APPROVED BY

Order No. A-268 of Rector of Kaunas University of Technology of 25 May 2018

**GUIDELINES FOR THE ORGANISATION OF PARTIAL STUDIES UNDER THE BILATERAL AGREEMENTS AND THE AWARD OF MOBILITY SCHOLARSHIPS AT KAUNAS UNIVERSITY OF TECHNOLOGY**

**CHAPTER I**

**GENERAL PROVISIONS**

1. The Guidelines for the Organisation of Partial Studies under the Bilateral Agreements and the Award of Mobility Scholarships (hereinafter – Guidelines) at Kaunas University of Technology regulate the provisions for the organisation and financing of studies for the students of Kaunas University of Technology (hereinafter – University) who departure for partial studies at the partner institutions under the bilateral agreements, the selection criteria and the organisation procedure, the procedure for the award and payment of the student mobility scholarships (hereinafter – scholarships), the settlement of students and the inclusion of results, stipulates the rights and the obligations of the students participating in student exchange programmes.
2. The Guidelines are published on the University’s website.

**CHAPTER II**

**KEY CONCEPTS**

1. **Partial studies under the bilateral agreements –** one-semester or two-semester studies at the foreign higher education institutionthat has signed a bilateral agreement with the University.
2. **Mobility scholarship** – a scholarship in the amount set out by the Vice-Rector for Studies under the provisions of the Guidelines awarded to the University’s student of partial studies. A scholarship is awarded as additional support to cover the travel, insurance and subsistence expenses in the host country.
3. **Partner institution –** a foreign higher education institution that has signed a bilateral agreement on partial studies with the University.
4. **Inter-institutional bilateral agreement –** an agreement between the University and the partner institution stipulating the flows of exchange students, the type of studies, the areas and the duration of studies and other information.

**CHAPTER III**

**PROVISIONS FOR THE ORGANISATION AND FINANCING OF PARTIAL STUDIES UNDER THE BILATERAL AGREEMENTS**

1. All the Bachelor’s, Master’s and Doctoral students of full-time and part-time studies can participate in the selection. The students of the first year and the last semester of the last year of studies cannot participate in the exchange programme.
2. The foreign citizens who meet the requirements specified in paragraph 7 have to have a fixed-period residence permit or a residence permit for their residence in the Republic of Lithuania.
3. The partial studies are only available at the foreign higher education institutionsthat have signed a bilateral agreement with the University.
4. The exchange studies are financed by the University’s funds allocated for the development of international relations. The amounts of financial support are stipulated by the decree of the Vice-Rector for Studies.
5. The financing is allocated for one calendar year. When the financing for a calendar year is used, the additional candidates meeting all the selection criteria can be offered the partial studies without a Scholarship. They can receive another type of scholarship for the expenses of their exchange studies awarded not by the University, but, for example, by the ministry, the higher education institutions or the public authorities.
6. The financial support is allocated in addition to the scholarships awarded by the University or other institutions, i.e., the payment of the national scholarships, contributions and loans is not terminated during the studies abroad. The students also have to pay the usual academic fees to the University and fulfil other provisions stipulated by the student’s learning agreement with the University.

13. A mobility scholarship can be awarded for the maximum period of two semesters.

**CHAPTER IV**

**SUBMISSION OF DOCUMENTS AND ORGANISATION OF SELECTION COMPETITION**

1. The students are selected for partial studies under the procedure of competition.
2. The selection is organised twice per year following the decree of the Vice-Rector for Studies. The main selection for the studies of the next academic year’s autumn semester, spring semester and the entire academic year is announced in March. The additional selection for the vacancies for the current academic year’s spring semester is announced in September. The dates of selections are announced on the University’s website at <http://ktu.edu/erasmus> and in the academic calendar.

16. Minimum selection requirements for the candidates:

16.1. A student’s academic results – 7.5:

16.1.1. A minimum grade point average of the completed semesters for the first cycle students – 7.5. The students who have academic debts cannot participate in the selection;

16.1.2. Minimum academic results of the completed cycles for the second and third cycle students – at least 7.5.

16.2. Good knowledge of the English language (at least B2 level);

16.3. Compatibility of the studies at the foreign higher education institution and the study programme at the University;

16.4. Clear and academically justified motivation for the studies abroad.

17. A student’s competition score is calculated using the following formula: KB = (grade point average \* 0.4) + (foreign language test results \* 0.3) + (motivation \* 0.3).

