

DESCRIPTION OF THE PROCEDURE FOR THE ORGANISATION OF OUTGOING MOBILITY FOR STUDENTS OF MYKOLAS ROMERIS UNIVERSITY FOR LEARNING PURPOSES

I. GENERAL PROVISIONS

1. The Description of the Procedure for the Organisation of Outgoing Mobility for Learning Purposes of Mykolas Romeris University (hereinafter referred to as the University) (hereinafter referred to as the Description) establishes the procedure for the organisation and implementation of the outgoing mobility, the requirements for applicants, the selection criteria, the grant awarding and the requirements and procedures of the mobility payment.

2. The description applies to students participating in mobility under the first key action of the Erasmus+ programme "Mobility of Individuals for Learning Purposes" (hereinafter referred to as "Erasmus+"), NordPlus Higher Education (hereinafter referred to as "NordPlus"), and the University's bilateral co-operation agreements with foreign higher education institutions, Švietimo mainų paramos fondo (hereinafter referred to as ŠMPF) and other programmes and projects administered by the Education Exchange Support Foundation (hereinafter referred to as National Programmes) and other programmes and projects in which the University participates, and which provide for the outward mobility of students for the purposes of part-time studies, mixed intensive programmes, outward mobility of students for the purposes of internships (educational practice) (hereinafter referred to as International Programmes and Projects).

3. The description has been prepared in accordance with the Erasmus+ Programme Handbook (hereinafter – Erasmus+ Handbook), the Erasmus Charter for Higher Education (hereinafter – ECHE), the NordPlus Programme Handbook, the Guidelines for the Implementation of the Erasmus+ Strategy for Inclusion and Diversity, the Erasmus+ Guidelines for the Administration and Financial Management of Mobility Projects for Disadvantaged Persons in Higher Education, the grant agreements concluded between the University and the Education Exchange Support Foundation (ŠMPF) for the implementation of mobility projects, bilateral agreements of the University, and the current version of the procedure for the use of state budget funds allocated to research and study institutions of the Republic of Lithuania for the implementation of international exchange programmes, as approved by the Order of the Minister of Education, Science and Sport of the Republic of Lithuania.

4. If there are any contradictions between this Description and the Erasmus+ Programme Guide and other documents on the basis of which the Description has been prepared or the legal acts of the Republic of Lithuania, the latter requirements shall apply.

International programmes and projects may provide for specific conditions for the implementation and execution of student mobility.

5. The outgoing mobility of the University's students under the International Programmes and Projects shall be implemented in accordance with the principles of openness, transparency, inclusiveness and diversity, equal opportunities and sustainability, civic engagement and promotion of digital transformation.

6. For the purposes of this Schedule:

6.1. Participant - a student of the University who has been selected to participate in an International Programme or Project in accordance with the procedures set out in this Regulations.

6.2. "Blended Intensive Programme" (hereinafter referred to as "BIP") means a short-term learning programme with a virtual study component, enabling learners to work together in a virtual environment, and a short period of physical mobility abroad, implemented by at least three higher education institutions located in at least three foreign countries.

6.3 Student mobility for study purposes is an activity of an International Programme or project which sends students of the University to another foreign country for a specified period of time to study or to study and undertake an integrated internship on a permanent basis in a host higher education and training institution with which the University has signed a bilateral interinstitutional agreement.

6.4 Student mobility for the purpose of a traineeship (educational placement) shall mean an activity of an International Programme or project whereby students and/or graduates of the University are sent to a foreign country for a specified period of time to undertake a full-time educational placement of a fixed duration in the form of a physical or mixed mobility in a placement site appropriate to the programme of study. Attendance at lectures at a higher education and training institution shall not be considered as a traineeship (educational placement).

6.5. Blended mobility - outgoing mobility of students of any duration, where a period of study or a traineeship/work placement abroad is combined with a physical mobility and a virtual component.

6.6. 'Short-term mixed mobility' means a physical mobility of between 5 and 30 days with a compulsory virtual activity component, for a study or traineeship/work placement or for participation in a CPD. A minimum of 3 ECTS credits must be awarded for the combined short-term mobility activity for study purposes.

6.7 Mobility Grant means the financial support provided by the University to the Participant for mobility activities within the framework of International Programmes and Projects implemented by the University.

6.8 "Mobility Grant Agreement" means an agreement between the University and the Participant concerning the financial support for mobility. In the case of mobility activities under the Erasmus+ programme, the Grant Agreement shall also be concluded for zero-grant or for part of the mobility period.

