*Translation from the Lithuanian language*

#### APPROVED by

#### Order No. A of the Rector of

####  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, implementation of and reporting for 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 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[[1]](#footnote-1), the Erasmus+ Programme Guide 2021–2027[[2]](#footnote-2), the Guidelines for the Organisation of Internships for the Students and Graduates of Kaunas University of Technology, 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 the Minister of Education, Science and Sport of the Republic of Lithuania, and Erasmus+ programme project grant agreements between the University and the Education Exchanges Support Foundation (hereinafter – EESF)[[3]](#footnote-3).
3. The process “Organise the departure of students and graduates for the internship under the Erasmus+ programme” is prepared according to the Guidelines and provided in the Appendix to the Guidelines.
4. The Academic Mobility and Networks Office (hereinafter – AMNO) 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 in the section on international internships of the University's website[[4]](#footnote-4) and the University student intranet (Office365 environment).
6. The following terms are used in the Guidelines:
	1. **The Beneficiary Module** is the electronic system administered by the European Commission (hereinafter – EC) and developed for the management of the Erasmus+ Programme mobility projects. It provides information about the project implementation, the activities of the project participants, the budget, and the project reports are submitted to this system.
	2. **Green travelling** means that low-emission transportation means, for example, buses, trains or travelling with fellow passengers, are used for a bigger part of the trip.
	3. **The Erasmus+ Charter for Higher Education** (hereinafter – ECHE) is the document that a research and academic institution must sign to participate in the Erasmus+ programme.
	4. **The Erasmus+ Programme internship** (hereinafter – internship) means the activities of students or graduates performed at an enterprise, research institute, laboratory, organisation or any other appropriate workplace in an Erasmus+ country or partner country other than the country of the student's or graduate's studies.
	5. **The Erasmus+ Programme countries** are all European Union (hereinafter – EU) Member States and third countries associated with the Erasmus+ Programme (Iceland, Liechtenstein, Norway, Türkiye, Serbia and North Macedonia).
	6. **The Online Language Support (**hereinafter – OLS**)** is a freeonline system for the evaluation of linguistic preparation and language courses, helping the internship participants to improve their skills in the language in which the internship is provided or the skills in the host country’s language before and during the mobility.
	7. **The Mobility-Online** (hereinafter – MO) is an information platform for the management of academic mobility processes, designed to administer the process from the beginning of the mobility (registration and submission of the application) to the end of the mobility (submission of the report and payment of the remainder of the scholarship).
	8. **A participant with fewer opportunities** is an individual 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 discrimination according to Article 21 of theEU Charter of Fundamental Rights.
	9. **The internship learning agreement** (hereinafter – internship agreement) is 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 responsibilities of all parties.
	10. **Internship participants** are 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 do 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 have postponed their performance evaluation (applied to the students of the third cycle studies (hereinafter – doctoral studies) (hereinafter – doctoral students)), cannot be the internship participants.
	11. **The forms of mobility of the internship participants**:
		1. Physical mobility means activities performed while being physically present in the internship country, which is not the country of studies. Mobility options:
			1. Long-term mobility from 2 to 12 months (24 months in the case of integrated studies;
			2. Short-term mobility from 5 to 30 days. Short-term mobility is mandatory for the students of first and second cycle, integrated and professional studies, including a component of virtual activities (an internship performed using information and communication technologies without physically travelling to the internship place). A component of virtual activities is optional for doctoral students and graduates of doctoral studies;
		2. Blended mobility is activities, including physical mobility and a component of virtual activities. The period of virtual activities may take place before or after the physical mobility and can be combined with the period of studies at the University.
	12. **The internship grant agreement** (hereinafter – grant agreement) is a bilateral agreement between the internship participant and the University, drawn up using a form approved by the order of the rector of the University, which sets out the obligations of both parties and the conditions for the performance and financing of the mobility.
	13. **The internship period** is a period for the performance of internship activities. The total period of the internship participant's physical mobility is calculated in days by adding together all Erasmus+ programme physical mobility activities (studies and an internship) and cannot exceed 12 months in one study cycle. The maximum permissible internship period for graduates is calculated by subtracting the total duration of the Erasmus+ programme participant's physical mobility (studies and an internship) at the specific study cycle from 12 months.
	14. **The internship scholarship** is a grant from the EU or the Republic of Lithuania to fund a student's or graduate's internship. The scholarship is awarded to partially cover the travel and insurance costs for the period of physical mobility and to reimburse living expenses in the country of internship. The scholarship is not awarded for the period of virtual mobility. To cover the costs incurred during the internship, the internship participant can receive a salary or other form of support from the internship place or another type of scholarship from a source other than the EESF or the University (e.g., a ministry or regional authorities). The scholarship can only be awarded to students or graduates who meet the eligibility requirements for internship participants (see Chapter III of the Guidelines). The scholarship for the internship in a third country can be awarded for the internship period of up to 3 months. The internship scholarship can be awarded to graduates for the internship period of up to 6 months. The scholarship is not awarded for the graduates' internship in their country of origin.
	15. **The internship supervisor at the University** is an employee of the University (teacher, researcher or vice-dean for education) appointed for methodological supervision of the internship. The supervisor’s responsibilities and functions are defined in the Guidelines for the Organisation of Internships for the Students and Graduates of Kaunas University of Technology.
	16. **The internship supervisor at the internship place** 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 supervisor’s responsibilities and functions are defined in the Guidelines for the Organisation of Internships for the Students and Graduates of Kaunas University of Technology.
	17. **The internship place** is an organisation that meets the requirements set out by the Guidelines for the Organisation of Internships for the Students and Graduates of Kaunas University of Technology 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 an EU institution and/or agency specified in the list of EU institutions and bodies[[5]](#footnote-5) to avoid the conflict of interests and/or double financing.
	18. **Internship monitoring** (hereinafter – monitoring) is the monitoring of the implementation of the activities planned in the internship plan at the internship place.
	19. **The reserve list** is a list of students who apply for the graduate internship and award of a scholarship. The students who have registered in the MO system but do not have an admission letter from the internship place yet are included in the reserve list.
	20. **Third countries** are the countries that do not belong to the groups of the Erasmus+ programme countries and third countries associated with the Erasmus+ Programme but can participate in certain Erasmus+ programme activities.

