APPROVED BY

Order No. A-129 of the Rector of

Kaunas University of Technology of

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**GUIDELINES FOR ORGANISATION OF "ERASMUS+" TRAINEESHIP FOR STUDENTS AND GRADUATES OF KAUNAS UNIVERSITY OF TECHNOLOGY**

**CHAPTER I**

**GENERAL PROVISIONS**

1. Guidelines for Organisation of "Erasmus+" Traineeship for Students and Graduates (hereinafter – Guidelines) regulate the procedures for organisation of "Erasmus+" traineeship at Kaunas University of Technology (hereinafter – University), establish rights and obligations of the organisers, students and graduates, who are sent to traineeship.
2. Guidelines are prepared in accordance with Guidelines for Placement of Kaunas University of Technology, "Erasmus" Charter for Higher Education 2014-2020, Guidelines for Use of State Budget Funds for Implementation of International Exchange Programmes at Lithuanian Research and Academic Institutions, and "Erasmus+" programme guide.
3. These Guidelines are publicly announced on the University's website.

**CHAPTER II**

**MAIN DEFINITIONS**

1. **"Erasmus +" programme *–*** European Union (hereinafter – EU) programme, promoting cooperation between students and graduates, higher education institutions and companies, aiming to improve the quality of studies and develop a unified system for recognition of study programmes in the entire EU.
2. **"Erasmus +" traineeship** (hereinafter – Traineeship)– activities, which involve improvement of student's or graduate's professional skills at the company or organisation abroad, gaining of work experience and broadening of cultural knowledge of the foreign country where he/she completes Traineeship. Traineeship can be completed during studies or during free time (hereinafter – Student Traineeship) or within one year after graduation (hereinafter – Graduate Traineeship).
3. **Period of "Erasmus +" traineeship** (hereinafter – Traineeship Period) – a period between 2 and 12 months in one study cycle (including "Erasmus+" period of studies in the same cycle).
4. **"Erasmus +" traineeship mobility scholarship** (hereinafter – Scholarship) – subsidy by the EU or Lithuanian Republic to finance student's or graduate's traineeship abroad, in the company or organisation complying with the requirements of "Erasmus+" programme. Scholarship is awarded for a partial coverage of travel and insurance expenses and compensation of living costs in the receiving country.
5. **Participants of "Erasmus +" traineeship mobility**– students or graduates, who comply with criteria of "Erasmus+" programme and use all rights established in "Erasmus+" Student Charter and receive Scholarship for the entire period of time spent in the traineeship or a part thereof, or do not receive Scholarship (zero-grant).
6. **"Erasmus +" Student Charter** – document specifying rights and obligations of students and graduates participating in "Erasmus+" mobility activities.
7. **Receiving organisation** – company or organisation, registered in the country of "Erasmus+" programme, which agrees to host the University's student or graduate for Traineeship.
8. **Financing agreement for "Erasmus +" traineeship mobility** (hereinafter – Financing Agreement) – bilateral agreement between student or graduate, and University, prepared in the format approved by the order of the University's Rector and defining the procedures for payment of Scholarship and settlement.
9. **Learning agreement for "Erasmus+" programme mobility** – (hereinafter – Learning Agreement) tripartite contract, by which student or graduate, University and receiving organisation agree on the Traineeship objectives, plan of activities, competences acquired during Traineeship, roles and responsibilities of all three parties.
10. **Traineeship Supervisor at the receiving organisation (mentor)** – employee of the organisation where student or graduate completes Traineeship, assigned by the organisation to supervise student's or graduate's Traineeship and evaluate his/her performed activities. Traineeship Supervisor coordinates Traineeship plan, performs Traineeship monitoring, evaluates Traineeship report and determines a module's final evaluation.
11. **Traineeship Supervisor at the University (tutor)** – lecturer, assigned as a student's Traineeship Supervisor by the academic department, who methodologically supervises student's Traineeship under a signed tripartite agreement. Traineeship Supervisor at the University, who sends two students to the same place of Traineeship during one academic year, is provided with a possibility to go to its monitoring, if financially possible. In case of Graduate Traineeship, Traineeship Supervisor at the University (tutor) is not appointed.
12. **Application for "Erasmus +" traineeship** (hereinafter – Application) – document providing student's or graduate's intention to complete the Traineeship abroad, indicating receiving organisation and planned activities. Application has to be submitted with all mandatory appendixes listed in p. 56.
13. **Request regarding permission to go to the traineeship abroad** – University's internal document required for preparation of the Dean's order on the student's permission to go to the Traineeship.
14. **Reserve list** – list of students or graduates who apply for Traineeship and Scholarship. Students and graduates are included in this list if the University has not received the funds from the Education Exchanges Support Foundation during the period of their Traineeship. Also, it includes graduates who submitted applications for Traineeship without an invitation letter from their receiving organisation; therefore, their applications regarding permission to leave and award of Scholarship have not been examined yet.

