

APPROVED by
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Kaunas University of Technology of
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GUIDELINES FOR THE ORGANISATION OF THE INTERNSHIPS UNDER THE “ERASMUS+” PROGRAMME FOR THE STUDENTS AND GRADUATES OF KAUNAS UNIVERSITY OF TECHNOLOGY

CHAPTER I GENERAL PROVISIONS

1. The Guidelines for the Organisation of the Internship under “Erasmus+” Programme for the Students and Graduates of Kaunas University of Technology (hereinafter – Guidelines) regulate the procedures of the organisation and implementation of the scholarships under the “Erasmus+” Programme for the students (of the first, second, third cycle, integrated and professional studies) and graduates of Kaunas University of Technology (hereinafter – University) and set out the rights and obligations of the students and graduates who participate in this internship.

2. The Guidelines are applied to the “Erasmus+” Programme 2021–2027 and are prepared following the Guidelines for the Organisation of Internships for the Students and Graduates of the University, the “Erasmus” Charter for Higher Education 2021–2027 (hereinafter – ECHE)¹, the “Erasmus+” Programme Project Grant Agreements and appendices thereof, 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. 340 of the Minister of Education, Science and Sport of the Republic of Lithuania of 28 March 2019 and the “Erasmus+” Programme Guide².

3. The process flow diagram “Organise the Departure of Students and Graduates to the Internship under the “Erasmus+” Programme” is prepared according to the Guidelines and provided in Appendix 1 to the Guidelines.

4. The Academic Mobility Office (hereinafter – AMO) at the International Relations Department is responsible for the enforcement of the provisions of the Guidelines and the academic department of the University providing the study programme is responsible for the organisation of internships and quality assurance.

5. The Guidelines and the document forms mentioned are available on the University website at <https://ktu.edu/erasmus/> and the University student (“Office365” environment).

6. The following terms are used in the Guidelines:

6.1. **“Erasmus+” Programme countries** – all European Union (hereinafter – EU) Member States, Norway, Iceland, Lichtenstein, Turkey, Serbia and North Macedonia.

¹ <https://ktu.edu/wp-content/uploads/2016/08/Erasmus-Charter-for-Higher-Education.pdf>

² <https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide>

6.2. **“Erasmus+” Programme partner countries** – other countries of the world (non-participants of the programme) that can participate in the “Erasmus+” Programme.

6.3. **“Erasmus+” Programme internship** (hereinafter – Internship) is an individual study module or a component of the study module of the study programme of the University or additional practical activities not included in the study programme and chosen by a student or graduate aiming to help the student or graduate to acquire experience required for practical work.

6.4. **The types of Internships** are described in the Guidelines for the Organisation of Internships for the Students and Graduates of the University. The following types of Internships are available: *student Internship* (practical training, professional internship, research internship and additional internship) and *graduate Internship*.

6.5. **Internship participants** – the students or graduates of the University who meet the criteria of the Guidelines, use all the rights set out by the ECHE and receive an Internship scholarship for all the time spent in the Internship or a part thereof or does not receive an Internship scholarship (Internship with zero grant). The students of the University who are on an academic leave of absence, have suspended their studies, have academic debts or their performance evaluation is postponed (applied to the students of the third cycle studies (hereinafter – doctoral studies) (hereinafter – doctoral students)), cannot be the Internship participants. It is prohibited to study at higher education institutions during the graduate Internship.

6.6. **Mobility of the Internship participants** – participation in the “Erasmus+” Programme, when an Internship participant goes to the “Erasmus+” Programme country or partner country for an Internship abroad for a specified period of time. The following forms of mobility of the Internship participants are available:

6.6.1. *physical mobility* – activities performed while being physically present in the Internship country which is not the country of residence or studies;

6.6.2. *blended mobility* – long-term or short-term individual mobility consisting of the periods of physical mobility and virtual activities (performed using information and communication technologies without traveling to the Internship country). The period of virtual activities may take place before, during or after the period of physical mobility of the Internship.

6.7. **Blended intensive programme** – a short-term intensive “Erasmus+” student exchange programme, prepared and implemented by the higher education and academic institutions applying the ECHE and located in at least three “Erasmus+” Programme countries. Any other higher education and academic institution or organisation located in the programme country can participate in this programme.