**CHAPTER II**

**ORGANISATION OF THE INTERNSHIP MOBILITY**

1. The AMNO at the International Relations Department 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.
2. 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.
3. Students or graduates can search for an internship place independently or choose from the following options:
	1. The internship places offered by the study programme committee of the field, the responsible teacher of the internship study module, the internship supervisors, teachers, alumni, and career mentors;
	2. A catalogue of internship offers published on the University's student intranet (Office365 environment);
	3. The offers of the internship places provided on the “WANTed” work and internship platform of the University submitted by the Lithuanian and foreign organisations.
4. Students or graduates can only go on internships at universities in third countries if the University has concluded inter-institutional cooperation agreements.
5. All student or graduate mobility documents are processed, and information is sent via the MO platform indicated on the University website[[6]](#footnote-6).
6. The students who wish to complete an internship have to fill in an electronic application with the respective appendices on the MO platform:
	1. A copy of an official letter of admission to the internship without the approval mark;
	2. Doctoral students must attach the supervisor's confirmation that the internship is compatible with the doctoral student's study programme and ongoing research;
	3. In addition, a list of scientific publications, a list of presentations (oral or poster) given at scientific conferences and a list of research projects in which the applicant has participated or is participating can be attached.
7. The students who wish to complete the graduate internship have to fill in an electronic application on the MO platform and attach the appendices listed in Paragraph 11 of the Guidelines until the end of the studies at the University.
8. The students who wish to complete the graduate internship but do not have an admission letter have to fill in an electronic application on the MO platform without the appendices listed in Paragraph 11 of the Guidelines. Such an application is included in the reserve list and is considered in the next selection competition for internships when the application is supplemented by the appendices listed in Paragraph 11 of the Guidelines.
9. The selected internship participants have to upload the following documents to the MO platform at least 5 working days before the beginning of the internship:
	1. An approved part Before Mobility of the internship agreement, signed by the internship participant, the vice-dean for education of the faculty and the internship supervisor at the internship place;

15.2. The copies of the insurance policies certifying that 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, a copy of the valid social insurance of that country can be submitted, including the attached translation into the English language;

15.3. Other documents for additional support, the postponement of the graduate internship (a document in the Lithuanian or English language regarding the war or civil service after graduation from the University), etc.;