**CHAPTER III**

**REQUIREMENTS FOR STUDENTS AND GRADUATES**

1. Full-time or part-time students of the first, second or third study cycle (except citizens of foreign countries), who have no academic debts and average of the results of their entire studies at the University until the beginning of the planned Traineeship Period is at least 6.5, can complete Student Traineeship.
2. Citizens of foreign countries, who comply with the requirements specified in p. 18, have to have a permission of temporary or permanent residence in the Republic of Lithuania.
3. Graduates of the first, second or third study cycle, whose average of the results of their entire studies at the University is at least 6.5, can complete Graduate Traineeship.
4. Citizens of foreign countries, who comply with the requirements specified in p. 20, have to have a permission of temporary or permanent residence in the Republic of Lithuania before the beginning of Graduate Traineeship.
5. Only the students of the last year of studies can submit applications for Graduate Traineeship; they can be submitted during the entire last year of studies (until the last day of studies at the University).

23. Doctoral students can submit applications for Graduate Traineeship until the date of dissertation defence.

1. Graduates cannot begin their Traineeship until the first day of the next month after the end of their studies at the University.
2. Graduates are forbidden to study at the institutions of higher education during their Traineeship.

**CHAPTER IV**

**REQUIREMENTS FOR A PLACE OF TRAINEESHIP**

1. Traineeship can be completed in all foreign countries that officially participate in "Erasmus+" programme (all EU countries, Norway, Iceland, Lichtenstein, Turkey and Macedonia).
2. All organisations, established in the countries participants of "Erasmus+" programme, despite their size or legal status, which regularly conduct economic activities in state, private or social sector, are eligible for the Traineeship abroad, except those mentioned in p. 29.
3. If receiving organisation for Traineeship is research and academic institution, student or graduate cannot study at that institution at the same time, because the objective of his/her visit is acquisition of work experience.
4. The following organisations cannot be receiving organizations:
	1. EU institutions and EU agencies listed on the website https://europa.eu/european-union/about-eu/institutions-bodies\_en;
	2. Organisations or departments of the organisations that are administrators of the EU programmes (to avoid a conflict of interests and/or double financing).

**CHAPTER V**

**INFORMATION OF STUDENTS ABOUT TRAINEESHIP MOBILITY POSSIBILITIES**

1. Internationality Development (hereinafter TPD) is responsible for preparation of information material about Traineeships, planning and implementation of information events and consulting of students at the University.
2. Faculties' coordinators of international relations (hereinafter – TRK) are responsible for organisation of information events, distribution of information material and consulting of students at the University's faculties.
3. TPD announces the dates of selection competitions for Traineeship on the University's website and in the academic calendar; one month before the beginning of submission of applications it is announced via other University's channels for information dissemination.

**CHAPTER VI**

**COMMISSION OF SELECTION COMPETITION**

1. Selection competition for Traineeship is conducted by the Commission of Selection Competition for Traineeship (hereinafter – Selection Commission).
2. Selection Commission consists of: institutional "Erasmus+" coordinator, head of International School of Doctoral Studies, head of Career and Education Centre, head of Studies Processes Office at Study Management and TPD specialist of international academic exchange, responsible for administration of Traineeship activities.
3. Selection Commission is led by the institutional "Erasmus+" coordinator.

