

APPROVED by
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of 16 October 2018
of the Rector of the
ISM University of Management and Economics

**The Regulations on the International Mobility
Activities
of Students and Staff
of the ISM University of Management and
Economics**

1. Definitions

- 1.1. **Regulations on the International Mobility Activities of Students and Staff of the ISM University of Management and Economics** shall mean the internal financial rules and rules for administration of exchange activities carried out by students and staff of the ISM University of Management and Economics (“the ISM”).
- 1.2. **The ERASMUS+ Programme of the European Commission** (“Erasmus”) shall mean a part of the ERASMUS+ Programme of the European Commission which covers the following actions of the ERASMUS+ Programme:
 - 1.2.1. **STUDENT MOBILITY FOR STUDIES** provides students of higher education and research institutions (higher education schools and research institutes) with a possibility to spend the integrated period of studies in another country involved in the Erasmus+ Programme.
 - 1.2.2. **STUDENT MOBILITY FOR TRAINING** provides students/graduates of higher education and research institutions (higher education schools and research institutes) with a possibility of apprenticeship in a company or organisation of another country involved in the Erasmus+ Programme. Apprentices may acquire specific skills, expand their knowledge in connection with the economic and social culture of a respective country, gain practical work experience in an organisation of the European Union (EU) and familiarize with the features of the EU labour market.
 - 1.2.3. **STAFF MOBILITY FOR TRAINING** provides the staff of higher education and research institutions with a possibility to learn by transferring information or technical knowledge within the partner institution or receiving company, thus acquiring practical skills to be applied at current work and relevant for professional self-improvement.
 - 1.2.4. **STAFF MOBILITY FOR TEACHING** provides the lecturers and representatives of the invited personnel of the companies with the possibilities to teach in the institutions of other countries or enables foreign lecturers to teach in Lithuania. Lectures of Erasmus lecturers shall be integrated into the study programme of a receiving institution.
- 1.3. **International students' exchange programme** shall mean one of the programmes implemented by the ISM:
 - 1.3.1. Erasmus mobility for studies shall mean an exchange programme under which students are able to spend a part of their studies at university that the ISM has concluded the Inter-Institutional ERASMUS+ Cooperation Agreement with. Erasmus mobility for studies covers both Erasmus+ Programme and Partner Countries as defined in the Erasmus+ Programme Guide by the European Commission.
 - 1.3.2. Bilateral exchange programme shall mean an exchange programme under which students may leave for studies at universities which do not participate in the Erasmus programme that the ISM has concluded the cooperation agreement with;
 - 1.3.3. Double degree programme shall mean a programme which provides with a possibility to be awarded two diplomas – of the ISM and respective foreign

university – provided that the requirements laid down in the cooperation agreement between the ISM and foreign university have been successfully fulfilled;

- 1.3.4. Erasmus mobility for training shall mean a programme under which students may undergo training in foreign companies in one of the Erasmus+ Programme countries as defined in the Erasmus+ Programme Guide by the European Commission.
- 1.3.5. Other exchange programmes shall mean other exchange programmes administered by the International Studies of the ISM.
- 1.4. **Erasmus Charter for Higher Education (ECHE)** shall mean an accreditation granted by the European Commission giving the possibility to higher education institutions to participate in the Erasmus Programme and be provided with a grant for carrying out the activities under the programme. The Charter outlines the fundamental principles an institution should adhere to in organising and implementing high quality mobility and cooperation and states the requisites it agrees to comply with in order to ensure high quality services and procedures as well as the provision of reliable and transparent information.
- 1.5. **Sending institution** shall mean a higher education institution which officially participates in the Erasmus Programme and has the ECHE (in the case of the Erasmus Programme in Programme countries), or a foreign higher education institution (in the case of Erasmus Programme in Partner countries, bilateral exchange, double degree and/or other programmes) which is sending its students, lecturers and/or other employees to the Receiving Institution under the Inter-Institutional Agreement, or a company of a country which officially participates in the Erasmus Programme and is sending its employees to a higher education institution to give lectures.
- 1.6. **Receiving institution** shall mean a higher education institution which officially participates in the Erasmus Programme and has the ECHE (in the case of the Erasmus Programme in Programme countries), or a foreign higher education institution (in the case of Erasmus Programme in Partner countries, bilateral exchange, double degree and/or other programmes) that the Sending Institution has concluded the Inter-Institutional Agreement with under which students, lecturers and/or administration staff of the Sending Institution are received, or a company of a country which officially participates in the Erasmus Programme and receives incoming students, lecturers or employees of a higher education institution.
- 1.7. **National Agency (NA)** shall mean an agency of a country which officially participates in the Erasmus Programme, where the agency is in charge of the administration of the programme and its coordination at the national level. In Lithuania its functions are carried out by the Education Exchanges Support Foundation (“the Foundation”).
- 1.8. **Inter-institutional agreement between the receiving and sending institutions** shall mean a bilateral agreement which provides for the terms and conditions of exchanges of students and/or staff as well as the activities planned.
- 1.9. **European Credit Transfer and Accumulation System (ECTS)** shall mean the system of recognition of studies abroad based on the student's working time required to achieve the goals of the study programme which should be defined by student's learning achievements and competences.
- 1.10. **Grant** shall mean the financial support from the European Commission and/or state budget to the Sending Institution for the implementation of the Erasmus Programme.

- 1.11. **Individual scholarship/grant** shall mean a scholarship/grant allocated by a higher education institution to a student/employee for the purpose of Erasmus mobility.
- 1.12. **Recipient of an individual scholarship/grant** shall mean a student/lecturer/another employee of a higher education institution or company involved in staff mobility in compliance with the criteria of Erasmus mobility and approved by the higher education institution as to being granted a scholarship/grant for the purpose of Erasmus mobility who has concluded an agreement with the higher education institution.
- 1.13. **Zero-Erasmus grant student** shall mean a student who participates in the Erasmus exchange programme (Erasmus mobility for studies or training), but does not receive an Erasmus grant.
- 1.14. **Zero-Erasmus grant employee** shall mean an employee who participates in the Erasmus exchange programme, but does not receive an Erasmus grant.
- 1.15. **Incoming Erasmus student** shall mean a student who, under the Erasmus Programme, comes to the ISM from the Sending Institution that the ISM has concluded the Inter-Institutional Agreement with to study according to the study programme approved in advance.
- 1.16. **Incoming exchange student** shall mean a student who, under the bilateral exchange, double degree and/or another programme, comes to the ISM from the Sending Institution that the ISM has concluded the Inter-Institutional Agreement with to study according to the study programme approved in advance.
- 1.17. **Outbound Erasmus student** shall mean a student who is being sent to study under the Erasmus Programme according to the study programme approved in advance or who is being sent to a company of a respective country for training according to the training programme approved in advance.
- 1.18. **Outbound exchange student** shall mean a student who, under the bilateral exchange, double degree and/or another programme, is being sent to study to a higher education institution that the ISM has concluded the Inter-Institutional Agreement with according to the study programme approved in advance, or who is being sent to a company of a respective country for training according to the training programme approved in advance.
- 1.19. **Grant agreement for mobility for studies/training** shall mean an agreement concluded between the Sending Institution and a student/graduate participating in mobility for studies/training. The agreement shall have the following annexes thereto:
- 1.19.1. Learning agreement shall mean a document filled out prior to the beginning of studies/training abroad, during studies/training and after mobility for studies/training. It is a trilateral agreement which harmonises the planned programme of Erasmus studies/training abroad and which is signed by a student, a representative of the ISM responsible for the harmonisation of the study/training programme as well as by a students' mobility coordinator of the Receiving Institution and another person in charge;
- 1.19.2. General terms and conditions of the agreement shall mean articles which define the liability of the parties, termination of the agreement, procedure of the data protection and participant's obligations as to the submission of information for the purpose of verification and audit;

- 1.19.3. Erasmus Student Charter shall mean a standard document which specifies the rights and duties of students participating in student mobility.
- 1.20. **Transcript of Records** shall mean a certificate containing the information on learning outcomes by indicating the name of the Receiving Institution where studies took place, number of national and ECTS credits awarded for every course and final evaluation of the course according to the evaluation system of the institution and ECTS-based system.
- 1.21. **Grant agreement for mobility for teaching/training** shall mean the agreement concluded between the Sending Institution and an employee involved in mobility for teaching/training. The agreement shall have 2 annexes thereto:
- 1.21.1. Employee's mobility agreement shall contain the data of a candidate intending to take part in mobility for teaching/training and the programme of a visit covering the mobility goals, content of a training programme and learning outcomes;
- 1.21.2. General terms and conditions of the agreement shall mean articles which define the liability of the parties, termination of the agreement, procedure of the data protection and participant's obligations as to the submission of information for the purpose of verification and audit.
- 1.22. **Outbound lecturer** shall mean an academic employee of the Sending Institution who, under the Erasmus Programme, is being sent for a short teaching visit under the programme approved in advance to a higher education institution/company of a country officially participating in the Erasmus Programme that the Sending Institution has concluded the Inter-Institutional Agreement with.
- 1.23. **Outbound employee** shall mean an employee holding a position of an administrative nature in the Sending Institution who, under the Erasmus Programme, is being sent for a short training visit under the programme approved in advance to a higher education institution/company of a country officially participating in the Erasmus Programme.
- 1.24. **Guest lecturer/employee** shall mean an employee of a higher education institution or a company of a country involved in the Erasmus Programme who arrives from the partner higher education institution or company for a short teaching visit under the teaching programme approved in advance.
- 1.25. **Institutional coordinator of the Erasmus Programme** shall mean an employee of the ISM in charge of the implementation of the Erasmus Programme at ISM University.
- 1.26. **Erasmus mobility arrangement** shall mean activities under the Erasmus Programme, where the grant provided thereunder may be used for administrative, publishing expenses and other mobility arrangement-related expenses with respect to the Erasmus Programme.
- 1.27. **Authorised signatory** shall mean a manager of an institution or another person who has a power of attorney entitling him/her to sign on behalf of the institution.