6.9. A participant with fewer opportunities - these groups include a student of the University who meets the priorities for the development of the social dimension of higher

education and who would not be able to benefit effectively from the Erasmus+ programme without additional support:

6.9.1. students from socially disadvantaged groups, i.e. those who meet at least one of the criteria for a social grant according to the requirements of the State Study Fund,

6.9.2. students who have and are raising a minor child(ren) under the age of 12;

6.9.3. students with refugee, temporary protection or subsidiary protection status, or students coming from a country under martial law or a state of emergency as a result of an ongoing armed conflict;

6.9.4. persons with special needs arising from disability, developmental or other impairments affecting the learning process, for whom individual needs have been identified and who are going on physical or combined mobility;

6.9.5. applicants over 30 years of age - students of the University who are seeking to obtain their first higher education qualification, or to obtain their first higher education qualification, and who were aged 30 years or over at the time of entry.

6.10. eco-friendly (green) travel is travel by environmentally friendly transport, the majority of which is by low-carbon vehicles (e.g. buses or trains, or by car when used by two or more participants in the University mobility). Travelling by boat or plane, irrespective of the fuel they use, is not considered to be an environmentally friendly means of travel. In the case of multiple means of travel, a trip is considered to be environmentally friendly if the main means of travel (i.e. the majority of the trip) is environmentally friendly.

6.11. Inclusion support is an additional individual grant, calculated on the basis of actual costs incurred, for disadvantaged participants with physical, mental or other disabilities.

6.12. 'Long-term physical mobility' means the physical mobility of a student for learning purposes for a period of 2 months (60 days) or longer.

6.13. Short-term physical mobility - physical mobility of a student for learning purposes for up to 30 days.

6.14. 'Host organisation' means an institution located in a foreign country which hosts a mobility participant for a specified period of time on the basis of a learning or placement agreement.

6.15. Other terms used in this Regulation correspond to those used in other legal acts.

II. COORDINATION AND ADMINISTRATION OF OUTGOING STUDENT MOBILITY

7. The mobility of participants for learning purposes under International Programmes and Projects at the University is administered by the International Office.

8. The International Office:

8.1. Organizes and announces calls for student selection for learning mobility under the Erasmus+ programme and other International Programmes or projects, if specified in their special conditions;

8.2. Receives applications from candidates participating in the selection process;

8.3. Informs about the results of the selection process;

8.4. Receives students' documents for the formalization of learning mobility;

8.5. Prepares draft Rector's orders for sending students abroad under International

- Programmes and Projects;
- 8.6. Prepares Grant Agreements and oversees their signing between the Participant and the University;
 - 8.7. Oversees the preparation of mobility participants for the mobility period and the post-mobility reporting;
 - 8.8. Inputs data on the University's mobility participants into the Information Systems of International Programmes and Projects;
 - 8.9. Performs other functions related to the coordination of outgoing mobility.
9. The International Office prepares and submits applications to the ŠMPF for Inclusion Support to cover the Participant's expenses related to illness and/or disability no later than 1 month before the Participant's departure.
 10. By order of the Rector, the Institutional Erasmus+ Programme Coordinator is appointed—a staff member of the Internationality Office responsible for planning, coordinating, and ensuring the administration of grant agreements for mobility projects under the Erasmus+ programme at the University.
 11. The coordination and administration of international mobility and Erasmus+ programme processes at the Faculty level are ensured by the Faculty Academic Coordinator for International Mobility or the Erasmus+ Programme (hereinafter referred to as the Faculty Academic Coordinator), appointed by order of the Rector. This function may be assigned to a staff member in accordance with job regulations.
 12. The Faculty Academic Coordinator advises Faculty students and supervises Participants, organizes the formation and activities of the Student Selection Committee, coordinates the content of Participants' studies or internships (traineeships) before mobility, and ensures the academic recognition of mobility. To carry out the selection process, the Dean of the Faculty appoints a committee of at least three members responsible for conducting the selection of Faculty students for study and traineeship/internship mobility under the International Programmes and Projects implemented by the University.

III. GENERAL REQUIREMENTS FOR OUTGOING STUDENT MOBILITY

13. The mobility of the University's students within the framework of International Programmes and Projects shall be carried out in accordance with the requirements of the relevant International Programme and these Regulations.
14. The mobility of the University's students under the Erasmus+ Programme shall be carried out within the framework of the University's Erasmus+ mobility projects KA131 (i.e. mobility between Erasmus+ Programme Countries) (hereafter referred to as the Programme Countries) and KA171 (i.e. mobility between the Erasmus+ Programme Countries and third countries that are not associated Programme Countries) (hereafter referred to as the Non-Associated Programme Countries). The relevant list of countries is set out in Annex 1 to the Description.
15. Students of the University wishing to go on mobility for study or traineeship (work placement) under the Erasmus+ programme must participate in the relevant selection procedures in accordance with the conditions set out in this Description:
 - 15.1 Students must carry out their physical mobility activities in an organisation in a foreign country. The list of countries shall be made available at the time of the respective selection.

15.2 In organisations located in the student's country of residence/origin, a student may be selected for mobility in exceptional cases where it is not reasonably practicable to undertake mobility in another country. In this case, the student shall provide evidence that he/she has searched for and failed to find a mobility organisation in other countries.

