**TERMS AND CONDITIONS for MYKOLAS ROMERIS UNIVERSITY**

**student selection for THE *ERASMUS+* programme MOBILITY studies**

**I. GENERAL PROVISIONS**

1. The present terms and conditions set by Mykolas Romeris University for student selection for the *Erasmus+* programme mobility studies **(hereinafter referred to as Terms)** lay down candidacy requirements, selection criteria and organizational principles for Mykolas Romeris University **(hereinafter referred to as MRU or University)** student selection for *Erasmus*+ partial studies. The present Terms have been drafted in accordance with the *Erasmus*+ programme guide.

2. **MRU Erasmus student** is a bachelor, master or doctoral student selected for mobility studies in accordance with the requirements laid down in the present Terms.

3. **Mobility for Studies** is the period of MRU Erasmus student studies or studies incorporating internships (lasting from 3 to 12 months) in one of the foreign higher education institutions University cooperates with under the *Erasmus+* programme.

4. **Faculty international mobility (*Erasmus+* programme) coordinator** is a faculty representative appointed by the University Rector.

5. **Faculty Selection Commission** is a commission of at least 3 members appointed by the faculty dean, responsible for the selection of the faculty students for mobility studies.

6. **Programme Countries** are countries listed in the *Erasmus+* programme guide entitled to fully participate in all *Erasmus+* programme activities: EU member states, former Yugoslav Republic of Macedonia, Iceland, Liechtenstein, Norway and Turkey.

7. **Partner Countries** are countries listed in the *Erasmus+* programme guide, with whom the Programme Countries are entitled to conduct *Erasmus*+ mobility activities.

8. **Erasmus Study Grant** is a grant provided by the University for an MRU Erasmus student to pursue mobility studies in accordance with conditions and amounts laid down in the *Erasmus*+ guide.

9. **List of students selected for mobility studies** is a list of participants selected by the Faculty Selection Commissions in accordance with the set candidacy requirements. The list is arranged in descending order according to the competition score. The list includes:

9.1. Students selected for mobility studies with Erasmus mobility grants, taking into account available University resources.

9.2. Students selected for mobility studies with a “zero-grant” and ready to study at their own expenses. Such students may receive Erasmus grants in the event students listed in paragraph 9.1 waive or lose the right to their grants.

10. “**Zero-Grant” Student** is a student selected for mobility studies in accordance with the present Terms, who is entitled to all benefits of the Erasmus programme, except the Erasmus mobility grant, i.e. personally finances the accommodation abroad. “Zero-grant” students shall have the same rights and conditions as those receiving Erasmus grants for studies, i.e. “zero-grant” mobility students pay no tuition fees to the host university; they are granted academic recognition of courses taken abroad and etc. as provided in the *Erasmus*+ student charter.

11. **Chosen higher education institutions (hereinafter referred to as Chosen institutions)** are no more than two higher education institutions chosen by the student for the mobility studies and listed in the application in order of priority. The list of institutions has to be compiled of foreign higher education institutions that cooperate with the University within the framework of Erasmus mobility for studies programme. The list of institutions students are entitled to choose for Erasmus studies shall be published in the *Erasmus*+ column of the University's website during the **selection process**.

12. **International Mobility and Students** **Office** **(hereinafter referred to as IMSO)** is a unit of the International Office (hereinafter referred to as IO) which administers student exchange under international exchange programmes and receives student applications for participation in mobility for studies under the *Erasmus*+ programme.

**II. REQUIREMENTS FOR CANDIDATES**

13. The selection for Erasmus mobility studies is open to all students of any full-time or extended degree studies, who have completed at least the first year of their bachelor's studies, provided they meet the following requirements:

13.1. the weighted average of grades accumulated throughout all the semesters has to be at least 7 for candidates applying to institutions in Programme Countries and at least 8 for candidates applying to institutions in Partner Countries;

13.2. the candidate must have no academic debts. Students with a single academic debt are entitled to take part in the selection procedure under their written commitment to eliminate their academic debts before the departure (before signing the *Erasmus+* learning agreement).

Students who fail to remedy their academic debts shall be refused Erasmus studies and grants. In the event a candidate fails to remedy their academic debts, the Faculty Selection Commission shall be entitled to select a different candidate.

13.3. the candidate must not have financial debts to the University (all financial debts to the University have to be paid before the application is submitted);

13.4. the student’s level of the foreign language the studies in the Chosen Institution are delivered in shall not be lower than required by the Chosen Institution in accordance with the Common European Framework of Reference for Languages approved by the European Commission[[1]](#footnote-1);

13.5. the applicant must possess a permit for residence in the Republic of Lithuania, valid for the entire period of their mobility studies (applicable to non-Lithuanian citizens);

 13.6. the applicant shall meet additional requirements set by the Chosen Institution, if any.

14. Mobility for studies is also open for University students who have already taken part in mobility for studies and/or internships before under the Erasmus LLP programme or the *Erasmus*+ programme if the total of the former mobility for studies and/or internships term and the foreseen mobility for studies term in the same study level does not exceed 12 months.