2. REGULATIONS ON STUDENTS MOBILITY FOR STUDIES

2.1. Who can participate in the programmes of mobility for studies

- 2.1.1. All full-time students of all study cycles (bachelor's, master's and doctoral studies) who were allocated a place in an exchange programme during the selection, who have confirmed it following the established procedure (see 2.2.23), who submitted the required documents and were compliant with the requirements of the programme prior to their departure may participate in the exchange programme for studies. Students shall be notified of the requirements for the participants of exchange programmes during the selection.
- 2.1.2. A total period of mobility of students involved in the Erasmus exchange programme shall not exceed 12 months (360 days) in each cycle of studies, including all periods of mobility for Erasmus studies in Programme and Partner countries, and Erasmus training. The Erasmus exchange period should not be shorter than three months. The time spent on exchange programmes should not exceed more than a half of the total duration of studies at home university.
- 2.1.3. Bachelor students may participate in the exchange selection for studies only upon successful completion of the first semester. Students are allowed to leave for exchange not earlier than on third semester
- 2.1.4. Master students may participate in the exchange selection for studies during the first or second semester and leave for exchange during second or third semester respectively.
- 2.1.5. Doctoral students may participate in the study exchange programmes only upon successful completion of the first year of studies.

2.2. Notification and selection of students

- 2.2.1. Information on exchange programmes' possibilities are provided to students by the ISM International Studies Office via ISM, also is available on the ISM website (www.ism.lt, see exchange programmes), e-learning system, billboards at the university as well as during information events and individual consultations.
- 2.2.2. The selection for bilateral and Erasmus+ exchange programmes for studies shall be carried out simultaneously, except for the cases, where it is agreed upon otherwise in the exchange programme agreement with the partner university
- 2.2.3. There shall be two exchange selections at ISM during academic year:
 - 1.FALL SELECTION (for going on exchange in spring semester) shall start on the second week of September;

2.SPRING SELECTION (for going on exchange in fall semester) shall start on the second week of February;
Additional rounds may be organized after each selection, if needed.

2.2.4. Full-time students are invited to participate in both selections. The main criteria for participating in exchange selection:

2.2.4.1. Students must have no more than 1 academic failure;

2.2.4.2. There is no GPA ((weighted) grade point average) criteria for students, participating in exchange selection, applying for exchange programme at Partner university that have one, two accreditations, or no accreditations at all.

2.2.4.3. Students must have GPA no lower than 7, participating in exchange selection, applying for exchange programme at triple crown accredited Partner university (AACSB, EQUIS, AMBA accredited universities)

*except for students of doctoral studies who are not subject to the requirement for the average of the evaluation of study subjects.

2.2.4.4. Students who have an effective severe reprimand are NOT ALLOWED to leave for exchange.

2.2.5. The selection for double degree exchange programmes may be carried out at different times, depending on different requirements indicated in double degree programme agreement with the Partner university.

General requirements for double degree programmes are the same as for bilateral and Erasmus+ exchange programmes, however, there may be additional requirements to be fulfilled too. Students shall be informed prior the selection about exact requirements.

2.2.6. Additional rounds of exchange selection may be announced in the event of remaining funds allocated for mobility for studies or vacant exchange places in receiving institutions. Full-time students are invited to take part in additional rounds of selection. The criteria for participating in the additional rounds of exchange selection is the same as for the main exchange selections.

2.2.7. Students (undergraduate and graduate) shall be selected to the exchange programmes for studies by the means of competition. All students, who have complied with the selection criteria, who have timely submitted the required documents which are filled out correctly shall be considered for the competition (2.2.4 or 2.2.6):

2.2.7.1. Online application form

2.2.7.2. Motivation letter (in English);

2.2.7.3. Student record excerpt (in English);

2.2.7.4. Copy of Language proficiency document (if required by exchange university);

- 2.2.8. Students (of doctoral studies) shall be selected to the exchange programmes for studies by the means of competition. Students are required to submit the following documents:
- 2.2.8.1.1. Consent of a Partner university to receive and/or consent of a scholar of such institution to mentor a person studying in doctoral studies within the area of his/her research (theoretical and empirical);
 - 2.2.8.1.2. Task list of studies abroad signed by a research adviser at ISM;
 - 2.2.8.1.3. Students participating in the competition who are the employees of the ISM shall coordinate their participation in the programme with the head of their department who shall confirm the consent by a signature on the application form of the participant.
- 2.2.9. Students (undergraduate and graduate), participating in exchange selection may choose up to five partner universities where they would like to go on exchange programmes and rank it according to personal preferences. The preferences need to be indicated in the online application form.
- 2.2.10. Exchange selections may be planned and implemented online via ISM Students' Information System (UNIMETIS) and MY.ISM online platform, with no requirements of printed copies to be presented to International Studies Office.
- 2.2.11. Documents submitted for the competition may be amended prior to the competition, but not later than 2 weeks before the date of the competition, having notified all students of the study programmes who may potentially participate in the selection of the amendments made. Students shall be familiarized with the explicit requirements of the competition during the information seminars organised prior to the competition. In addition, all information shall be sent to students of relevant courses via email and it shall be available on the ISM e-learning system and/or ISM website.
- 2.2.12. The competition of the selection of programme participants shall be conducted twice a year - in February and September. All students of relevant courses shall be notified of the exact date when the competition takes place, documents to be submitted and selection criteria via the ISM e-mail not later than 2 weeks prior to the date of the competition.
- 2.2.13. All students of relevant courses shall be notified of the exact dates when the additional competitions take place, documents to be submitted and selection criteria via e-mail not later than 2 weeks prior to the date of the competition.
- 2.2.14. The student selections criteria shall be the results of the academic activity (weighted GPA), knowledge of English language (in the case of bachelor studies) and other foreign languages (if studies in a receiving institution are conducted in another foreign language), motivation to study abroad, active participation of students involved in the Erasmus programme and other international mobility programmes in the activity of mentors and/or assistants of the International Studies Office as well as the compliance of the study programme proposed by the receiving institution with the study programme of the ISM. The results of the academic activity of students studying in doctoral studies shall not be subject to evaluation. In the competition ranking the priority shall be given to students studying in doctoral studies. Where several students studying in doctoral studies apply, the priority shall be given to students of senior courses. Selection criteria, their sequence and regulations of the competition

may be amended and supplemented. Students shall be familiarized with the explicit criteria and regulations at the beginning of every academic year.

- 2.2.15. In the case of bachelor studies, the score of the English language subject shall be determined based on the average of the evaluation of the English language subjects at the ISM within the first and second semesters.
- 2.2.16. The activity and efficiency of students' participation in the mentors' activity (Buddy programme) shall be evaluated by representatives of ISM section of Erasmus Student Network (ISM ESN). During the competition one student may score up to 0.5 of an additional point for being a buddy for international student at ISM University of Management and Economics. Points are allocated for every completed semester in which the student was involved in buddy activities. Points earned for buddy activities of one semester may be used only once. Student may choose in which selection the points are to be used and informs the International Studies Office during the application for exchange selection about the fact. Detailed information on the participation in the Buddy programme and its evaluation shall be provided in the "Programme of Mentors and Assistants" of the ISM ESN.
- 2.2.17. The students' participation in the activity of assistants of the International Studies Office shall be evaluated by the staff of the International Studies Office in charge of activities that the assistants were involved in. During the competition one student may score up to 0.5 of an additional point for the participation in the activity of assistants of the International Studies Office. Detailed information on the participation in the assistants' programme is provided by the International Studies Office.
- 2.2.18. Additional points can be added to the applicant's competitive score either for the mentoring activities or for assistance to the International Studies Office activities. Additional points cannot be summed up and can be used only once.
- 2.2.19. The selections competition of students wishing to participate in the programmes of mobility for studies shall be advertised, organised and coordinated by the ISM International Studies Office.
- 2.2.20. A competitive score of contestants to the exchange programme for studies shall be calculated as follows:

$$CS = WGPA + AP, \text{ where}$$

- CS – competitive score in specific selection round;
WGPA – weighted GPA of all completed courses by the beginning of specific selection round;
AP – additional points for mentoring activities or for assistance to the International Studies Office.