15.3 In case of lack of funds and in the event of several applicants for one grant, the student whose mobility is not in his/her country of origin shall be selected. Other mobility candidates may be selected for mobility with a Nil grant.

15.4 Student mobility for studies shall only be available to higher education and training institutions in Programme Countries and non-associated Programme Countries with which the University has signed inter-institutional agreements and which are open to a defined number of Participants in a given semester, following the publication of a selection of students.

15.5 Student mobility for a traineeship/teaching practice under the Erasmus+ programme is possible in any organisation in a Programme Country or a non-associated Programme Country with the exception of:

15.5.1. the EU institutions and other EU bodies, including the specialized agencies listed on the official EU website (https://europa.eu/european-union/about-eu/institutions-bodies_it);

15.5.2. in organisations managing EU programmes, except where conflicts of interest and double funding can be avoided.

15.6 For student mobility for a traineeship/teaching practice, the University is not required to have an inter-institutional agreement with the Host Organisation. Prior to the start of the student's placement, a Learning Agreement for the placement shall be signed between the University, the Host Organisation and the student.

15.7 Students may receive a Grant for mobility for study and/or practice to the Programme Countries more than once, and for mobility to a Partner Country only once, i.e. the Grant shall not be awarded for a second mobility or for an extension of the first mobility period.

15.8. All periods of mobility of a student under the Erasmus+ programme at the same level of study may not exceed a maximum of 12 months, irrespective of the number of mobility activities and the type of mobility activity. This period shall include all previous Erasmus+/Erasmus Mundus mobilities, regardless of the higher education institution and the time at which the student studied at the same level of studies and undertook the mobility. The duration of the graduate traineeship counts towards the maximum period of 12 months at the same level of study.

15.9 For each period of mobility activity, the student must participate in the relevant selection procedures.

15.10. Students of the University's state-funded studies shall pay their tuition fee to the University during the period of mobility activity.

15.11. During the period of mobility, the Participant shall not be charged tuition fees, registration fees, examination fees or access to laboratory and library facilities by the Host

Organisation, regardless of whether the Participant has received a mobility grant. Charges may apply for the use of additional services at the Host Organisation.

15.12. Students participating in the selections and Participants must have no financial debts to the University.

15.13. Students participating in the selection process and Participants who are not citizens of the Republic of Lithuania must have a valid temporary residence permit (LLG) in the Republic of Lithuania or a valid EU citizen's certificate in the prescribed form, which confirms the student's right of temporary residence in the Republic of Lithuania for the duration of the intended mobility activity.

15.14. Participants selected to travel to another Programme Country or Partner Country may require a visa. It is the participant's responsibility to ensure that the permits required for entry and for the duration of the study or training period (short-stay or long-stay visas or residence permits in the country of the Host Organisation) are obtained prior to the start of the mobility activity.

15.15. Participants undertake to purchase and maintain personal health insurance (European Health Insurance Card or private compulsory insurance for health and medical expenses) valid for the entire period of mobility in the country of the Host Organisation. For the mobility placement, the participant must take out public liability and accident insurance.

16. Where applicable under International Programmes and Projects, additional individual grants shall be awarded to participants with fewer opportunities. The additional individual fixed grant shall be based on the duration of the mobility. The award of a supplementary grant to a Participant with fewer opportunities shall be governed by the Grant Agreement concluded between the University and the Participant. The Participant may apply for an additional grant if he/she has submitted the required documents justifying his/her status at least one month (30 days) before the signature of the Grant Agreement.

IV. ALLOCATION AND PAYMENT OF THE GRANT FOR OUTGOING MOBILITY OF STUDENTS

17. Grants for outgoing student mobility may only be awarded to selected Participants, subject to the availability of funds and in accordance with the financial rules of the relevant International Programme and project.

18. The grant shall be awarded only for the duration of the long-term or short-term physical mobility activity, as determined and approved by the host institution. The grant may also include additional individual support or other benefits, provided that it is based on supporting documents provided by the participant.

19. Grants shall be awarded with the aim of enabling as many participants as possible to take part in the mobility activities:

19.1. for long-term study mobility, for a maximum period of 1 semester, within the timeframe set by the Host Organisation;

19.2. for long-term mobility for a traineeship/internship - for a maximum period of 3 months;

19.3. for long-term mobility for a graduate traineeship - 2 months;

19.4. for short-term mobility, for a maximum of 14 days;

19.5. for short-term mobility for PhD students, between 5 and 30 days;

19.6. additional travel days may be awarded if necessary:

19.6.1. in the case of non-green travel, up to a maximum of 2 days (1 day before and 1 day after the activity), considering the travel distance from the city of the University to the city of the Host Organisation, the days actually used for travel before and after the activity period;

19.6.2. in the case of green travel, for a maximum of 4 days (up to 2 days before and up to 2 days after the activity), considering the travel distance from the city of the University to the city of the Host Organisation, for the days actually used for the travel.