15. Priority is given to students enrolled into integrated University study programmes.

16. Applicants for Mobility for Studies have to:

16.1. analyse the course subjects proposed by foreign higher education institutions (the extent to which the proposed subjects meet their study programme, as well as the student’s potential to collect the necessary number of credits considering the language of studies). The study plan shall be provided in an approved e-application form;

16.2. analyse the conditions of funding for the *Erasmus+* programme (see Chapter VI);

16.3. analyse the entry and residence requirements, accommodation opportunities and conditions; responsibly assess the likely living expenses in the country of their chosen institution;

16.4. lay down and justify their personal motivation to study under the Erasmus+ programme in the Chosen Institution.

**III. STRUCTURE OF THE COMPETITIVE SCORE**

17. The competitive score comprises:

17.1. the weighted average of the grades of all past semesters, 1 additional point is given to students enrolled in integrated master programmes (competitive score formula – A);

17.2. assessment of foreign language skills (maximum 3 points) (competitive score formula – B)[[2]](#footnote-2);

17.3. assessment of student motivation to study under the programme (maximum 5 points) (competitive score formula – C);

17.4. active participation in scientific, social and sports activities of guest Erasmus student tutors or Mykolas Romeris University students (maximum 1 point) (competitive score formula – D);

17.5. the choosing of a study programme proposed by the foreign higher education institution and a description of the programme’s structural plan (maximum 1 point) (competitive score formula – E).

18. The final competitive score shall be calculated as follows:

competitive score = A+B+C+D+E

**IV. RULES FOR DOCUMENT SUBMISSION AND**

**THE SELECTION PROCEDURE**

19. University students willing to take part in the selection procedure have to log into their electronic study system (My STUDIES) and fill in an approved e-application form.

20. The completed application form along with its PDF version and additional scanned documents, if any, have to be submitted to the IMSO via e-mail erasmus@mruni.eu by the date stipulated in Chapter V hereof. Along with the application form, the following additional documents may be submitted for assessment in the course of the selection procedure:

20.1. a copy of the foreign language assessment certificate (see paragraph 13.4.);

20.2. documents supporting active student’s participation in University's scientific, social, cultural and sports activities (recommendations and statements of responsible tutors). For the list of active tutors of Erasmus and other exchange programmes refer to the president of the Erasmus student network’s ESN MRU Vilnius section.

21. Defective applications shall not be processed. An application shall be deemed defective if it is incomplete, lacks necessary documents or the applicant fails to meet candidacy requirements set forth in Chapter II of the present Terms.

22. In accordance with the terms set forth in Chapter V hereof, IMSO sends the collected applications to the *Erasmus+* programme coordinators of each Faculty.

23. Faculty Selection Commissions summarise the applications, conduct selection procedures and compile the list of successful applicants arranged in descending order as to the competitive score. Students receiving grants shall be separately marked in the list. “Zero-grant” students shall be listed at the bottom. Such students may still be awarded grants if students receiving grants withdraw from the exchange programme and waive or lose their right to the grant. Following the terms set forth in Chapter V hereof, the approved list of selected students shall be submitted to IMSO by the Faculty Selection Commission. In the course of selection procedures, Faculty Selection Commissions may:

23.1. interview the candidates;

23.2. recommend to choose a different institution;

23.3. reject a candidate if the compiled syllabus in the Chosen Institution fails to meet the candidate's study programme, the candidate lacks motivation or shows poor academic results or foreign language skills.

24. Students for the *Erasmus*+ Mobility for Studies are selected according to their competitive score.

25. IMSO shall publish the list of students selected for mobility studies in accordance with the present Terms set forth in Chapter V hereof. The applicant has the right to apply for clarification of the selection results to the *Erasmus+* coordinator of the Faculty in which he/she studies within three calendar days after the date the list of successful candidates is published. The lists of students selected for Mobility for Studies programme and the list of “zero-grant” students shall be approved by an order of the University Rector.

26. In the event resources for Erasmus grants are not fully used, an additional competition for the remaining vacancies may be held, subject to the same candidacy requirements. In such event, extended terms for application shall be published in the *Erasmus+* column of the University's website.

**V. COMPETITION TERMS**

27. Mykolas Romeris University's selection for Mobility for Studies programme shall be carried out in two major stages. During the first stage, mobility for studies candidates are selected for the autumn semester of the forthcoming study year; during the second stage, candidates for the spring semester are selected. The stages and terms of the selection procedure are presented in Table 1. Specific dates of the selection stages are published by the IMSO in the *Erasmus+* column of the University's website.