The average of the evaluation of English language subjects in bachelor studies shall be a primary additional selection criterion and shall not be included in the competitive score; however, a higher grade shall give the preference to students who scored the same number of points. Student's motivation to participate in the programme shall stand as secondary additional selection criterion and shall not be included in a competitive score, but the higher grade shall give the preference to students who scored the same number of points (having taken account of the evaluation of the English language subjects).

- 2.2.21. The competition ranking of candidates shall be drafted by the ISM International Studies Office on the basis of the data provided by students, and the final decision regarding the eligibility of participants, place of studies and timing as well as allocation of individual scholarships shall be made by the International Student Exchange Committee (“the Committee”) consisting of the institutional coordinator of the Erasmus Programme / Team Leader of International Studies, coordinator of international studies, persons delegated by the Studies Department and members of the Student Association.
- 2.2.22. All contestants shall be notified of the results of the competition via ISM e-mail not later than within 5 working days from the meeting of the Committee during which the selection results were approved.
- 2.2.23. Within 5 days from the notification of the competition results, students who were allocated an exchange place may approve or reject their participation in the programme under the proposed conditions (place of studies, timing and financing) to the coordinator of international studies. The refusal may be sent via e-mail. Students who have not submitted the refusal by the set date shall be considered as having agreed to participate in the exchange programme under the proposed conditions.
- 2.2.24. Since there are online students’ portals or other online students’ information platforms at ISM, information mentioned above (paragraphs 2.2.18; 2.2.19) shall be provided to students online.
- 2.2.25. If a student who was awarded an exchange place and/or scholarship in the competition refuses to participate in the exchange programme after the deadline, he/she shall immediately submit an application to a coordinator of international studies addressed to the team leader of international studies requesting to withdraw him/her from the list of participants of the International Student Exchange Programme.
- 2.2.26. The selection results shall be approved by the means of the meeting of the Committee. Competition results: student number of students who have been awarded an exchange place, period of studies and names of institutions subject to mobility for studies shall be made publicly available, of the ISM International Studies, on the ISM website and e-learning system. In the event of any changes in the competition list, they shall be approved by a separate protocol of the Committee.
- 2.2.27. Students who disagree with the results shall be entitled to file an appeal against the Commission within 3 working days after the competition results are announced to the students. The Committee must examine the appeal and provide their response within 5 days from the date of receipt of such an appeal.
- 2.2.28. Students who were awarded a student place and confirmed it may leave for the exchange programme only when they meet the requirements, if any, of the ISM partner university after the last semester prior to leaving under the International Student Exchange Programme. Students shall be notified of specific requirements set by the ISM partner university during seminars, in the e-learning system and after selection results of the International Student Exchange Programme are published.
- 2.2.29. In case a student no longer meets the eligibility requirements for participants of the Exchange Programme for studies at any time prior to the beginning of the

exchange period (see 2.1), loses a status of the ISM full-time student or it turns out that there are other reasons for which he/she can no longer participate in the mobility programme (including but not limited to insufficiency of the weighted average, etc.), the student shall lose the right to participate in the International Student Exchange Programme.

- 2.2.30. A final list of students participating in the International Exchange Programmes for studies shall be formed upon the completion of the last semester prior to leaving for the International Student Exchange Programme and upon receipt of academic results of the last semester from the Data Management Department. A final list of outbound students shall be approved by the order of the ISM Rector.

2.3. Preparation for mobility for studies

- 2.3.1. If a student does not refuse to participate in the student exchange programme within the set time frame, the ISM International Studies Office shall submit the confirmation on the student's participation and contact information to the receiving institution. Students shall follow all information sent by the receiving institution and published on the website as well as timely submit all requested admission documents to the receiving institution. "Admission letter" obtained from Receiving institution should be submitted to the ISM coordinator of international studies.
- 2.3.2. Students intending to participate in the exchange programme shall follow all information related to the participation in a respective studies exchange programme sent via e-mail by the International Studies Office.
- 2.3.3. Students wishing to participate in the Erasmus Programme of mobility for studies shall undergo tests of the foreign language established by the European Commission. The first test shall be conducted prior to signing the Learning Agreement. When the test results are received, the further language enhancement plan is discussed and online language course licences are granted (if necessary). Online language course licences shall be granted by the decision of the Committee. Students, having been provided with the online language course licences, shall assume the responsibility for following the online course. The second language test shall be conducted at the end of the mobility period, unless C2 language level was achieved at the first time.
- 2.3.4. All students intending to leave shall have the Learning Agreement approved and signed by the receiving institution prior to the beginning of studies abroad, where the study programme in line with the student's study field and level shall be coordinated with a representative of a relevant ISM study programme:
- 2.3.4.1. students of bachelor's and international master's programmes with the Programme Director of their study programme;
 - 2.3.4.2. students of doctoral studies with the Dean of Doctoral Studies.
- 2.3.5. The learning agreement and all amendments of this agreement (if any) shall be signed by a student, a person in charge of a respective ISM study programme (see Item 2.3.4) and a person in charge of the receiving institution. Bilateral exchange learning agreement shall be signed by student, a person in charge of a respective ISM study programme (see Item 2.3.4), a person in charge of the receiving institution and ISM coordinator of international studies.

- 2.3.6. Prior to leaving for the Erasmus Programme of mobility for studies all students shall sign individual grant agreements with the ISM irrespective of whether or not they have been provided with the Grant and shall familiarize with the annexes to the agreement. The grant agreement shall be signed upon receipt of a certificate from the receiving institution certifying the student's admission to a respective study programme and indicating the start and end dates of studies.
- 2.3.7. Students leaving for study exchange programmes shall take care of accommodation abroad, insurance, visa/temporary permit to reside in the country (if required) and all required travel documents.

2.4. Responsibilities of outbound students

- 2.4.1. Mobile students must send the coordinator of the ISM international studies the Learning Agreement and amendments thereto (if any) signed by the receiving institution before the mobility starts and within the first month of studies abroad if any changes to the Learning Agreement are made.
- 2.4.2. Mobile students shall study according to the Learning Agreement approved by all parties – a student, Receiving and Sending Institutions – and shall follow the rules of the receiving institution.
- 2.4.3. Outbound students under the Erasmus programme of mobility for studies shall fulfil all obligations provided for in the grant agreement.
- 2.4.4. Students, having returned from the programme of mobility for studies, shall submit the transcript of records on the followed subjects to the ISM international studies coordinator.
- 2.4.5. Students, having returned from the programme of mobility for studies, shall submit their feedback on an exchange period in the form requested by the International Studies Office.

2.5. Financial conditions of mobility for studies

- 2.5.1. Students leaving under the exchange programmes for studies shall pay the ISM tuition fee for a semester/semesters of studying abroad under the general procedure of the ISM, unless specified otherwise.
- 2.5.2. Students leaving under the exchange programmes for studies may be waved the tuition fee in the receiving institution according to the agreement concluded with the receiving institution. The conditions with the respect to the study fee in the receiving institution are defined in the bilateral agreement between the institutions and they may vary accordingly between the institutions.
- 2.5.3. Students shall participate in mobility for studies under the same conditions which would be applied when studying in the ISM, i.e. the discounts of the ISM study fee, if allocated, still apply.
- 2.5.4. A student shall incur all expenses related to leaving for the mobility programme for studies (including tickets, accommodation, visas, other travel documents and

all other expenses) at his/her own risk and the ISM shall not be liable for such expenses. Accordingly, if after occurrence of such expenses it turns out that a student can no longer participate in the study mobility programme for any reasons, such expenses shall not be reimbursed.

2.5.5. An individual scholarship/grant for studies abroad may be allocated for outbound students of the Erasmus Programme of mobility for studies. The number and amount of scholarships shall be calculated every academic year taking into account the amount of funds allocated by the European Commission and state budget of the Republic of Lithuania for that year and amounts of scholarships approved by the European Commission by groups of countries:

2.5.5.1. Erasmus+ Programme countries: Ireland, the Republic of Austria, the Kingdom of Denmark, the United Kingdom of Great Britain and Northern Ireland, the Republic of Italy, the Principality of Liechtenstein, the Kingdom of Norway, the Republic of France, the Republic of Finland, the Kingdom of Sweden: EUR 520 per month;

2.5.5.2. Erasmus+ Programme countries: the Kingdom of Belgium, the Czech Republic, the Hellenic Republic, The Republic of Iceland, the Kingdom of Spain, the Republic of Cyprus, the Republic of Croatia, the Grand Duchy of Luxembourg, the Kingdom of the Netherlands, the Republic of Portugal, the Republic of Slovenia, the Federal Republic of Germany, the Republic of Turkey: EUR 470 per month;

2.5.5.3. Erasmus+ Programme countries: the Republic of Bulgaria, the Republic of Estonia, the Republic of Latvia, the Republic of Poland, the former Yugoslav Republic of Macedonia, the Republic of Malta, Romania, the Republic of Slovakia, the Republic of Hungary: EUR 320 per month.