20. In accordance with the financial rules of the relevant international programme or project, additional allowances may be granted (e.g. for travel expenses, for participants with fewer opportunities, inclusion support, etc.).

21. The Grant shall be awarded to the Participant by order of the Rector of the University and, if awarded, shall be disbursed in accordance with the terms and conditions of the Grant Agreement signed between the University and the Participant.

22. The Grant, or part of it, must be returned if the student fails to comply with the terms of the signed Grant Agreement.

23. A University student who has been awarded a University incentive grant for study results or other grants shall also be paid these grants during mobility activities abroad.

24. A participant may not carry out more than one mobility activity at the same time and receive more than one grant.

V. ORGANISING STUDENT MOBILITY FOR STUDY PURPOSES

Requirements for participants:

25. The selection for study mobility under Erasmus+ and other international programmes (hereinafter referred to as "Selection for study mobility") is open to full-time and part-time students of the University of all degree-awarding levels, studying in the second year of Bachelor's degree course or higher, or students of the faculties (or study programmes) indicated in the selection, studying at the time of the selection in the second semester of the first year or higher;

26. The weighted average of all semesters of study results for those participating in the Selection for Mobility and applying to Host Organisations in the Programme Countries shall be at least 7 points, and for those applying to Organisations in non-associated Programme Countries at least 8 points.

27. Students with no academic debt and no more than one academic debt who have confirmed in writing and committed to pay the academic debt before departure (signing of the Grant Agreement) are eligible for selection for study mobility.

28. Candidates for study mobility must have a level of proficiency in a foreign language at least equal to that required by the Host Organisation. In exceptional cases, the Faculty Selection Committee may allow a student with a lower level of foreign language proficiency than required by the Host Organisation to take part in the competition, who confirms in writing and undertakes to reach the required level before departure (signing of the Grant Agreement).

29. If the Host Organisation imposes additional requirements, these must be met by students participating in the Selection for Study Mobility.

30. A student participating in the Selection for Study Mobility must:

30.1. familiarize themselves with the study subjects offered by the Host Organisation (the relevance of the study subjects to their study programme, the possibility of obtaining the required number of ECTS credits in the language of study) and indicate the subjects they intend to take in their application form;

30.2. familiarize themselves with the financial conditions of the relevant international programme or project;

30.3. familiarize themselves with the migratory requirements, accommodation options and conditions in the Host Country and make a responsible assessment of the expected living costs;

30.4. outline and justify their motivation for mobility to study with the Host Organisation.

Calculation of the competition score

31. The following factors are evaluated in the selection process: the results of previous studies, knowledge of the foreign language, compatibility of the study programme with the chosen Host Organisation, motivation to study abroad and the person's ability to solve problems (participation in the university's social activities such as various student organisations, mentors). These criteria are scored.

32. Students are selected for study mobility on the basis of their competition score. The competitive (selection) score is calculated according to the following formula. The competition score consists of:

32.1. the overall weighted average for all semesters (A in the formula for the competition grade). An additional 1 point shall be added for students in joint master's programmes;

32.2. a foreign language proficiency assessment (maximum 3 points) (B in the formula for the competition mark). Students with B1 language proficiency level shall be awarded 1 point, students with B2 language proficiency level shall be awarded 2 points, students with C1 or C2 language proficiency level shall be awarded 3 points in the competition score formula;

32.3. an assessment of the motivation to study abroad (maximum 5 points) (C in the formula for the competition grade);

32.4. active participation in scientific, social, sporting or cultural activities of the visiting exchange students' mentors or MRU students (maximum 1 point) (D in the formula for the competition mark);

32.5. the choice of a study programme offered by a foreign higher education institution and a description of the study programme organisation plan (maximum 1 point) (E in the formula for the competition mark).

Documentation

33. University students wishing to participate in the selection process for study mobility shall log in to the Mobility-Online mobility management system used by the university via their university "My Studies" system, complete and submit an electronic application for study mobility in the prescribed format. Together with the application, the student may submit the following additional documents, which will be evaluated in the Study Mobility Selection process:

33.1. proof of the level of proficiency in the foreign language;

33.2. evidence of active participation in scientific, social, sporting, cultural or other activities of the University's students (certificates of club leaders, recommendations). Lists of active mentors of incoming Erasmus+ and other exchange students are provided by the President of the ESN MRU Vilnius Section of the Erasmus+ Student Network.

34. Incomplete applications and applications submitted without the required attachments are considered as deficient applications. A student who submits a deficient application will not be considered for selection.

Conduct of selection

35. Selection for mobility to study at the university is carried out in two main phases. The first phase is for the selection of students for mobility for the autumn semester of the following academic year, and the second phase is for the spring semester. The selection process and deadlines are published on the university's website.