6.8. **Internship period** – period required for the performance of the Internship activities; it may be:

6.8.1. *short-term physical mobility* (duration of 5-30 days) – only available to doctoral students;

6.8.2. *short-term blended mobility* (including a mandatory period of virtual activities) (duration of 5-30 days) – available to the students of all study cycles. The period of virtual internship may be combined with the period of studies at the University;

6.8.3. *long-term physical mobility* (duration of 2-12 months (up to 24 months in the case of the students of integrated studies) – available to the students and graduates of all study cycles.

The total period of the Internship participant's physical mobility is calculated in days including all the activities of the "Erasmus+" Programme physical mobility (studies and Internship) cannot exceed 12 months in one study cycle. The period of the graduate Internship is added to the period of all the activities of the "Erasmus+" Programme physical mobility (studies and Internship). The students may combine the Internship and the period of studies abroad. Such mobility may be organised in several ways: studies and Internship provided one after another or the activities of both types are provided simultaneously. In this case, the Internship is included in the total period of student exchange studies and the financing regulations for student exchange are applied.

6.9. **Internship place** – organisation that meets the requirements set out by the Guidelines for the Organisation of Internships for the Students and Graduates of the University and established in the "Erasmus+" Programme country or partner country which regularly conducts economic activities in the state, private or social sector, regardless of its size or legal status. The Internship place cannot be the EU institution and/or agency specified in the list of the EU institutions and bodies³, to avoid the conflict of interests and/or double financing.

6.10. **Internship scholarship** (hereinafter – Scholarship) – a grant from the EU or the Republic of Lithuania (hereinafter – LR) awarded for the financing of the student or graduate Internship in the enterprise or organisation compliant with the description of the Internship place provided in the Guidelines. The Scholarship is awarded for the period of physical mobility and the period of physical presence in the Internship place during the blended mobility for partial reimbursement of travel and insurance expenses and compensation of the subsistence expenses in the Internship country. The Scholarship is not awarded for the period of virtual activities. The Scholarship may only be awarded to the students or graduates who meet the requirements applied to the Internship participants (see Chapter II of the Guidelines).

6.11. **Internship with zero grant** – a type of Internship in which the Internship participant uses all the opportunities provided by the Internship without any financial support. To cover the expenses incurred during the Internship, the Internship participant may receive remuneration from the Internship place or another type of scholarship awarded by the institution other than the national agency (Education Exchanges Support Foundation, hereinafter – EESF) or the University, such as a ministry or regional state institutions.

6.12. **Internship supervisor at the University (tutor)** is an employee of the University (lecturer, researcher or Vice-Dean for Studies) appointed for methodological supervision of the Internship. The tutor's responsibilities and functions are defined in the Guidelines for the Organisation of Internships for the Students and Graduates of the University.

6.13. **Internship supervisor at the Internship place (mentor)** is an employee of the organisation in which the student participates in the Internship, appointed by the responsible person of the organisation for supervision of the Internship. The mentor's responsibilities and functions are

³ https://europa.eu/european-union/about-eu/institutions-bodies_en

defined in the Guidelines for the Organisation of Internships for the Students and Graduates of the University.

6.14. **Internship place monitoring** (hereinafter – monitoring) – monitoring of the implementation of the activities planned in the Internship plan at the Internship place.

6.15. **Reserve list** – a list of the students who apply for the graduate Internship and award of Scholarship. The students, who have registered in the Internship online application system but do not have an admission letter from the Internship place and therefore, cannot submit an application with required appendices yet, are included in the reserve list.

6.16. **Financial Agreement on the Internship** (hereinafter – Financial Agreement) – a bilateral agreement between Internship participant and the University prepared using the form approved by the order of the Rector of the University and defining the financing period, the amount of Scholarship, the procedure of its payment and assessment of the Internship.

6.17. **Internship learning agreement** (hereinafter – Internship agreement) – a tripartite agreement among the Internship participant, The University and the Internship organisation stipulating the objectives and plan of the Internship, the competencies to be acquired during the Internship and the roles and responsibilities of all three parties.

6.18. **“Erasmus+” Online Linguistic Support (OLS)** – a free platform for the evaluation of linguistic preparation and language courses helping the Internship participants to improve their skills of the English language or the language of the Internship country before and during the mobility. OLS test(s) is (are) a prerequisite for participation in the “Erasmus+” Programme which is not applied to the persons who travel to their country of origin or have the certification of the knowledge at level C2 of the language of the Internship country. an invitation to the test is sent to each Internship participant by email.