1. The AMNO outgoing student mobility specialist (hereinafter - internship specialist) prepares the grant agreement on the MO platform and sends the invitation for signature. The grant agreement between the participant and the director of international relations is signed electronically on the Mobility-Online platform using the University's single sign-on system.
2. The AMNO internship specialist prepares a decree of the vice-rector for education (vice-rector for research in the case of doctoral students) “On the Allocation of Support (Incentive)”. The first instalment of the scholarship (90% of the amount calculated for the entire internship period) is paid.
3. The AMNO internship specialist registers the Erasmus+ programme participant in the Beneficiary Module system.
4. Before the internship period, all internship participants are recommended to perform the first test for the evaluation of knowledge of the foreign language on the OLS platform independently.
5. Upon arrival at the internship place, all graduates make sure the internship supervisor at the internship place sends the confirmation of their arrival to the AMNO internship specialist from his/her official email within 5 working days. In case of the failure to send the confirmation, the internship is considered not to have started, and the scholarship is not paid.
6. The internship plan and period may be amended (according to the minimum and maximum duration of the internship period specified in Paragraph 6.13 of the Guidelines). To amend the internship plan or period, the participant notifies his/her internship supervisor at the University 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 permit of the internship supervisor at the University to amend the internship plan or period, the internship participant notifies the IRC (in the case of doctoral students – the Doctoral School) and submits the following documents to the MO:

21.1. The part During Mobility of the internship agreement signed by all the parties;

21.2. The copy(ies) of all the extended compulsory insurance policy(ies) (if the internship period is extended).

1. If the duration of the internship is extended or shortened, the AMNO internship specialist prepares an amendment to the grant agreement on the MO platform.
2. The internship participant who wishes to terminate the internship has to notify his/her internship supervisor at the University, the internship supervisor at the internship place, the IRC of the faculty or the Doctoral School and the AMNO internship specialist in writing as soon as possible.
3. The internship place can be changed before signing the grant 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 internship supervisor at the University. If the internship supervisor at the University agrees with the changes in the internship place, a new letter of admission is submitted to the MO platform.
4. During the internship, the internship place may only be changed in special cases (for example, if the internship activities are non-compliant with the plan agreed upon in the internship agreement, etc.).
5. Within 30 calendar days of the end of the internship, the internship participant must:
	1. Submit the part After Mobility of the internship agreement and, if additional support has been allocated, copies of the documents related to the additional support (for example, documents certifying green travel) to the MO;
6. Independently complete the online descriptive report on the Beneficiary Module platform; Once the internship participant has fulfilled the requirements set out in Paragraphs 26.1 and 26.2, the AMNO internship specialist prepares a decree of the vice-rector for education (vice-rector for research in the case of doctoral students) "On the Allocation of Support (Incentive)". The second instalment of the scholarship (10 % of the amount calculated for the entire duration of the internship) is paid.
7. The procedure for organising and completing the internship, evaluation of results and quality assurance is set out in the Guidelines for the Organisation of the Internship for Students and Graduates of the University (except for the third cycle). The internship results are credited for doctoral students under the procedure set out by the Doctoral School.
8. The documents of the internship participants are stored on the MO platform coordinated by the AMNO.

**CHAPTER III**

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

1. 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:
	1. All the registered students of the University who have completed at least one year of university studies and have no academic debts ;
	2. All the graduates of the University are eligible for the graduate internship within 12 months[[7]](#footnote-7) after the acquisition of the recognised qualification or scientific degree (up to a doctoral degree, inclusive).
2. The dates of the internship selection competitions are announced by the AMNO internship specialist on the website of the University, the calendar for the allocation of financial assistance and the student intranet, and by other information channels of the University one month before the beginning of the submission of the applications.
3. 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 by the 15th of September of the next academic year).
4. The applications for the graduate internship can be submitted in the final year of studies only 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 the doctoral dissertation.
5. The number of applications for the internship submitted by a student or graduate is unlimited.
6. 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.
7. The following are the main criteria of the internship selection competition:
	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;
	2. The compliance of the internship plan with the student’s study programme or doctoral studies of the science field at the University. In the case of the graduate internship, the plan has to be compliant with the study programme(s) or doctoral studies of the science field completed at the University;
	3. The clarity and justification of the student’s or graduate’s motivation for the internship.
8. The following are the additional criteria of the internship selection competition:
	1. Participation in the professional internship included in the study programme of the University;
	2. Published scientific publications;
	3. Participation in scientific conferences (oral or poster presentation);
	4. Participation in the activities of research projects
9. The competition score of the internship selection competition (hereinafter – CS) is calculated using the formula: CS = (grade point average \* 0.40) + (evaluation of the compliance of the internship plan with the study programme or doctoral studies of the science field at the University \* 0.20) + (evaluation of the letter of motivation \* 0.15) + (participation in the professional internship \* 0.10) + (number of scientific publications \* 0.05) + (number of presentations in scientific conferences \* 0.05) + (number of research projects \* 0.05).
10. 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.
11. The students or graduates who wish to complete the internship in their country of origin are moved to the end of the competition queue.
12. 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.
13. If needed, the AMNO may organise additional internship selection competitions.
14. Each participant of the internship selection is entitled to lodge a reasoned appeal regarding the interpretation of the results of the internship selection within 5 working days after the date of announcement of the results of the internship selection.
15. A reasoned appeal regarding the decision of the selection competition is addressed to the institutional Erasmus+ coordinator and submitted to the secretary of the relevant selection commission.
16. After examining the motives of the appeal within 10 working days, the institutional Erasmus+ coordinator prepares a reply and sends it to the applicant at his/her specified email.
17. A student or a graduate who disagrees with the decision of the institutional Erasmus+ coordinator may, within 3 working days, submit a petition to the Dispute Settlement Commission, established by the order of the rector of the University.