2.5.5.4. Erasmus+ Programme countries: travel grant in accordance with the distance bands established by the European Commission. "Travel distance" shall mean a distance from a place of origin of the Sending Institution to a place of carrying out activities, meanwhile "amount" shall cover the contribution to travel costs both to and from a place of carrying out activities. The travel distance shall be calculated according to the calculator of the European Commission:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Travel distance	Amount (both ways)
Between 100 and 499 km:	EUR 180 per person
Between 500 and 1999 km:	EUR 275 per person
Between 2,000 and 2,999 km:	EUR 360 per person
Between 3,000 and 3,999 km:	EUR 530 per person
Between 4,000 and 7,999 km:	EUR 820 per person
8,000 km or more:	EUR 1,100 per person

2.5.6. The scholarship for Erasmus studies to the same student in a respective cycle of studies may be allocated for the period of up to 12 months (360 days), including Erasmus mobility for studies in Programme and Partner countries and Erasmus training.

- 2.5.7. In order to provide a higher number of ISM students to participate in the Erasmus Programme, Erasmus scholarships shall be first allocated for one (first) semester by giving the preference to those students who participate in the Erasmus Programme for the first time. A scholarship for the second semester or recurrent mobilities shall be allocated provided the ISM has remaining funds for student mobility or additional funds are received from the European Commission or the national budget of the Republic of Lithuania.
- 2.5.8. Double Degree students (applying for double degree programmes within European Union / EEA countries) are entitled for Erasmus scholarships as well. Erasmus scholarships shall be first allocated for one (first) semester, the scholarship for the second semester shall be allocated provided the ISM has remaining funds for student mobility or additional funds are received from the European Commission or the national budget of the Republic of Lithuania.
- 2.5.9. Erasmus scholarships shall be allocated as follows:
- 2.5.9.1. During both selections 80 percent of funds to be received for mobility for studies, shall be allocated to students: 60 percent of 80 percent shall be distributed during the spring selection and 40 percent – during the fall selection.
Scholarships shall be allocated for students who scored the highest competitive score in percentage among years, programmes and cycles by taking into account the percentage of students who participated in exchange selection.
Doctoral students participating in the selection are given the priority to receive the scholarship.
Students who leave for a period longer than one semester shall be allocated a scholarship for the first semester.
In case additional amount of money is received, students shall be allocated the scholarships according to competitive score of all selected students.
- 2.5.9.2. The remaining amount of funds of 20 percent for mobility for studies shall be allocated to students with highest GPA according to competitive score of all selected students.
- 2.5.9.3. The final decision regarding the allocation of Erasmus scholarships shall be adopted by the Committee.
- 2.5.10. Students who were awarded an Erasmus place but not a scholarship may participate in the Zero-Erasmus Grant Programme. In addition, the latter shall be included in a reserve list under which additional scholarships are granted provided any student who received a scholarship refuses to participate in the Programme or the institution receives additional funding.
- 2.5.11. The Erasmus scholarship shall not cover all expenses for studies abroad. An amount of a scholarship shall be determined taking into account the scholarship amounts set by the European Commission (see 2.5.5) and the total amount of funds for student mobility received by the ISM. Students shall be notified of the amount of scholarships prior to their leaving for studies abroad. An exact amount of a scholarship, payment terms and conditions shall be laid down in the Grant Agreement.
- 2.5.12. The duration of Erasmus mobility for studies shall be calculated in months and days. The start and end dates of mobility shall be the dates referred to in the

admission confirmation of the Receiving Institution and in the Learning Agreement.

- 2.5.13. The basic principles of the procedure for paying Erasmus scholarships shall be as follows:
- 2.5.13.1. 80 per cent of the scholarship shall be paid prior to leaving for studies abroad;
 - 2.5.13.2. the remaining amount (20 per cent of a total scholarship) shall be paid after a student who has returned to the ISM submits the last part of the Learning Agreement filled out after the completion of mobility and signed by the receiving institution as well as fulfils all requirements provided for in the Grant Agreement. Statement of Period of Stay signed and stamped by the Receiving institution.
The received filled out tests of the language evaluation, EU survey and ISM Exchange feedback form shall be considered the request to pay the outstanding amount of the scholarship.
- 2.5.14. If a student failed to spend the entire period in the receiving institution as defined in the agreement, the Erasmus scholarship shall be reduced. The total duration of studies and scholarship amount shall be recalculated in accordance with the period spent in the exchange programme (exact number of days).
- 2.5.15. If a student spent a period longer than specified in the agreement, the scholarship may be recalculated if there are outstanding amounts of funds received for student mobility. Otherwise additional days shall be a period that a zero grant is applied to. The decision regarding the recalculation of the scholarship in the event of the prolonged period shall be adopted by the Committee.
- 2.5.16. The Erasmus scholarship may be transferred to a student only after he/she has agreed to receive it, assumed responsibilities related thereto and signed the Grant Agreement. Students who failed to spend the entire attendance period in the receiving institution as provided for in the Grant Agreement or failed to fulfil obligations laid down in the Grant Agreement shall repay a portion of the scholarship for that period or the total amount of the scholarship. The decision regarding repayment of the scholarship shall be adopted by the Committee.
- 2.5.17. Students going abroad may apply to public and private funds for loans and other financial support.
- 2.5.18. In case a disabled person is participating in the Erasmus Programme of mobility for studies, he/she may be provided with an additional grant to satisfy the special needs due to the disability. Such a student shall submit a request and an application to the National Agency following the procedure established by the National Agency.
- 2.5.19. Disadvantaged students are students from poor families or single residents entitled to receive or receiving social allowances according to the Law on Cash Social Assistance for Poor Families and Single Residents of the Republic of Lithuania and/or who are under 25 years of age and to whom guardianship (curatorship) has been established until the age of majority or whose parents (one of the parents) are dead; such students participating in the mobility activity shall receive an increased amount for subsistence. A student shall submit the certifying documents prior to signing of the grant agreement.

2.6. Recognition of the exchange programme's study results

- 2.6.1. Having returned from studies abroad, students shall provide the International Studies Office with a third part of a Learning Agreement (After mobility), signed by a foreign university indicating learning results, received credits and marks with respect to the attendance and recognition of credits.
- 2.6.2. The recognition of credits and period of exchange programmes shall be carried out under the procedure effective in the ISM. If a student fulfilled all formal requirements (concluded the Learning Agreement, had amendments (if any) approved in due time) and successfully completed the entire study programme, then all received credits shall be fully recognised and accredited by the ISM and recorded in the diploma supplement.
- 2.6.3. If a student failed to comply with the Learning Agreement during studies abroad, courses included therein shall not be recognised, unless the Commission for Studies decides otherwise.
- 2.6.4. If a student is not satisfied with positive evaluations received during studies abroad and he/she has collected more than 30 ECTS during a respective semester abroad or has collected additional credits at the ISM (where the total number of credits of that semester equals 30 ECTS credits if such credits awarded at the ISM are added to credits awarded abroad), he/she may submit an application requesting not to transfer a part of credits received during studies abroad. The Commission for Studies shall make a decision as to accepting or rejecting the application. If a student has scored less than 30 ECTS credits, he/she cannot file an application requesting not to transfer the results of studies abroad.
- 2.6.5. If a student failed the exam(s) under the study programme provided for in the Learning Agreement and a sum of credits of followed and passed subjects is below 30 ECTS credits, he/she, having returned to the ISM, shall follow lacking subjects and take respective exams as well as pay an established tuition fee, unless he/she has been released from paying the study fee by the decision of the Commission for Studies.
- 2.6.6. In case a student received a negative evaluation of the subject followed in the receiving institution during studies abroad and he/she cannot re-take the exam for he/she has already returned to the studies at the ISM, he/she may be provided with a possibility to re-take the exam of the subject at the ISM, but only if a written consent from the receiving institution and ISM's International Studies Office has been received.

2.7. Extension of a period of studies abroad

- 2.7.1. A period of Erasmus studies abroad may be extended and the Erasmus student status remains unchanged, if the total duration of mobility, including the previous participation in the Erasmus Programme for studies/training, in a respective cycle does not exceed 12 months (360 days).
- 2.7.2. The Erasmus mobility period may be extended immediately after the current mobility period. There shall be marked interruption days in Mobility tool system and deducted from all period of stay.

