

APPROVED by
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Kaunas University of Technology of
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GUIDELINES FOR THE ORGANISATION OF PARTIAL STUDIES UNDER THE “ERASMUS+” PROGRAMME AND BILATERAL COOPERATION AGREEMENTS AT KAUNAS UNIVERSITY OF TECHNOLOGY

CHAPTER I GENERAL PROVISIONS

1. The Guidelines for the Organisation of Partial Studies under the “Erasmus+” Programme (hereinafter – “Erasmus+” Programme) and Bilateral Cooperation Agreements (hereinafter – Bilateral Exchange) at Kaunas University of Technology (hereinafter – Guidelines) regulate the conditions for the organisation and financing of partial studies of the students of Kaunas University of Technology (hereinafter – University), the performance of the activities of partial studies, the payment, assessment and inclusion of outcomes, set the rights and obligations of the students participating in the “Erasmus+” Programme and Bilateral Exchange.

2. The Guidelines are prepared following the “Erasmus+” Programme Guide 2021–2027¹, “Erasmus+” Programme Project Grant Agreements and appendices thereof, the agreement on the use of the funds of the European Union (hereinafter – EU) Structural Funds, the Guidelines for the Use of the State Budget Funds Allocated to the Research and Academic Institutions of the Republic of Lithuania for the Implementation of the International Exchange Programmes approved by Order No. V-1014 of the Minister of Education, Science and Sport of the Republic of Lithuania of 4 June 2021, the Guidelines for the Award of Scholarships of the University and the Guidelines for the Recognition of Learning Outcomes of the University.

3. The process flow diagram “Organise the Departure of Students to Partial Studies under the “Erasmus+” Programme and Bilateral Cooperation Agreements” is prepared according to the Guidelines and provided in the Appendix to the Guidelines.

4. While providing partial studies under the “Erasmus+” Programme, the University undertakes to observe the principles of the “Erasmus” Charter for Higher Education 2021–2027 (hereinafter – ECHE)².

5. The following terms are used in the Guidelines:

5.1. **“Erasmus+” Programme green travelling** – low emission transportation means, for example, buses, trains or travelling with fellow passengers, are used for a bigger part of the trip.

¹ <https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide>

² <https://ktu.edu/wp-content/uploads/2016/08/Erasmus-Charter-for-Higher-Education.pdf>

5.2. **“Erasmus+” Programme Online Linguistic Support (OLS)** – online system for the evaluation of linguistic preparation and language courses helping the “Erasmus+” Programme students to improve their skills of the language in which the studies are provided at the host institution and/or the language skills of the host country before and during the mobility. OLS test is a prerequisite for participation in the “Erasmus+” Programme.

5.3. **“Erasmus+” Programme scholarship** – funds are allocated to a student for partial studies under the “Erasmus+” Programme. A scholarship is awarded as additional support for reimbursement of subsistence, travel, insurance expenses in the host country.

5.4. **“Erasmus+” Programme countries** – all EU Member States, Norway, Iceland, Lichtenstein, Turkey, Serbia and North Macedonia.

5.5. **“Erasmus+” Programme partner countries** – other countries of the world (non-participants of the programme) that can participate in the “Erasmus+” Programme. Special conditions apply to them.

5.6. **“Erasmus+” Programme interinstitutional cooperation agreement** – an agreement between the University and host institution in the “Erasmus+” Programme country or partner country stipulating the flows of students participating in the mobility, the type of mobility, the area and duration of studies and other information.

5.7. **“Erasmus+” Programme student mobility** – long-term (one or two semesters) and short-term (5-30 days) studies at a higher education institution that has signed the “Erasmus+” Programme interinstitutional cooperation agreement with the University.

5.8. **“Erasmus+” Programme physical mobility** – mobility which includes physical travelling of students to the country, which is not the country of residence, for studies at the partner higher education institution.

5.9. **“Erasmus+” Programme blended mobility** – a combination of physical mobility and virtual activities. The virtual part of mobility is conducted remotely without traveling to the country of the host institution; it may take place before, during or after the “Erasmus+” physical mobility.

5.10. **“Erasmus+” Programme virtual mobility** – the activities of the partial studies under the “Erasmus+” Programme based on information and communication technologies, including online learning. The virtual mobility is conducted without traveling to the country of the host institution.

5.11. **“Erasmus+” Programme Learning Agreement** – a tripartite agreement among the sending and host institutions and the students participating in the “Erasmus+” Programme; it defines the objectives and content of the mobility period.

5.12. **“Mobility Tool+”** – the electronic system created by the European Commission (hereinafter – EC) for the administration of the “Erasmus+” Programme mobility projects. It provides all information about the implementation, participants and activities of these projects, the project partners and the use of the budget, the project reports are filled in and submitted. After the return, the

project participants complete their reports in the “Mobility Tool+” system by giving feedback, evaluating the period of activities abroad, preparation for and implementation of activities.

5.13. Partial studies abroad – a student’s studies under the part of the study programme providing him/her with skills and knowledge that are evaluated and approved according to the academic transcript issued by the higher education institution. There are two types of partial studies abroad organised at the University: partial studies under the “Erasmus+” Programme (“Erasmus+” student mobility) and partial studies under the bilateral cooperation agreements.

5.14. Partial studies under the bilateral cooperation agreements – one- or two-semester studies at the foreign higher education institution that has signed the bilateral cooperation agreement with the University.