**CHAPTER IV**

**IMPLEMENTATION OF THE INTERNSHIPS OF THE STUDENTS AND GRADUATES OF THE FIRST AND SECOND CYCLE, INTEGRATED AND PROFESSIONAL STUDIES**

1. 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.
2. The Selection Commission consists of the institutional Erasmus+ coordinator (chairperson of the commission), the AMNO internship specialist (secretary of the commission), the head of the Career and Service Centre, the head of the Study Processes and Admissions Office and the head of the Doctoral School.
3. The AMNO organises the selection competition for the award of the internship scholarship under the Erasmus+ Programme 4 times per year; it includes the assessment of the applications submitted via the MO platform within the set deadlines (1 March, 1 June, 1 September, 1 December).
4. 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.
5. The head of the meetings of the Selection Commission is the commission chairperson in his/her absence, a commission member delegated by the chairperson.
6. 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.
7. 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).
8. 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.
9. The participants of the internship selection are individually 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 faculties of the selected students and graduates.
10. The Selection Commission has the right to request the applicant to clarify the information and/or submit additional documents and postpone the decision till the next meeting.
11. 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**

**IMPLEMENTATION OF THE INTERNSHIP OF THE STUDENTS AND GRADUATES OF THE THIRD CYCLE STUDIES**

1. 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) approved by the order of the rector of the University.
2. The Doctoral Commission includes the institutional Erasmus+ coordinator (chairperson of the Doctoral Commission), the AMNO internship specialist (secretary), the representative of the Doctoral School, the AMNO outgoing student 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.
3. The AMNO organises the selection competition for the award of internship scholarships under the Erasmus+ Programme for the students and graduates of doctoral studies each month; it includes the assessment of the applications submitted via the MO platform until the 10th day of the month.
4. 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.
5. The head of the meetings of the Doctoral Commission is the commission chairperson or a commission member delegated by the chairperson.
6. 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.
7. 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).
8. The Doctoral Commission makes the decisions regarding the award of the scholarship for the 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.
9. 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.
10. The participants of the internship selection are individually notified about the results of the meeting of the Doctoral Commission, including additional information about the further procedures of preparation for the internship, by email within 5 working days after the meeting of the commission. The selection results are sent to the Doctoral School.
11. 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.
12. Other provisions of the chapters of the Guidelines (except for Chapter IV) are also applied to doctoral students.