36. The selection committees of the faculties may:

36.1. organize interviews with candidates;

36.2. recommend to go and be selected to a Host Organisation other than the one chosen by the candidate;

36.3. not select an applicant if the study plan drawn up at the Host Organisation does not correspond to the student's study programme, if the student's motivation is insufficient, if the student's academic or language level is too low or for other reasons indicated by the Faculty Selection Board.

37. The selection committees of the Faculties shall carry out the selection process and draw up the list of students of their Faculty in descending order of the competition score. The list shall include:

37.1. participants who are awarded a mobility grant, subject to the availability of funds for the international programme or project implemented by the University;

37.2. Participants who are not eligible for a grant. These Participants may leave with a "zero grant". Alternatively, these Participants may be considered to be on a reserve list

and would be awarded a mobility grant in the event of another participant declining or becoming ineligible for a grant.

37.3. unselected students of the Faculty.

38. Students who have been selected for study mobility shall be informed of the outcome of the selection process in accordance with the requirements of the relevant international programme or project. The student shall have the right to seek clarification of the selection results from the selection committee of the Faculty in which he/she is studying within three calendar days from the date of notification of the selection results.

39. The summary of the list of participants may be approved by order of the rector of the university.

40. The International Office shall organize information seminars for the selected participants to prepare them for studying abroad. The venue and timing of the seminars shall be published on the University's website and shall be communicated by e-mail to each student selected for mobility for study purposes.

Completion of the departure documents for selected participants to the Host Organisation

41. Within 3 calendar days from the date of notification of the selection results, the selected Participants must confirm their acceptance of the selection results. If the Participant agrees, the International Office will nominate the Participant to the Host Organisation.

42. The Host Organisation has the right to refuse to accept a nominated Participant. In this case, the participant may not travel to this Host Organisation. The participant may be offered another suitable Host Organisation.

43. The Participant shall submit the documents required by the Host Organisation in accordance with the deadlines and procedures established by the Host Organisation. In the event of late submission of documents, the Host Organisation shall have the right to refuse to accept the participant. In such a case, participation in the International Programme or Project shall be terminated.

44. The Participant, together with the Faculty Academic Coordinator and the Host Organisation, shall coordinate the subjects to be studied at the Host Organisation, and accordingly prepare and formalize a tripartite Learning Agreement for Studies. The Learning Agreement for Studies signed by all three parties is a mandatory part of the Study Mobility Grant Agreement.

45. 30 calendar days before the start of the study mobility in the Host Organisation, the participant must submit to the International Office the documents for the formalization of the departure to the international programme or project.

46. Within 10 working days of the submission of the documents, the International Office shall formalize the departure for the international programme or project, draw up the Grant Agreement and supervise its signature.

47. The Grant shall be disbursed in accordance with the terms and conditions of the Grant Agreement signed between the University and the participant.

48. Any modification of the Grant Agreement concluded between the University and the Participant must be agreed and formalized in writing in advance.

49. Participants who refuse to go on mobility for the purpose of study or traineeship must inform the academic coordinator of the faculty and the International Office in writing without delay, at least 2 months before the mobility is due to start. Failure to inform in time, or refusal to undertake mobility for study or placement purposes without a valid reason, may result in the student's next application for selection for mobility under the International Programmes and Projects being considered as deficient.

Participant's accountability at the end of the period of mobility for study purposes and academic recognition

50. Students who have gone on mobility for the purpose of study for part-time studies must report to the foreign host organisation and obtain confirmation of the period of the mobility activity and a Transcript of Records (Transcript of Records) with the credits and grades obtained.

51. Students returning from mobility for the purpose of study must submit to the International Office the documents constituting the Final Report and specified in the Grant Agreement within the timeframe specified in the Grant Agreement.

52. Successful completion of partial studies abroad under an agreed Learning Agreement shall be counted towards studies at the University without restriction. For those who have partially completed the Learning Agreement for partial studies or who have not completed the programme agreed in the Learning Agreement, the relevant provisions of the University's Study Regulations shall apply.

VI. ORGANISATION OF STUDENT MOBILITY FOR STUDY PURPOSES IN A MIXED INTENSIVE PROGRAMME

53. The call for selection for mobility in a BIP shall be made public, specifying the conditions for the selection of the specific BIP and the requirements for applicants. The selection of University students shall be carried out by the selection board of the Faculty concerned.

54. The requirements for participants (except for point 26.), the calculation of the Competition Score, the submission of documents, the selection process, the completion of the departure documents for the selected participants to the host organisation, the participant's settlement at the end of the BIP and the academic recognition shall be carried out in the same way as set out in Chapter IV.