5.15. Partial studies with zero grant – “Erasmus+” Programme or Bilateral Exchange studies abroad when the student meets all the requirements for partial studies and uses all the opportunities provided by the “Erasmus+” Programme or Bilateral Exchange, except for the allocation of financial support. The student may receive a scholarship of a different type for reimbursement of the expenses of partial studies awarded by the institution other than the national agency (Education Exchanges Support Foundation, hereinafter – EESF) or the University, such as a ministry, regional institutions or the host institution.

5.16. Financial agreement for partial studies – an agreement between the University and the student participating in partial studies regarding the payment of the “Erasmus+” Programme scholarship or Bilateral Exchange mobility scholarship.

5.17. Mobility scholarship – a scholarship for partial studies awarded to the student according to the amounts set out by the Vice-Rector for Studies of the University and the conditions of these Guidelines under a bilateral cooperation agreement. The scholarship is awarded as additional support for reimbursement of subsistence, travel, insurance expenses in the host country. The concept “mobility” is equivalent to the concept “partial studies”.

5.18. Participant with fewer opportunities – a person who is unable to effectively use the opportunities provided under the “Erasmus+” Programme due to economic, social, cultural, geographical or health issues, migrant background, disability or learning difficulties or other reasons, including the reasons listed in Article 21 of the EU Charter of Fundamental Rights that may be the basis for discrimination.

5.19. Blended intensive programme – a short-term intensive “Erasmus+” student exchange programme implemented by at least three higher education and academic institutions located in at least three “Erasmus+” Programme countries.

5.20. Host institution – a foreign higher education institution that has signed the “Erasmus+” Programme or bilateral cooperation agreement for the partial studies of students with the University. The institution in the “Erasmus+” Programme partner country has to have the OID (*Organisation ID*) code allowing to participate in the EC programmes.

5.21. **Sending institution** – a university responsible for the selection of students and their sending to partial studies abroad. In these Guidelines – Kaunas University of Technology.

5.22. **Interinstitutional bilateral cooperation agreement** – an agreement between the University and any other partner institution, except for the “Erasmus+” Programme partner institutions stipulating the flows of students participating in the Bilateral Exchange, the type of studies, the area and duration of studies and other information.

CHAPTER II

CONDITIONS FOR THE ORGANISATION AND FINANCING OF PARTIAL STUDIES

6. The students, who are registered at the University and studying under the study programme or science field and who will be awarded a recognised qualification or scientific degree (up to a doctoral degree, inclusive) or qualification, are eligible for participation in partial studies. The first year students of the first cycle and integrated studies and the last semester students of all study cycles cannot go to partial studies (except for the blended intensive programmes).

7. The foreign citizens, who meet the requirements specified in Paragraph 6 of the Guidelines, have to have a valid temporary or permanent residence permit to live in the Republic of Lithuania.

8. Partial studies are only available at the higher education institutions that have signed the “Erasmus+” Programme interinstitutional cooperation agreement or interinstitutional bilateral cooperation agreement with the University.

9. The students may go to partial studies to any “Erasmus+” Programme or Bilateral Exchange country, except for the Republic of Lithuania. “Erasmus+” Programme student mobility in the partner countries is available only in the countries and institutions specified in the grant agreement(s) of the project(s) implemented by the University.

10. The selection and competition criteria for the “Erasmus+” Programme student mobility and Bilateral Exchange studies are set out by the sending institution.

11. “Erasmus+” Programme student mobility may be financed using the funds of the EC, EU Structural Funds and the state budget of the Republic of Lithuania allocated for the financing of the “Erasmus+” Programme. The amounts of the grants are set out by the EC.

12. The Bilateral Exchange studies are financed using the funds of the University allocated for the development of international relations. The amounts of the Bilateral Exchange mobility scholarships are set out by the decree of the Vice-Rector for Studies of the University. The mobility scholarship may be awarded for a maximum of two semesters.

13. When the financing allocated for the academic year is fully used or not received, the candidates who meet all the selection criteria (see Paragraph 30 of the Guidelines) may be offered to become the “Erasmus+” Programme or Bilateral Exchange students with zero grant. Partial studies with zero grant are available in the following cases:

13.1. For the full duration of partial studies when the financial agreement is initially signed with zero grant;

13.2. When the participant requests the extension of partial studies and the University does not have any funds for additional financing of the extended duration of studies;

13.3. “Erasmus+” Programme student mobilities with zero grant are declared in the “Mobility Tool+” system and physical mobilities with zero grant are included in the total duration of mobilities.

14. If a student is awarded the University or other scholarships, the “Erasmus+” Programme scholarship or Bilateral Exchange mobility scholarship is awarded additionally, i.e., the payment of national scholarships, payments and loans is not suspended during the partial studies abroad.

15. During the period of partial studies, the students have to pay the standard academic fees to the University and meet other conditions stipulated by the student’s learning agreement with the University.

16. The students with fewer opportunities, who participate in long-term or short- “Erasmus+” Programme student mobility, are awarded additional individual financial support in addition to the “Erasmus+” Programme scholarship. The amounts of the additional individual financial support and the conditions for the provision of this support are announced on the University website at <http://ktu.edu/erasmus>. the students have to apply to the Academic Mobility Office (hereinafter – AMO) at the International Relations Department (hereinafter – IRD) regarding the additional individual financial support. The applicable criteria at the national level are set out by the EESF.

