

APPROVED
by the Senate of Mykolas Romeris
University
Rector Order No. 1I-341
3 June 2011

PROCEDURE FOR ADMINISTERING THE ERASMUS MOBILITY SUB-PROGRAMME OF THE LIFELONG LEARNING PROGRAMME AT MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. Mykolas Romeris University (hereinafter – MRU) takes part in the *Erasmus* sub-programme (hereinafter – the *Erasmus* programme) of the Lifelong Learning Programme under the Extended *Erasmus* University Charter granted to MRU by the European Commission for the period of 2007-2013.

2. The purpose of this Procedure for Administering the *Erasmus* Mobility Sub-Programme of the Lifelong Learning programme at Mykolas Romeris University (hereinafter – the Procedure) is to ensure that the *Erasmus* mobility programme is administered effectively, transparently, in compliance with the commitments of the *Erasmus* University Charter, the obligations of the University for organising mobility, without breach of the rights of individual participants in mobility.

3. The *Erasmus* mobility programme at MRU is administered following Grant Agreements signed with the Education Exchanges Support Foundation, bilateral agreements with foreign higher education institutions participating in the *Erasmus* programme, documents of the European Commission (hereinafter – the EC) regulating the *Erasmus* mobility programme, orders of the Minister of Education and Science of the Republic of Lithuania and other effective legal acts as well as this Procedure.

4. The administration of the *Erasmus* mobility programme – the planning, co-ordination and administration of Grant Agreements at MRU shall be the responsibility of the Study Exchange Group (hereinafter – the SEG) of the Study Division of the Academic Affairs Centre. An Institutional *Erasmus* Co-ordinator shall be appointed from the Study Exchange Group of the Study Division of the MRU Academic Affairs Centre.

II. PARTICIPANTS IN THE ERASMUS MOBILITY PROGRAMME AT MYKOLAS ROMERIS UNIVERSITY AND THEIR FUNCTIONS

5. While administering the *Erasmus* mobility programme, the Lifelong Learning Programme Committee of MRU shall carry out the following functions:

5.1. plan, co-ordinate and supervise the *Erasmus* mobility programme;

5.2. define the principles of allocation of funds for student grants for *Erasmus* studies, placements, combined mobility and personnel mobility for teaching as well as the numbers of mobility participants among faculties, the selection procedures and assessment criteria for the exchange of students, teachers and other University personnel under the *Erasmus* programme, the procedures for arranging competitions, supervise the course of competitions, scrutinise the received appeals of competition participants with the help of experts, if necessary;

5.3. make suggestions regarding participation of the University in thematic networks and other projects of *Erasmus*.

6. While administering the *Erasmus* mobility programme, the Vice-Rector for Development and International Relations shall carry out the following functions:

6.1. sign agreements on grants allocated to MRU for *Erasmus* mobility programme with the Education Exchanges Support Foundation or with the State Studies Foundation, reports and other documents related to the performance of Grant Agreement;

6.2. sign off estimates of expenses of *Erasmus* mobility and other documents related to the performance of Grant Agreements.

7. While administering the *Erasmus* mobility programme, the Vice-Rector for Studies shall carry out the following functions:

- 7.1. head the Lifelong Learning Programme Committee of MRU;
 - 7.2. sign *Erasmus* Grant Agreements for studies, placements, teaching and training with individuals participants in the *Erasmus* mobility programme (students and personnel);
 - 7.3. approve event programmes of the *Erasmus* mobility programme;
 - 7.4. sign off estimates of expenses of *Erasmus* mobility and other documents related to organising of *Erasmus* mobility.
8. While administering the *Erasmus* mobility programme, the Institutional *Erasmus* Co-ordinator shall carry out the following functions:
- 8.1. be responsible for the administration of *Erasmus* mobility at MRU, performance results of the *Erasmus* mobility programme, organising the work of SEG, which administers the activities of the *Erasmus* mobility programme;
 - 8.2. develop and submit to the Education Exchanges Support Foundation institutional applications regarding participation in the *Erasmus* programme and reports on the performance of this programme;
 - 8.3. together with the responsible financial officer, draw up preliminary estimates of the expenses necessary for and utilised in the performance of the *Erasmus* programme, prepare and sign off the documents prepared by other employees to implement the *Erasmus* programme;
 - 8.4. maintain relations with the Education Exchanges Support Foundation, Lithuanian and foreign higher education institutions and other organisations on the issues of implementation of the *Erasmus* programme;
 - 8.5. provide extensive information and organisational assistance to the *Erasmus* co-ordinators of the faculties, students, lecturers and other persons participating or intending to participate in the *Erasmus* mobility programme;
 - 8.6. develop or sign off bilateral agreements made on the initiative of representatives of the faculties, if it is required according to the agreement form, register and store originals of bilateral agreements;
 - 8.7. sign statements on the participation duration of participants in the *Erasmus* mobility programme;
 - 8.8. be responsible for the assessment of participation of the faculties in the *Erasmus* mobility programme, may submit proposals to the Lifelong Learning Programme Committee of MRU regarding preventive measures for failure to perform the obligations;
 - 8.9. ensure that the documents on implementation of the *Erasmus* programme are stored for 5 years, unless the Education Exchanges Support Foundation prescribes another time-limit for storing documents;
 - 8.10. take part in the events organised on the issues of *Erasmus* mobility programme in Lithuania and abroad and ensure the dissemination of information on the *Erasmus* mobility programme at MRU.
9. Other employees of the Study Exchange Group (hereinafter – the SEG) of the Study Division of the Academic Affairs Centre shall co-operate with the Institutional *Erasmus* Co-ordinator and carry out the activities designated to implement the *Erasmus* mobility programme directly related to their principal obligations and functions:
- 9.1. prepare and disseminate information publications to *Erasmus* students, other information material about *Erasmus* mobility and (partial) studies at MRU;
 - 9.2. develop examples of the documents necessary to implement the *Erasmus* mobility programme, draft orders and other documents;
 - 9.3. organise the receipt of documents of foreign students to arrive to MRU under the *Erasmus* programme, arrange inception and other events in the course of the semester for foreign students who arrive to MRU under the *Erasmus* programme and events about the *Erasmus* mobility programme to MRU students intending to take part in the *Erasmus* programme and to other participants in the *Erasmus* programme;
 - 9.4. provide information assistance and mediation letters for MRU students in order to obtain visas to the country where they intend to study under the *Erasmus* programme, as well as to obtain permissions for temporary residence, if necessary, national visas to arrive and stay in the Republic of Lithuania for foreign students, solve other issues related to outgoing MRU students and incoming foreign students;
 - 9.5. brief foreign students incoming to MRU about the regulations of internal discipline of MRU;

