAD/PRACTICES AT THE EXPIRY OF THE PERIOD OF *ERASMUS* MOBILITY FOR STUDIES/PRACTICE

42. The students who leave on *Erasmus* mobility for studies/practices shall account for partial studies in the host higher education institution.
43. The students who return from *Erasmus* mobility for studies/practices shall provide the following original documents to SEG within the period provided for in the *Erasmus* for Studies/Practice Grant Agreement:
- 43.1. document attesting to the period and purpose of the studies/practice abroad issued by the partnering institution;
 - 43.2. Learning/Training Agreement with signatures and the seal of the partnering institution;
 - 43.3. student's final descriptive report the form whereof is available on the website of MRU (section *Erasmus*);
 - 43.4. transcript of records with received credits and grades (applicable in case of *Erasmus* mobility for studies).
44. The partial studies successfully completed abroad according to the Learning Agreement agreed with MRU shall be credited without restrictions. Paragraph 143 of the MRU Procedure of Studies shall apply to the students who have partly completed or failed to perform under the Learning Agreement.
45. In case of disputes regarding the crediting of the study/practice results, the student shall have the right to submit an appeal to the Appeal Commission of the Faculty and apply to the management of MRU within 10 calendar days.
46. In case of failure to solve the disputes at MRU internally, both the student and MRU shall have the right to apply to the Education Exchanges Support Foundation regarding the clarification on the crediting of study results.
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