17. The students of the University with fewer opportunities may receive additional individual financial support only if they submit the written application for the additional support and the documents proving their fewer opportunities for participation in the “Erasmus+” Programme to the international student exchange specialist (hereinafter – AMO coordinator) until the date of the signing of the financial agreement for partial studies under the “Erasmus+” Programme at the latest. In addition to the application for the additional support and the documents proving their fewer opportunities for participation in the “Erasmus+” Programme, the foreign students of the University have to submit the official translation of the submitted documents into the English language, notarised or approved by a consular office.

18. Additional support may be allocated to the students participating in the “Erasmus+” Programme student mobility, who have special needs due to physical, mental or health condition and participate in physical or blended mobility, for the reimbursement of up to 100% of factual expenses incurred during the studies and eligible for financing (expenses for the means and/or services according to the nature of the special needs, illness/disability). The need for these expenses, i.e., means and/or services for which the student is requesting additional support, has to be based on medical documents and confirmed by an extract issued by the doctor containing clear information about the amount and type of services required during the partial studies.

19. An “Erasmus+” Programme participant with special needs, who wants to apply regarding the allocation of additional support, has to submit the extract issued by the doctor to the AMO coordinator. The submitted documents are assessed by the institutional “Erasmus+” Programme coordinator who submits the application for the allocation of additional support required for the reimbursement of the

student's additional expenses due to special needs under the procedure specified on the EESF website at <https://erasmus-plus.lt/programa/papildoma-parama-aukstojo-mokslo-studentams/>.

20. After completing the partial studies, an “Erasmus+” Programme participant with special needs has to submit the documents confirming the factual expenses of additional support and their payment under the procedure set out by the EESF. The invoice has to specify the title, address of the institution that has issued it, the sum paid, currency and date.

21. In the case of the Bilateral Exchange, additional individual support is not allocated to the students with fewer opportunities or special needs.

22. The long-term academic mobility period under the “Erasmus+” Programme cannot be less than 2 months or more than 12 months at one study cycle.

23. The short-term physical student mobility period under the “Erasmus+” Programme cannot be less than 5 days or more than 30 days. The total duration of the “Erasmus+” Programme physical mobilities in one study cycle cannot exceed 12 months, regardless of whether financing was allocated for all months of the mobility. This period is applied to the implementation of all the “Erasmus+” Programme mobility types (studies, internship during studies and graduate internship). The students of integrated studies can participate in the mobility activities under the “Erasmus+” Programme for up to 24 months during the study programme.

24. “Erasmus+” Programme mobility period may include the period of studies including a traineeship (practical training) which is included in the total period of studies. Such mobility may be organised in several ways: studies and traineeship provided one after another or the activities of both types are provided simultaneously. The financing regulations for student mobility and a minimum duration are applied to such a combination.

25. The physical mobility of the “Erasmus+” blended intensive programme is 5-30 days of the programme period. Physical mobility is supplemented by a mandatory period of virtual activities which duration is unlimited under the “Erasmus+” Programme. The students of the blended intensive programme who complete all the virtual and physical mobility activities receive at least 3 ECTS credits.

26. The period of the Bilateral Exchange studies for the students of all study cycles is one or two semesters. The period cannot be less than 2 months or more than 12 months at one study cycle. In the case of the Bilateral Exchange, only the physical exchange travelling to the host country and institution is available, the blended and virtual partial studies are not organised, except for the cases stipulated by the cooperation agreement between the sending and host institutions. The period of the Bilateral Exchange studies is not included in the total duration of mobility(ies) under the “Erasmus+” Programme.

27. The rights and obligations of a student in the “Erasmus+” Programme are defined by the “Erasmus+” Programme Student Charter.³

CHAPTER III

³ https://ec.europa.eu/programmes/erasmus-plus/sites/default/files/erasmus-student-charter-july2018_en.pdf

ORGANISATION OF THE SELECTION OF THE STUDENTS OF THE FIRST AND SECOND CYCLE, INTEGRATED AND PROFESSIONAL STUDIES FOR PARTIAL STUDIES

28. Students of first and second cycle, integrated and professional studies are selected for participation in the “Erasmus+” Programme and Bilateral Exchange by competition procedure.

29. The selection to partial studies is organised twice per year following the decree of the Vice-Rector for Studies of the University which sets out the procedure and terms for the selections at the faculties. The selection for partial studies in the autumn semester of the next academic year and the entire academic year is announced in February. The additional selection to the remaining vacant positions for the spring semester of the same academic year is announced in September. The dates of the selections are announced on the University website at <http://ktu.edu/erasmus> and in the academic calendar approved by the order of the Rector of the University.

30. All full-time and part-time students of first and second cycle, integrated and professional studies are eligible for application to the “Erasmus+” Programme and Bilateral Exchange studies if they meet the following criteria:

30.1. They have completed at least one year of studies in the same study field bachelor’s or integrated studies like the one they prefer to study abroad;

30.2. A selection participant is not in the last semester of studies;

30.3. A chosen study plan in the host institution is compliant with the study programme the student is studying at the University;

30.4. A grade point average of the student, who participates in the “Erasmus+” Programme selection, before the scheduled beginning of the period of partial studies is at least 6.5 points;

30.5. A grade point average of the student, who participates in the Bilateral Exchange selection, before the scheduled beginning of the period of partial studies is at least 7.5 points;

30.6. The knowledge of the foreign language is at least level B2 according to the European Framework for Language Competence or equivalent according to other international foreign language tests;

