

| Document                                                                                                                                              | Document approval                                                  | File index according to the Documentation Plan | Number of pages | Notes                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------|-----------------|-----------------------|
| Erasmus+ Key Action 1 (KA1) student and staff mobility in programme countries international mobility of students and staff College of Social Sciences | Approved by the Director's Order No. V-57 of 22 May 2015           | 1.35                                           | 23              | Invalid               |
| Description of the procedure for the international mobility of students and staff of the College of Social Sciences Erasmus+ program                  | Approved by the Director's Order No. V(22)-0050 of 26 August 2022  | 1.35                                           | 15              | Invalid               |
| Description of the procedure for the international mobility of students and staff of the SMK Higher Education School Erasmus+ program                 | Approved by the Director's Order No. V(23)-0037 of 2023-09-01      | 1.35                                           | 16              | Invalid               |
| Description of the procedure for the international mobility of students and staff of the SMK Higher Education School Erasmus+ program                 | Approved by the Director's Order No. V(26)-0061 of 13 October 2027 | 1.35                                           | 26              | Valid from 2026-10-13 |

## **SMK COLLEGE OF APPLIED SCIENCE CRIPTION OF THE PROCEDURE FOR INTERNATIONAL MOBILITY OF STUDENTS, ALUMNI AND STAFF UNDER THE ERASMUS+ PROGRAMME**

### **1. GENERAL PROVISIONS**

1.1. This description (hereinafter referred to as the Description) regulates the procedure for the organization of outgoing mobility of students, graduates and staff of the SMK College of Applied (hereinafter referred to as the SMK) under the Erasmus+ programme, the selection of participants, financing, recognition of mobility results and settlement, as well as the main principles for the organization of incoming mobility of students and staff of foreign higher education institutions to the SMK. The Description applies to the KA131 and KA171 mobility projects of the Erasmus+ programme, taking into account the conditions applicable to each project.

1.2. The Description has been prepared in accordance with the Erasmus Charter for Higher Education (ECHE), the current version of the European Commission's Erasmus+ Programme Guide, the legal acts of the Republic of Lithuania, the Erasmus+ Programme Administration and Financing Rules established by the Educational Exchange Support Fund (hereinafter referred to as the ESF), the project grant agreements concluded between the SMK and the ESF and their annexes, the legal acts regulating the use of state budget funds allocated for the implementation of international higher education programmes, and the SMK's internal documents. If the provisions of the Description do

not comply with the mandatory requirements applicable to a specific mobility project, the relevant legal acts, the Erasmus+ Programme Rules and the project grant agreement shall apply.

1.3. Under the Erasmus+ programme, the following outgoing and incoming mobility activities are organised at SMK:

1.3.1. Student mobility for study purposes (SMS) - student mobility to foreign higher education institutions for partial studies and the arrival of students from foreign higher education institutions to study at SMK.

1.3.2. Student mobility for internship purposes (SMT) - student mobility for internships in foreign companies, higher education institutions and other appropriate organizations, as well as the arrival of foreign students to complete internships at SMK, when this meets the requirements of the program.

1.3.3. Graduate mobility for internship purposes (GMT) - graduate internships in foreign companies, institutions and other suitable organizations, in accordance with the requirements of the Erasmus+ program.

1.3.4. Staff mobility for teaching purposes (STA) - mobility of academic staff to teach at foreign higher education institutions, arrival of academic staff from foreign higher education institutions to teach at SMK, as well as arrival of specialists from foreign companies and other suitable organizations to teach at SMK.

1.3.5. Staff mobility for learning purposes (STT) - mobility of academic, administrative and other non-academic staff for the purpose of improving professional competences to foreign higher education institutions, enterprises or other appropriate organizations, as well as the arrival of employees of foreign institutions to SMK for learning purposes.

1.4. Erasmus+ mobility activities are carried out under KA131 projects, covering mobility within the Member States of the European Union, third countries associated with the Programme and, in accordance with the requirements of the Programme, third countries not associated with the Programme, and KA171 projects, intended for international mobility with third countries not associated with the Programme. Mobility activities may be carried out in the following groups of countries:

1.4.1. In the Member States of the European Union - Ireland, Austria, Belgium, Bulgaria, Czech Republic, Denmark, Estonia, Greece, Spain, Italy, Cyprus, Croatia, Latvia, Poland, Lithuania, Luxembourg, Malta, the Netherlands, Portugal, France, Romania, Slovakia, Slovenia, Finland, Sweden, Hungary and Germany.

1.4.2. Programmes in associated third countries - Iceland, Liechtenstein, Norway, North Macedonia, Serbia and Turkey.

1.4.3. Programmes in non-associated third countries (regions 1-12) - countries that, according to the current version of the Erasmus+ Programme Guide, can participate in relevant mobility activities.

1.4.4. Programmes in non-associated third countries and territories (Regions 13 and 14): Region 13 - Andorra, Monaco, San Marino and the Vatican City State; Region 14 - Faroe Islands, Switzerland and the United Kingdom.

1.5. The specific countries, directions, activities and funding opportunities for mobility are determined in accordance with the terms and conditions of the relevant KA131 or KA171 project and the requirements set out in the Erasmus+ Programme Guide. Mobility to countries and territories in regions 13 and 14 may be carried out under KA131 projects, subject to the geographical and funding restrictions applicable to them.

1.6. Student and staff mobility may be long-term, short-term or mixed, including participation in blended intensive programmes (BIPs), in accordance with the requirements set out in the Erasmus+ Programme Guide and the specific project conditions.

1.7. The terms used in the Description shall be understood as defined in the current version of the Erasmus+ Programme Guide. The following key terms are used in this Description:

1.7.1. Erasmus+ mobility participant - a student, graduate or employee of SMK or a person coming from a foreign institution, participating in the mobility activities of the Erasmus+ programme.

1.7.2. Sending institution - a higher education institution or other organization eligible under the requirements of the Erasmus+ program, sending a mobility participant to a foreign institution or organization.

1.7.3. Host institution - a higher education institution, enterprise or other organization appropriate for the relevant mobility activity, which hosts a mobility participant for the purposes of studies, internships, teaching or learning.

1.7.4. Long-term student mobility - student mobility for the purpose of studies or internships abroad, lasting from 2 to 12 months. The total duration of physical mobility of one student during one study cycle cannot exceed 12 months, including all Erasmus+ mobility periods of that cycle.

1.7.5. Short-term blended student mobility - a form of mobility where 5-30 days of physical mobility abroad is combined with a mandatory virtual component. In the case of mobility for studies, the student must acquire at least 3 ECTS credits.

1.7.6. Blended Intensive Programme (BIP) - a short-term intensive international study or learning programme that combines physical mobility with a mandatory virtual component, and participants collaborate and achieve pre-defined learning outcomes.

1.7.7. European Credit Transfer and Accumulation System (ECTS) - a credit system applied in the European Higher Education Area, based on learning outcomes and the student workload required to achieve them. It is used for the accumulation, transfer and recognition of study credits, including credits acquired during Erasmus+ mobility.

1.7.8. Erasmus+ grant - in accordance with the funding rules of the Erasmus+ programme, financial support is provided to the mobility participant to cover travel, subsistence and other eligible costs related to mobility. The grant may not cover all costs incurred during the mobility.

1.7.9. Zero-grant participant - a person who meets the requirements for Erasmus+ mobility participants and participates in mobility activities without receiving an Erasmus+ grant, but who exercises other rights of a mobility participant applicable under the programme rules.

1.7.10. Participant with fewer opportunities - a person who, due to economic, social, cultural, geographical, health, disability, family or other circumstances, faces obstacles to participating in international mobility activities and meets the criteria set out in this Description.

1.7.11. Green Travel - a journey to and from the place of mobility activity, where the main part of the journey is made using means of transport with a lower environmental impact, such as trains, buses, bicycles or cars, travelling together with other persons, in accordance with the requirements for green travel of the Erasmus+ programme.

1.7.12. Learning Agreement for Studies / Learning Agreement for Traineeships - an agreement concluded between the mobility participant, the sending and receiving institutions or organizations, which determines in advance the study or traineeship program, the expected learning outcomes and the conditions for their recognition.

1.7.13. Mobility Agreement for Teaching / Mobility Agreement for Training - an agreement concluded between the mobility participant, the sending and receiving institutions or organisations, which sets out the objectives of the teaching or learning visit, the activity programme, the expected results and other conditions of mobility.

1.7.14. Grant agreement - an agreement concluded between the mobility participant and the grant-awarding institution, which determines the amount of the grant awarded, the financing and payment conditions, and the rights and obligations of the parties.

1.7.15. Inter-institutional Agreement - an agreement concluded between SMK and a foreign higher education institution, which establishes the conditions for the organization and cooperation of student and (or) staff mobility.

1.8. The implementation of mobility activities of the Erasmus+ programme at SMK is coordinated by the International Relations and Projects Department (hereinafter referred to as the IRO). When organising mobility:

1.8.1. The IRO is responsible for publicizing mobility opportunities, organizing and administering selections, coordinating the preparation of mobility documents, administering grants, collecting reports, and cooperating with the ŠMPF and partner institutions.

1.8.2. The study department and study program managers are responsible, within their competence, for the academic coordination of studies and internships and the recognition of mobility results.

1.8.3. The SMK unit responsible for financial accounting carries out the payment of mobility grants and financial accounting.

1.9. The principles of transparency, equality, impartiality, inclusion, non-discrimination and protection of personal data shall be observed when organising Erasmus+ mobility. The selection criteria for participants, funding conditions and the procedure for submitting appeals shall be published in advance. The implementation of mobility activities shall promote inclusion and diversity, environmental sustainability, digitalisation of mobility administration, civic engagement and participation in democratic life, in line with the horizontal priorities of the Erasmus+ programme.