VII. ORGANISING STUDENT MOBILITY FOR TRAINEESHIPS (EDUCATIONAL PLACEMENTS)

55. Candidates shall be selected for mobility for traineeship/internship purposes by means of a joint selection or by individual selection when the traineeship/internship activity is

organised on dates other than the dates set for the joint selection. The dates of the common selection rounds are published on the Erasmus+ website of the University in the section dedicated to international placements. In the case of individual selection, all the requirements set out in this section apply, but the candidate must submit his/her application form, confirmation of acceptance and the Learning Agreement for Traineeship at least 7 working days before the start of the traineeship (educational placement).

Requirements for participants:

56. Mobility for traineeship mobility is open to full-time and part-time students of the University in all courses, at all levels of degree, and to students in their final semester of study whose traineeship will take place after the completion of their studies at the University (graduate traineeship).

57. Final semester students wishing to undertake a graduate traineeship must apply for the Selection for Mobility for Traineeship (Teaching Practice) and be selected by the University graduation date. Graduates must start their traineeships abroad after the end of their studies and complete them no later than 12 months after graduation.

58. Candidates for mobility for the purpose of a traineeship/internship must not have interrupted or suspended their studies at the time of application, selection and completion of the traineeship/internship, with the exception of a graduate traineeship after successful completion of their studies.

59. Students whose study programmes include a traineeship/internship, who have completed a traineeship/internship as provided for in their study programmes and whose study programme does not include a traineeship/internship are eligible for selection for mobility for traineeship/internship purposes. The Faculty Selection Committee has the right to select a student who has not yet completed a traineeship (internship) in the study programme. Traineeships (except in the case of graduate traineeships) shall be included in the Diploma Supplement either as a traineeship or as an additional subject of study with ECTS credits.

Structure of the competition grade

60. The following criteria are evaluated in the selection process for mobility for the purpose of the traineeship/internship: results of previous studies, foreign language skills, compatibility of the content of the placement with the study programme of the host organisation, motivation to undertake a traineeship/internship abroad and the person's ability to deal with the problems that arise (participation in the social activities of the university - various student organisations, mentors). These criteria are evaluated by points.

61. The competition (selection) score is calculated according to the following formula: competition (selection) score = A+B+C+D+E. The competition score is composed of:

61.1. the overall weighted average of all semesters, the overall average of the grades of the study results (not less than 6.5 points) (A in the formula for the composition of the competition grade);

61.2. an assessment of knowledge of a foreign language (sufficient knowledge of a foreign language to communicate and carry out a traineeship/internship in a foreign language (B in the formula for the competition mark);

61.3. an assessment of the motivation to study abroad (maximum 5 points) (C in the formula for the competition mark);

61.4. active participation in scientific, social, sporting or cultural activities of the visiting Erasmus+ students' mentors or MRU students (maximum 1 point) (maximum D in the formula for the competition mark);

61.5. possession of an approved traineeship/internship placement abroad in a suitable organisation (see point 14.5.) appropriate to the field of study (maximum 1 point) (E in the formula for the competition mark).

62. Students participating in the selection process but without confirmation of their internship/training placement are obliged to submit the confirmation within the timeframe set by the Faculty Selection Committee. These candidates may only be selected for the reserve list, from which they will be transferred to the list of selected students only after they have submitted the confirmation of the placement (teaching practice). The Faculty Selection Board has the right to select a student who has confirmation of the placement. The free form of the placement confirmation is published on the Erasmus+ website in the section dedicated to international placements.

63. A student participating in the selection process for Erasmus+ mobility for the purpose of a traineeship (educational placement) must:

63.1. independently find an internship/training placement abroad in a suitable organisation that corresponds to their field of study (see point 14.5);

63.2. familiarize themselves with the funding conditions of the international programme or project;

63.3. familiarize themselves with the entry and legal stay requirements, accommodation options and conditions, and make a responsible assessment of the expected cost of living in the country of the chosen institution;

63.4. justify their motivation to undertake a traineeship/internship abroad with the host organisation.

Procedure for submitting selection documents

64. A University student wishing to participate in the selection process for mobility for traineeship (educational practice) purposes shall log in to his/her University's study book and fill in the electronic application form for mobility for traineeship (educational practice) purposes.

65. The student may submit the following additional documents together with the application, which will be assessed during the selection process for mobility for the purpose of the traineeship/teaching practice:

65.1. a copy of the foreign language assessment document (applicable if there is no language assessment for the foreign language examinations taken at the University);

65.2. a copy of the temporary residence permit for the Republic of Lithuania for the entire period of the mobility (for non-citizens of the Republic of Lithuania).

65.3. documents proving active participation in scientific, social, sports, cultural or other activities of the University students (certificates from the heads of clubs, recommendations).

66. If the application is incompletely filled in and the application is submitted without the necessary attachments, and if the student does not meet the requirements for applicants set out in these regulations, the application shall be deemed to be defective. A student who submits an inadequate application shall not be considered for selection.