30.7. A student has a clear and reasoned motivation to study at a foreign institution;

30.8. The student who has academic debts cannot leave for partial studies.

31. During the selection, priority is given to the full-time students.

32. The student who wants to participate in the “Erasmus+” Programme and Bilateral Exchange selection for partial studies has to complete an electronic registration form in the University application system and attach copies of the following documents:

32.1. an academic transcript of the completed sessions of the current study cycle including the results; for the master’s students of the first semester – a diploma supplement of the last completed study cycle and the results of the completed sessions of the current study cycle;

32.2. a certificate of the knowledge of the foreign language issued by the Centre of Foreign Languages of the University within the last 2 years or another document certifying the linguistic competence (IELTS, TOEFL or another certificate) issued within the last 2 years. Free tests are organised at the University before each selection;

32.3. A letter of motivation.

33. The faculties conduct the selection of the students of first and second cycle, integrated and professional studies to the “Erasmus+” Programme within 7 working days after the deadline for submission of applications. The Selection Commission is set up by the decision of the Dean of the faculty; the AMO representative is one of the members. The date and location of the selection meeting are announced on the University website at <http://ktu.edu/erasmus>; the students participating in the selection are notified about the time of the meeting by email.

34. The student’s competition score is calculated using the formula: $CS = (\text{grade point average} * 0.6) + (\text{evaluation of the foreign language test} * 0.2) + (\text{motivation} * 0.2)$, at least to 2 decimal places.

35. The evaluation of the student’s motivation consists of two components – a written letter of motivation and an individual interview with the Selection Commission. During the meetings, the members of the Selection Commission make a draft plan of partial studies with the student and, if needed, suggest correcting or supplementing it.

36. The participation of the students, who are candidates for partial studies, in the selection meeting is mandatory. If the candidates do not participate in the meeting, their applications are not assessed and they do not participate in the competition, except for the cases when a candidate is unable to participate in the selection meeting due to a justified reason and notifies the international relations coordinator of the faculty (hereinafter – IRC) about it in advance.

37. If the candidates to the “Erasmus+” Programme, who meet the selection criteria and have equal competition scores, apply to the same position of studies, the priority is given to the students who have a higher grade point average.

38. The student selection for the Bilateral Exchange is conducted in two stages:

38.1. The first stage of selection is conducted at the faculties simultaneously with the “Erasmus+” Programme selection following Paragraphs 32–36 of the Guidelines;

38.2. In the second stage of selection, the Commission for the Award of Mobility Scholarships assesses the applications of the candidates of the faculties who have passed the first stage of selection and awards a mobility scholarship to the selected students.

39. If the candidates to the Bilateral Exchange, who meet the selection criteria and have equal competition scores, apply to the same position of studies, the priority is given to the students who:

39.1. have a higher grade point average;

39.2. go to the partial studies under the bilateral cooperation agreements for the first time;

39.3. go to the country other than their country of origin;

39.4. know the language of the country they are going to.

40. The Commission for the Award of Mobility Scholarships is set up by the order of the Rector of the University under the provisions of the Guidelines for the Award of Scholarships of the University.

41. The meeting of the Commission for the Award of Mobility Scholarships is valid if at least half of the members of the Commission for the Award of Mobility Scholarships participate in the meeting.

42. The decision of the Commission for the Award of Mobility Scholarships regarding the award of the mobility scholarship is made by the majority of votes of the participating members of the commission. In the event of a tie in the voting, the decision for which the chairperson of the meeting has voted is considered adopted.

43. The results of the selection of the “Erasmus+” Programme and Bilateral Exchange are laid down in the minutes after the selection meeting, listing all the students who have participated and been selected. The minutes are signed by the chairperson and the secretary of the meeting. A copy of the minutes is submitted to the AMO within 10 working days after the selection meeting.

44. The selection results are announced individually, the IRC of the faculties sends a notification to each selected student by email within 5 working days after the selection meeting at the latest. The students are informed by email about the further procedures and documents to be submitted within 5 working days after the preparation of the minutes. The AMO coordinator is responsible for further informing students about the registration for partial studies at the host institutions.

45. Each selection participant has the right to submit a reasoned appeal regarding the interpreting of the selection results within 5 working days after the date of the announcement of the selection results. The appeal regarding the decision of the Selection Commission / Commission for the Award of Mobility Scholarships is addressed to the institutional “Erasmus+” Programme coordinator and submitted to the secretary of the respective commission. After the examination of the grounds for the appeal within 10 working days, the institutional “Erasmus+” Programme coordinator prepares a reply and sends it by the email address specified by the applicant.

46. The student, who disagrees with the decision of the institutional “Erasmus+” Programme coordinator, may submit an application to the Dispute Settlement Commission set up by the order of the Rector of the University within 3 working days.

47. The host institution and the semester of studies may be amended after the selection but before the beginning of the period of partial studies and signing of the financial agreement for partial studies. In these individual cases, the decision regarding the changes in the host institution is made by the collegial decision of the student, the IRC of the faculty and the AMO coordinator.

48. If the selected student decides not to go to the partial studies abroad, he/she has to notify the IRC of the faculty and the AMO coordinator about this decision in writing as soon as possible.

CHAPTER IV

ORGANISATION AND CONDUCTION OF THE SELECTION OF THE STUDENTS OF THE THIRD CYCLE STUDIES FOR PARTIAL STUDIES

49. The students of the third cycle studies (hereinafter – doctoral students) may go abroad for a long-term or short-term period of physical mobility for studies. Physical mobility may be supplemented by the component of virtual activities (blended mobility activities).