1.10. Mobility participants may be awarded a full or partial Erasmus+ grant. Participation in mobility activities is also possible without an Erasmus+ grant, if the conditions of the relevant project allow it.

1.11. Mobility is organised according to a study, internship, teaching or learning programme agreed in advance with the host institution. The mobility participant must submit and sign all documents required by the Erasmus+ programme and the SMK requirements before the start of the mobility.

## **2. STUDENTMOBILITY OF STUDENTS AND GRADUATES**

### **2.1. Procedure for selecting students for Erasmus+ mobility studies:**

2.1.1. For the purposes of Erasmus+ mobility studies, advanced SMK students who have completed at least the first year of study by the start of mobility may participate in the selection competition. In the context of this Description, an advanced student is considered a student who does not have academic and financial debts at SMK. Compliance with these requirements is checked during the selection process and before the start of mobility. The exceptions set out in subsection 2.2 of this Description apply to short-term mixed mobility and BIP.

2.1.2. Mobility of final semester students for study purposes is possible only after receiving the approval of the head of the study program and after ensuring that the results obtained during the mobility can be recognized in a timely manner and that the mobility will not interfere with the fulfillment of the graduation requirements.

2.1.3. Students wishing to participate in the Erasmus+ mobility study programme shall submit an application electronically via the SMK website ([www.smk.lt](http://www.smk.lt)). The competition for the autumn semester is organised in March, for the spring semester – in October. If there are still vacancies, an additional competition may be organised. The exact dates of the competitions are publicly announced on the SMK website.

2.1.4. Information about selection competitions is published on the SMK website and through other information channels available to students. The invitation specifies the application deadlines, possible host higher education institutions, participation requirements, selection criteria and their weights, funding opportunities and contacts of responsible persons. IRO also organizes information events, where Erasmus+ mobility opportunities, partner institutions, selection procedure and experiences of former mobility participants are presented.

2.1.5. The Studies Department provides the IRO with information about the candidates' academic results and fulfillment of financial obligations.

2.1.6. Student selection is organized by the IRO, adhering to the principles of transparency, equality and public access to information, and is carried out by a selection committee established by order of the director of SMK. All candidates must participate in a motivational interview, during which their motivation, foreign language skills and preparation for studies abroad are assessed.

2.1.7. The selection committee evaluates candidates according to pre-determined criteria, applying a 10-point evaluation system and the following criteria weights:

| <b>Student mobility for studies</b>                                                                                                                       | <b>Student and graduate mobility for internships</b>                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Academic results - up to 3 points (30 percent)                                                                                                            | Academic results - up to 3 points (30 percent)                                                                            |
| Motivation to participate in Erasmus+ mobility - up to 3 points (30%)                                                                                     | Motivation to do an internship abroad - up to 3 points (30%)                                                              |
| Knowledge of a foreign language - up to 2 points (20%)                                                                                                    | Knowledge of a foreign language – up to 1 point (10%)                                                                     |
| Suitability and compatibility of the study program offered by the host institution with the study program of the Vocational College - up to 1 point (10%) | Compliance of the internship program with the field of study and expected learning outcomes - up to 2 points (20 percent) |
| Activity in SMK academic, social and international activities - up to 1 point (10%)                                                                       | Activity in SMK academic, social and international activities – up to 1 point (10%)                                       |

2.1.8. The assessment of academic results is calculated by multiplying the student's average grade by 0.3. Other selection criteria are assessed individually by each member of the selection committee, not exceeding the maximum number of points set for the relevant criterion in paragraph 2.1.7 of this Description. The final assessment of the candidate is calculated by adding the sum of the average scores of other criteria to the assessment of academic results. The maximum possible final assessment is 10 points.

2.1.9. Candidates are ranked according to the total number of points obtained. In the case of candidates with the same number of points, preference is given to the student with fewer opportunities, followed by the student who has not previously participated in Erasmus+ mobility. If the candidates' scores remain the same, preference is given to the student who met the selection criteria in the previous selection competition but did not receive a grant due to limited funding. A reserve list of candidates is drawn up if necessary. Students who have not received funding for mobility for study purposes may be offered mobility for placement purposes, provided that they meet the requirements for placement mobility and that there are funds allocated for this.

2.1.10. The decisions of the selection committee on the selection of candidates are made by a simple majority of the committee members, guided by the results of the candidate assessment and the rating. The decisions of the committee are formalized in a protocol, which indicates the points scored by the candidates, the rating and the decisions made on the selection and mobility funding. Candidates are informed about the selection results by e-mail. Upon request, the candidate is provided with information about the results of his individual assessment.

2.1.11. A student who disagrees with the selection results has the right to submit a reasoned appeal to the IRO within 3 working days from the announcement of the results. The appeal is examined within 5 working days from its receipt by the commission, at least one member of which did not participate in the initial selection. The student is informed in writing about the results of the appeal examination. If inaccuracies in the selection procedures or candidate assessment are identified, the results are reviewed and, if necessary, adjusted.

2.1.12. The participation of the selected student in the mobility depends on the approval of the host higher education institution and the harmonisation of the study programme. In the event of a lack of Erasmus+ grant funds, students who meet the selection criteria may be offered to participate in the mobility without an Erasmus+ grant (as a zero-grant participant) or, where permitted by the rules of

the relevant project, with funding for only part of the mobility period. Such participants retain the status of an Erasmus+ mobility participant and the rights associated with it. The zero-grant status does not apply to students with fewer opportunities.

## **2.2. Procedure for organizing short-term blended mobility and blended intensive programmes (BIPs)**

2.2.1. SMK students may participate in short-term blended mobility activities, including Blended Intensive Programmes (BIP), organised in cooperation with foreign higher education institutions. Short-term blended mobility may also be organised as an individual mobility activity outside of a BIP.

2.2.2. Short-term blended student mobility includes physical mobility abroad lasting from 5 to 30 days and a mandatory virtual component. In the case of mobility for study purposes, the student is awarded at least 3 ECTS credits for successfully completing the programme.

2.2.3. Blended Intensive Programme (BIP) - an international intensive study or learning programme, which is prepared and implemented by at least three higher education institutions from three different Member States of the European Union or third countries associated with the Programme. BIP includes 5-30 days of physical mobility and a mandatory virtual component, during which participants cooperate in international groups, carry out joint learning tasks and achieve predetermined learning outcomes. For successfully completing BIP, the student is awarded at least 3 ECTS credits.

2.2.4. Short-term blended mobility activities are open to students who meet the participation requirements set out in subsection 2.1. of this Description, with the exception provided for in this paragraph. First-year students are allowed to participate in blended intensive programmes (BIPs) if they meet the requirements of the specific programme. All candidates must be free of academic and financial debts to the SMK.

2.2.5. The IRO publishes calls for participation in short-term blended mobility activities and BIPs, indicating the topic of the programme, the host institution, the periods of physical mobility and the virtual component, the expected ECTS credits to be acquired, the conditions of participation, selection criteria, application deadlines and funding opportunities.

2.2.6. The selection of students to participate in BIP and other short-term blended mobility activities is organized by the IRO and carried out by a selection committee established by order of the SMK director. The selection may be carried out through a separate competition or during the joint Erasmus+ mobility competition. Candidates are assessed according to pre-announced criteria, taking into account the topic of the specific program, academic suitability, motivation, foreign language skills and available mobility places and funding opportunities. A motivational interview is not mandatory for BIP candidates. The selection procedure set out in subsection 2.1 of this Description applies to candidates for other short-term blended mobility activities.

2.2.7. If first-year students who do not yet have academic grades participate in the BIP selection, their eligibility is assessed according to pre-announced criteria, taking into account motivation, foreign language skills and the correspondence of the program to the field of study. In such a case, the selection criteria and assessment methodology are set in such a way that students who do not have academic grades do not experience less favorable selection conditions due to this circumstance.

2.2.8. The decisions of the selection committee are formalized in a protocol, and students are informed about the selection results by e-mail. Students have the right to file an appeal in accordance with the procedure established in paragraph 2.1.11. of this Description.

2.2.9. Before the mobility, the student agrees on the participation programme and concludes a Learning Agreement for Studies, which sets out the expected learning outcomes, ECTS credits and

the conditions for their recognition. The agreement or related documents shall specify the activities of the physical and virtual components.

2.2.10. Participants in short-term blended mobility and BIP may be granted an individual subsistence and travel grant and additional support for students with fewer opportunities in accordance with the funding conditions of the relevant Erasmus+ project. The individual subsistence grant is granted for the eligible period of physical mobility; the period of the virtual component is not funded by this grant. The conditions for the award and payment of grants are regulated in the funding section of this Description.

2.2.11. Upon completion of the short-term blended mobility or BIP, the student submits documents confirming participation in the IRO and the period of physical mobility, confirmation of achieved learning outcomes and acquired ECTS credits, and completes the mandatory Erasmus+ participant report.

2.2.12. Learning outcomes and ECTS credits successfully achieved during short-term blended mobility and BIP are recognised in accordance with the current procedure for crediting study outcomes of the SMK.

### **2.3. Procedure for selecting students and graduates for Erasmus+ mobility for internship purposes**

2.3.1. Advanced SMK students who have completed at least the first year of study by the start of the mobility and who meet the requirements of the host organisation and the Erasmus+ programme may participate in Erasmus+ mobility for the purpose of internship. An advanced student is a student who has no academic or financial debts to SMK. Compliance with these requirements is checked during the selection process and before the start of the mobility.