Table 1. Stages and terms of Mykolas Romeris University student selection under the mobility for studies programme:

|  |  |  |
| --- | --- | --- |
|  **Selection stage****Selection** **procedural rules** | Stage I is held to select mobility for studies candidates for the **autumn semester** of the forthcoming study year. | Stage II is held to select mobility for studies candidates for the **spring semester** of the forthcomingstudy year.  |
| Submission of applications. **Applications have to be submitted via e-mail to erasmus@mruni.eu**  | From 1 January to 15 March of the current year. |  From 1 September to 15 October of the current year. |
| IMSO submits the applications to the Faculty Selection Commission. | The next business day after the submission period is over. |
| Faculty Selection Commission carries out the selection procedure and submits the approved list of selected students to the IMSO. | During 15 calendar days after the submission period is over. |
| IMSO publishes the selection results online and informs candidates selected for mobility studies individually by e-mail. | The next business day after the list of candidates selected by the Faculty Selection Commission is received. |
| The selected candidates have to confirm their agreement to the competition results via e-mail erasmus@mruni.eu . | During 3 calendar days after the results are published. |

28. Within three calendar days after the results are published, the applicant has the right to apply for clarification of the selection results to the Erasmus+ coordinator of the Faculty he/she studies in.

29. IMSO shall hold informative seminars for the selected Erasmus students on preparation for studies abroad. Information concerning the venue and time of the seminars shall be published on the University's website and shall be e-mailed to each selected student individually.

30. Faculty Selection Commission may hold additional competitions for the remaining vacancies for mobility studies subject to the same selection criteria. Terms for submission of applications for the additional competitions shall be published on the University's website.

**VI. MOBILITY FOR STUDIES FUNDING CONDITIONS**

31. According to the *Erasmus*+ programme guide, Erasmus grants are allocated from EU funds, additional funds are allocated from the budget of the Republic of Lithuania or solely from EU structural funds. The grant sizes are set and approved by the European Commission for the entire period of the Erasmus+ programme for individual host country groups. Erasmus grant sizes are presented in Table 2.

Table 2. Grants provided for Erasmus students from Lithuania's higher education institutions:

|  |  |  |
| --- | --- | --- |
| **Country group** | **Countries** | **Grant EUR/month** |
| 1.  | Ireland, Austria, Denmark, Italy, the United Kingdom, Liechtenstein, Norway, France, Finland, Sweden | 500 |
| 2. | Belgium, Czech Republic, Greece, Iceland, Spain, Croatia, Cyprus, Luxembourg, the Netherlands, Portugal, Slovenia, Turkey, Germany | 400 |
| 3. | Bulgaria, Estonia, Latvia, Poland, Macedonia, Malta, Romania, Slovakia, Hungary | 300 |
| 4.  | Partner Countries\*\* | 650 |

\* Students who meet the criteria set by the *Erasmus*+ programme for socially disadvantaged students are additionally allocated a 200 EUR/month grant on submission of corresponding documentary evidence.

\*\* Students who pursue Erasmus studies in Partner Countries are allocated additional allowances to compensate their traveling expenses from Vilnius to the chosen university in a Partner Country, calculated using the distance calculator of the European Commission <http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm> .

32. Erasmus grants are provided to compensate additional mobility expenses, i.e. traveling and insurance expenses, foreign language learning costs (if necessary) and higher living expenses in a foreign country. Erasmus grants are not provided to reimburse all expenses during studies abroad.

33. *Erasmus*+ Mobility for Studies is also open to students who agree to a “zero-grant”, i.e. are ready to cover their traveling expenses and living costs personally. Having successfully passed the selection procedure, such students acquire the status of a “zero-grant” MRU Erasmus student.

34. Erasmus students with disabilities or special needs are entitled to apply for an additional grant. To acquire the aforementioned grant, an applicant selected for Erasmus Mobility for Studies has to submit a corresponding application approved by an *Erasmus+* institutional coordinator to the Education Exchanges Support Foundation no later than 1 month before the beginning of their studies abroad. The grant will be allocated by the decision of the Education Exchanges Support Foundation. On completion of the Erasmus mobility course, the student who was allocated the grant to cover additional needs has to produce a statement of expenditure along with its supporting documents.

35. MRU Erasmus students have to sign *Erasmus*+ study contracts before the beginning of their mobility studies.

36. Prior to entering into *Erasmus*+ study contracts, students who are not funded by the state have to pay their tuition fees for the forthcoming semester and settle all other financial debts to Mykolas Romeris University.

37. University's incentive scholarships for excellent academic performance or other scholarships granted to MRU Erasmus students shall continue to be paid during the full period of their studies abroad.

38. Erasmus students may apply to the Lithuanian State Studies Foundation for a loan to fully or partially finance their studies abroad. Information regarding lending conditions is available online at: <http://www.vsf.lt/>

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1. In exceptional cases, the Faculty Selection Commission may allow students with the language level one grade lower than required to apply for mobility studies and such students may be selected if the applicant is likely to achieve the required language level by the moment the financial agreement is signed. [↑](#footnote-ref-1)
2. level B1 is converted into 1 point, level B2 into 2 points, and level C1 or C2 into 3 points of the competitive score. [↑](#footnote-ref-2)