6.19. **“Mobility Tool”** – the platform for the administration of the Programme mobilities created by the European Commission (hereinafter – EC) in which the University fills in the data of the mobility participants who submit an online mobility report.

6.20. **Internship participant with fewer opportunities** – a student or graduate who faces the obstacles preventing his/her participation in the Internship due to economic, social, cultural, geographical or health issues, his/her origin, disability or learning difficulties or any other reason, including the discrimination according to Article 21 of the EU Charter of Fundamental Rights.

6.21. **Green travelling** is a way of travelling to and from the Internship place when low emission transportation means (for example, buses, trains) or travelling with fellow passengers (more than one participant travels by the same car to the Internship) are used for a bigger part of the trip.

CHAPTER II

ORGANISATION AND IMPLEMENTATION OF INTERNSHIP

7. The procedure for the organisation and implementation of the Internship, the evaluation of the results and quality assurance is provided in the Guidelines for the Organisation of Internships for the Students and Graduates of the University.

8. The AMO is responsible for the preparation of the reference material about the Internships, the planning and implementation of the information events and the consulting of students at the University.

9. The international relations coordinators of the faculty (hereinafter – IRC) are responsible for the organisation of the information events, dissemination of the reference material and consulting of students at the faculties of the University; the Doctoral School is responsible for the dissemination of the reference material among the doctoral students.

10. Students or graduates can search for an Internship place independently or choose from the following options:

10.1. The Internship places offered by the fields study programme committee, the responsible lecturer of the internship study module, the internship supervisors, lecturers, alumni, career mentors;

10.2. The offers of the Internship places provided on the “WANTED” work and internship platform of the University submitted by the Lithuanian and foreign organisations.

11. The students who wish to complete an Internship have to fill in an electronic application with respective appendices in the application system of the University within the set deadline:

11.1. The students of the first and second cycle, integrated and professional studies and doctoral students, who wish to participate in the long-term (physical and blended) Internship mobility and short-term blended Internship mobility, have to attach the following main and additional appendices to their applications:

11.1.1. an official admission letter from the Internship place;

11.1.2. the copies of the diploma and the diploma supplement of the lower study cycle without the approval mark (applied only to the first year master’s or doctoral students);

11.1.3. the following attachments are optional: a list of scientific publications; a list of the presentations (oral or poster) given at scientific conferences; a list of the research projects in which the students have participated or are participating;

11.2. The doctoral students, who wish to participate in short-term physical mobility, have to submit the following attachments to their applications:

11.2.1. an official admission letter from the Internship place;

11.2.2. the copies of the diploma and the diploma supplement of the lower study cycle without the approval mark (applied only to the first year doctoral students);

11.2.3. the confirmation of the doctoral student’s supervisor certifying that the academic activities specified in the application are appropriate and compatible with the doctoral student’s study programme and performed research.

12. The date of the end of the student Internship cannot be later than the end of the 12th week of the final semester; the exceptional cases have to be coordinated with the Vice-Dean for Studies of the faculty (in the case of doctoral students – the doctoral student’s supervisor) in writing.

13. The students, who wish to complete the graduate Internship, have to fill in an electronic application in the application system of the University and attach the appendices listed in Paragraph 11 of the Guidelines until the end of the studies at the University.

14. The graduate Internship may begin on the next day after the graduation or a public defence of doctoral dissertation.

15. The students, who wish to complete the graduate Internship but do not have an official admission letter from the Internship place, have to fill in an electronic application in the application system of the University without the appendices listed in Paragraph 11 of the Guidelines until the end of the studies at the University. Such application is included in the reserve list and is not considered in the Internship selection competition. When the application is supplemented by the appendices listed in Paragraph 11 of the Guidelines (according to the form of mobility), it is considered in the next Internship selection competition.