2.3.2. Erasmus+ graduate internships are open to SMK graduates who have been selected for mobility in their final year of study and have not yet completed their studies. Graduate internships must be completed within 12 months of graduation. Their duration is included in the overall 12-month mobility period for the relevant study cycle.

2.3.3. Internships may be carried out in foreign companies, institutions, higher education institutions and other organizations eligible under the Erasmus+ program. Students' internship activities must be related to their study program and expected learning outcomes, and graduates' internships must be related to the acquired qualification and improvement of professional competencies.

2.3.4. Selection of students and graduates for mobility for internship purposes is organized by IRO. Students submit applications online on the SMK website ([www.smk.lt](http://www.smk.lt)). The main competition for the autumn semester is organized in March, for the spring semester - in October. If there are still free mobility places or funding, additional competitions may be organized or a continuous selection may be carried out. The exact dates of the selections, conditions of participation, criteria and funding opportunities are announced publicly.

2.3.5. The IRO coordinates with candidates the possibilities of choosing an internship abroad, informs about the available internships of partner organizations and advises on the suitability of the internship location found independently. A student or candidate selected for graduate internship submits a CV, a motivation letter and, if required, an application in the form established by the host organization. The head of the study program, according to his/her competence, assesses the suitability of the selected internship location and the planned activities for the study program or the acquired qualification.

2.3.6. The selection of students and graduates for mobility for internship purposes is carried out by a selection committee established by order of the director of SMK. All candidates must participate in a motivational interview, during which their motivation, foreign language skills and preparation for internship abroad are assessed.

2.3.7. Candidates for internship mobility are assessed according to the selection criteria and their weights set out in the table in point 2.1.7 of this Description for student and graduate mobility for internship purposes. The methodology set out in point 2.1.8 of this Description is applied to the assessment of candidates and the calculation of the final score. The academic results of graduate internship candidates are assessed according to the grades obtained during the SMK studies available prior to the selection.

2.3.8. Ranking of candidates, adoption and formalization of decisions of the selection committee, informing candidates and filing of appeals are carried out in accordance with the procedure established in paragraphs 2.1.9-2.1.11 of this Description. If several candidates receive the same final number of points, priority is determined in accordance with the order of priority established in paragraph 2.1.9 of this Description. If after applying these criteria the priority of candidates is still not determined, priority is given to the candidate who already has an internship abroad approved by the host organization.

2.3.9. Final participation in the mobility for the purpose of internship depends on the consent of the host organisation, the coordination of the internship programme and the funding possibilities of the relevant project. Zero grants and funding possibilities for part of the mobility period apply in accordance with point 2.1.12 of this Description and the conditions set out in the funding section.

## **2.4. Preparation for mobility and documentation**

2.4.1. The selected mobility participant, in cooperation with the IRO, the Department of Studies and the head of the study programme, coordinates the planned study or internship programme with the receiving institution or organisation. The IRO coordinates the preparation and submission of documents necessary for mobility.

2.4.2. Before leaving for studies, the student, with the assistance of the head of the study programme, agrees on the subjects to be studied at the foreign higher education institution and their crediting in the SMK and concludes a Learning Agreement for Studies, which is approved by the student, SMK and the receiving higher education institution. The agreement specifies the expected learning outcomes, subjects of study, their ECTS credits and recognition conditions.

2.4.3. The planned study abroad program is drawn up in accordance with the ECTS principles. The usual study load for one academic semester is 30 ECTS credits, and for one academic year - 60 ECTS credits. The specific number of credits expected to be acquired during the mobility and their recognition are agreed upon with the SMK before the start of the mobility, taking into account the student's study plan, the duration of the mobility and the applicable program requirements.

2.4.4. Before the mobility for the purpose of internship, the student or candidate selected for graduate internship concludes a learning agreement for traineeships, which is approved by the mobility participant, the SMK and the host organisation. The agreement establishes the internship programme, expected activities and learning outcomes, and the conditions for supervision, assessment and recognition of the internship results.

2.4.5. In the case of short-term blended mobility and BIP, the learning agreement or other related documents shall specify the physical mobility programme, the virtual component, the expected learning outcomes and the ECTS credits awarded.

2.4.6. Learning and traineeship agreements shall be prepared and signed using the electronic document management tools used in the Erasmus+ programme, where required by the programme requirements. In other cases, documents may be signed electronically or in another acceptable manner, ensuring approval by all parties.

2.4.7. The Academic Affairs Office prepares a Transcript of Records for the student as needed. The IRO coordinates the submission of the Transcript of Records and other documents required by the host institution. Applications and other documents required by the foreign higher education institution are submitted in accordance with the deadlines set by the host institution.

2.4.8. After receiving the acceptance letter or confirmation letter from the host institution or organization, the mobility participant shall provide the IRO with the personal, bank account and other necessary data required for the grant agreement and the mobility. Before the start of the mobility, a grant agreement or other documents required by the rules of the relevant project shall be concluded with the participant. The conditions for awarding and paying the grant are set out in the financing section of this Description.

2.4.9. Before the start of mobility, the IRO ensures that students and graduates are informed about their rights and obligations, the procedure for organizing mobility, coordination of changes to study or internship contracts, necessary documents, payment, financing and insurance conditions. Information may be provided during individual or group meetings or by electronic means, taking into account the type of mobility, the planned departure date and the needs of the participant.

2.4.10. The mobility participant must arrange for accommodation abroad, if necessary in coordination with the host institution or organisation, valid travel documents, a visa or residence permit, where required, appropriate health insurance and other travel formalities. In the case of internship mobility, it is additionally mandatory to ensure accident insurance at the place of internship and civil liability insurance. If these insurances are provided by the host organisation or the SMK, this shall be specified in the internship agreement.

2.4.11. It is recommended that selected students take a foreign language assessment in the Erasmus+ Online Language Support (OLS) system before a mobility period of 14 days or more, except for native speakers and in other duly justified cases or when assessment in the relevant language is not available. Students may use OLS language learning tools before and during mobility. A repeated language assessment after the end of mobility is not mandatory. If the student's level of foreign language proficiency is lower than that required by the host institution or organisation, the student, together with the IRO, discusses the possibilities for additional language preparation.

2.4.12. The IRO ensures the storage of mobility documents, including applications, selection documents, study and traineeship agreements, grant agreements and documents confirming the implementation of mobility, in accordance with the requirements of the Erasmus+ programme, project grant agreements, SMK document management and personal data protection.

## **2.5. Changes to the mobility programme and period**

2.5.1. In the event of a change in the study programme at the receiving higher education institution, the student must immediately inform the IRO and the head of the study programme and initiate changes to the Learning Agreement for Studies no later than 5 weeks from the start of each semester. The changes must be coordinated and approved by the student, SMK and the receiving higher education institution no later than 2 weeks from the submission of the request.

2.5.2. In the event of a change in the internship program, planned activities, learning outcomes or other essential conditions of the internship, the student or graduate must immediately inform the IRO and coordinate the changes to the internship agreement (Learning Agreement for Traineeships) with the SMK and the host organization. Changes that become apparent at the beginning of the internship must be coordinated no later than two weeks from the start of the internship, and changes that occur later - immediately, before the start of the changed activities.

2.5.3. The learning outcomes successfully achieved and the ECTS credits acquired during the mobility period, as provided for in the agreed study or internship agreement and its approved amendments, are recognised in accordance with the procedure set out in subsection 2.6. of this Description. Automatic recognition of the results of study or internship activities that have not been agreed in advance with the SMK is not guaranteed.

2.5.4. The Erasmus+ mobility period may be extended if the conditions of the programme and the relevant project so allow, within the total duration of 12 months of mobility set for one study cycle and upon agreement between the SMK and the receiving institution or organisation. The extension of

mobility must be academically justified and the extended period must directly follow the previously approved mobility period, except for breaks permitted by the programme rules.

2.5.5. A student or graduate wishing to extend the mobility period shall submit a request for extension to the IRO and the consent of the host institution or organisation no later than one month before the intended end of the mobility. If necessary, the study or traineeship agreement shall be renewed and the participant's grant agreement shall be amended. The extension of mobility shall take effect only after the necessary approvals from the parties have been received.

2.5.6. An additional Erasmus+ grant may be awarded for the extension of the mobility period, subject to the availability of funding and the conditions of the relevant project. Where there are insufficient funds to finance the extension period, the student may be allowed to extend the mobility at his/her own expense, granting the status of a zero-grant participant, if this is permitted by the Erasmus+ programme rules applicable to the specific project.

2.5.7. If the mobility period is shortened or the mobility is terminated before the scheduled date, the participant must immediately inform the IRO and, where necessary, provide supporting documents. The grant shall be recalculated based on the mobility period actually completed and eligible for funding. If the participant terminates the mobility before the deadline or fails to comply with the contractual obligations, the SMK may request the reimbursement of all or part of the grant paid, in accordance with the grant agreement and the Erasmus+ programme rules.

2.5.8. If the mobility is shortened or terminated due to force majeure circumstances, i.e. exceptional, unforeseeable and circumstances beyond the control of the participant, which are not related to the participant's fault or negligence, the funding and settlement conditions shall be determined in accordance with the Erasmus+ Programme Rules and the requirements of the SMF. The IRO shall ensure the submission of the necessary documents to the SMF and, where necessary, shall coordinate the decision on the recognised duration of the mobility, the eligible costs and the part of the grant to be reimbursed.

## **2.6. Recognition of mobility outcomes abroad in the SMK**

2.6.1. SMK ensures full automatic recognition of learning outcomes and ECTS credits successfully achieved during Erasmus+ mobility for study and placement purposes, if they are provided for in the previously agreed study or placement agreement (Learning Agreement) and its approved amendments.