**CHAPTER VI**

**INTERNSHIP FINANCING CONDITIONS**

1. The funds of the EC and the state budget of the Republic of Lithuania allocated for the Erasmus+ Programme can be used for the financing of internships; the amounts of the scholarships are set out by the EESF.
2. The internship selection competition is conducted at the University according to the information about the opportunities for financing the internships available to the AMNO.
3. 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.
4. The scholarship is awarded as a supplement to the scholarships or payments paid by the University or other organisations, i.e., the payment of national scholarships, payments and/or loans is not suspended during the internship.
5. The scholarship consists of an individual mobility grant and support for travel expenses, calculated according to the distance between the place of origin and the place of implementation of the activities. Distance is calculated using the official EC distance calculator.
6. Additional support may be allocated to students and graduates going on an internship. The amounts and conditions for the allocation of additional individual support are provided on the University website[[8]](#footnote-8) and the applied criteria are determined by the EESF at the national level. Additional financial support is calculated based on fixed amounts and added to the individual mobility grant.
7. Additional financial support may be allocated to cover the costs of green travel if the student or graduate provides a copy of the supporting documents for the round trip.
8. Additional financial support may be allocated to students or graduates with fewer opportunities who are formally classified as members of the vulnerable groups of the University community. Applications for formal classification as a group with fewer opportunities at the University are submitted by email to wellbeing@ktu.lt.
9. Additional support may be allocated to students and graduates with special needs (physical, mental or another type of disability) 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. The need for these expenses has to be based on medical documents. Foreign internship participants must provide an official English translation of the relevant documents, certified by a notary or consular office. Applications for additional support in the case of special medical needs must be submitted at least 1 month before the beginning of the internship under the procedure provided on the EESF website[[9]](#footnote-9).
10. Internship participants who wish to receive additional financial support must upload the documents justifying the need for additional financial support to the MO by the date of signing the grant agreement at the latest.
11. The scholarship will be paid according to the conditions specified in a decree by the University's vice-rector for education or the vice-rector for research (for doctoral students).
12. A scholarship can only be paid to a graduate student after his/her internship supervisor at the internship place has sent an email confirmation of the internship participant's arrival to the AMNO internship specialist.
13. If the University has exhausted or has not received funds for the mobility of internship participants, internship participants may be offered a zero grant:
	1. For the full duration of the internship;
	2. For an extended internship period (subject to the minimum and maximum duration of the internship period specified in Paragraph 6.13 of the Guidelines).
14. If a student or graduate who has been awarded a scholarship declines it and does not go to the internship, he/she must immediately inform the AMNO internship specialist and the faculty's IRC or the Doctoral School about his/her decision in writing.
15. If the financial possibilities of the Erasmus+ programme allow, a monitoring visit by an internship supervisor at the University who has sent at least two internship participants to the same internship place in the same academic year may be funded. To go on this visit, the internship supervisor at the University has to submit a free-form request for a monitoring visit to the AMNO internship specialist, who will inform about the funding possibilities. The visit is possible as long as at least one internship participant is present at the internship place.

**CHAPTER VII**

**RIGHTS, OBLIGATIONS AND RESPONSIBILITIES OF THE INTERNSHIP PARTICIPANTS**

1. 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 and the Erasmus+ Student Charter.
2. The internship participants have to make arrangements to get their compulsory insurance, travel tickets, accommodation abroad and all other necessary documents.
3. Each student has to return from the internship within the deadlines set out in the academic calendar of the current year approved by the rector of the University.

**CHAPTER VIII**

**FINAL PROVISIONS**

1. The Guidelines supplement the Guidelines for the Organisation of Internships for the Students and Graduates of Kaunas University of Technology.
2. 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 Kaunas University of Technology, the ECHE and the Erasmus+ Programme Guide.
3. The Guidelines may be amended, supplemented or revoked by the order of the rector of the University.
1. “Erasmus” Charter for Higher Education, access online:<https://ktu.edu/wp-content/uploads/2016/08/Erasmus-Charter-for-Higher-Education.pdf>. [↑](#footnote-ref-1)
2. “Erasmus+” Programme Guide 2021–2027, access online: <https://ec.europa.eu/programmes/erasmusplus/resources/programme-guide_en> [↑](#footnote-ref-2)
3. The grant agreements between the University and the EESF are signed each year, taking into account the need for funds presented in the institutional application, the approved EC funding and the funds allocated to the funding instruments included in the budget of the Republic of Lithuania. [↑](#footnote-ref-3)
4. The University website, access online: https://ktu.edu/erasmus/praktika/. [↑](#footnote-ref-4)
5. The list of EU institutions, access online: <https://europa.eu/european-union/about-eu/institutions-bodies_en> [↑](#footnote-ref-5)
6. University website, access online: https://ktu.edu/erasmus/praktika/. [↑](#footnote-ref-6)
7. This period may be extended due to mandatory military or civil service at the graduate’s country of origin. [↑](#footnote-ref-7)
8. Amounts of the additional individual support and conditions for the allocation of support, access online: https://ktu.edu/erasmus/ [↑](#footnote-ref-8)
9. Support for participants with fewer opportunities, access online: https://www.erasmus-plius.lt/programa/papildoma-parama-aukstojo-mokslo-studentams/ [↑](#footnote-ref-9)