16. All selected Internship participants have to submit the following documents to the international student exchange specialist of the AMO who is responsible for the international Internships (hereinafter – AMO internship specialist) before leaving to the Internship place:

16.1. An approved part of the Internship agreement “Before Mobility” provided on the website <https://ktu.edu/erasmus/>, signed by Internship participant, the Vice-Dean for Studies of the faculty (in the case of doctoral students – the chairperson of the Doctoral Committee) and the mentor;

16.2. The copies of the insurance policies certifying the participant is insured using the types of compulsory insurance specified in the Financial Agreement without the approval mark (except for the cases when the parties have agreed otherwise and it is specified in the Internship agreement). If the Internship will be completed in the Internship participant’s country of origin, the copy of the valid social insurance of that country can be submitted, including the attached translation into the English language;

16.3. Other documents required according to the requirements of the financing source (for example, regarding the additional support, the postponement of the graduate Internship (a document in the Lithuanian or English language regarding the war or civil service after the graduation from the University), etc.);

16.4. The signed Financial Agreement; the AMO internship specialist is responsible for its preparation (if the Internship participant’s application has not been considered or the financing is not allocated, the zero grant Financial Agreement is signed).

17. Before the Internship period, all Internship participants have to perform the first test for the evaluation of the knowledge of the foreign language in the OLS system independently.

18. Upon the arrival at the Internship place, all graduates make sure the mentor sends the confirmation of their arrival to the AMO internship specialist from his/her official email within 5 working days. In case of the failure to send the confirmation, the graduate’s Internship is not included and the Scholarship is not paid.

19. The Internship plan and period may be amended (according to the minimum and maximum duration of the Internship period specified in Paragraph 6.8 of the Guidelines). To amend

the Internship plan or period, the participant notifies his/her tutor at least one month before the end of the planned Internship period by email and sends a confirmation certifying that this amendment is agreed upon with the Internship organisation. Upon the receipt of the tutor's permit to amend the Internship plan or period, the Internship participant notifies the IRC of the faculty or the Doctoral School and the AMO internship specialist to whom the participant submits the following documents:

19.1. The part of the Internship agreement "During Mobility" which is filled in the online system and signed by all the parties;

19.2. The copy(ies) of all the extended compulsory insurance policy(ies) (if the Internship period is extended);

19.3. The signed amendment of the Financial Agreement prepared by the AMO internship specialist (if the Internship period is extended or reduced).

20. The Internship participant who wishes to terminate the Internship has to notify his/her tutor, mentor, the IRC of the faculty or the Doctoral School and the AMO internship specialist in writing as soon as possible.

21. The Internship place can be changed after the meeting of the Internship selection competition but before the beginning of the Internship period and signing the Internship agreement. If the Internship participant wishes to change the Internship place, he/she has to submit a new admission letter and an application in free format specifying the reasons for changes in the Internship place to the tutor. If the tutor agrees with the changes in the Internship place, the institutional "Erasmus+" coordinator makes a decision regarding the approval or rejection of the application within 5 working days after the date of the receipt of the application.

22. During the Internship, the Internship place may only be changed in special cases (for example, inappropriate organisational culture at the Internship place, the non-compliance of the activities with the Internship plan, etc.).

23. The Internship participant has to submit the documents specified in Subparagraphs 23.1–23.3 of the Guidelines to the AMO internship specialist and independently perform the tasks specified in Subparagraphs 23.4–23.5 of the Guidelines within 30 calendar days after the end of the Internship:

23.1. Submit the copy of the document certifying the Internship mobility period;

23.2. In the case of green travelling – submit the documents certifying the trip (bus and/or train tickets or other documents);

23.3. Submit other documents required according to the requirements of the financing source (for example, regarding the additional support);

23.4. Complete the descriptive online EC report in the "Mobility Tool" platform;

23.5. Perform the second test for the evaluation of the knowledge of the foreign language in the OLS system (if the evaluation of the first test was lower than level C2).

24. The Internship participant's application documents, the part of the Internship agreement "Before Mobility" (and "During Mobility" if it is completed) are stored in the electronic application platform. The Internship participant's Financial Agreement, the copies of the insurance policies, the

part of the Internship agreement “After Mobility” and the certification of the time spent are stored by the AMO within the terms set out by the documentation plan of the University.