2.6.2. If an Erasmus+ student has fulfilled all the established requirements (concluded a tripartite study or internship agreement, coordinated its amendments in a timely manner and successfully completed the study or internship programme provided for in the agreement), his/her study or internship period abroad, achieved learning outcomes and acquired ECTS credits are fully and automatically recognised and credited to the SMK, without requiring additional exams, assessments or fees. The recognised study or internship results are included in the student's academic documents and diploma supplement, indicating the foreign institution or organisation where they were acquired.

2.6.3. For the purposes of mobility studies, the results are recognized based on the Transcript of Records issued by the host higher education institution, and for the purposes of mobility internships - on the Traineeship Certificate issued by the host organization or another document confirming the achieved learning outcomes.

2.6.4. The IRO coordinates the receipt and transfer of documents required for the recognition of mobility results to the Study Department. The Study Department and the head of the relevant study programme, within their competence, coordinate and formalise the recognition of the results of the student's studies or internship abroad. The recognised results and ECTS credits are included in the student's academic documents and, where applicable, the Diploma Supplement, indicating the foreign

institution where they were obtained. Grades obtained abroad are converted in accordance with the grade conversion procedure applied by the SMK, about which the student is informed before mobility.

2.6.5. If a student does not achieve part of the learning outcomes stipulated in the study agreement or fails to pass the relevant assessments during the mobility period, these results shall not be recognised, and the resulting academic debts shall be liquidated in accordance with the valid study and settlement procedures of the SMK. The general fees established by the SMK may be applied for the liquidation of academic debts, if they are applied under analogous conditions to other SMK students. Successfully completed subjects agreed upon in the study agreement and its approved amendments and their ECTS credits shall be recognised without additional exams, assessments or fees. The student shall settle any academic differences arising from previously agreed changes to the study programme free of charge. If a student unsuccessfully completes an Erasmus+ internship and does not achieve the learning outcomes stipulated in the internship agreement, the internship not credited shall be repeated under the conditions established in the SMK study procedures.

2.6.6. Taking into account the different academic calendars of foreign higher education institutions, the deadlines for issuing examination sessions and transcripts of study results (academic certificates), the IRO, the Department of Studies and the head of the study programme coordinate the recognition of results in such a way that the student's academic interests are not unreasonably violated due to differences in the deadlines for submitting documents that are not dependent on the student. Upon receipt of the necessary documents, the mobility results are recognized and formalized without undue delay.

2.6.7. The learning outcomes achieved during the graduate internship are confirmed by a placement certificate issued by the host organisation. The results of the graduate internship are documented in accordance with the requirements of the Erasmus+ programme and, where applicable, may be included in the Europass mobility document. Since the graduate internship is carried out after graduation, its results are not counted towards the ECTS credits of the completed SMK study programme.

2.6.8. A student who disagrees with the decision on the recognition of mobility results has the right to submit a reasoned appeal to the IRO in writing within 3 working days of receiving information about the decision. The appeal shall be examined within 10 working days of its receipt by at least three representatives of the SMK appointed by the SMK director, at least one of whom shall be a representative of the Studies Department. The persons examining the appeal may not assess the contested decision they have themselves made. The student shall be informed in writing about the outcome of the appeal examination.

## **2.7. Obligations and payment of mobility participants**

2.7.1. Erasmus+ mobility participants must comply with all rules and obligations set out in the Learning Agreement, the Grant Agreement and other documents related to mobility, as well as the internal rules of the host institution or organisation.

2.7.2. Mobility participants must independently follow the information publicly announced and individually provided by the receiving institution or organization regarding the organization of studies or internships, participation requirements, academic calendar, payments and other issues important for mobility.

2.7.3. Selected students and graduates must submit all documents necessary for organizing mobility to the IRO and the receiving institution or organization in a timely manner, in accordance with the established deadlines.

2.7.4. A selected student or graduate who decides to refuse to participate in Erasmus+ mobility must immediately inform the IRO in writing as soon as the circumstances become clear that make him/her unable or unwilling to go. In the case of long-term mobility, it is recommended to notify the

refusal no later than two months before the planned start of the mobility, if the circumstances of the refusal become clear before this deadline.

2.7.5. If a selected student or graduate, without objective reasons, fails to notify in a timely manner about the refusal to participate in mobility and as a result, the organization of mobility is substantially disrupted or another candidate loses the opportunity to participate in mobility, SMK may restrict the right of this person to participate in Erasmus+ mobility selections for up to one year. Before making a decision, the participant is given the opportunity to explain the circumstances of the refusal. The decision must be motivated and the participant must be informed about it in writing. The restriction does not apply when mobility is refused due to justified circumstances beyond the participant's control.

2.7.6. If, due to the participant's refusal to participate in the mobility, the SMK or the host institution or organisation incurs documented and non-refundable costs, including the accommodation deposit paid, the participant may be obliged to compensate them, if such liability is provided for in the contracts applicable to the participant and does not contradict legal acts. Costs are not reimbursed if they arose from objective circumstances beyond the participant's control, except in cases legally agreed.

2.7.7. Students participating in mobility for study purposes must participate in all activities provided for in the agreed study program, take mandatory exams or complete other assessments, and comply with the requirements for the organization of studies and academic integrity set by the receiving higher education institution.

2.7.8. Students and graduates participating in mobility for the purpose of internships must participate in the activities provided for in the agreed internship program, carry out the tasks and lawful instructions related to the internship program assigned by the hosting organization, and comply with occupational safety, professional ethics and other requirements established by the hosting organization.

2.7.9. Mobility participants must maintain contact with the IRO by e-mail, and with the head of the relevant study programme on academic issues. The participant must immediately inform the IRO in writing about any problems or circumstances that may affect the implementation of mobility, as well as any planned changes to the study or internship programme and the mobility period. Changes to study and internship contracts are coordinated in accordance with the procedure set out in subsection 2.5. of this Description.

2.7.10. At the end of the Erasmus+ study mobility period, the receiving higher education institution issues a Confirmation of Stay and a Transcript of Records. These documents are submitted to the IRO by the student or sent directly by the receiving higher education institution.

2.7.11. At the end of the Erasmus+ mobility period for the purpose of internship, the host organisation issues a Traineeship Certificate, which confirms the internship period, activities performed and learning outcomes achieved. The document is submitted to the IRO by the student or graduate or sent directly by the host organisation. Students whose internship is credited to the SMK study programme additionally submit a traineeship report to the internship manager of the study programme in accordance with the requirements set out in the SMK study procedure.

2.7.12. At the end of the short-term blended mobility, including BIP, the student shall submit to the IRO a document confirming the period of physical mobility, a confirmation of the learning outcomes achieved and ECTS credits acquired and, where applicable, a confirmation of the completion of the virtual component. The documents may be submitted by the student or sent directly by the receiving higher education institution.

2.7.13. At the end of the mobility period, the participant must complete and submit the European Commission's Erasmus+ Participant Report (EU Survey / Participant Report) within the deadline set in the invitation received or the participant's grant agreement, usually no later than 30 calendar days from the receipt of the invitation. If the participant fails to complete and submit the mandatory report, the SMK may request the return of all or part of the grant received, in accordance

with the grant agreement and the Erasmus+ programme rules. In order to collect additional information on the recognition of the results of the mobility, the participant may be provided with an additional questionnaire.

2.7.14. The IRO, upon receipt of the mobility period confirmation and other mandatory documents, checks their compliance with the requirements of the grant agreement and the Erasmus+ programme and organises the final financial settlement. If the duration of the actually completed mobility or other circumstances relevant to the funding differ from those stipulated in the grant agreement, the grant shall be recalculated in accordance with the procedure laid down in the financing section of this Description.

2.7.15. If the mobility participant fails to submit the required documents, fails to complete the participant report or fails to fulfill other obligations set out in the grant agreement, the SMK has the right to apply the measures provided for in the grant agreement and the Erasmus+ programme rules, including the suspension of the payment of the final grant or the requirement to return all or part of the unduly paid grant.

## **2.8. Procedure for funding and granting additional support for Erasmus+ student and graduate mobility**

2.8.1. For the purposes of Erasmus+ mobility studies and placements, participants, including graduates and participants in short-term blended mobility and BIP, may be awarded an Erasmus+ grant to partially cover the living and travel costs associated with mobility abroad. The grant is awarded in accordance with the funding rules set by the European Commission, the rates approved by the Educational Exchange Support Fund (hereinafter - the EESF), the grant agreement of the relevant KA131 or KA171 project and the funding available at the SMK.

2.8.2. The Erasmus+ grant may be financed from the European Union and/or the state budget of the Republic of Lithuania. The specific conditions for financing mobility and the amount of the grant are determined in accordance with the funding rules of the relevant project and the grant agreement concluded between the participant and the SMK.

2.8.3. During the period of mobility for study purposes, students, regardless of whether they receive an Erasmus+ grant, are exempt from tuition fees, registration, examination fees, laboratory and library fees at the receiving higher education institution, with the exception of small fees that are applied to local students under the same conditions. Students retain their study place at SMK and pay the usual fees stipulated in the SMK study agreement. During the mobility period, students retain their rights to national scholarships or loans according to the conditions applicable to them.

2.8.4. Students participating in mobility for the purpose of internships shall retain their existing study place at SMK during the mobility period and shall fulfil the financial obligations stipulated in their study contract. During internship mobility, the receiving organisation may pay a remuneration or provide other financial support to the student or graduate, provided that this does not contradict the rules of the Erasmus+ programme. Information on the expected remuneration or other support must be agreed with the receiving organisation and, where applicable, specified in the internship contract.