50. The available mobility periods of the doctoral students' "Erasmus+" Programme studies are 5–30 days (short-term mobility) or 2–12 months (long-term mobility). The period of the student mobility of doctoral students may include an additional traineeship (internship) period at the same host institution (if it is planned). If the period of the doctoral student's partial studies includes the additional traineeship (internship) period, the financing regulations and a minimum duration of the mobility for studies are applied to such a combination.

51. All the mobility periods of the doctoral student under the "Erasmus+" Programme cannot exceed 12 months of physical mobility period in the third cycle studies, regardless of the number and types of the mobility activities (short-term or long-term mobility).

52. The doctoral students of the last semester cannot participate in the long-term "Erasmus+" Programme student mobility.

53. The date of the end of the short-term "Erasmus+" Programme mobility cannot be less than 2 months before the end of studies.

54. The doctoral students may only participate in the short-term and long-term mobility to those research and academic institutions in the "Erasmus+" Programme countries or partner countries that have signed the interinstitutional cooperation agreements with the University.

55. The doctoral students, who are on an academic leave of absence, have suspended their studies, have academic debts or their performance evaluation is postponed, cannot participate in partial studies.

56. The AMO announces the invitation to the doctoral students to submit the applications for the financing of partial studies. Information about the invitations is provided by email, in the student newsletter and the section for the support for doctoral studies of the "Office 365" environment of the University.

57. The submission of applications for the "Erasmus+" Programme and Bilateral Exchange studies takes place each month, until the 10th day of the month (except for July, August and December).

58. The doctoral students, who want to receive a scholarship for the short-term/long-term "Erasmus+" Programme mobility or Bilateral Exchange, have to complete an electronic registration form in the University application system and attach copies of the following documents:

58.1. In the case of the long-term "Erasmus+" Programme mobility and Bilateral Exchange:

58.1.1. An academic transcript of the current study cycle including the completed study modules and their evaluations; for the doctoral students of the first semester – the copies of the diploma and the diploma supplement of the last completed study cycle;

58.1.2. A certificate of the knowledge of the foreign language issued by the Centre of Foreign Languages of the University or another document certifying the linguistic competence (IELTS, TOEFL or another certificate) issued within the last 2 years;

58.1.3. A letter of motivation;

58.2. In the case of the short-term “Erasmus+” Programme mobility:

58.2.1. An invitation letter from the host institution;

58.2.2. A letter of motivation;

58.2.3. Approval of the doctoral student’s supervisor in the application system of the University, certifying that the academic activities specified in the application are appropriate and compatible with the doctoral student’s study programme and performed research.

59. The application specifies the duration and form of partial studies, provides the data of the host institution and information about the planned activities (modules to be completed and their volume).

60. The applications are examined by the Selection Commission for the Academic Mobility of Doctoral Students (hereinafter – Doctoral Commission) set up by the order of the Rector of the University. The Doctoral Commission consists of the following members: a representative of the Doctoral School, the “Erasmus+” Programme institutional coordinator, 2 AMO specialists (coordinators of studies and internship mobility), 1 Vice-Dean for Research representing engineering, physical sciences or technologies and 1 Vice-Dean for Research representing social sciences, humanities and arts.

61. The form of the work of the Doctoral Commission is meetings organised at the end of each month (except for July, August and December). The dates are verified at the beginning of each month. The work of the Doctoral Commission may be organised remotely. The competition score of the doctoral students, who submit the applications for the long-term “Erasmus+” Programme mobility or Bilateral Exchange, is calculated using the formula: $CS = (\text{grade point average} * 0.6) + (\text{evaluation of the foreign language test} * 0.2) + (\text{motivation} * 0.2)$.

62. The Doctoral Commission makes a decision regarding the financing of the short-term “Erasmus+” Programme mobility taking into consideration the compliance with the doctoral student’s application with the requirements, the content and validity of the mobility, the budget of the “Erasmus+” Programme. In this case, the decision is made by the majority of votes of the participating members of the Doctoral Commission. In the event of a tie in the voting, the decision for which the chairperson of the meeting has voted is considered adopted.

63. The applications of the doctoral students applying to the Bilateral Exchange are assessed by the Doctoral Commission and the positively evaluated applications are submitted to the competition for the mobility scholarship. The decision regarding the award of a scholarship for the Bilateral Exchange is made by the Commission for the Award of Mobility during the next meeting.

64. The meeting of the Doctoral Commission is valid if at least half of the members of the Doctoral Commission participate in the meeting (including the members participating remotely).

65. The Doctoral Commission has the right to postpone the decision till the next meeting, request to submit the missing documents and/or clarify the information.

66. The selection participants are individually notified about the results of the meeting of the Doctoral Commission by email within 5 working days after the date of the decision-making. The decision of the Commission is documented in the minutes of the meeting.

67. Each selection participant, who disagrees with the selection results, has the right to submit an appeal within 5 working days after the date of the announcement of the selection results. The reasoned appeal regarding the decision of the Doctoral Commission is addressed to the institutional “Erasmus+” Programme coordinator and submitted to the secretary of the respective Selection Commission. After the examination of the grounds for the appeal within 10 working days, the institutional “Erasmus+” Programme coordinator prepares a reply and sends it by the email address specified by the applicant. The doctoral student, who disagrees with the decision of the institutional “Erasmus+” Programme coordinator, may submit an application to the Dispute Settlement Commission set up by the order of the Rector of the University within 3 working days.