**CHAPTER VII**

**ORGANISATION OF SELECTION COMPETITION**

1. TPD organises selection competition for Traineeship 4 times in a year; competition involves assessment of applications submitted until the given deadlines (1 March, 1 June, 1 September and 1 December).
2. If needed, TPD can organise additional selection competitions for Traineeship.
3. During selection competition for Traineeship Selection Commission ensures equal opportunities for all students or graduates participating in the competition, irrespective of their sex, sexual orientation, race, nationality, language, origin, citizenship or social status, religion, marital or family status, age, beliefs or views, membership of political parties or non-governmental organizations.
4. Meeting of Selection Commission is organised in 7 working days after the deadline for submission of applications.
5. Meeting of Selection Commission is legitimate, if at least half of the commission's members participate in the meeting.
6. Selection Commission's decision regarding permission to leave and award of Scholarship is made by a simple majority of votes of the present commission's members.
7. If votes are distributed equally, the decision that chairman of the meeting votes for is considered accepted.
8. Selection Commission's decision is documented in the meeting protocol in 5 working days after the meeting; it is signed by the chairman and the secretary of the meeting.
9. All protocols of the meetings of selection competition for Traineeship are stored at TPD for 5 years.

45. Each student or graduate, who has participated in the selection competition for Traineeship, has a right to provide the chairman of the Selection Commission with a reasoned request for explanation of the results of selection competition within 5 workings days after the date of the announcement of the results of selection competition.

46. Chairman of the Selection Commission examines the motives of the request in 5 working days and can refuse this request providing a reasoned explanation, or repeal the decision and organise a new meeting of the Selection Commission.

47. Selection competitions for Traineeship are conducted at the University in accordance with the information on financing possibilities for Traineeship mobility scholarships, available to TPD.

**CHAPTER VIII**

**CRITERIA OF SELECTION COMPETITION**

1. These are the main criteria of selection competition for Traineeship:
	1. Average of the results of student's or graduate's entire studies at the University until the beginning of the planned period of Traineeship;
	2. Compliance of student's or graduate's Traineeship plan suggested by the receiving organisation with the study programme at the University (in case of Graduate Traineeship, Traineeship plan has to comply with study programme at the University);
	3. Clarity and validity of student's or graduate's motivation for Traineeship;
	4. Evaluation of the knowledge of the first foreign language at least level B2.
2. These are the additional criteria of selection competition for Traineeship:
	1. Participation in mandatory traineeship scheduled in the University's study programme;
	2. Publication of scientific publications;
	3. Participation in scientific conferences (oral or poster presentation);
	4. Participation in the activities of research projects.
3. Competition score of selection competition for Traineeship (hereinafter – KB) is calculated using the following formula: KB = (average of the results of studies \* 0.30) + (evaluation score of compliance of the Traineeship plan with the study programme at the University \* 0.20) + (evaluation score of the motivation letter \* 0.15) + (evaluation score of the knowledge of the foreign language \* 0.10) + (participation in mandatory traineeship \* 0.10) + (number of scientific publications \* 0.05) + (number of presentations at scientific conferences \* 0.05) + (number of research projects \* 0.05).
4. Students and graduates, whose evaluation mark of their knowledge of the first foreign language (at least level B2) is provided in their academic certificate or appendix to diploma, do not have to pass a test of foreign language.
5. Students and graduates, whose evaluation mark of their knowledge of the first foreign language (at least level B2) is not provided in their academic certificate or appendix to diploma, or those, who want to complete their Traineeship in the organisation, which provides Traineeship in a foreign language different than their first foreign language, have to attach a copy of certificate of the test of the foreign language assessed by evaluation mark required for the Traineeship (at least B2 level), passed at the University or any other organisation accredited to conduct such test, without an approval mark.
6. There are separate competition queues for students and graduates.
7. Student Traineeship prevails over Graduate Traineeship.
8. Students and graduates, who want to complete Traineeship in the country of their origin, are moved to the end of the queue in selection competition for Traineeship.