9.6. mediate on the issues of accommodation of foreign students in the "Student House" as provided for in the Procedure for Accommodation in Student Houses of MRU (check the name of the document);

9.7. prepare statements on the duration of studies under the *Erasmus* programme at MRU for foreign students who took part in the *Erasmus* programme for their departure and statements to foreign lecturers and employees who arrived for teaching or training about the duration of their activities under the *Erasmus* programme at MRU;

9.8 co-ordinate the activities of mentors of foreign students (ESN MRU Vilnius);

9.9. in case of problems regarding the stay of foreign students in the Republic of Lithuania or in case of a breach of laws by foreign students, provide all the information necessary to state authorities and services under the procedure prescribed by laws.

10. For the purposes of coordinating planning and implementation in the faculties of *Erasmus* mobility programme and at the Institute of Humanities (hereinafter – the Institute), *Erasmus* co-ordinators of the faculties and the Institute shall be appointed by an order of the Dean and upon recommendation of the Director of the Institute; the co-ordinators shall carry out the following functions:

10.1. initiate, co-ordinate and be responsible for bilateral agreements between the Faculty/Institute and the relevant units of foreign higher education schools participating in the *Erasmus* programme in order to ensure the opportunities for students of the Faculty/Institute to take the study programmes suitable for them under the *Erasmus* programme. The execution of a bilateral agreement shall be coordinated with the Institutional *Erasmus* Co-ordinator. The original of the bilateral agreement shall be transferred and stored at the Academic Affairs Centre;

10.2. maintain relations with the *Erasmus* co-ordinators of foreign higher education schools and, if necessary, with institutional co-ordinators;

10.3. inform and consult students of the Faculty/Institute and foreign students participating or intending to participate in the *Erasmus* mobility programme. Organise student selections for *Erasmus* studies, placements or combined mobility abroad in Faculties/Institute;

10.4. be responsible for the signing of trilateral *Erasmus* Learning and Training Agreements (between the host and the sending institutions and the student) at the Faculty/Institute, solve all issues of recognition and crediting of all results of studies abroad;

10.5. inform and consult MRU and foreign lecturers and other employees about academic issues related to the administration of the *Erasmus* programme at the Faculty/Institute;

10.6. be responsible for work arrangements of the lecturers incoming to the Faculty/Institute: drafting of visit programmes, academic integration of lecturers, ensuring of the implementation of the visit programme. Upon agreement with the Institutional *Erasmus* Co-ordinator on the expenses planned for the implementation of the visit programme, the programme approved by the Faculty Dean/Director of the Institute shall be submitted to the Institutional *Erasmus* Co-ordinator not later than 10 days before the beginning of the visit;

10.7 be responsible for the drawing up of the time-table of studies for the incoming *Erasmus* students so that to ensure that the student who arrives at the Faculty/Institute under the bilateral agreement has an opportunity to study a sufficient number of the subjects in the study field (study programme) provided for in the bilateral agreement (not less than 30 credits per semester);

10.8. organise the mobility planning and selection of lecturers and other employees every year and submit the list of lecturers/employees selected for mobility and the reserve list for the next academic year of the Faculty/Institute to the Institutional *Erasmus* Co-ordinator until 10 September;

10.8. the *Erasmus* co-ordinator of the Faculty/Institute shall be responsible for the outcomes of implementation of mobility programme at the Faculty/Institute. Each year, not later than by 15 October, shall report at the meeting of the relevant Faculty Dean's Office/Institute and submit the reports on the implementation of the *Erasmus* mobility programme of the Faculty/Institute for approval of the Faculty Dean/Director of the Institute;

10.9. if necessary, shall submit intermediary performance results of the *Erasmus* mobility programme of the Faculty/Institute to the SEG (specifying the causes of failure to achieve the planned mobility and the measures to ensure elimination thereof);

10.10. organise and attend preparatory and, in case of problematic situations of academic nature, also student check visits, negotiate on new exchange or other activity fields and scope with faculty *Erasmus* co-ordinators of foreign universities.