68. The “Erasmus+” Programme or mobility scholarship is awarded to the selected participants; the scholarship is for the reimbursement of the additional travel and subsistence expenses incurred during the studies abroad. The general financing regulations of the “Erasmus+” Programme and Bilateral Exchange and the amounts of scholarships set out by Chapter VI of the Guidelines are applied to the partial studies of doctoral.

69. A scholarship is not awarded for participation in scientific conferences.

70. In the case of the third cycle studies, the doctoral student, who consults with his/her supervisor, is responsible for the preparation of the student’s individual study plan and the chairperson on the Doctoral Committee is responsible for the inclusion of the learning outcomes. The AMO coordinator is responsible for the administration of the processes related to the partial studies abroad and the preparation of the academic documents.

71. The provisions of Chapter V of the Guidelines are applied to the organisation of the partial studies of doctoral students and the provisions of Chapter VII are applied to the extension of partial studies.

72. The participants of the “Erasmus+” Programme and Bilateral Exchange are responsible for participation in the activities of the host institution, the organisation of travelling and accommodation.

73. Upon the return from partial studies abroad, doctoral students have to get the assessment of studies under the procedure set out by Chapter VIII of the Guidelines.

74. The inclusion of the outcomes of the doctoral students who have participated in partial studies under the “Erasmus+” Programme or Bilateral Exchange is conducted according to the provisions of the Guidelines for the Recognition of Learning Outcomes of the University.

CHAPTER V

PREPARATION FOR PARTIAL STUDIES

75. When the lists of the students leaving for partial studies under the “Erasmus+” Programme and Bilateral Exchange and the host higher education institutions are approved, the students are nominated to the host universities. The IRC of the faculties is responsible for the nomination of students under the “Erasmus+” Programme. The AMO coordinator is responsible for the nomination of doctoral students and Bilateral Exchange students.

76. The nominated students register in the host institutions according to their requirements and submit the required documents (a registration form, a Learning Agreement, an academic transcript, a document certifying the knowledge of the foreign language and other additional documents). The students participating in the “Erasmus+” Programme or Bilateral Exchange are responsible for compliance with the requirements for the document submission at the host institution and the set deadlines.

77. The student fills in a plan of partial studies under the procedure set out by the Guidelines for the Recognition of Learning Outcomes of the University.

78. The student of the “Erasmus+” Programme lays out the coordinated and approved plan of partial studies in the “Erasmus+” Programme Learning Agreement signed by the student, the Vice-Dean for Studies of the faculty (in the case of doctoral students – the chairperson of the Doctoral Committee) and a representative of the host institution.

79. The student of the Bilateral Exchange submits the copy of the plan of partial studies approved by the Vice-Dean for Studies of the faculty or the chairperson of the Doctoral Committee to the AMO coordinator as the learning agreement on partial studies.

80. Upon the receipt of the positive reply from the chosen higher education institution and the document of the invitation to studies, the student submits an application to leave in the Academic Information System (hereinafter – AIS).

81. The Vice-Dean for Studies of the faculty (in the case of the third cycle studies – the head of the Doctoral School) approves the student’s application for partial studies. The decision is formalised by the decree of the Dean of the faculty (in the case of the third cycle studies – order of the Rector of the University or his/her authorised person).

82. The decree of the Dean of the faculty regarding the leaving of the students of state non-funded studies to partial studies is only prepared after the payment of the tuition fee for the next semester.

83. If needed, the AMO coordinator helps the admitted students of partial studies to prepare the visa application documents.

84. A financial agreement on partial studies is signed with the student, specifying the financing period and the sum of the scholarship. The financial agreement is signed by the student and the director of the IRD. The AMO coordinator is responsible for the preparation and execution of the agreement.

85. In the case of the blended “Erasmus+” Programme mobility, a financial agreement on blended studies is signed with the student; according to this agreement, a scholarship is only paid for the

physical mobility period. If the “Erasmus+” Programme student fails to receive the “Erasmus+” Programme scholarship, a financial agreement on studies with zero grant is signed with the student.

86. All the documents related to partial studies, except for the financial agreement, may be scanned and sent by email, unless the host institution requires otherwise. The copies of all documents have to be submitted to the AMO before the departure.

87. The students, who go to partial studies under the “Erasmus+” Programme, have to get the evaluation of their linguistic preparation online in the OLS system before the period of partial studies and at the end of this period. The link for the test login is sent to the student’s email.

88. If it is not possible to study the chosen and approved study modules or a part thereof at the foreign higher education institution after the signing of the Learning Agreement, not due to the student’s fault, the student has to apply to the IRC of the faculty by email within one month from the beginning of the studies at the foreign higher education institution specifying the objective reason and initiating the amendment of the Learning Agreement. The IRC of the faculty, consulting with the head of the study programme (in the case of the third cycle studies – chairperson of the Doctoral Committee), clarifies the student’s study plan. The amendment of the learning agreement is formalised in writing when all contractual parties sign the new edition of the learning agreement (in the case of the Bilateral Exchange – plan of partial studies).

CHAPTER VI

PAYMENT OF THE SCHOLARSHIPS FOR PARTIAL STUDIES

89. The scholarships for partial studies under the “Erasmus+” Programme are awarded by the decree of the Vice-Rector for Studies of the University (in the case of the third cycle studies – the Vice-Rector for Research and Innovation of the University) after the student signs the financial agreement.