18. The Selection Commission has a right to set out, publish and apply an individual order of criteria and provisions for the student’s partial studies abroad, as well as other additional criteria during the selection.

19. In case of the competition for a specific place of studies between the candidates who meet the minimum selection criteria and have equal competition score the priority is given to:

19.1. The students who depart for partial studies under the bilateral agreement for the first time;

19.2. The students of full-time studies;

19.3. The students not travelling to the country of their origin;

19.4. The students who know the language of the destination country;

19.5. The students actively participating in the University’s scientific, social and sports activities.

20. A student willing to participate in the selection has to fill in an online registration form and attach the copies of the following documents:

20.1. An academic transcript of the current study cycle including the results of all the examination sessions; for Master’s and Doctoral students – a diploma supplement for the last completed study cycle and the results of the examination sessions of the current study cycle;

20.2. A certificate certifying the knowledge of the foreign language issued by the University within the last 2 years or another valid document proving a linguistic competence (IELTS, TOEFL etc.). The University organises tests before each selection;

20.3. A motivational letter in the English language.

1. The student selection is conducted in two stages:
2. The first stage of selection is conducted simultaneously with the selection for Erasmus+ studies following the Guidelines for the Organisation of Exchange Studies under Erasmus+ Programme approved by the Rector’s order No. A-97 of 17 March 2016. The date and location of the selection meeting are announced on the University’s website at <http://ktu.edu/erasmus> and in the billboards of the faculties.
3. The student’s participation in the meetings of the first stage of selection is mandatory. The applications of the absent candidates are not examined, except when a candidate’s absence is justified and he/she notifies the international relations coordinator of the faculty in advance.
4. In the second stage of selection the Commission for Award of Mobility Scholarships assembled by the order of the Rector examines the applications of the candidates who have passed the first stage of selection.
5. The meeting of the Selection Commission is valid if at least half of the commission members are present.
6. The decision regarding the award of scholarship is made by the majority of the members present in the meeting. If the votes are shared equally, the chairman has a casting vote.
7. The decision of the Selection Commission is documented by a meeting protocol within 5 working days after the meeting; it is signed by the chairman and the secretary of the meeting.
8. Each student participating in the selection competition has a right to submit a reasoned request to the chairman of the Selection Commission regarding the interpretation of the results of the selection competition within 5 working days after the date of the announcement of the results.
9. The chairman of the Selection Commission analyses the motivation of the request within 5 working days and can reject the request by providing a reasoned explanation or repeal the decision and organise a new meeting of the Selection Commission.
10. The final selection results are published on the University’s website at <http://ktu.edu/erasmus>. The students are informed about the further procedures and the documents to be submitted by email within 7 days after the announcement of the selection results. The specialist of the Academic Mobility Office is responsible for the notification of students after the selection.
11. The host institution and the semester of studies can be changed after the selection but before the beginning of the period of studies. In these individual cases, the decision regarding the change of the host institution is made by a collegial decision of the international relations coordinator and the specialist of the Academic Mobility Office.
12. If a student decides not to go to the studies abroad, he/she has to notify the international relations coordinator of the faculty and the specialist of the Academic Mobility Office immediately.

**CHAPTER V**

**ORGANISATION AND IMPLEMENTATION OF THE ACTIVITIES OF PARTIAL STUDIES BEFORE THE DEPARTURE**

1. After the confirmation of the lists of the leaving exchange students and the host institutions, the students are nominated at the partner institutions. The specialist of the Academic Mobility Office is responsible for the nomination of students.
2. The nominated students register at the host institutions following their requirements and submit the required documents (a registration form, a study plan, a document certifying the knowledge of the foreign language and other documents additionally required by the host institution).
3. A student has to prepare and coordinate a study plan with the international relations coordinator of the faculty and the representative of the host institution. The international relations coordinator of the faculty, in cooperation with the head of study programmes, identifies whether the scheduled study modules comply with the student’s study programme and there are no overlaps with the completed modules, whether they cover the period of studies at the University corresponding to the period of studies abroad; the choices are corrected if needed. The coordinated study plan is laid out in the plan of partial studies which is signed by a student and the head of study programmes. The changes in the study plan can be made within one month after the beginning of studies; the international relations coordinator of the faculty has to be notified about the changes and a student has to get the faculty’s consent for the changes in study modules.
4. After the receipt of the positive response from the chosen higher education institution and the invitation documents, a student submits a request to leave to the international relations coordinator of the faculty. Based on this request, the decree on the departure for partial studies is issued in the Academic Information System and signed by the Dean of the faculty.
5. A financial agreement is signed with the student; it stipulates the financing period and the amount of support. The agreement is signed by the student, the Head of the International Relations Department and the specialist of the Academic Mobility Office. The agreement comes into force when it is signed by the last contractual party.
6. All the documents related to the departure under the bilateral agreements (an invitation letter, a plan of partial studies, a copy of health insurance), except for the financial agreement, can be scanned and emailed unless the host institution requires otherwise. All the copies of the documents have to be submitted to the Academic Mobility Office of the University.