CHAPTER III

PRINCIPLES OF THE ORGANISATION OF THE INTERNSHIP SELECTION AND REQUIREMENTS FOR THE PARTICIPANTS

25. The students and graduates of the University who wish to complete the Internship have to participate in the Internship selection competition and meet the requirements of their chosen type of Internship:

25.1. All the registered students of the University who have completed at least one year of studies (short-term and long-term mobility) and have no academic debts (the exception is made for the participants of the blended intensive programme who may go to the Internship during the first year of studies) are eligible for the student Internship;

25.2. All the graduates of the University are eligible for the graduate Internship within the period of 12 months⁴ after the acquisition of the recognised qualification or scientific degree (up to a doctoral degree, inclusive).

26. The dates of the Internship selection competitions are announced by the AMO internship specialist on the website of the University, the calendar for the allocation of financial assistance and the student intranet; one month before the beginning of the submission of the applications – by other information channels of the University.

27. The Internship selection competition is organised for the short-term and long-term Internship mobility; it is not organised for the participants of the blended intensive programme.

28. The applications for the student Internship can only be submitted in the academic year in which the Internship will be completed (the exception is made for the participants who begin the Internship in the middle of September of the next academic year).

29. The applications for the graduate Internship can only be submitted in the final year of studies until the last day of studies at the University. The doctoral students can submit the applications for the graduate Internship until the day of the end of studies and/or the date of the public defence of doctoral dissertation.

30. The number of applications for the Internship submitted by a student or graduate is unlimited.

31. The eligibility of the applications with mandatory appendices submitted for the Internship selection is assessed and approved by the IRC of the faculty or the Doctoral School.

32. The following are the main criteria of the Internship selection competition:

32.1. The student's or graduate's grade point average of all the studies at the University in the current study cycle until the Internship selection competition;

32.2. The compliance of the Internship plan with the student's study programme / doctoral studies of the science field at the University. In the case of the graduate Internship, the plan has to

⁴ This period may be extended due to mandatory military or civil service at the graduate's country of origin.

be compliant with the study programme(s) / doctoral studies of the science field completed at the University;

32.3. The clarity and justification of the student's or graduate's motivation for the Internship.

33. The following are the additional criteria of the Internship selection competition:

33.1. Participation in the professional internship included in the study programme of the University;

33.2. Published scientific publications;

33.3. Participation in the scientific conferences (oral or poster presentation);

33.4. Participation in the activities of research projects

34. The competition score of the Internship selection competition (hereinafter – CS) is calculated using the formula: $CS = (\text{grade point average} * 0.40) + (\text{evaluation of the compliance of the Internship plan with the study programme / doctoral studies of the science field at the University} * 0.20) + (\text{evaluation of the letter of motivation} * 0.15) + (\text{participation in the professional internship} * 0.10) + (\text{number of scientific publications} * 0.05) + (\text{number of presentations in scientific conferences} * 0.05) + (\text{number of research projects} * 0.05)$.

35. There are separate competition queues of the Internship selection participants for students and graduates; in the case of limited financing, the priority is given to the student Internship over the graduate Internship. The students or graduates, who wish to complete the Internship in their country of origin, are moved to the end of the competition queue.

36. The students, who have already received a Scholarship and terminated their participation in the “Erasmus+” Programme without any justified and verifiable reasons, are moved to the end of the competition queue.

37. If needed, the AMO may organise additional Internship selection competitions.

CHAPTER IV

ORGANISATION OF THE INTERNSHIP SELECTION COMPETITION FOR THE STUDENTS AND GRADUATES OF THE FIRST AND SECOND CYCLE, INTEGRATED AND PROFESSIONAL STUDIES

38. The applications for Internships submitted by the students of the first and second cycle, integrated and professional studies and graduates are examined by the Internship selection competition commission (hereinafter – Selection Commission) set up by the order of the Rector of the University.

39. The Selection Commission consists of the institutional “Erasmus+” coordinator (chairperson of the commission), the AMO internship specialist (secretary of the commission), head of the Career and Service Centre, head of the Study Processes Office.

40. The AMO organises the selection competition for the award of Scholarship for Internship under the “Erasmus+” Programme 4 times per year; it includes the assessment of the applications submitted to the electronic application system within the set deadlines (1 March, 1 June, 1 September, 1 December).

41. The form of the work of the Selection Commission is meetings organised within 5 working days after the deadline for the submission of applications. The work of the Selection Commission may be organised physically and/or remotely.

42. The head of the meetings of the Selection Commission is the commission chairperson in his/her absence – a commission member delegated by the chairperson.