- 2.7.3. The extension of the period of studies abroad for all exchange students shall be possible only when vacancies provided for in the bilateral agreement are available in the receiving institution or the receiving institution agrees to allocate an additional place, and a student successfully passed subjects provided for in the study programme. In the event of outbound students who leave for the first time and wish to extend their studies apply for the same student place, the student place shall be allocated to a student who is leaving for the first time. In case a student failed one or more subjects in the receiving institution as provided for in the Learning Agreement, the Committee shall consider the possibility to extend the mobility period. Students wishing to extend the exchange period shall notify the ISM International Studies Coordinator (in charge of outbound students) and an employee of the international relations department of the receiving institution (in charge of incoming students) thereof and receive their consents. In addition, student must receive a written consent from their ISM Programme Director confirming that there will be enough courses corresponding to the ISM study programme to be studied at the partner institution during the mobility extension period. A student may extend the studies for the next semester only with the consent of both institutions.
- 2.7.4. The application for the extension of exchange studies shall be submitted at least one month prior to the end of the current mobility period.
- 2.7.5. Students whose studies abroad are extended shall have the programme of studies abroad approved by a respective employee in charge of the ISM study programme prior to the beginning of a new period of studies abroad.
- 2.7.6. Financial conditions for extension of the Erasmus attendance period are defined in the annex to the Grant Agreement. In case a student was granted the scholarship during the first mobility period of the Erasmus Programme, its allocation for the second period shall be re-considered by the Committee taking account of priorities referred to in Item 2.5.7.

3. MOBILITY FOR TRAINING

3.1. Eligibility criteria for participants in mobility for training

- 3.1.1. All full-time students with good academic standing and recent graduates may participate in the Erasmus Programme of mobility for training (they must take part in the competition during the last year of studies, and training abroad shall be completed within a year from graduation prior to commencement of the next studies) if they have been awarded an Erasmus training place during the selection, confirmed it following the established procedure, submitted required documents and fulfilled the eligibility requirements prior to their departure.
- 3.1.2. Students who have a severe reprimand cannot participate in the Erasmus Programme of mobility for training.
- 3.1.3. Students/graduates who previously participated in the Erasmus Programme of mobility for studies/training and whose total period of mobility, including previous Erasmus studies/training and upcoming period of Erasmus mobility, will exceed 12 months (360 days) during the current cycle of studies cannot take part in the Erasmus Programme of mobility for training.

3.2. Requirements for the location and timing of training

- 3.2.1. An eligible organisation for training shall be any higher education institution granted with the ECHE or any public or private organisation operating on the labour market or in the areas of education, training and youth affairs. All participating organisations shall be established in any country of the Programme.
- 3.2.2. EU institutions and other EU authorities, including specialised organisations administering EU programmes, such as national agencies, cannot be receiving institutions.
- 3.2.3. An employee in charge of training of the Career Centre shall evaluate the eligibility of the receiving organisation.
- 3.2.4. The duration of training abroad shall be between 2 and 12 months.

3.3. Notification and selection of students

- 3.3.1. The Career Centre shall provide information on a possibility to carry out training abroad on the ISM website, billboard of the career centre, via e-mail and during individual consultations.
- 3.3.2. Students shall be selected to training abroad by way of competition. All students compliant with the selection criteria who have timely submitted the following documents which are filled out correctly may participate in the competition:

- 3.3.2.1. application (addressed to the Team Leader of Career Services) for the participation in the competition for selection of Erasmus student training;
 - 3.3.2.2. selection participant's application form;
 - 3.3.2.3. confirmation on the previous participation/non-participation in an exchange programme by indicating the name and duration of the previous exchange programme;
 - 3.3.2.4. CV and motivation letter (in English);
 - 3.3.2.5. consent of a receiving foreign organisation to receive a student/graduate for training (if a student/graduate has arranged his/her training in a foreign organisation).
- 3.3.3. Documents required for the competition can be changed by sending institution no later than 2 weeks before the competition takes place.
- 3.3.4. The competition for training abroad shall be conducted twice a year – in May – June and October – November. In the event of vacancies and/or received additional funding additional competition for training shall be advertised. Funding is allocated in the following proportions: 50 % of all grants are allocated in the first round, other 50 % - during the second round. Unused grants (if any) are allocated during the additional round.
- 3.3.5. The main selection criteria for training shall be as follows:
- 3.3.5.1. results of an academic activity;
 - 3.3.5.2. training provided for in the study programme;
 - 3.3.5.3. intention to carry out training after graduation;
 - 3.3.5.4. ability to independently find a training place;
 - 3.3.5.5. students studying in doctoral studies
 - 3.3.5.6. ability to independently find a training place in a foreign company included in Fortune Global 500 rating (<http://fortune.com/global500/>);
 - 3.3.5.7. motivation to carry out training abroad, active participation in the activity of Erasmus mentors and assistants of the international studies department (if additional points for mentorship have not been used in the competition of Erasmus studies);
 - 3.3.5.8. previous participation in an exchange programme
- 3.3.6. Selection criteria, their weight and sequence as well as regulations of the competition may be amended and supplemented. Explicit criteria and selection regulations shall be published on the ISM website at least 2 weeks before the competition takes place.
- 3.3.7. The activity and efficiency of contestants' participation in the mentors' activity shall be evaluated by coordinators of international relations of ESN. The activity and efficiency of students' participation in the activity of assistants of the International Studies Office shall be evaluated by the employees of the International Studies Office in charge of appropriate activities. During the competition one student may score up to 0.5 of an additional point for the participation in the activity of mentors and/or assistants provided that additional points for mentorship or the activity of assistants have not been used in the competition of mobility for studies. The same additional points cannot be awarded twice (in mobility for studies and mobility for training).
- 3.3.8. The ISM Career Centre shall advertise, organise and coordinate the competition for training abroad.

- 3.3.9. The competitive score of the candidates shall be calculated by adding additional points to the average of academic results of all semesters for:
- 3.3.9.1. carrying out compulsory training (2 points);
 - 3.3.9.2. intending to carry out training after graduation (2 points);
 - 3.3.9.3. finding of a training place (2 points);
 - 3.3.9.4. students studying in doctoral studies (2 points)
 - 3.3.9.5. finding of a training place in a foreign company in Fortune Global 500 rating (1 point);
 - 3.3.9.6. in order to provide as many students as possible with an opportunity to participate in the Programme at least once, 1 point shall be added to participants who did not participate in any programme of International Study or Training Exchange;
 - 3.3.9.7. participation in the activity of mentors or assistants (if a candidate took part in such activities and these points have not been used in the competition for exchange of studies) (up to 0.5 point);
 - 3.3.9.8. motivation of a candidate to participate in the programme shall be an additional selection criterion which will not be subject to additional points.
- 3.3.10. Contestants who have not found a training place yet may be assisted by the career centre through individual consultations.
- 3.3.11. The career centre shall prepare the competition ranking of candidates based on the data provided in students' applications, and the final decision regarding the eligibility of a selected training place or of candidates, training place and timing as well as allocation of individual scholarships shall be adopted by the commission for selection for international student exchange ("the Commission") consisting of the Team Leader of Career Services, institutional coordinator of the Erasmus Programme and representative of the Studies department.
- 3.3.12. All students and graduates who took part in the competition shall be notified of the results of the competition via e-mail not later than within 5 working days from the meeting of the Commission. Within 5 days from the notification of the competition results, the winners shall send a written consent/refusal to carry out training in a respective foreign organisation to the career centre or another person indicated in the competition documents via e-mail. The consent/refusal may be sent via e-mail. Contestants who failed to submit the consent before the deadline shall be removed from the list of selected candidates, and their scholarship (if any) shall be offered to other candidates in the list.
- 3.3.13. If a student/graduate who was awarded a training place and scholarship in the competition refuses to go abroad to carry out training for serious reasons, he/she shall immediately submit an application to the career centre requesting to remove him/her from the list of the programme participants.
- 3.3.14. The selection results shall be approved by the minutes of the meeting of the Commission. Competition results shall be made publicly available, i.e. on the ISM website. In the event of any changes in the competition list, they shall be approved by a separate protocol of the Commission. A final list of outbound students shall be approved by the order of the ISM Rector
- 3.3.15. Contestants who disagree with the results shall be entitled to file an appeal against the Commission within 3 working days. The Commission must examine the appeal and provide their response within 5 days from the date of receipt of such an appeal.

3.4. Preparation for training

- 3.4.1. The career centre shall provide students/graduates who won the competition with the information on mandatory documents to be filled out for the Erasmus Programme.
- 3.4.2. Prior to the beginning of training abroad all students/graduates selected during the competition shall have the programme of training in the receiving organisation approved by the Team Leader of Career Services and sign the Learning Agreement for Erasmus+ Training Mobility.
- 3.4.3. Any amendments to the training agreement shall be immediately approved by all three parties and shall be made within the first month from the beginning of training.
- 3.4.4. Prior to leaving for the Erasmus training, all students/graduates shall sign the Grant Agreement for Training with the ISM. The agreement shall be signed only after all three parties (apprentice, ISM and receiving organisation) have signed the Learning Agreement for Erasmus+ Training Mobility.
- 3.4.5. All outbound students/graduates shall be familiarised with their rights and duties laid down in the Erasmus student charter. The charter is an annex to the grant agreement and is provided to students with the agreement.
- 3.4.6. In case a student no longer meets the eligibility requirements for participants of the Training Exchange Programme at any time prior to the beginning of the Erasmus mobility for training period, the student shall lose the right to participate in the International Student Exchange Programme.