**CHAPTER VI**

**PAYMENT FOR THE ACTIVITIES OF PARTIAL STUDIES**

1. The support for exchange studies under the bilateral agreements is allocated by the decree of the Vice-Rector for Studies after a student signs a financing agreement.
2. The amount for the mobility period is calculated by multiplying the months of mobility period and the amount of scholarship awarded to the host country. If the month is incomplete, the financial support is calculated by multiplying the days of the incomplete month and 1/30 of the monthly amount.
3. The support is paid to the students in two stages:

41.1. The advance payment equal to 90% of the calculated amount is transferred to the student’s personal bank account within 30 calendar days after the date when the agreement is signed by both parties at the latest. If a student fails to submit the supporting documents on time, the advance payment can be paid later;

41.2 The outstanding financial support equal to 10% of the calculated amount is paid to a student within 45 calendar days after the student’s return and the submission of the documents supporting the completed studies (a certificate on the period of studies, an academic transcript).

1. If a confirmed mobility period is shorter than the period specified in the financial agreement by more than 14 days, the student’s scholarship is recalculated and paid according to the period of studies confirmed by the certificate. A student has to refund a part of financial support for the period excluded from the confirmation of the host institution, if a part of the scholarship paid to a student exceeds the amount of financial support recalculated according to the confirmed period of studies.
2. If a confirmed mobility period exceeds the period specified in the financial agreement, the University can amend the provisions of the financial agreement made with a student and allocate the support for additional days taking into consideration a longer period if the institution has the unused funds for the activities of partial studies.
3. The financial support or part thereof has to be refunded if a student fails to follow the provisions of the financial agreement. If the agreement is terminated prematurely, a student has to refund the paid amount of the scholarship. However, if a student cannot conduct the mobility activities due to force majeure circumstances, he/she has to submit the supporting documents and has a right to receive the amount of the scholarship corresponding to the actual duration of the mobility period. The outstanding funds have to be refunded. A student can submit an appeal to the chairman of the Commission for Award of Mobility Scholarships. The decision in each individual case is made by the Commission for Award of Mobility Scholarships.

**CHAPTER VII**

**SETTLEMENT AND INCLUSION OF THE RESULTS AFTER THE EXCHANGE STUDIES**

1. The results of partial studies are recognised following the Guidelines for the Inclusion of Study Results of the University.
2. After the return from partial studies at the foreign higher education institution, a student has to submit the following documents to the Academic Mobility Office within 30 days after the end of partial studies:
	1. A certificate confirming the period of studies signed by the host institution (original);
	2. A copy of the academic transcript stating the completed and assessed study subjects and their evaluation.
3. After the return from partial studies at the foreign higher education institution, a student has to submit the following documents to the faculty within 30 days after the end of partial studies:
	1. A copy of the certificate confirming the period of studies signed by the host institution;
	2. An academic transcript stating the completed and assessed study subjects and their evaluation.
	3. A request to resume the student’s studies.
4. The study results are recognised following the Guidelines for the Inclusion of Study Results of the University if there are no identified violations of the agreement requirements regarding the studied subjects, the agreement on the change of subjects has been made and approved by the international relations coordinator of the faculty.

**CHAPTER VIII**

**FINAL PROVISIONS**

1. These Guidelines are not applied to the students acting under the European Union Erasmus + programme and receiving Erasmus + mobility scholarship for studies.
2. The forms of the required documents are provided on the University website at <http://ktu.edu/erasmus>.
3. The Guidelines are amended, supplemented or repealed by the order of the University’s Rector.

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