**CHAPTER IX**

**DOCUMENTS TO BE SUBMITTED**

56. Students or graduates, who want to complete Traineeship, have to submit an application in the specified format (Appendix 1) with all mandatory attachments to TPD specialist of international academic exchange until the determined deadline (1 March, 1 June, 1 September or 1 December):

56.1. Official letter of acceptance from the receiving organisation (Appendix 2);

56.2. Motivational letter to the Selection Commission (in English);

56.3. Copies of the diploma of the lower cycle studies with appendixes without the approval mark (for the first year master's or doctoral students only);

57. In addition, students or graduates, who want to complete Traineeship, can submit the following documents to TPD specialist of international academic exchange, responsible for the Traineeship, until the determined deadline for submission of applications:

57.1. List of scientific publications;

57.2. List of presentations (oral or poster), presented at scientific conferences;

57.3. List of scientific projects they have been or are participating in.

58. After selection competition students or graduates submit the following documents to TPD specialist of international academic exchange, responsible for the Traineeship:

58.1. A part of learning contract "Before Mobility", signed by student or graduate, Vice-Dean for Studies and Traineeship Supervisor at the receiving organisation (Appendix 3);

58.2. Request for permission to go to Traineeship abroad in specified format (except Graduate Traineeship) (Appendix 4);

58.3. Copies of insurance policies confirming insurance for the types of mandatory insurance specified in the Financing Agreement without the approval mark;

58.4. Permission of temporary or permanent residence in the Republic of Lithuania without the approval mark (for citizens of foreign countries);

58.5. Copies of the diploma with appendix without the approval mark (for graduates);

58.5. Other documents required according to the requirements of the source providing financing.

59. Before leaving for Traineeship, students and graduates:

59.1. Get acquainted with "Erasmus+" Student Charter at TPD;

59.2. Sign Financing Agreement at TPD;

59.3. Individually pass the first test for evaluation of the knowledge of foreign language in OLS Online Linguistic Support) system.

60. When graduate comes to the place of Traineeship, Traineeship Supervisor at the receiving organisation (mentor) has to email a confirmation of his/her arrival to TPD specialist of international academic exchange, responsible for the Traineeship within 3 working days (Appendix 5).

61. In 30 calendar days after the end of Traineeship student or graduate has to submit the documents specified in p. 61.1 and 61.2 to TPD specialist of international academic exchange, responsible for the Traineeship, and individually perform the tasks mentioned in p. 61.3 and 61.4:

61.1. Original document confirming the period of Traineeship mobility (Appendix 6);

61.2. Completed part of Learning Agreement "After Mobility";

61.3. Descriptive online report of the European Commission (hereinafter – EC) (in "Mobility Tool" system);

61.4. Second test for evaluation of the knowledge of foreign language in OLS system.

**CHAPTER X**

**CHANGES IN DURATION AND TERMINATION OF TRAINEESHIP**

62. Duration of Traineeship can be shortened or extended (in accordance with minimum and maximum duration specified in p. 6) or it can be terminated under agreement of the University, receiving organisation and student or graduate; provisions for change of duration are defined in Learning or Financing Agreements.

63. If faculty's TRK allows extension of Traineeship, student or graduate has to:

63.1. Submit a new company's invitation letter with amended Traineeship dates to TRK and TPD specialist of international academic exchange, responsible for the Traineeship;

63.2. Complete a part of Learning Agreement "During Mobility";

63.3. Sign an appendix of Financing Agreement.

64. Student or graduate, who wants to terminate Traineeship, has to notify his/her faculty's TRK and TPD specialist of international academic exchange, responsible for the Traineeship, about the reasons for Traineeship termination in writing.

**CHAPTER XI**

**CONDITIONS OF THE FINANCING OF TRAINEESHIP**

65. The University ensures payment of Scholarship to the student who goes to Traineeship, if it has been awarded.

66. Student, who goes to Traineeship and pays to the University for studies, obligates to pay the fees on determined time.

67. Selection Commission assesses award of Scholarship for student or graduate only when it receives all mandatory application documents.

68. A maximum financed duration of students' and graduates' Traineeship is approved by the Rector's order for a period of one academic year.

69. If period of Traineeship is not extended (in accordance with a maximum duration specified in p. 6) and it exceeds a financed duration of Traineeship established by the Rector's order or the University has used all the funds allocated for "Erasmus+" traineeship mobility, student or graduate is not awarded a Scholarship for the extended period.