2.8.5. The amount of the individual subsistence grant is determined taking into account the type and duration of the mobility activity, the host country, the applicable KA131 or KA171 funding scheme and the flat rates of the relevant project. In the case of long-term mobility, the grant is calculated based on the number of months and days of eligible mobility. For incomplete months, the individual support is calculated using the daily rate set out in the relevant programme rules.

2.8.6. In the case of long-term mobility for the purpose of traineeship, students and graduates shall be granted an additional traineeship grant (traineeship top-up) when provided for in the funding rules of the relevant KA131 or KA171 project. For students and graduates with fewer opportunities, the additional traineeship grant may be granted together with the additional individual grant for

participants with fewer opportunities, in accordance with the funding conditions applicable to the relevant project.

2.8.7. In the case of short-term blended mobility, including BIP, the individual subsistence grant is calculated on the basis of the number of days of physical mobility and the daily rates applicable to the relevant project. An individual subsistence grant is not awarded for the virtual mobility component. In the case of short-term mobility, the application of the additional traineeship grant part is determined in accordance with the funding rules of the Erasmus+ programme.

2.8.8. For the purposes of student mobility studies and internships under KA171 projects, funding opportunities, the number and duration of funded mobilities are determined taking into account the grant allocated to the SMK by the ŠMPF, the approved project budget, funding restrictions applied to specific countries or regions and the requirements of the Erasmus+ program. Candidates are informed about the specific conditions for the duration of mobility and funding when announcing the selection.

2.8.9. Mobility participants, when provided for in the funding conditions of the relevant project, are provided with a travel grant calculated according to the European Commission's distance calculator. ([http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)) a set distance between the start of the journey and the location of the mobility activity and fixed travel costs. The grant is calculated on a one-way basis and the set cost covers the journey to and from the location of the mobility activity. The specific conditions for granting the grant are determined taking into account the type of mobility, the transport used and the project funding rules.

2.8.10. The SMK encourages mobility participants to choose environmentally friendly travel (green travel), giving priority to means of transport with a lower environmental impact, especially when the travel distance is less than 500 km. Participants travelling by environmentally friendly means of transport recognised under the Erasmus+ programme rules may be granted an appropriate travel grant and, where necessary, individual support for additional travel days up to 6 days. When travelling by other means of transport, individual support may be granted for a maximum of 2 travel days, where this is provided for in the funding rules of the relevant project. The participant must provide the chosen mode of travel and, where necessary, documents substantiating the fact of travel.

2.8.11. Students and graduates with fewer opportunities may be awarded an additional individual Erasmus+ grant. In the case of long-term mobility, its amount is EUR 250 per month, unless otherwise specified in the funding rules of the relevant project. In the case of short-term mobility, the additional support amounts determined according to the duration of physical mobility apply. The additional grant is awarded in accordance with the procedure for the administration and financing of mobility of persons with fewer opportunities approved by the Ministry of Education and Culture, the applicable programme rules and the criteria set by the SMK.

2.8.12. The groups of students and graduates with fewer opportunities at the Vocational College include persons whose opportunities to participate in international mobility activities are limited by economic, social, health, family or other circumstances:

2.8.12.1. Socially supported persons: persons from low-income families or persons living alone who are entitled to receive or are receiving social benefits. A person belonging to this group shall submit a document from the municipality or other competent institution confirming the right to receive or receipt of social benefits.

2.8.12.2. Persons with disabilities: persons who have been identified as having a physical, intellectual, psychosocial, sensory or other disability that may constitute an obstacle to participation in international mobility. A person belonging to this group shall provide a document confirming the disability, level of participation or other relevant status issued by a competent authority.

2.8.12.3. Orphans and persons deprived of parental care: persons for whom guardianship or trusteeship was established before reaching the age of majority, as well as persons whose one or both parents are deceased. A person belonging to this group shall submit documents confirming the

establishment of guardianship or trusteeship or the fact of the death of the parents and the family relationship.

2.8.12.4. Persons raising minor children: persons raising at least one child under the age of 18, for whom family obligations, childcare or related expenses constitute an obstacle to participation in mobility. The child's birth certificate or other document confirming paternity or maternity shall be submitted and, if necessary, additional documents justifying individual circumstances.

2.8.12.5. Caregivers: persons responsible for the care of relatives who require constant care or nursing and who therefore experience mobility limitations. Documents supporting the need for care or nursing and the person's responsibility for this care shall be provided.

2.8.12.6. Refugees and persons granted international or temporary protection: persons who have refugee status, subsidiary or temporary protection or a residence permit in Lithuania on humanitarian grounds and who, due to these circumstances, experience obstacles to participation in mobility. A document confirming the relevant status issued by the Migration Department or another competent institution shall be submitted.

2.8.12.7. Students over 30 years of age: students who face significant obstacles to international mobility due to professional, family or other life-related commitments. Age is verified based on the student's data held by SMK, and individual obstacles to mobility are substantiated by information provided by the student and, where necessary, relevant documents.

2.8.13. Information on the conditions for awarding an additional individual grant, groups of persons with fewer opportunities, the procedure for submitting applications and the required documents is published on the SMK website in Lithuanian and English. Candidates are given the opportunity to confidentially indicate their status as a person with fewer opportunities when submitting a mobility application or applying for additional support.

2.8.14. A student or graduate wishing to receive an additional individual grant shall submit an application to the IRO and documents confirming membership in at least one of the groups of participants with fewer opportunities specified in paragraph 2.8.12 of this Description. When the SMK already has the necessary information, it is not required to submit the documents confirming it again. The IRO assesses compliance with the established criteria and makes a decision on the allocation of an additional grant in accordance with the applicable project financing conditions. The participant is informed about the decision individually.

2.8.15. A student or graduate may belong to several groups of persons with fewer opportunities, but for the same mobility period, an additional individual grant based on the status of a person with fewer opportunities is awarded only once. Information and documents containing health, social situation or other sensitive personal data are processed and stored in accordance with the General Data Protection Regulation (GDPR), other applicable legal acts and the personal data protection requirements of the SMK.

2.8.16. Students and graduates who require additional assistance for their mobility due to disability, health condition or other individual circumstances may be granted additional support based on actual costs incurred (inclusion support). It is granted only for those justified additional costs that are necessary for the implementation of mobility and are not covered by the usual individual, travel or other additional grant.

2.8.17. Additional support based on actual costs may be provided for special transport, adapted accommodation, necessary facilities and services, travel and subsistence of an accompanying person, a justified preparatory visit and other eligible costs according to the rules of the relevant project.

2.8.18. A participant wishing to receive additional support based on actual costs shall apply to the IRO and submit documents substantiating individual needs, the necessity of the planned costs and their estimated amount. The application shall be submitted to the SMK by the ŠMPF in accordance with the deadlines and requirements set by the Fund, usually no later than one month before the start of the mobility. The application shall be signed by an authorised representative of the SMK, and communication with the ŠMPF shall be coordinated by the IRO.

2.8.19. Additional support based on actual costs is granted by decision of the ŠMPF or another procedure established for the relevant project and may cover up to 100 percent of additional costs recognized as eligible for financing. Upon completion of the mobility, the participant shall submit to the IRO documents substantiating the costs - invoices, receipts, payment documents, contracts or other appropriate accounting documents. The conditions for the disbursement of support and final settlement are determined in accordance with the ŠMPF decision and the participant's grant agreement.

2.8.20. When permitted by the rules of a specific KA131 or KA171 project, students or graduates with zero-grant status who meet all the requirements for Erasmus+ mobility participants and enjoy the rights of a mobility participant, but do not receive an individual Erasmus+ grant, may also participate in mobility. In such a case, the participant shall cover the costs of the mobility from his/her own funds or other legitimate sources of funding. Zero-grant status does not apply to students and graduates with fewer opportunities.

2.8.21. In the case of long-term mobility for the purposes of studies and internships, the Erasmus+ grant for students and graduates is paid in two installments, in accordance with the grant agreement signed between the participant and SMK. The first installment of the grant, constituting 80 percent of the intended grant amount, is transferred to the bank account specified by the participant before the start of the mobility, upon submission of all required documents and signing of the grant agreement. The remaining 20 percent of the grant is paid after the end of the mobility, upon submission of documents confirming the duration of the mobility, completion of the mandatory Erasmus+ participant report and fulfillment of other obligations set out in the grant agreement.

2.8.22. The participant's grant agreement may provide for a different grant disbursement procedure, including the possibility of disbursing up to 100 percent of the allocated grant amount before the start of the mobility, if this is allowed by the applicable Erasmus+ programme and project funding rules. The specific amount, terms and conditions of the grant disbursement shall be determined in the individual grant agreement. The terms and conditions of disbursement and settlement of additional support based on actual costs incurred shall be determined separately, taking into account the decision of the Lithuanian Fund for the Promotion of Mobility and the participant's grant agreement.

2.8.23. The final grant amount is calculated based on the duration of the actually completed and documented eligible mobility period and other funding conditions set out in the grant agreement. If the actual duration of the mobility differs from the planned one, the grant shall be recalculated and the overpaid amount, if any, shall be refunded to the SMK in accordance with the procedure set out in the grant agreement.

2.8.24. If the mobility participant does not complete the study or internship program, does not attend mandatory activities, does not submit settlement documents or otherwise fails to fulfill the obligations set out in the grant agreement, SMK may demand the return of all or part of the paid grant, taking into account the circumstances of the violation and in accordance with the rules of the Erasmus+ program and the grant agreement. In cases of termination or shortening of mobility due to force majeure circumstances, the conditions set out in subsection 2.5 of this Description shall apply.