Conduct of selection

67. The procedure and deadlines for selection are published on the University's website.

68. Faculty selection boards shall conduct the selection process:

68.1. may organize interviews with candidates;

68.2. may recommend a change of institution or a mobility for a traineeship/internship period other than that chosen by the candidate;

68.3. may not select an applicant if the organisation or the traineeship/internship plan drawn up at the host organisation does not correspond to the student's programme of study, if the motivation is insufficient or if the academic requirements for the language proficiency level are too low, or if other reasons are indicated by the Faculty Selection Board.

69. The selection boards of the faculties shall carry out the selection process and draw up the list of students of their faculty in descending order of the competition score. The list shall include:

69.1. participants for whom a mobility grant is awarded, subject to the availability of funds for the international programme or project implemented by the University;

69.2. Participants who do not receive a grant. These participants may leave with a "zero grant". Alternatively, these Participants may be considered to be on a reserve list and would be awarded a mobility grant for the purpose of the traineeship in the event that the grant is refused or forfeited by another Participant.

69.3. unselected students of the Faculty.

70. Students who have been selected for mobility for a traineeship/internship will be informed of the results of the selection process in accordance with the requirements of the relevant International Programme and project. The student has the right to seek clarification of the selection results from the Selection Committee of the Faculty in which he/she is studying within three calendar days from the date of notification of the selection results.

71. The International Office shall organize information seminars for the selected participants to prepare them for their traineeship (study practice) abroad. The place and time of the seminars shall be published on the University's website and shall be

communicated by e-mail to each student selected for mobility for the purpose of the placement.

Completion of the departure documents for the selected participants to the foreign placement organisation

72. Within 1 calendar day from the date of publication of the results, selected students must, if they accept the results of the competition.

73. The Learning Agreement for the traineeship is a binding annex to the Grant Agreement for the mobility of the traineeship/teaching practice. The Participant shall agree with the Academic Coordinator of the Faculty the traineeship/teaching practice programme to be undertaken abroad and draw up and approve the Learning Agreement for the placement. The International Office will only accept a Learning Agreement for Internship that has been agreed with the Faculty Academic Coordinator and approved by the host organisation.

74. Participants selected through the joint selection process must submit documents to the International Office for the departure formalization of the mobility placement 20 calendar days before the start of the mobility traineeship/internship at the Host Organisation. Participants selected on an individual basis must submit their departure documents to the Intercultural Service at least 7 calendar days before the start of the mobility placement in the Host Organisation.

75. Within 10 working days of the submission of the documents, the International Office shall formalize the departure for the traineeship/internship, draw up the Grant Agreement and supervise its signature.

76. The Grant shall be disbursed in accordance with the terms and conditions of the Grant Agreement signed between the University and the participant.

77. Any modification of the Grant Agreement concluded between the University and the Participant must be agreed and formalized in writing in advance.

Recognition of the participant's mobility for the purposes of the traineeship at the end of the mobility period

78. Participants who go on mobility for the purpose of a traineeship (educational placement) must report to the foreign host institution for the traineeship (educational placement) completed and receive confirmation of the period of the mobility activity as well as a certificate with the learning outcomes (Learning agreement for traineeship "After mobility" part) - the credits obtained and the assessment of the traineeship (educational placement).

79. Participants returning from mobility for the purpose of a traineeship/internship are required to submit to the International Office the documents constituting the Final Report within the timeframe stipulated in the Grant Agreement.

80. Successful completion of a traineeship (educational placement) abroad in accordance with an agreed Learning Agreement shall be counted without restriction for the purposes of the placement at the University. For internships that have partially fulfilled the Learning Agreement or that have not fulfilled the programme agreed in the Learning Agreement, the relevant provisions of the University's Student Regulations shall apply.

VIII. DISPUTE RESOLUTION PROCEDURES

81. In the event of disputes concerning the crediting of learning mobility results, they shall be settled in accordance with the dispute resolution procedures laid down in the University Statutes.

IX. FINAL PROVISIONS

82. Students of the University shall be liable for incorrect submission of data confirming the costs incurred during the mobility or other information related to the mobility in accordance with the procedure laid down by laws and other legal acts.

83. Documents and data relating to individual participants shall be confidential and shall be used only to the extent necessary for the responsible persons to carry out their functions. The processing of personal data shall be subject to the rules of the General Data Protection Regulation (EU) 2016/679, the Law on Legal Protection of Personal Data of the Republic of Lithuania, the University's policy on the processing of personal data at the University, and other laws and legal acts regulating the processing of personal data, the protection of personal data, and the free movement of such data.

84. This Procedure shall be approved, amended and declared invalid by an order of the Rector of the University.

LIST OF MEMBER STATES OF THE EUROPEAN UNION AND ASSOCIATED PROGRAMME COUNTRIES

The list of EU Member States and Programme Associated Third Countries and Third Countries that are not Programme Associated Countries can be found in the section "Eligible Countries" in Part A "General Information on Erasmus+" of the Erasmus+ Manual for the relevant grant year (<https://erasmus-plus.ec.europa.eu/lt/programme-guide/part-a/eligible-countries>).