1. Selection Commission makes decisions regarding award of Scholarships according to the calculated KB.
2. Under procedure of competition a Scholarship can be awarded to the participants of selection competition for Student Traineeship, if their KB ≥ 3.5.
3. Under procedure of competition a Scholarship can be awarded to the participants of selection competition for Graduate Traineeship, if their KB ≥ 5.
4. Amount of the Traineeship Scholarship is determined by the EC in accordance with the group of the country of traineeship, respectively:

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| **Groups of countries** | **Amount of scholarship** | **Countries** |
| I | 700 EUR/month | Denmark, Ireland, France, Italy, Austria, Finland, Sweden, United Kingdom, Lichtenstein, Norway |
| II | 600 EUR/month | Belgium, Czech Republic, Germany, Greece, Spain, Croatia, Cyprus, Luxemburg, Netherlands, Portugal, Slovenia, Iceland, Turkey |
| III | 500 EUR/month | Bulgaria, Estonia, Latvia, Hungary, Malta, Poland, Romania, Slovakia, Macedonia |

1. Scholarship can only be paid to the graduate when his/her Traineeship Supervisor at the receiving organisation (mentor) emails a confirmation of his/her arrival at the company to TPD specialist of international academic exchange, responsible for the Traineeship.
2. Students, who have already received Scholarship and who, without any objective and verifiable reasons terminated their participation in the programme, are moved to the end of the queue in the next selection competition for Traineeship.
3. TPD announces information about decision (not) to award Scholarship on the University's website after each selection; each participant of selection receives this information individually by email with additional information about the procedure of further preparation for Traineeship.
4. If student or graduate, who is awarded a Scholarship, but has not left to Traineeship yet, refuses a Scholarship and does not go to Traineeship, he/she has to inform about this decision the faculty's TRK and TPD specialist of international academic exchange, responsible for the Traineeship, immediately.
5. Students and graduates with special needs, who are selected for Traineeship, can submit an application for the award of additional grant to the Education Exchanges Support Foundation.

**CHAPTER XII**

**CHANGE OF THE RECEIVING ORGANISATION**

79. Receiving organisation can be changed after selection competition, before the beginning of the period of Traineeship and signing of Learning Agreement.

80. Receiving organisation can be changed during Traineeship only in exceptional cases.

81. If student or graduate wants to change the receiving organisation, he/she has to submit a request in a free format to TRK, indicating the reasons for a change of the receiving organisation and providing a new company's letter of acceptance.

82. Chairman of the Selection Commission and the faculty's TRK make decision to grant or refuse such request within 5 working days after the date of request's receipt.

**CHAPTER XIII**

**RIGHTS, DUTIES AND RESPONSIBILITY OF STUDENTS AND GRADUATES**

83. All rights and duties of students and graduates, who go to Traineeship, are provided in "Erasmus+" Student Charter and these Guidelines.

84. Students and graduates, who go to Traineeship, have to follow all rules and fulfil all obligations specified in these Guidelines and in the agreements made with the University and receiving organisation.

85. Students and graduates, who go to Traineeship, are responsible for the insurance (except, when the parties agree otherwise in the Learning Agreement), tickets, place of residence abroad, all documents required for the trip and other formalities of the trip.

86. Each student has to return from Traineeship under procedure specified in the decrees of the University's Vice-Rector for Studies "On the Students' Return from the Placement" and "On the Students' Return from the Summer Holidays".

**CHAPTER XIV**

**FINAL PROVISIONS**

87. These Guidelines can be approved, amended or repealed by the order of the University's Rector.

88. Institutional coordinator of "Erasmus+" can apply the exceptions of these Guidelines, if they do not contradict the Guidelines for Placement of Kaunas University of Technology, "Erasmus" Charter for Higher Education 2014-2020 and "Erasmus" programme guide.

89. The University has to store all documents of students and graduates, who have participated in selection competition for Traineeship and have been selected for Traineeship, for the period of 5 years (the term is calculated from the academic year when student or graduate went (or wanted to go) to the Traineeship).

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