2.8.25. Students and graduates may use other legitimate sources of funding for mobility, including national scholarships, loans or support provided by the host organisation, provided that this does not conflict with the rules of the Erasmus+ programme and does not result in double funding of the same costs. Students selected to participate in Erasmus+ mobility for study purposes may apply to the State Study Fund for a state-supported loan for partial studies abroad, provided that they meet the conditions set by the Fund. The IRO shall inform participants, within its competence, about possible additional funding measures.

### **3. PROCEDURE FOR ORGANIZING STAFF MOBILITY UNDER THE ERASMUS+ PROGRAMME**

### **3.1. Selection of staff participating in the Erasmus+ mobility programme at SMK**

3.1.1. The activities of SMK staff mobility under the Erasmus+ programme for teaching (STA) and training (STT) purposes are administered by the International Relations and Projects Department, adhering to the principles of transparency, objectivity, equality, non-discrimination and public access to information.

3.1.2. A separate selection competition is not organized for SMK staff mobility. Staff selection is carried out individually, assessing the compliance of the planned teaching or learning activities with the requirements of the Erasmus+ programme, SMK strategic priorities and available funding opportunities. If the number of employees wishing to participate exceeds the available mobility places or funding opportunities, a comparative assessment of candidates is carried out according to the criteria and priorities set out in this subsection.

3.1.3. At the beginning of each academic year, the IRO informs SMK employees about the Erasmus+ mobility opportunities for teaching and learning purposes, the conditions of participation, selection criteria and the application procedure. Information is also published on the SMK website in Lithuanian and English. Employees wishing to participate in mobility contact the IRO and provide the intended mobility program and other information necessary for selection. Employees are informed about additional mobility opportunities as they become available.

3.1.4. Erasmus+ staff mobility is open to SMK lecturers, administrators and other staff whose place of work is SMK and who meet the Erasmus+ programme requirements applicable to the relevant mobility activity. The participation of staff is not restricted by their nationality, provided that they are legally employed at SMK and meet other applicable requirements.

3.1.5. SMK employees may travel for Erasmus+ mobility for teaching and learning purposes to the Member States of the European Union, third countries associated with the Erasmus+ programme, and other countries eligible under the terms of the relevant KA131 or KA171 project. Mobility must be carried out in a country that is different from the country of the sending institution (SMK) (Lithuania) and the country of residence of the employee.

3.1.6. Erasmus+ staff mobility for teaching purposes (STA) can be carried out under the KA131 and KA171 projects in foreign higher education institutions with which SMK has concluded valid Erasmus+ inter-institutional cooperation agreements covering staff teaching mobility. Under the KA171 projects, mobility is carried out to higher education institutions in third countries not associated with the Erasmus+ programme, as specified in the project, taking into account approved partners, funded mobility areas, regions and available funding. The objectives, content, expected results, number of teaching hours and period of teaching activities are agreed in advance with the host higher education institution and specified in the Mobility Agreement for Teaching.

3.1.7. During teaching mobility of Erasmus+ staff, it is mandatory to teach at least 8 teaching hours per week or during any mobility period shorter than a week. If the mobility lasts longer than one week, the minimum number of teaching hours for each incomplete additional week is calculated pro rata. When teaching is combined with learning activities during one mobility, the minimum teaching load is reduced to 4 teaching hours per week or during a shorter period, in accordance with the rules of the Erasmus+ programme. The accounting of teaching hours must comply with the requirements of the Erasmus+ programme.

3.1.8. Erasmus+ staff mobility for learning purposes (STT) may be carried out in foreign higher education institutions, enterprises and other organisations eligible under the relevant KA131 or KA171 project. During the learning mobility, staff may participate in training, courses, International Staff Weeks, job shadowing, exchange of good practices and other professional development activities related to their professional activities. Participation in scientific conferences as an independent activity is not considered an eligible Erasmus+ staff learning mobility activity. When learning mobility is carried out at a foreign higher education institution under the KA171 project, a valid inter-institutional cooperation agreement must be concluded. The eligibility and contractual requirements for mobility for learning purposes to enterprises or other organisations are

determined in accordance with the funding conditions of the relevant project. The objectives, activities and expected results of the mobility are agreed in advance and specified in the Mobility Agreement for Training.

3.1.9. The duration of physical mobility for Erasmus+ staff teaching and learning purposes is determined by the terms and conditions of the relevant KA131 or KA171 project:

3.1.9.1. The duration of mobility between the Member States of the European Union and third countries associated with the Erasmus+ programme is from 2 to 60 days, excluding travel days.

3.1.9.2. The duration of mobility involving third countries not associated to the Erasmus+ programme may range from 5 to 60 days, excluding travel days.

3.1.9.3. The physical duration of staff learning mobility to a blended intensive programme (BIP) is from 5 to 30 days, combined with a mandatory virtual component. The physical duration of staff teaching mobility to a BIP may be from 2 to 30 days, according to the rules of the relevant project.

3.1.9.4. The specific duration of mobility and the number of days funded are determined taking into account the approved mobility programme, the funding allocated to the relevant KA131 or KA171 project, the countries or regions funded and the funding conditions of the project. The minimum period of physical mobility must include uninterrupted days of activity.

3.1.10. When selecting staff for Erasmus+ mobility, the following general priorities and, accordingly, assessment criteria for teaching and learning mobility shall apply and priority shall be given to:

|                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>In general mobility cases</b>                                                                    | <ul style="list-style-type: none"> <li>employees who have not yet participated in Erasmus+ mobility in the current academic year;</li> <li>for mobility activities in VARIOUS partner higher education institutions of the European University Alliance and other strategically important institutions of the SMK, when these activities contribute to the implementation of alliance initiatives, strategic cooperation, strengthening the internationality of studies or other SMK activity areas;</li> <li>employee mobility activities that strengthen or expand international relations and create conditions for new cooperation projects and initiatives;</li> <li>workers with fewer opportunities who meet the mobility requirements and whose opportunities to participate in mobility are affected by economic, social, health, family or other individual circumstances.</li> </ul> |
| The following are additionally taken into account when selecting teaching mobility participants:    | <ul style="list-style-type: none"> <li>participation in VARIOUS joint teaching activities of the European University Alliance, the development of joint study programs and subjects, the implementation of intensive programs, the development of common teaching and learning methods, and other activities implementing the strategic goals of the alliance;</li> <li>the expected impact of mobility on the improvement of the study process and study programmes and the strengthening of internationality, including the development of new teaching materials, the initiation of joint study activities and other academic cooperation initiatives;</li> <li>teaching experience at SMK;</li> <li>active participation in SMK academic and international activities;</li> <li>the ability to apply various teaching and learning methods.</li> </ul>                                      |
| The following are additionally taken into account when selecting participants in learning mobility: | <ul style="list-style-type: none"> <li>participation in VARIOUS joint activities of the European University Alliance;</li> <li>the relevance of the internship to the activities and strategic goals of the SMK;</li> <li>the importance of the chosen internship for the employee's professional qualifications and competence development;</li> <li>the employee's work experience at the SMK;</li> <li>active in SMK activities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

3.1.11. Employees are individually selected taking into account the general priorities set out in point 3.1.10 of this Description and the criteria applied to teaching or learning mobility, respectively. The following are additionally assessed:

- compliance of the mobility program with the strategic objectives and operational priorities of the SMK, in particular with the implementation of the activities of the DIVERSE European University Alliance;
- the quality of the mobility programme, the clarity of objectives and the validity of the planned activities;
- the importance of mobility for the employee's professional development and strengthening of competencies;
- application of the expected mobility results in the activities of the SMK;
- Dissemination of mobility results and sharing of experience is planned.

3.1.12. The decision on the employee's participation in Erasmus+ mobility is made individually by the IRO, if necessary, after coordinating the suitability of the planned mobility with the head of the relevant department. The decision is made based on the criteria and priorities set out in paragraphs 3.1.10 and 3.1.11 of this Description, taking into account the available mobility places and funding opportunities. The employee's mobility is formalized by order of the SMK director.

3.1.13. If the number of employees wishing to participate exceeds the available mobility places or funding opportunities, the IRO shall conduct a comparative assessment of the candidates, following the criteria and priorities set out in paragraphs 3.1.10 and 3.1.11 of this Description. The justification for the selection of candidates shall be recorded in writing.

3.1.14. If several candidates equally meet the selection criteria, preference shall be given to an employee who has not yet participated in Erasmus+ mobility in the current academic year. The decision shall also take into account the strategic mobility priorities set out in point 3.1.10 of this Description.

3.1.15. When the mobility activity is carried out at a DIVERSE European University Alliance partner higher education institution or another strategically important institution of the SMK or significantly contributes to the SMK strategic goals, the development of international partnerships or the implementation of DIVERSE Alliance initiatives, priority may be given to such mobility activity, even if the employee has already participated in Erasmus+ mobility in the current academic year. Such a decision must be based on the strategic importance of the mobility and taken taking into account the available funding and other selection criteria.

3.1.16. Under KA171 projects, the selection of employees is carried out taking into account the approved mobility areas, partner higher education institutions, the number of funded mobilities, their duration, regions and the project budget. The general selection principles set out in this subsection apply, except for cases where additional eligibility or funding restrictions are set out in the conditions of a specific KA171 project.

3.1.17. The decision on the selection and financing of employee mobility is formalized by the IRO by electronic confirmation or in another written form, preserving the mobility program submitted for selection and the information substantiating the decision. When a comparative assessment of several candidates is carried out, its results are additionally recorded. The employee is informed about the selection decision by e-mail.