43. The secretary of the Selection Commission organises the work of the commission – manages all the documentation, prepares the timetable of the meetings of the commission in coordination with the commission chairperson, notifies the commission members and the interested parties about the scheduled meetings of the commission and prepares the minutes of the meeting.

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

45. The Selection Commission makes the decisions regarding the award of the Scholarship according to the calculated CS. If several competition participants get equal CS, priority is given to the student or graduate who has a higher grade point average.

46. The participants of the Internship selection are notified about the results of the meeting, including additional information about the further procedures of preparation for the Internship, by email within 5 working days after the meeting of the Selection Commission. The selection results are sent to the IRC of the faculty.

47. The Selection Commission has the right to request to clarify the information and/or submit additional documents and postpone the decision till the next meeting.

48. The decision of the Selection Commission is documented in the minutes of the meeting signed by the chairperson and the secretary of the meeting within 5 working days.

CHAPTER V

ORGANISATION OF THE INTERNSHIP SELECTION COMPETITION FOR THE STUDENTS AND GRADUATES OF THE THIRD CYCLE STUDIES

49. The applications for Internships by the students and graduates of doctoral studies 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.

50. The Doctoral Commission consists of the following members: the institutional “Erasmus+” coordinator (chairperson of the Commission), the AMO internship specialist (secretary), the representative of the Doctoral School, the AMO academic mobility specialist, one Vice-Dean for Research representing engineering, physical sciences or technologies and one Vice-Dean for Research representing social sciences, humanities and arts.

51. The AMO organises the selection competition for the award of Scholarship for Internship under the “Erasmus+” Programme for the students and graduates of doctoral studies each month; it includes the assessment of the applications submitted to the electronic application system on the website <https://ktu.edu/erasmus/> until the 10th day of the month. The scholarship is not awarded for participation in scientific conferences.

52. The form of the work of the Doctoral Commission is meetings organised within 5 working days after the deadline for the submission of applications (except for July, August and December). . The work of the Commission may be organised physically and/or remotely.

53. The head of the meetings of the Doctoral Commission is the commission chairperson in his/her absence – a commission member delegated by the chairperson.

54. The secretary of the Doctoral Commission organises the work of the commission – manages all the documentation, prepares the timetable of the meetings of the commission in coordination with the commission chairperson, notifies the commission members and the interested parties about the scheduled meetings of the commission and prepares the minutes of the meeting.

55. 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).

56. The Doctoral Commission makes the decisions regarding the award of the Scholarship for the long-term Internship mobility according to the calculated CS. If several competition participants get equal CS, priority is given to the student or graduate who has a higher grade point average.

57. The Doctoral Commission makes the decisions regarding the award of the Scholarship for the short-term Internship mobility according to 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.

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

59. The participants of the Internship selection are individually notified about the results of the meeting of the Doctoral Commission by email within 5 working days after the meeting of the commission. The selection results are sent to the Doctoral School.

60. The decision of the Doctoral Commission is documented in the minutes of the meeting signed by the chairperson and the secretary of the meeting within 5 working days.

61. The inclusion of the outcomes of the Internship of doctoral students is performed under the procedure set out by the Doctoral School.

62. Other provisions of the chapters of the Guidelines (except for Chapter IV) are also applied to doctoral students.

CHAPTER VI APPEALS

63. Every participant of the Internship selection has the right to submit a reasoned appeal regarding the interpreting of the results of the Internship selection competition within 5 working days after the date of the announcement of the results of the Internship selection competition.

64. The reasoned appeal regarding the decision of the Internship selection competition is addressed to the institutional “Erasmus+” Programme coordinator and submitted to the secretary of the respective Selection Commission.

65. 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.

66. The student or graduate, 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.

CHAPTER VII INTERNSHIP FINANCING CONDITIONS

67. The funds of the EC and the LR state budget allocated for the “Erasmus+” Programme can be used for the financing of Internships; the amounts of the grants are set out by the EC.

68. The Internship selection competition is conducted at the University according to the information about the opportunities of the financing of Internships available to the AMO.

69. The award of the Scholarship to a student or graduate is only considered after the receipt of all the application documents including the required appendices.

70. The Scholarship is awarded as a supplement to the scholarships or payment paid by the University or other organisations, i.e., the payment of national scholarships, payments and/or loans is not suspended during the studies abroad.