3.5. Responsibilities of outbound students

- 3.5.1. Outbound students/graduates shall follow all information related to training abroad sent via e-mail by the Career Centre.
- 3.5.2. Outbound students shall timely submit all required documents to the Career Centre.
- 3.5.3. Outbound students shall timely have their training programme and amendments (if any) approved by the Career Centre Manager.
- 3.5.4. Outbound students who may no longer participate in the programme shall immediately notify the Career Centre thereof.
- 3.5.5. Students/graduates who have been selected and confirmed for the Erasmus Programme of mobility for training shall undergo tests of the foreign language established by the European Commission and used for training in the receiving institution. The first test shall be conducted prior to signing the Learning Agreement for Erasmus+ Training Mobility. When the test results are received, the further language enhancement plan is discussed and online language course licences are granted (if necessary). Online language course licences shall be granted by the decision of the Commission. Students/graduates, having been provided with the online language course licences, shall assume the

responsibility for following the online course. The second language test shall be conducted at the end of the mobility period.

- 3.5.6. Students/graduates shall spend the entire period in the receiving organisation as specified in the grant agreement. If a student/graduate terminates training in a company without the reasonable grounds, the whole amount of the scholarship or its portion paid up to that moment shall be repaid. If a student/graduate wishes/has to terminate training prior to the deadline for reasonable grounds (illness, termination of the activity of the organisation or force majeure), he/she shall immediately submit an application to the Career Centre with a document certifying the reason.
- 3.5.7. Outbound Erasmus students/graduates shall fulfil all obligations provided for in the Grant Agreement.
- 3.5.8. Outbound students/graduates shall take care of accommodation abroad, insurance, visa/temporary permit to reside in the country (if required) and all necessary travel documents.
- 3.5.9. The “Erasmus+” participants, having returned from training abroad, shall provide the Career Centre with the last part of the Learning Agreement filled out after the completion of mobility and signed by the receiving institution as well as fulfil all requirements provided for in the Grant Agreement.

3.6. Financial conditions of training abroad

- 3.6.1. Outbound students shall pay the ISM a study fee for a semester/semesters of training abroad under the general procedure of the ISM. When leaving for training after graduation the tuition fee shall not apply.
- 3.6.2. Students/graduates shall leave for training abroad under the same conditions which would be applied when studying in the ISM, i.e. the discounts of the ISM study fee, if allocated, still apply.
- 3.6.3. An individual scholarship/grant for training abroad may be allocated for outbound students of the Erasmus Programme of mobility for training. The number and amount of scholarships shall be calculated every academic year taking into account the amount of funds allocated by the European Commission and state budget of the Republic of Lithuania for that year and amounts of scholarships approved by the European Commission by groups of countries:
 - 3.6.3.1. Ireland, the Republic of Austria, the Kingdom of Denmark, the United Kingdom of Great Britain and Northern Ireland, the Republic of Italy, the Principality of Liechtenstein, the Kingdom of Norway, the Republic of France, the Republic of Finland, the Kingdom of Sweden: EUR 700 per month;
 - 3.6.3.2. the Kingdom of Belgium, the Czech Republic, the Hellenic Republic, The Republic of Iceland, the Kingdom of Spain, the Republic of Cyprus, the Republic of Croatia, the Grand Duchy of Luxembourg, the Kingdom of the Netherlands, the Republic of Portugal, the Republic of Slovenia, the Federal Republic of Germany, the Republic of Turkey: EUR 650 per month;

- 3.6.3.3. the Republic of Bulgaria, the Republic of Estonia, the Republic of Latvia, the Republic of Poland, the former Yugoslav Republic of Macedonia, the Republic of Malta, Romania, the Republic of Slovakia, the Republic of Hungary: EUR 500 per month.
- 3.6.3.4. All other countries: EUR 700 per month.
- 3.6.4. Erasmus scholarships shall be allocated to students who have the highest passing score.
- 3.6.5. The Erasmus grant shall not cover all expenses for training abroad. Students shall be notified of the amount of grants prior to their leaving for training abroad. An exact amount of a grant, payment terms and conditions shall be laid down in the Grant Agreement for Training.
- 3.6.6. The duration of training abroad shall be calculated in months and days. Minimum duration – 2 months (60 days).
- 3.6.7. The basic principles of the procedure for paying the grant shall be as follows: the first portion of the grant (80 per cent) shall be paid to a student/graduate prior to leaving for the foreign receiving organisation, the remaining portion (20 per cent) shall be paid to a student upon the return to the ISM and submission of the last part of the Learning Agreement filled out after the completion of mobility and signed by the receiving institution as well as upon fulfilment of all requirements provided for in the Grant Agreement. This payment may be adjusted taking into account the dates of the student's arrival at the receiving institution and his/her departure as indicated in the Learning Agreement. The decision regarding the recalculation of the scholarship shall be adopted by the Commission. The received filled out questionnaires of the language evaluation and EU survey shall be considered the request to pay the outstanding amount of the scholarship.
- 3.6.8. If a student spent a period longer than specified in the Grant Agreement, the scholarship may be recalculated if there are outstanding amounts of funds received for student mobility. Otherwise additional days shall be a period that a zero grant is applied to. The decision regarding the recalculation of the scholarship in the event of the prolonged period shall be adopted by the Commission.
- 3.6.9. The Erasmus grant may be transferred to a student/graduate only after he/she has agreed to receive it, assumed responsibilities related thereto and signed the grant agreement. Participants who failed to spend a minimum period of 2 months in the receiving institution, shall repay the whole amount of the grant paid up to that moment.
- 3.6.10. Students/graduates going abroad for training may apply to public and private funds for loans and other financial support.
- 3.6.11. In case a disabled person is leaving for Erasmus training, he/she may be provided with an additional grant to satisfy the special needs due to the disability. Such a student/graduate shall submit a request and an application to the National Agency following the procedure established by the National Agency.

3.7. Recognition of the results of training abroad

- 3.7.1. Students carrying out compulsory training abroad as provided for in the study programme shall follow the procedure indicated by an academic employee of bachelor studies in charge of student training.
- 3.7.2. The recognition of credits and period of compulsory training abroad shall be carried out under the procedure for recognition of credits effective in the ISM. If a student fulfilled all formal requirements (concluded the training agreement, had amendments (if any) approved in due time, successfully implemented the entire training programme, received positive evaluation for training), his/her training period shall be fully recognised and accredited.
- 3.7.3. If a student failed to comply with the training agreement during training abroad, training shall not be accredited, unless the Commission for Studies decides otherwise.

4. STAFF MOBILITY FOR TEACHING

4.1. Criteria of the participants' eligibility for the programme

4.1.1. The core faculty of the ISM may participate in the Erasmus+ Programme of mobility for teaching ("the Teaching Programme").

4.2. Notification of lecturers and selection

4.2.1. Information on a possibility of teaching visits and Erasmus+ partner institutions that the inter-institutional agreement on lecturer mobility has been concluded with shall be provided to the faculty by the ISM International Studies Office on the ISM website (www.ism.it, see exchange programmes) and during individual consultations. The priority institutions for teaching visits can be set with regard to ISM strategical goals.

4.2.2. Lecturers shall be selected for mobility visits by way of competitions. All academic employees of the ISM who comply with the criteria referred to in paragraph 4.1.1. may participate in the competition upon timely submission of a signed application form.

4.2.3. The competition shall be announced once every academic year in autumn semester. The Personnel Office shall send an invitation to take part in the competition to the ISM faculty via e-mail.

4.2.4. The main criteria for selecting lecturers shall be as follows:

- 4.2.4.1. previous participation in the Programme;
- 4.2.4.2. academic position held at ISM,
- 4.2.4.3. achievements in academic and research activities and experience.

4.2.5. The preference shall be given to lecturers who:

- 4.2.5.1. have not previously participated in the Erasmus mobility programme or have participated fewer times than other candidates,
- 4.2.5.2. are young, less experienced and who have fewer achievements in their academic activity,
- 4.2.5.3. have participated in the competition in the current academic year for the first time,
- 4.2.5.4. whose main workplace is the ISM vis-à-vis lecturers whose main workplace is not ISM,
- 4.2.5.5. during the visit the lecturer is planning to implement other activities regarding to ISM strategic goals (development of partnerships; cooperation in developing new programmes and/or research projects, etc.).