3.1.18. An employee who disagrees with the selection results may submit a reasoned appeal to the IRO within 3 working days of being notified of the decision. The appeal shall be considered within 5 working days of its receipt by persons appointed by the SMK Director who did not participate in the adoption of the initial decision. The employee shall be informed in writing of the outcome of the appeal.

## **3.2. Preparation for employee mobility and documentation**

3.2.1. A SMK employee planning to participate in Erasmus+ mobility for teaching or learning purposes shall coordinate the mobility opportunity with the International Relations and Projects Department and, if necessary, through its mediation, coordinate the mobility period, planned activities and their results with the receiving institution or organization.

3.2.2. Before mobility, the employee completes the relevant Erasmus+ mobility agreement: for teaching purposes - Mobility Agreement for Teaching, for learning purposes - Mobility Agreement for Training. The agreement specifies the mobility objectives, period, planned activities and expected results, and in the case of teaching mobility - the content of the lectures to be taught and the number of teaching hours. The employee coordinates the agreement with the host institution or organization and submits a document approved by the employee and the host institution or organization to the IRO. The IRO ensures the signing of the agreement on behalf of the SMK.

3.2.3. The employee fills in the details of the Erasmus+ grant agreement provided to him and submits the document to the IRO. The IRO fills in the administrative and financial details of the agreement and organises the signing of the agreement between the SMK and the employee before the start of the mobility.

3.2.4. The confirmation of the mobility by the host institution or organisation may be provided by invitation, email or confirmed mobility agreement.

3.2.5. Having received the documents necessary for the formalization of mobility and having ensured the signing of mobility and grant agreements before the start of mobility, the IRO organizes the formalization of the employee's business trip in accordance with the procedure established by the SMK. The employee's departure for mobility is formalized by order of the SMK director.

3.2.6. The employee is responsible for organizing travel and accommodation and making appropriate preparations for the mobility, including the necessary insurance, travel documents and other requirements applicable to the country of destination and the nature of the mobility. The IRO provides information on the financing conditions for mobility and possible additional support measures.

3.2.7. Under KA171 projects, prior to mobility, the IRO checks whether it complies with the approved project mobility directions, partner institutions, funded period and other applicable project conditions. Additional documents are collected only when they are necessary according to the funding or implementation requirements of a specific project.

### **3.3. Implementation and settlement of employee mobility**

3.3.1. During Erasmus+ mobility, the SMK employee shall implement a teaching or learning programme agreed with the host institution or organisation, comply with the internal rules of the host institution or organisation and fulfil the obligations set out in the mobility agreement. In the case of teaching mobility, the employee must fulfil the minimum number of teaching hours set out in point 3.1.7 of this Description.

3.3.2. If, due to objective circumstances, the mobility period, duration, host institution or organisation or the planned activities change substantially, the employee shall immediately inform the IRO. The changes shall be coordinated with the IRO and the host institution or organisation, and, if necessary, the details of the mobility and grant agreements shall be revised accordingly. Changes in mobility must comply with the applicable KA131 or KA171 project conditions.

3.3.3. Upon completion of the mobility, the employee shall submit to the IRO a document confirming the implementation of the mobility issued by the host institution or organization, which indicates the employee's name, surname, purpose of the mobility, actual start and end dates of the mobility, and in the case of teaching mobility - the number of teaching hours completed.

3.3.4. The employee must complete the European Commission's electronic Erasmus+ mobility participant report (EU Survey) within the deadline set in the call or grant agreement.

3.3.5. An employee who has been awarded a grant for an eco-travel and/or additional travel days shall, after the mobility, submit to the IRO documents substantiating the actual mode of travel used and the dates of travel. The eco-travel may be substantiated by train or bus tickets, other travel documents or, in the case of carpooling, a travel declaration and, where applicable, additional supporting documents.

3.3.6. The employee must retain documents justifying travel and other mobility expenses and submit them to the IRO when required by the applicable project funding and billing rules.

3.3.7. The employee shares the experience and results gained during the Erasmus+ mobility with the academic or administrative community of SMK. Dissemination of experience can be carried out at department meetings, seminars, by presenting the acquired knowledge to colleagues, by sharing training materials or in other ways corresponding to the nature of the activity. The application of the knowledge and experience gained during the mobility in the activities of the employee or department is also considered the use of the results of the mobility.

3.3.8. If the employee fails to fulfil the obligations set out in the mobility agreement or grant agreement, fails to submit the required documents confirming mobility or travel, or the mobility actually carried out does not meet the funding conditions, the grant may be recalculated, reduced or the improperly used funds may be requested to be returned, in accordance with the grant agreement and the applicable Erasmus+ programme rules.

### **3.4. Procedure for funding and granting additional support for employee mobility**

3.4.1. Erasmus+ staff mobility for teaching and learning purposes is financed from grants from the KA131 and KA171 projects allocated to SMK, funds from the state budget of the Republic of Lithuania and/or other legitimate sources of funding, in accordance with the financing agreements of the relevant projects, the rules of the Erasmus+ programme and the applicable legal acts of the Republic of Lithuania.

3.4.2. The Erasmus+ grant is awarded to cover travel and subsistence costs related to the mobility of an employee abroad. The grant is calculated according to fixed rates and is intended to contribute to the coverage of mobility costs, but does not necessarily cover all costs actually incurred. The grant may only be awarded to those teaching or learning mobility activities that meet the requirements for eligibility, minimum duration and, in the case of teaching mobility, minimum number of teaching hours set out in subsection 3.1 of this Description.

3.4.3. The employee mobility grant consists of:

3.4.3.1. Flat rate for travel expenses calculated in accordance with the distance calculator approved by the European Commission ([http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)) at a fixed distance between the start of the mobility and the place of the activity and at a fixed rate applicable to the relevant mode of travel. The grant is calculated on a one-way basis and the fixed rate covers the journey to and from the place of the mobility activity.

3.4.3.2. Subsistence grant, calculated according to the host country, the duration of the mobility and the daily rates applicable to the relevant KA131 or KA171 project. The grant is intended to cover accommodation, meals and other subsistence costs incurred during the mobility.

3.4.4. The amount of the individual subsistence grant is determined by the number of days of the mobility activity. For the mobility period from the 15th to the 60th day, a reduced daily rate is applied, as set out in the Erasmus+ funding rules. The specific grant rates are determined in accordance with the funding conditions of the relevant call and project.

3.4.5. Where permitted by the Erasmus+ programme rules and project funding opportunities, the employee may be granted an individual subsistence grant for travel days: up to 2 days for non-organic travel and up to 6 days for organic travel. Funding is provided only for days that are justified and actually necessary for the travel.

3.4.6. Green travel is considered a trip when more than half of the distance to the mobility location and back is covered by less polluting means of transport, for example, by train, bus or carpooling, in accordance with the requirements of the Erasmus+ programme. An appropriate travel cost rate is applied to green travel and, where provided for in the programme rules, additional travel days may be financed. The employee shall inform the IRO about the planned green travel before concluding the grant agreement, and after the mobility shall submit supporting documents in accordance with the procedure set out in paragraph 3.3.5 of this Description.

3.4.7. Under KA171 projects, grants are awarded only for those mobility directions, partner institutions, activities and periods for which the funding of the relevant project is intended. The amount of the travel and individual subsistence grant is determined in accordance with the rates applicable to the KA171 project and the approved budget.

3.4.8. Taking into account the sufficiency of funds from the European Commission, the State Budget of the Republic of Lithuania and other funding sources allocated for staff mobility, the IRO may limit the number of staff mobilities financed and/or the duration of the mobilities financed, in compliance with the minimum requirements for the duration of mobility. Decisions are made in accordance with the criteria and priorities set out in subsection 3.1 of this Description.

3.4.9. In order to ensure equal opportunities for participation, additional inclusion support may be provided to workers with fewer opportunities, based on real costs, where, due to individual circumstances, their participation in mobility would be impossible or substantially hampered without additional funding or other assistance measures.

3.4.10. For the purposes of this Description, employees with fewer opportunities are considered to be employees who, due to individual circumstances, face significant obstacles to participating in international mobility. Such obstacles may relate to:

- disability, long-term health problems or other individual needs due to physical or mental health;
- economic or social circumstances;
- family obligations, including the independent raising and care of children or the need to care for relatives who require constant help or supervision;
- cultural, linguistic, geographical or other circumstances that constitute significant obstacles to participation in mobility.

The employee's belonging to a group of people with fewer opportunities is determined individually, taking into account the obstacles to participation in mobility indicated by him/her and the information substantiating them. If necessary, the IRO may request additional documents necessary to establish compliance, in accordance with the principles of data minimisation and confidentiality. The assignment to a group of people with fewer opportunities does not automatically entitle the employee to additional funding - its allocation depends on individual need and the applicable Erasmus+ programme and national funding rules.

3.4.11. Additional inclusion support may be provided on a cost-effective basis for adapted transport, specially adapted accommodation, necessary aids and services, travel and subsistence of an accompanying person, preparatory visits and other reasonable additional costs directly related to the individual needs of the employee. Additional support may cover up to 100 percent of eligible costs not covered by the regular travel or individual subsistence grant.

3.4.12. An employee who, due to individual circumstances, requires additional support or adaptation of mobility conditions, shall inform the IRO about this. Information about individual needs is provided voluntarily, is treated confidentially and is used only for the purposes of organizing mobility, determining appropriate assistance measures and providing additional support.