90. The mobility scholarships are awarded by the decree of the Vice-Rector for Studies of the University (in the case of the third cycle studies – the Vice-Rector for Research and Innovation of the University) according to the minutes of the Commission for the Award of Mobility Scholarships. The mobility scholarship is awarded after the student signs the financial agreement.

91. The scholarship for the long-term activities of the “Erasmus+” Programme physical mobility is awarded according to the criteria set out by the EC and the amount of financial support approved by the EESF for a specific project, depending on the group or region of the host country. Information about the individual amounts of scholarships is provided on the University website at <https://ktu.edu/erasmus>.

92. The travel expenses are covered for the “Erasmus+” Programme students, who go to the partner countries (except for Switzerland and the United Kingdom) for long-term mobility and Bilateral Exchange students, who receive mobility scholarships; these expenses are calculated according to the distance from the place of departure to the place of studies and divided into seven groups according to the “Erasmus+” Programme Guide approved by the EC.

93. The students with fewer opportunities who travel to the “Erasmus+” Programme countries may receive additional support besides the “Erasmus+” Programme scholarship.

94. The additional support is not allocated to the students with fewer opportunities who travel to the “Erasmus+” Programme partner countries.

95. The sum of the scholarship for the period of long-term “Erasmus+” Programme mobility and Bilateral Exchange is set out by multiplying the number of the months of partial studies by the sum of the scholarship allocated for the host country. If the month is incomplete, the scholarship is calculated by multiplying the days of the incomplete month by 1/30 of the sum per month.

96. The scholarship of the long-term period is paid to students in two stages:

96.1. An advance payment is transferred to the student’s personal bank account no later than within 30 calendar days from the date the agreement is signed by both parties. The amount and procedure for the payment of advance payment of the scholarship are set out by the financial agreement made between the University and the “Erasmus+” Programme or Bilateral Exchange participant. If the student fails to submit the academic documents (an admission letter, an approved Learning Agreement, a copy of the health insurance) or perform the first “Erasmus+” Programme online test of the linguistic preparation within the set deadlines, the advance payment of the financing is transferred after the submission of the documents;

96.2. The remainder of the scholarship, if such a payment method is stipulated by the financial agreement, is paid after the student returns and submits the documents certifying the partial studies (a certificate confirming the time spent, an academic transcript) no later than within 45 calendar days after the date of the submission of all documents.

97. On the last day of partial studies, the login details to the EC online report in the “Mobility Tool+” system are sent to the “Erasmus+” Programme student; the submission of this report is considered the participant’s application for the payment of the remainder of the scholarship. The “Erasmus+” Programme student has to perform the second evaluation of the linguistic preparation in the OLS system at the end of the period of studies for the payment of the final sum of the financial support.

98. If the student of partial studies fails to submit the online report and/or get the assessment of the “Erasmus+” Programme or Bilateral Exchange studies on time, the University has the right not to pay the remainder of the scholarship and/or demand to refund the paid sum of the scholarship or a part thereof.

99. The final sum of the scholarship for the period of partial studies is set out according to the factual duration of studies in months and additional calendar days after the student submits the certificate certifying the time spent confirming the dates of the beginning and end of studies.

100. If the certified period of the “Erasmus+” Programme partial studies is shorter than the one specified in the financial agreement by more than 5 days, the remainder of the scholarship is paid after recalculation of the sum of the “Erasmus+” Programme scholarship according to the certified period of studies. The student has to refund a part of the scholarship for the period excluded from the certification

of the host organisation to the indicated bank account within 45 calendar days if the part of the scholarship paid to the student exceeds the amount recalculated according to the certified period.

101. If the certified period of the Bilateral Exchange studies is shorter than the one specified in the financial agreement by more than 5 days, the scholarship is calculated and paid to the student according to the period of studies certified by the certificate of the time spent. The student has to refund a part of the mobility scholarship for the period excluded from the certification of the host organisation if the part of the scholarship paid to the student exceeds the amount recalculated according to the certified period.

102. If the certified period of the “Erasmus+” Programme or Bilateral Exchange studies exceeds the one indicated in the financial agreement, the institution may amend the provisions of the financial agreement made with the student and allocate the support for additional days according to the longer duration, provided that the institution has the unused funds for the “Erasmus+” grants or the funds of the University for the activities of partial studies.

103. A scholarship or a part thereof has to be refunded if the student fails to follow the provisions of the financial agreement. If the agreement is terminated before the term, the student has to refund the paid amount of the scholarship. However, if the student is unable to execute the mobility activities due to force majeure circumstances, upon the submission of the supporting documents, he/she has a right to receive the amount of the support equivalent for the factual duration of partial studies. The remainder of the funds has to be refunded. The decision in each case is made by the head of the AMO who notifies the EESF about such cases in the “Erasmus+” Programme.

104. The scholarship for the “Erasmus+” Programme short-term physical mobility (blended mobility and short-term mobility of doctoral students) activities is awarded according to the basic individual support rates set put by the EC. Information about the individual amounts of scholarships is provided on the University website at <https://ktu.edu/erasmus>.

105. In the case of short-term mobility, individual support may also be awarded for one day before the beginning of the activities and one day of travelling after the end of the activities. The students with fewer opportunities may receive an additional 100 EUR besides their scholarship for the period of physical mobility activities in the duration of 5–14 days and 150 EUR if the duration of the period is 15–30 days.

106. The “Erasmus+” Programme participants, who choose green travelling, may receive additional individual support for the reimbursement of the travel expenses of the return trip not exceeding 4 days.