11. While administering the Erasmus mobility programme, Faculty Deans/Director of the Institute shall carry out the following functions:

11.1. obligate department heads to plan the mobility of lecturers and other personnel for teaching and training every year. Department heads shall submit a plan for the next year to the *Erasmus* co-ordinator of the faculty until 30 August;

11.2. assign to the *Erasmus* co-ordinator of the Faculty/Institute and department heads to act as mediations for the faculty students looking for placements in foreign organisations. The list of placements shall be made public immediately (e.g., on the Faculty/Institute or the SEG website for outgoing students) so that it is accessible to the Faculty/Institute students not later than by 31 May;

11.3. approve the performance results of the *Erasmus* mobility programme by the Faculty/Institute;

12. While implementing the Erasmus mobility programme, the academic staff of Faculties/Institute shall carry out the following duties/functions:

12.1. participate in personnel mobility, preparatory and assessment visits and in other activity fields of the *Erasmus* programme following the Procedure for Arranging *Erasmus* personnel mobility and Allocation of Grants as approved by the Order of the Rector;

12.2. when necessary, request information related to the *Erasmus* programme from the *Erasmus* Co-ordinator of the Faculty/Institute or from the Institutional *Erasmus* Co-ordinator on the issues of financing and administration of the *Erasmus* programme;

12.3. establish relations with potential partners from foreign higher education institutions and organisations, provide reasoned proposals to enter into bilateral agreements to the *Erasmus* Co-ordinators of the Faculties/Institute;

12.4. provide required information and report on their activities in the programme to the co-ordinators of Faculties/Institute as well as to the SEG and the Accounting Department according to the terms and conditions of the *Erasmus* Grant Agreement for Teaching or Training;

13. Participants in the *Erasmus* programme of MRU shall mean the students of full-time and part-time studies who have successfully completed at least one year of the first cycle studies, i.e. accumulated 60 or respectively 45 study credits:

13.1. student participation shall be regulated by the competition terms and conditions of MRU student selection for *Erasmus* studies and/or placements and other procedures approved by orders of the Rector;

13.2. students outgoing for studies or placements abroad according to the *Erasmus* programme shall follow the general programme requirements and bear responsibility for the use of the grants for studies or placements abroad as provided for in Grant Agreements signed between MRU and the student;

13.3. students participating in the *Erasmus* programme shall provide the *Erasmus* Co-ordinators of the Faculties and the SEG with all required information about their study results and duration at MRU and at the foreign higher education school and shall be liable for the correctness of the information provided.

14. Participants in the *Erasmus* programme of MRU shall mean foreign students studying at MRU according to the *Erasmus* programme:

14.1. students who have arrived to study from foreign higher education schools under the *Erasmus* programme shall fulfil formal requirements of the programme, comply with the academic discipline and the internal discipline regulations of the University;

14.2. programme participants shall provide all required information about their studies at MRU;

14.3. take part in inception events, information meetings with MRU employees and students, other events.

15. While implementing the Erasmus mobility for studies and placements, the Students' Representative Body of MRU (hereinafter – MRU SA) shall carry out the following functions:

15.1. take part in the activities of the Lifelong Learning Programme Committee of MRU, be allowed to participate in the activities of the selection commissions for *Erasmus* studies and/or placements organised in Faculties/Institute following the principles of impartiality (i.e. a member of MRU SA shall withdraw from the work of the commission, if his/her own application is under consideration);

15.2. provide assistance to the SEG while integrating foreign students into the life of MRU community, take part in the activities of the group of mentors of foreign students;

15.3. be responsible that students' certificates should be issued to foreign students not later than within one month after the beginning of their studies at MRU;

15.4. co-operate with the SEG and other MRU units when arranging cultural and sports events for foreign students. Be responsible for the events to foreign students organised independently;

15.5. inform students about the opportunities of *Erasmus* for studies/placements.

16. While implementing the *Erasmus* programme, the Accounting Department of MRU shall carry out the following functions:

16.1. draw up financial reports about accounting transactions;

16.2. carry out the accounting of *Erasmus* funds and the control over their use according to the specific purpose;

16.3. draw up estimates of expenses and control compliance with the estimates of expenses of the *Erasmus* programme;

16.4. provide the information necessary for the SEG in order to plan programme funds;

16.5. provide financial reports to the Education Exchanges Support Foundation;

16.6. be responsible for the correctness of the data provided.