4.2.6. The competitive score of the candidates shall be calculated according to the procedure provided below.

- 4.2.6.1. Candidates' participation in the programme (up to 3 points).
If a candidate has never participated in Erasmus+ mobility for teaching she/he receives 3 points. If a candidate has participated once in the programme during the last 5 years, she/he receives 2 points. If a candidate has participated twice

in the programme during the last 5 years, she/he receives 1,5 point and etc. (If three times – 1 point, if four times – 0,5 point, if five times – 0 point.)

4.2.6.2. The academic position held at ISM by a candidate (up to 2 points).

Position	Total points	Position	Total points
C3/C2	2	B1	1
C1	1,75	A3	0,75
B3	1,5	A2	0,5
B2	1,25	A1	0,25

4.2.6.3. The main working institution of a candidate (up to 1 point). If the ISM university is the main workplace for a candidate, she/he receives 1 point, if the main working institution is not the ISM – 0,5 point.

4.2.6.4. Candidate's academic achievement (up to 2 points). The academic achievement is evaluated by Study Department and/or Schools where a candidate delivers lectures. The preference shall be given to lecturers who is planning to implement other activities regarding corporation in developing new programmes, double-degrees programmes, or other academic activities.

4.2.6.5. Candidate's research achievement (up to 2 points). The research achievement is evaluated by Research Department. The preference shall be given to lecturers who is planning to implement other activities regarding research projects or other research activities.

4.2.7. Competitions shall be organised and held by the Personnel Office and the Commission consisting of Vice President for Studies, Vice President for Research, Quality Director, Team Leader of International Studies (ISM Institutional coordinator of the Erasmus+ Programme) and Head of Personnel Office shall select participants from the list of candidates, determine their competitive score and ranking of the participation in the programme as well as compile a stand-by list. The Commission decides regarding the allocation of a grant. The competition results shall be approved by minutes of the meeting of the Commission signed by the participants of the meeting.

4.2.8. All contestants shall be notified of the competition results (surnames of selected participants, offered semester for the visit and grant allocation) via e-mail.

4.2.9. Employees who disagree with the competition results shall be entitled to file an appeal against the Commission within 3 working days. The Commission must examine the appeal and provide their response within 5 days from the date of submission of such an appeal.

4.2.10. The ISM staff wishing to invite employees from the foreign company for a teaching visit shall submit an application to the ISM Personnel Office at the beginning of each semester or academic year by indicating the subject to be taught by an invited lecturer at the ISM and the duration of a planned visit. The Selection Commission shall consider submitted applications and select candidates. The main selection criteria shall be the significance of a visit for the university and equal distribution among schools.

4.3. Requirements for teaching visits and liability of lecturers

- 4.3.1. In all cases, the teaching activity shall be carried out at least 8 academic hours per week. The actual duration of a visit shall be determined taking account of:
 - 4.3.1.1. number of teaching hours proposed by the receiving institution and indicated in the teaching programme;
 - 4.3.1.2. amount of funds for the ISM mobility for teaching available in the current year;
 - 4.3.1.3. academic work load of the outbound ISM lecturer and assignments at the university during the semester of the lecturer's departure so that the lecturer is able to carry out all semester-related assignments or fulfil relevant obligations.

The actual duration of the visit shall be indicated in the order on a business trip and grant agreement.
- 4.3.2. The minimum duration of the visit recommended by the ISM is 2 working days, the maximum duration is 5 working days (including travel days).
- 4.3.3. A teaching visit shall be continuous during the entire agreed period. One travel day may be added to the duration of a teaching visit prior to the first day of activity abroad as well as one travel day may be added after the last day of activity abroad but preferably that the whole visit shall not last more than 5 working days.
- 4.3.4. A subject taught during the visit or a part thereof shall be a component of the study programme of the receiving institution designed to be awarded a diploma/degree.
- 4.3.5. If lecturers selected during the competition have not agreed upon the visit with the receiving institution yet, they shall immediately apply to the institution they are wishing to go to and agree upon timing of the visit and preliminary programme (subject and number of academic hours) with its representatives after the competition results have been published.
- 4.3.6. Having received the confirmation from the receiving institution, lecturers shall have their visit date approved by heads of studies (school) subject to the planned academic load and by heads of their division provided that the lecturer has also been carrying out administrative activities at the ISM.
- 4.3.7. After the lecturer's application has been approved, the outbound lecturer shall prepare a teaching programme as soon as possible and "Staff mobility for teaching mobility agreement" form shall be signed by the lecturer, Institutional coordinator of the Erasmus+ Programme and representative of the receiving institution.
- 4.3.8. A grant shall be allocated to cover the lecturer's travel costs and individual support. The grant shall be allocated under the order on a business trip. The order shall be drafted by the ISM Personnel Office
- 4.3.9. Outbound lecturers shall take care of travel tickets and accommodation abroad after the rector has signed the order on a business trip.

- 4.3.10. Prior to leaving for the receiving institution, the lecturers shall sign the Grant agreement for Erasmus+ staff mobility drafted by the Personnel Manager and signed by the Institutional Coordinator of the Erasmus Programme. The agreement shall indicate the exact time of the visit and number of teaching hours as well as the amount of a grant (in line with the standards established by the European Commission) and terms and conditions of payments.
- 4.3.11. Having returned from the receiving institution, lecturers shall provide the Personnel Office the certificate confirming the goal of the visit and teaching duration (days and teaching hours) signed by an employee of the receiving institution and the final descriptive report within 5 working days.
- 4.3.12. If any trip cost was covered by ISM, the employee shall provide ISM Finance Office with the business trip cost statement and documents confirming such costs within 5 working days.
- 4.3.13. Participants of the mobility activity shall submit a report by filling out an online questionnaire and shall provide their comments (actual information shall be indicated) by evaluating the period of activity abroad, preparation for it and its implementation. The sending organisation may request that participants who failed to submit the report return a portion of the grant allocated by the EU or the entire amount of the grant.

4.4. Financial conditions of mobility visits

- 4.4.1. Lecturers going abroad for a teaching visit may be granted an individual grant/scholarship from the funds of the European Commission and state budget allocated for ISM lecturer mobility, or a lecturer may leave with a zero grant provided. The grant shall be allocated under the standards designed to cover travel and other costs incurred by the lecturer as established by the European Commission. The decision regarding the scholarship allocation shall be adopted by the international lecturer exchange selection commission in each individual case.
- 4.4.2. Grant for employees' travel shall be allocated in accordance with the distance bands established by the European Commission. "Travel distance" shall mean a distance from a place of origin to a place of carrying out activities, meanwhile "amount" shall cover the contribution to travel costs both to and from a place of carrying out activities. The travel distance shall be calculated according to the calculator of the European Commission:
http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Travel distance	Amount (both ways)
Between 100 and 499 km:	EUR 180 per person
Between 500 and 1999 km:	EUR 275 per person
Between 2,000 and 2,999 km:	EUR 360 per person
Between 3,000 and 3,999 km:	EUR 530 per person
Between 4,000 and 7,999 km:	EUR 820 per person
8,000 km or more:	EUR 1,100 per person

4.4.3. The standard rates for individual support determined by the European Commission are as follows:

Receiving country	Staff mobility
	Daily amount, EUR
Denmark, Finland, Iceland, Ireland, Lichtenstein, Luxembourg, Norway, Sweden, the United Kingdom	153
Belgium, Germany, Greece, France, Italy, Cyprus, the Netherlands, Malta, Portugal, Spain, Austria	136
Bulgaria, Croatia, the Czech Republic, Estonia, Hungary, Turkey, Poland, Romania, Latvia, Slovakia, Slovenia, Macedonia	119

4.4.4. Individual support shall include actual accommodation (overnight) expenses, daily allowances, local trips, insurance costs and miscellaneous costs.

4.4.5. The Erasmus grant shall not cover all expenses incurred during the visit abroad. In the event of insufficient funds, an employee may apply to the Selection Commission regarding the reimbursement of an excess amount from the budget of the ISM University for fostering competences of the staff. The application shall contain reasons for which funds are insufficient and certifying documents shall be provided.

4.4.6. The grant may be transferred to a lecturer only after he/she has agreed to receive it, assumed responsibilities related thereto and signed the financial agreement.

4.4.7. The Erasmus grant to employees shall be paid in two portions:

4.4.7.1. first portion of the grant (80 per cent) shall be paid prior to the employer's departure to the foreign receiving organisation,

4.4.7.2. the remaining portion of the grant (20 per cent) shall be paid upon the employee's return to the ISM and upon submission of the travel cost statement and certificate confirming the visit signed by the receiving institution and after all requirements referred to in the Grant Agreement have been met.

4.4.8. In case a disabled person is leaving for the Erasmus teaching visit, he/she may be provided with an additional grant to satisfy the special needs due to the disability. Such an employee shall submit a request and an application to the National Agency following the procedure established by the National Agency.