107. The individual support for the participants of the blended intensive “Erasmus+” Programme physical mobility activities and, if applicable, support for the reimbursement of their travel expenses is allocated by the sending institution. In the case of the blended intensive programmes, the individual support is paid to the participants according to the list of the participants submitted by the blended intensive programme coordinator of the University.

CHAPTER VII

EXTENSION OF THE PERIOD OF PARTIAL STUDIES

108. To extend the period of partial studies at the foreign university, the student submits an application for the extension of partial studies to the IRC of the faculty and the AMO coordinator by email one month until the end of the initially planned period of partial studies at the latest.

109. With regards to the longer mobility duration, the “Erasmus+” or mobility scholarship may be awarded to the student for the financing of this period. If it is impossible to finance the extended mobility period, it may be offered to the student to continue partial studies with zero grant.

110. If the student’s application is granted, the student coordinates the amendment of the plan of partial studies and the Learning Agreement with the IRC of the faculty (for the students of the third study cycle – the coordinator of the Doctoral School).

111. The Learning Agreement specifying the studied subjects of the current period and the subjects planned to be studied during the additional period is signed by the Vice-Dean for Studies of the faculty (in the case of the third cycle studies – the chairperson of the Doctoral Committee), the student and the representative of the host institution.

112. Upon the receipt of the amendment of the Learning Agreement signed by all three parties, the AMO coordinator prepares the amendment of the financial agreement which is signed by the student and the director of the IRD.

113. Upon the completion of the first period of partial studies, the student fills in the application for the extension of partial studies in the AIS; based on this application, the order for the extension of partial studies is prepared in the system. If the student has academic debts after the first semester of partial studies or has failed to implement the plan of partial studies, is late to get the assessment and submit documents, does not reply to the coordinator’s letters, the permit to continue the period of studies abroad is not granted.

114. The additional period of partial studies has to begin after the end of the current period of partial studies (semester), including the examination session. There may be no breaks between these periods (public holidays and days off work of the University are not considered breaks).

115. If the extension of the student’s partial studies is considered the days of zero grant from the EC or the funds of the University, these days are deducted from the total duration of the period of partial studies while calculating the final cum of the scholarship.

116. The total duration of the “Erasmus+” Programme physical mobility periods, including the period of zero grant, cannot exceed 12 months for one study cycle. The total duration of the Bilateral Exchange studies, including the period of zero grant, cannot exceed one academic year.

CHAPTER VIII

ASSESSMENT OF PARTIAL STUDIES AND INCLUSION OF OUTCOMES

117. The outcomes of partial studies abroad are recognised according to the principles of the ECHE and the provisions of the Guidelines for the Recognition of Learning Outcomes of the University.

118. The outcomes of partial studies according to the approved content of studies are included without any restrictions if the parties have agreed regarding the changes in the studied subjects and this agreement is confirmed in the amendment of the Learning Agreement (plan of partial studies) signed by all three parties.

119. The learning outcomes obtained by the student according to the approved content of studies are not transferred to the evaluation system used by the University. The recognition of the learning outcomes is conducted by specifying the number of the obtained ECTS credits and the original evaluation.

120. If the learning outcomes of partial studies have not been approved and confirmed in the Learning Agreement and/or plan of partial studies, they may be not included based on the provisions of the Guidelines for the Recognition of Learning Outcomes of the University.

121. Upon the return from the “Erasmus+” Programme or Bilateral Exchange studies, the students or all study cycles, integrated and professional studies have to submit the following documents to the AMO coordinator and the IRC of the faculty (in the case of the third cycle studies – the coordinator of the Doctoral School) within 30 days after the end of partial studies:

121.1. a certificate confirming the time spent, including the virtual mobility period (the part “After Mobility” of the Learning Agreement) signed by the host institution;

121.2. an academic transcript of the completed study modules, specifying their volume in credits and evaluations (in the case of the short-term mobility of doctoral students – a confirmation of the performed academic activities);

121.3. a certificate of the achievement evaluation system applied at another higher education institution and/or percentage breakdown of the evaluations if this information is not provided in the academic transcript;

121.4. in the case of green travelling, the documents certifying the trip (bus/train tickets or other documents).

122. Upon the return, the students submit the application to resume their studies in the AIS.

123. When the period of partial studies abroad ends, the participants of the long-term and short-term “Erasmus+” Programme mobility have to submit the individual mobility report generated by the EC “Mobility Tool+” system which they have to fill in within the deadline specified in the letter and perform the second evaluation of the linguistic preparation in the OLS system (if applied).

124. The IRC of the faculty or the coordinator of the Doctoral School (in the case of the third cycle students) prepares the learning outcomes recognition card under the procedure set out by the Guidelines for the Recognition of Learning Outcomes of the University.

125. If a student has failed to meet the requirements according to the approved content of studies (the achievements of partial studies received a negative evaluation, the stipulated number of credits is

not obtained), the conditions are provided to complete the lacking study modules at the University under the set procedure.

CHAPTER IX FINAL PROVISIONS

126. The Guidelines supplement other current guidelines of the University regulating the participation of students in partial studies: the Guidelines for the Award of Scholarships of the University and the Guidelines for the Recognition of Learning Outcomes of the University.

127. Information about the participation in the “Erasmus+” Programme and Bilateral Exchange studies, these Guidelines and the document forms mentioned are available on the University website at <https://ktu.edu/erasmus/studijos/>.

128. The Guidelines may be amended, supplemented or revoked by the order of the Rector of the University.