3.4.13. An employee wishing to receive additional inclusion support based on actual costs shall submit to the IRO documents justifying the individual needs and expected additional costs required in accordance with the applicable funding rules. The application shall be submitted to the SMK by the ŠMPF in accordance with the deadlines and application requirements set by the Fund,

no later than one month before the start of the mobility, when such a deadline applies to the relevant funding instrument. Communication with the Fund shall be coordinated by the IRO, and the decision on the award of an additional grant shall be made by the Fund.

3.4.14. Upon completion of the mobility, the employee shall submit to the IRO documents justifying the additional costs actually incurred. The eligibility, final amount and settlement of the additional support shall be determined in accordance with the Fund's decision, the grant agreement and the applicable funding rules. The same costs may not be funded twice from different funding sources.

3.4.15. Employee mobility may be carried out without a European Union Erasmus+ grant (zero-grant mobility), if the rules of the relevant project allow it. Such mobility may be financed from the state budget of the Republic of Lithuania or other legitimate sources of financing. The employee is subject to the same mobility eligibility, documentation and payment requirements. Employees with fewer opportunities may not participate in mobility without a European Union Erasmus+ grant, in accordance with the rules of the programme.

3.4.16. The employee mobility grant is awarded and paid in accordance with the Erasmus+ grant agreement concluded between the SMK and the employee, which determines the amount of the grant, the financed mobility period, payment terms and conditions. The grant is paid before the start of the mobility, after signing the grant agreement and fulfilling the mandatory mobility formalization requirements, in accordance with the payment procedure established in the agreement and the applicable Erasmus+ program funding rules.

3.4.17. After the end of the mobility, the amount of the grant may be recalculated based on the actually completed mobility period, eligible activities, travel method and supporting documents provided. If the duration of the mobility is shortened, the obligations stipulated in the agreement are not fulfilled or ineligible costs are identified, the employee must return the unjustified or improperly used part of the grant in accordance with the procedure established in the grant agreement.

3.4.18. An Erasmus+ grant cannot be used to finance the same teaching, learning or internship costs if they are already covered under another European Union-funded programme or project. Additional funding from the State Budget of the Republic of Lithuania, the SMK or other legitimate sources is possible, provided that the prohibition of double funding of the same costs and the applicable funding rules are complied with.

#### **4. PROCEDURE FOR ORGANIZING THE MOBILITY OF INCOMING STUDENTS AND STAFF**

4.1. SMK accepts students and staff from foreign higher education institutions to participate in Erasmus+ mobility activities for study, practice, teaching and learning purposes under the KA131 and KA171 projects, in accordance with the Erasmus+ programme requirements applicable to the relevant projects, valid inter-institutional agreements, SMK internal documents and available opportunities for implementing mobility activities. The acceptance of incoming participants is coordinated by the International Relations and Projects Department in cooperation with the responsible SMK departments.

4.2. Incoming students and staff for Erasmus+ mobility are selected and nominated by the sending institutions, in accordance with the principles of transparency, equality and non-discrimination and the conditions set out in the inter-institutional agreements. Upon receipt of a nomination or application for admission of a mobility participant, the IRO coordinates the assessment of his/her admission possibilities, taking into account the academic and language proficiency requirements, the suitability of the planned mobility activity, the expected period and the SMK's capabilities to implement the mobility. The specific numbers of mobility participants, mobility directions, admission deadlines and additional conditions are set out in the inter-institutional

agreements and written agreements between the partner institutions. The participant and/or the sending institution are informed about the decision on admission.

4.3. SMK provides incoming students with a current catalogue of study subjects, which publishes information about the offered study subjects and their ECTS credits. The student, in cooperation with the sending higher education institution, selects study subjects and agrees on their recognition at his/her institution. SMK confirms the availability and compatibility of the selected study subjects with the intended mobility period and approves the Learning Agreement for Studies as the receiving institution. In the case of internships for incoming students, the internship programme, expected activities, learning outcomes, internship supervision and assessment conditions are agreed with the responsible SMK unit and the internship agreement is approved.

4.4. The programme, mobility period, objectives and expected results of the mobility of incoming staff for teaching or training purposes shall be agreed in advance with the receiving SMK unit and the IRO. In the case of teaching mobility, the number of teaching hours shall be additionally agreed. The mobility shall be formalised by an appropriate Mobility Agreement for Teaching or Mobility Agreement for Training.

4.5. The IRO, in cooperation with the responsible SMK departments, ensures that incoming mobility participants are informed about the procedure for organizing mobility, conducting studies or other activities, SMK internal rules, available academic and administrative services and support measures. Incoming participants are provided with information and assistance regarding accommodation options, visas or residence permits, insurance and other formalities related to arrival, within their competence. SMK creates conditions for the academic and social integration, counseling and mentoring of incoming students. Participants with fewer opportunities, taking into account individual needs, are provided with information about available infrastructure and appropriate assistance and adaptation measures for mobility conditions are organized, in accordance with the applicable program requirements.

4.6. Incoming mobility participants must comply with the internal procedures of the SMK, academic integrity, organization of studies or mobility activities and other requirements applicable to them. In the event of a change in the previously agreed study, internship, teaching or learning program or the mobility period, the changes are coordinated with the IRO, the responsible SMK unit and the sending institution in accordance with the requirements of the Erasmus+ program.

4.7. SMK does not charge additional fees for incoming Erasmus+ students for mobility organization or administration, studies, registration, exams, use of laboratories and libraries.

4.8. Upon completion of the incoming student's mobility for study purposes, the Academic Affairs Department shall prepare a Transcript of Records, which shall indicate the subjects studied, grades received and ECTS credits awarded. The Transcript of Records shall be provided to the student and the sending institution free of charge, no later than five weeks after the announcement of the study results. The preparation and transmission of the document shall be coordinated by the Academic Affairs Department and the IRO.

4.9. Upon completion of the incoming student's internship mobility, the responsible SMK unit shall prepare a Traineeship Certificate or other document confirming the internship period, activities performed and learning outcomes achieved. Upon completion of the employee's teaching or learning mobility, the responsible SMK unit, in cooperation with the IRO, shall ensure the issuance of a confirmation of the implementation of the mobility, indicating the actual start and end dates of the mobility, and in the case of teaching mobility - the number of teaching hours.

4.10. Incoming mobility participants may contact the IRO regarding the organization of mobility, the implementation of studies or other activities, individual needs, possible violations of rights or other problems arising during mobility. The IRO resolves the issues within its competence, involving the Department of Studies, heads of study programmes or other responsible units of the SMK, if necessary. Formal complaints are examined in accordance with the SMK's valid complaint handling procedure, ensuring impartiality and confidentiality.

4.11. Funding and grant administration for incoming mobility participants is carried out taking into account the type of mobility project:

4.11.1. Individual mobility grants for students and staff arriving under KA131 projects are awarded and administered by the sending institutions. SMK, as the receiving institution, organizes mobility activities and ensures their implementation according to the agreed program.

4.11.2. Under KA171 projects, mobility grants for incoming students and staff are allocated and paid by SMK. Before the start of mobility, an individual Erasmus+ grant agreement is concluded with the participant, which sets out the grant amount, the funded mobility period, and the payment and settlement terms. The administration of grants is coordinated by the IRO, in accordance with the funding agreement for the relevant KA171 project and the Erasmus+ programme rules. Taking into account the needs of the participant and the applicable funding rules, timely disbursement of the grant and, where provided for in the individual grant agreement, pre-financing is ensured in order to reduce the costs incurred by the participant before the start of mobility.

## **5. ORGANIZATIONAL SUPPORT GRANT AND ITS USE PROCEDURE**

5.1. The Erasmus+ organisational support grant is intended to cover the costs related to the organisation and implementation of incoming and outgoing student and staff mobility, in accordance with the Erasmus+ programme rules, the relevant KA131 and KA171 project funding agreements and the principles of the Erasmus Charter for Higher Education (ECHE).

5.2. The organisational support grant is calculated according to the flat rates applicable to the relevant project and the number of eligible mobility participants. The organisational support funds may only be used for costs directly related to the organisation, implementation and quality assurance of Erasmus+ student and staff mobility, in accordance with the purpose of the organisational support and funding rules set out in the Erasmus+ Programme Guide for the relevant call year.

5.3. Organisational support funds may be used to develop cooperation with foreign partner institutions, publicise mobility opportunities, select, advise and prepare students and staff for mobility, administer mobility documents, welcome and integrate incoming participants, ensure recognition of learning outcomes, disseminate and use of mobility outcomes, digitalise mobility administration, promote inclusion and environmental sustainability and other activities directly related to the organisation and implementation of Erasmus+ mobility, in line with the programme funding rules. Organisational support funds may not be used to finance general SMK activities, staff business trips, participation in conferences or other professional development activities, unless these activities are directly related to the organisation and implementation of Erasmus+ mobility.

5.4. Under KA171 projects, the distribution of organizational support funds between SMK and partner higher education institutions is coordinated by mutual agreement, taking into account the partners' responsibilities and mobility organization activities.

5.5. The organisational support for blended intensive programmes (BIPs) is used in accordance with the Erasmus+ funding rules applicable to these programmes. When the SMK is the coordinating institution for a BIP and receives organisational support, the funds are used to finance the organisational costs of preparing and implementing the BIP.

5.6. The use of organizational support funds is coordinated by the International Relations and Projects Department.

5.7. Taking into account the needs of organizing mobility activities, SMK may change the distribution of organizational support funds between the activities specified in paragraph 5.3 of this Description, in accordance with the relevant project financing agreement and the rules of the Erasmus+ program.

5.8. If the requirements of the Erasmus+ programme change or if a need arises, this Description may be amended or supplemented. Amendments and supplements to the Description are approved by order of the Director of SMK.