71. The Scholarship is paid under the conditions indicated in the decree of the Vice-Rector for Studies or the Vice-Rector for Research and Innovation (for doctoral students) of the University.

72. When the financing allocated for the mobility of the Internship participants is fully used or not received by the University, the applicants who wish to participate in physical or blended mobility may be offered a zero grant in the following cases:

72.1. For the entire Internship period;

72.2. For the extended Internship period (according to the minimum and maximum Internship duration specified in Paragraph 6.8 of the Guidelines);

72.3. The Scholarship can only be paid to the graduate after his/her mentor emails the confirmation of the Internship participant’s arrival at the Internship place to the AMO internship specialist.

73. If the Scholarship is awarded to the student or graduate who refuses the Scholarship and does not go to the Internship, he/she has to immediately notify the AMO internship specialist and the IRC of the faculty and Doctoral School in writing.

74. If the financial capacities of the “Erasmus+” Programme allow, the monitoring visits are financed for the tutors who have sent at least two Internship participants to the same Internship place in the same academic year. The tutor, who wishes to go to this visit, has to submit an inquiry in free format regarding the opportunities for monitoring to the AMO internship specialist and the latter informs about the financing capacities. Such a visit is available until at least one of the tutor’s Internship participants remains at the Internship place.

75. Individual support can be allocated to the participants of the blended intensive programme according to the list of the participants submitted by the coordinator of this programme at the University; the payment of support is coordinated by the AMO internship specialist.

76. Individual support for the reimbursement of the expenses incurred during the green travelling is allocated according to the documents certifying such a trip submitted by the student or graduate.

CHAPTER VIII

ADDITIONAL SUPPORT FOR THE INTERNSHIP PARTICIPANTS WITH FEWER OPPORTUNITIES

77. Additional support may be allocated to the Internship participants, who are in the group of participants with fewer opportunities and participate in physical or blended mobility. The Internship participants who want to receive this support (Lithuanian and foreign citizens) have to submit a written application for additional support and the documents certifying their belonging to the group of participants with fewer opportunities to the AMO internship specialist until the date of the signing of the Financial Agreement at the latest. The foreign Internship participants submit an official translation of the documents into the English language, notarised or approved by a consular office.

78. The amounts and conditions for the allocation of additional individual support are provided on the University website at <https://ktu.edu/erasmus/> and the applied criteria are determined by the EESF at the national level.

79. Additional support may be allocated to the Internship participants with special needs who participate in physical or blended mobility for the reimbursement of up to 100% of factual expenses for the means and/or services according to the nature of the special needs, illness/disability incurred during the Internship and eligible for financing. 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 Internship.

80. The Internship participant with special needs who wishes to apply regarding the allocation of additional support has to submit the extract issued by the doctor the AMO internship specialist. The submitted documents are assessed by the institutional “Erasmus+” coordinator who submits the application for the allocation of additional support required for the reimbursement of the Internship participant’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/>.

81. After completing the Internship, the Internship 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.

CHAPTER IX

RIGHTS, OBLIGATIONS AND RESPONSIBILITIES OF THE INTERNSHIP PARTICIPANTS

82. All rights and obligations of the Internship participants are laid down in the Guidelines for the Organisation of Internships for the Students and Graduates of the University, the ECHE, 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. 340 of the Minister of Education, Science and Sport of the Republic of Lithuania of 28 March 2019 and the “Erasmus+” Programme Guide and the agreements made with the University and the Internship organisation.

83. The Internship participants have to make arrangements to get their compulsory insurance, travel tickets, accommodation abroad and all the documents and formalities required for the trip.

84. Each student has to return from the Internship under the procedure set out by Order No. PP-125 of the Vice-Rector for Studies of the University “On the Return of Students from the Internships” of 22 November 2016 within the deadlines set out in the academic calendar of the current year approved by the Rector of the University.

CHAPTER X

FINAL PROVISIONS

85. The Guidelines supplement the Guidelines for the Organisation of Internships for the Students and Graduates of the University.

86. In all the cases not stipulated by the Guidelines, the decisions are made by the institutional “Erasmus+” coordinator, provided that they are compatible with the Guidelines for the Organisation of Internships for the Students and Graduates of the University, the ECHE and the “Erasmus+” Programme Guide.

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