	Host country
Group 1 Countries with the highest cost of living	Ireland, Denmark, Iceland, Liechtenstein, Luxembourg, Norway, Finland, Sweden Third countries that are not Associated Countries of the Programme from Region 14
Group 2 Countries with average cost of living	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain Third countries that are not Associated Countries of the Programme, from Region 13
Group 3 Countries with the lowest cost of living	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, North Macedonia, Turkey

Eligible countries

EU Member States participate fully in all Erasmus+ actions. In addition, these third countries are Associated Countries of the Programme in accordance with Article 19 of the Erasmus+ Regulation:

- Members of the European Free Trade Association (EFTA) who are members of the European Economic Area (EEA): Norway, Iceland and Liechtenstein;
- the acceding, candidate and potential candidate countries: the Republic of North Macedonia, the Republic of Turkey and the Republic of Serbia.

The EU Member States and the above-mentioned Associated Third Countries of the Programme are hereinafter referred to as EU Member States and Associated Third Countries of the Programme.

In addition, in accordance with Article 20 of the Regulation, legal entities from non-associated third countries of the Programme (hereinafter referred to as 'non-associated third countries') may also be eligible for participation in Erasmus+ actions in duly justified cases and in the interests of the Union.

EU Member States and Associated Third Countries of the Programme.

The following countries are eligible for full participation in all Erasmus+ actions:

Member States of the European Union (EU)¹

Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Sweden.

Associated third countries²

- North Macedonia
- Serbia
- Iceland
- Liechtenstein
- Norway
- Turkey

Third countries that are not Associated States of the Programme.

The following countries may participate in certain actions of the Programme if they meet specific criteria or conditions (for the exact list of eligible countries for each specific action, please refer to Part B of this Guide). Funding will be granted to organisations in territories recognized by international law in the countries concerned. Funding must respect any restrictions imposed by the European Council on EU external assistance. Applications must be in line with the EU's common values, such as respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities, as provided for in Article 2 of the Treaty on European Union.

The following third countries, which are not Associated Countries of the Programme, are grouped under the EU's external action instruments: The Neighborhood, Development and International Cooperation Instrument for Global Europe (NDICI Global Europe)³ and the Instrument for Pre-Accession Assistance (IPA III)⁴.

Western Balkans (Region 1)

Albania, Bosnia and Herzegovina, Kosovo⁵, Montenegro

Eastern Neighbor countries (Region 2)

Armenia, Azerbaijan, Belarus⁶, Georgia, Moldova, internationally recognized territory of Ukraine

Southern Mediterranean countries (Region 3)

Algeria, Egypt, Israel⁷, Jordan, Lebanon, Libya, Morocco, Palestine⁸, Syria⁹, Tunisia

Russian Federation (Region 4)

Territory of Russia recognized under international law

Region 5 Asia¹⁰

- Bangladesh, Bhutan, Cambodia, China, Democratic People's Republic of Korea, India, Indonesia, Lao PDR, Malaysia, Maldives, Myanmar, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, Vietnam
- High Income Countries and Territories¹¹ : Brunei, Hong Kong, Japan, Korea, Macao, Singapore and Taiwan

Region 6 Central Asia¹²

Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan

Region 7 Middle East

- Iraq, Iran, Yemen
- High income countries: Bahrain, United Arab Emirates, Qatar, Kuwait, Oman, Saudi Arabia

Region 8 Pacific Region¹³

- Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, New Zealand, Nauru, Palau, Papua New Guinea, Samoa, Solomon Islands, East Timor, Tonga, Tuvalu, Vanuatu
- High income countries: Australia, New Zealand

Region 9 Sub-Saharan Africa¹⁴ [ft/]Key third countries for migration that are not Associated Programme Countries: Burkina Faso, Burundi, Côte d'Ivoire, Ethiopia, Gambia, Gambia, Ivory Coast, Guinea, Mali, Mauritania, Niger, Nigeria, Senegal, South Africa, South Sudan, Sudan

Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Congo, Democratic Republic of the Congo, Cote d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eritrea, Equatorial Guinea, Eswatini, Ethiopia, Gabon, Gambia, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe.

Region 10 Latin America

Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela

Region 11 Caribbean Region¹⁵

Antigua and Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago

Region 12 USA and Canada

United States of America, Canada

The following third countries, which are not Associated States of the Programme, are exempted from the external action measures.

Region 13

Andorra, Monaco, San Marino, Vatican City State

Region 14

Faroe Islands, Switzerland, United Kingdom

For more information, please refer to the detailed description of the Programme actions in Part B of this Erasmus+ Handbook.