5. STAFF MOBILITY FOR TRAINING

5.1. Notification of employees and selection

- 5.1.1. Information on a possibility of training shall be provided to the staff by the ISM International Studies Office on the ISM website (www.ism.lt, see exchange programme) and during individual consultations. The priority institutions can be set for training visits.
- 5.1.2. Employees for training shall be selected by way of competition. All employees who hold administrative positions at the ISM and whose main workplace is the ISM and whose trial period has expired may participate in the competition upon timely submission of the application signed by the head of their department to the ISM Personnel Office. In case an employee has already agreed upon the visit with the receiving institution/company, the certifying letter from the receiving institution/company shall be enclosed with the application.
- 5.1.3. The competition shall be published once a year in autumn by Personnel Office. The request to participate in the competition shall be sent to all ISM employees via e-mail.
- 5.1.4. The main criteria for selecting the staff and their weights shall be as follows:
 - 5.1.4.1. Significance of the training to the ISM and compliance with the strategic ISM priorities (up to 2 points). The training significance to the employee as well as to ISM shall be evaluated and discussed during the meeting of the Selection Commission (2 – very significant; 1,5 – significant; 1 – moderately significant; 0,5 – slightly significant; 0 – not significant).
 - 5.1.4.2. Previous participation in the Erasmus+ Programme of mobility for training (up to 3 points). If a candidate has never participated in Erasmus+ mobility for teaching she/he receives 3 points. If a candidate has participated once in the programme during the last 5 years, she/he receives 2 points. If a candidate has participated twice in the programme during the last 5 years, she/he receives 1,5 point and etc. (If three times – 1 point, if four times – 0,5 point, if five times – 0 point.)
 - 5.1.4.3. Service period at the ISM (up to 2 points). Points for years of employment at the ISM shall be calculated as follows: for each year of employment 0,2 point shall be given (e.g. 2 years – 0,4 points; 5 years – 1 point, etc.). If the employee works at ISM 10 or more years 2 points shall be given.
 - 5.1.4.4. Administrative staff position held at the ISM (up to 2 points). Points for the administrative staff position held shall be equal to the proportion of the position held (e.g. full time position – 2 points; 0,75 position – 1,5 point; 0,5 position – 1 point, 0,25 position – 0,5 point, etc.).
- 5.1.5. Competitions shall be organised and held by the Personnel Office which shall submit scores for the Selection Commission consisting of Director of Study, Director of Marketing and Sales, Quality Director, Team Leader of International Studies (ISM Institutional coordinator of the Erasmus+ Programme) and Head of Personnel Office. The Commission shall select the participants from the list of candidates and decide regarding the allocation of a grant. The competition

results shall be approved by minutes of the meeting of the Commission signed by the participants of the meeting.

- 5.1.6. All contestants shall be notified of the competition results (surnames of selected participants, offered semester for the visit and scholarship allocation) via e-mail.

5.2. Requirements for training visits and staff liability

- 5.2.1. The duration of a training visit shall be at least 2 working days (excluding travel days) but the maximum duration is 5 working days.
- 5.2.2. The actual visit duration shall be determined taking account of the training programme proposed by the receiving institution and indicated in the working plan and amount of funds for ISM mobility available in the current year. The duration shall be indicated in the order on a business trip and grant agreement.
- 5.2.3. A training visit shall be continuous during the entire agreed period. One travel day may be added to the duration of a training visit prior to the first day of activity abroad as well as one travel day may be added after the last day of activity abroad.
- 5.2.4. If employees selected during the competition have not agreed upon the visit with the receiving institution/company yet, they shall immediately apply to the institution and agree upon timing of the visit and preliminary programme with its representatives after the competition results have been published. Having received the confirmation from the receiving institution, employees shall have the visit date approved by the head of their division.
- 5.2.5. An outbound employee shall draft a working plan which shall be signed by the employee, institutional coordinator of the Erasmus+ Programme and representative of the receiving institution. The employee shall submit the filled out trip information form signed by the institutional coordinator of the Erasmus+ Programme to the Personnel Office.
- 5.2.6. An order on a business trip shall be drafted after the working plan has been signed by all parties and an information form has been submitted. The order shall be drafted by an employee of the Personnel Office.
- 5.2.7. When the president signs the order on a business trip, outbound employees shall take care of travel tickets, accommodation abroad and health/life insurance.
- 5.2.8. Prior to leaving for the receiving institution, the employees shall sign the grant agreement drafted by the Personnel Manager and signed by the Institutional Coordinator of the Erasmus+ Programme. The agreement shall indicate the exact time of the visit and amount of the grant in line with the standards of the European Commission.
- 5.2.9. Having returned from the receiving institution, employees shall provide the ISM Finance Office with the business trip cost statement and documents confirming such costs (if they intend to apply regarding the reimbursement of the excess amount) and Erasmus institutional coordinator with the certificate confirming the goal of the visit and teaching duration (days and teaching hours) signed by an employee of the receiving institution.

5.2.10. Participants of the mobility activity shall submit a report by filling out an online questionnaire and shall provide their comments (actual information shall be indicated) by evaluating the period of activity abroad, preparation for it and its implementation. The sending organisation may request that participants who failed to submit the report return a portion of the grant allocated by the EU or the entire amount of the grant.

5.3. Financial conditions of training visits

5.3.1. Employees going abroad for a training visit may be granted an individual grant/scholarship from the funds of the European Commission and state budget allocated for ISM staff training, or an employee may leave with a zero grant provided. The grant shall be allocated to cover travel costs and provide individual support.

5.3.2. Costs for employees' travel shall be allocated in accordance with the distance bands established by the European Commission. "Travel distance" shall mean a distance from a place of origin to a place of carrying out activities, meanwhile "amount" shall cover travel costs both from and to a place of carrying out activities. The travel distance shall be calculated according to the calculator of the European Commission:
http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Travel distance	Amount (both ways)
Between 100 and 499 km:	EUR 180 per person
Between 500 and 1,999 km:	EUR 275 per person
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Between 3,000 and 3,999 km:	EUR 530 per person
Between 4,000 and 7,999 km:	EUR 820 per person
8,000 km or more:	EUR 1,100 per person

5.3.3. The standard rates for staff individual support is determined by the European Commission are as follows:

Receiving country	Staff mobility
	Daily amount, EUR
Denmark, Finland, Iceland, Ireland, Lichtenstein, Luxembourg, Norway, Sweden, the United Kingdom	153
Belgium, Germany, Greece, France, Italy, Cyprus, the Netherlands, Malta, Portugal, Spain, Austria	136
Bulgaria, Croatia, the Czech Republic, Estonia, Hungary, Turkey, Poland, Romania, Latvia, Slovakia, Slovenia, Macedonia	119

- 5.3.4. Individual support shall include actual accommodation (overnight) expenses, daily allowances, local travel, insurance costs and miscellaneous costs.
- 5.3.5. The Erasmus grant shall not cover all expenses incurred during the visit abroad. In the event of insufficient funds, an employee may apply to the Commission regarding additional support from the budget of the ISM University. The application shall contain reasons for which funds are insufficient and certifying documents shall be provided.
- 5.3.6. The grant may be transferred to an employee only after he/she has agreed to receive it, assumed responsibilities related thereto and signed the financial agreement.
- 5.3.7. The Erasmus grant to employees shall be paid in two portions:
 - 5.3.7.1. first portion of the grant (80 per cent) shall be paid prior to the employer's departure to the foreign receiving organisation,
 - 5.3.7.2. the remaining portion of the grant (20 per cent) shall be paid upon the employee's return to the ISM and upon submission of the travel cost statement and certificate confirming the visit signed by the receiving institution and after all requirements referred to in the Grant Agreement have been met.
- 5.3.8. In case a disabled person is leaving for Erasmus visit, he/she may be provided with an additional grant to satisfy the special needs due to the disability. Such an employee shall submit a request and an application to the National Agency following the procedure established by the National Agency.

4. AUTHORITY TO SIGN DOCUMENTS

4.1. The following documents related to ISM international mobility programmes are signed and confirmed by ISM Rector:

- 4.1.1. Agreements between ISM and Education Exchange Support Foundation and their annexes,
- 4.1.2. Erasmus+ interim and final statistical and financial reports,
- 4.1.3. The ISM Regulations on the International Mobility Activities,
- 4.1.4. Inter-institutional agreements between sending and receiving institutions,
- 4.1.5. Orders related to international mobility programmes.

4.2. Team Leader of International Studies and Erasmus institutional coordinator has the authority to sign and confirm the following documents related to ISM international mobility programmes:

- 4.2.1. Erasmus financial agreements between ISM and outgoing students;
- 4.2.2. Erasmus financial agreements between ISM and outgoing faculty and staff;
- 4.2.3. Erasmus inter-institutional agreements between receiving and sending institutions;
- 4.2.4. All invoices and financial documents related to the ISM international mobility programmes.

4.3. Team Leader of Career Services has the authority to sign and confirm the following document related to ISM international mobility programmes:

- 4.3.1. Erasmus financial agreements for training between ISM and students participating in a programme.

5. STORING OF DOCUMENTS

5.1. All documents related to Erasmus programme are stored at ISM International Studies office for 5 years.