



**VILNIUS UNIVERSITY
VICE-RECTOR FOR PARTNERSHIPS
ORDER**

**ON THE APPROVAL OF THE PROCEDURE FOR ADDITIONAL FINANCIAL SUPPORT FOR
VILNIUS UNIVERSITY FULL-TIME STUDENTS AND RECENT GRADUATES
PARTICIPATING IN ERASMUS+ PARTIAL STUDY AND/OR PRACTICE MOBILITY, FOR
EMPLOYEES PARTICIPATING IN ERASMUS+ TEACHING AND/OR LEARNING MOBILITY,
AND FOR EMPLOYEES OF FOREIGN COMPANIES COMING TO VILNIUS UNIVERSITY FOR
ERASMUS+ TEACHING MOBILITY.**

Pursuant to Article 45(1) of the Statute of Vilnius University, subparagraph 5.11 of the areas of responsibility of the rector, vice-rectors and chancellor of Vilnius University, approved by the Rector of Vilnius University on 1 March 2017 in order No. R-67 “Regarding approval of the areas of responsibility of the rector, vice-rectors and chancellor of Vilnius University” (version of Order No. R-160 of the Rector of Vilnius University as of 1 April 2020), subparagraph 1.3.6. and paragraph 2 of Order No. R-252 of 15 of June 2017 of the Rector of Vilnius University in “Regarding the transfer of the rector’s powers and the formalization of decisions according to the assigned areas of activity and administration” (Order No. R-161 of the rector of Vilnius University as of 1 April 2020), the provisions of the Erasmus+ guide and the Procedure for the administration and financial management of mobility projects of persons with less opportunities in the Programme Erasmus+ higher education sector, approved by Order No. VE-52 as of 24 February 2022 of the Director of the Education Exchanges Support Foundation, and in order to increase participation in the activities of the Erasmus+ programme for Vilnius University full-time students and recent graduates, employees of Vilnius University and employees of foreign companies coming to Vilnius University, who have less opportunities,

I hereby approve the Procedure for Additional Financial Support for Full-time Students and Recent Graduates of Vilnius University Participating in Erasmus+ Partial Study and/or Practice Mobility, Employees Participating in Erasmus+ Teaching and/or Learning Mobility, and Employees of Foreign Companies Coming to Vilnius University for Erasmus+ Teaching Mobility (enclosed).

APPROVED BY
Order No. R-162 of Vilnius University Vice-Rector for
Partnerships
of 12 May 2022

PROCEDURE FOR ADDITIONAL FINANCIAL SUPPORT FOR FULL-TIME STUDENTS AND RECENT GRADUATES OF VILNIUS UNIVERSITY PARTICIPATING IN ERASMUS+ PARTIAL STUDY AND/OR PRACTICE MOBILITY, EMPLOYEES PARTICIPATING IN ERASMUS+ TEACHING AND/OR LEARNING MOBILITY, AND EMPLOYEES OF FOREIGN COMPANIES COMING TO VILNIUS UNIVERSITY FOR ERASMUS+ TEACHING MOBILITY

**SECTION I
GENERAL PROVISIONS**

1. The Procedure for Additional Financial Support for Full-time Students and Recent Graduates of Vilnius University Participating in Erasmus+ Partial Study and/or Practice Mobility, Employees Participating in Erasmus+ Teaching and/or Learning Mobility, and Employees of Foreign Companies Coming to Vilnius University for Erasmus+ Teaching Mobility (hereinafter referred to as the Procedure) establishes the criteria that full-time students and recent graduates of Vilnius University (persons, who have been selected to participate in Erasmus+ practice mobility activities during their studies and who must participate in these activities no later than one year after graduation) participating in Erasmus+ partial study and/or practice mobility (hereinafter referred to as students) and University employees participating in Erasmus+ teaching and/or learning mobility, and employees of foreign companies coming to the University for Erasmus+ teaching mobility (hereinafter referred to as 'employees') may apply for additional financial support to participate in Erasmus+ mobility activities (hereinafter referred to as 'Erasmus+ activities'), the procedures for applications for additional financial support (hereinafter referred to as 'support') and the procedure and the decision to grant support.
2. The Procedure is based on the provisions of the Erasmus+ Guide.
3. The support is awarded from Erasmus+ funds received under the Erasmus+ Grant Agreements concluded between the University and the Education Exchanges Support Foundation (hereinafter referred to as the 'Grant Agreement').

**SECTION II
SUPPORT FOR TARGETED GROUPS OF STUDENTS AND STAFF**

4. Students and staff selected to take part in Erasmus+ activities may be eligible for support if:
 - 4.1. have individual needs due to a disability and/or health condition;
 - 4.2. they are considered to be persons with fewer opportunities (only for students participating in Erasmus+ activities);
 - 4.3. are travelling to participate in and return from the Erasmus+ activities in a way that meets the requirements of green travel.
5. Students and staff are considered to have individual needs due to a disability and/or health condition if they:
 - 5.1. have a disability (a physical, mental, intellectual or sensory impairment which may prevent them from participating fully and effectively in society on an equal footing with others);
 - 5.2. have a health problem, including serious illness, chronic illness, medical disorder or any other situation related to physical or mental health, which prevents them from participating in the programmes on an equal basis with others.
6. Students are considered to have fewer opportunities to participate in Erasmus+ activities if they meet at least one of the criteria:
 - 6.1. they have a statutory level of 45% or less of working capacity or a severe or moderate level of disability;
 - 6.2. they are refugees or victims of political repression;
 - 6.3. they are parents (adoptive parents) or guardians raising or caring for minor children up to and including 7 years of age or disabled children up to and including 14 years of age;

6.4. they are not older than 25 years of age and were placed under guardianship (custody) before reaching the age of majority in accordance with the procedure laid down by law, or their parents (or the only parent they had) are dead;

6.5. are one of the cohabitants or single persons entitled to receive or receiving a social allowance under the Republic of Lithuania Law on Cash Social Assistance for Poor Residents (for foreign nationals – according to the legal regulation of the foreign country from which they came);

7. Students and staff travelling to participate in Erasmus+ activities in a way that meets the requirements of green travel are considered to be travelling by environmentally friendly and low-carbon transport (e.g. by train, bus, car sharing, etc.) for their return journey.

SECTION III AMOUNTS OF SUPPORT AND INFORMATION ON SUPPORT

8. Students and staff participating in Erasmus+ activities can receive additional support in two ways:

8.1. In the cases set out in paragraph 5 of the Procedure, by means of an additional individual needs grant based on the actual costs incurred by the individual;

8.2. by means of a fixed amount of additional individual grant:

8.2.1. In the cases provided for in paragraph 6 of the Procedure, a supplement to the monthly grant for Erasmus+ activities at the rate specified in the financial rules of the specific grant agreement;

8.2.2. in the cases set out in paragraph 7 of the Procedure, a lump sum fixed at the rate laid down in the financial rules of the specific grant agreement.

9. Information on the support referred to in subparagraph 8.1 of the Procedure and the availability of the support shall be published on the websites of the University and the Foundation, and information on the support referred to in subparagraph 8.2 of the Description, eligibility requirements and the amounts of the support shall be published on the website of the University. Information on the availability of support shall also be provided to individuals during individual consultations at the contact telephone numbers or e-mail addresses indicated on the University's website.

SECTION IV GRANTING AND TERMINATION OF SUPPORT

10. Students applying for support to participate in Erasmus+ activities shall provide the documents referred to in paragraphs 12 to 14 of the Procedure justifying compliance with the criteria set out in Section II of the Procedure to the International Relations Unit of the University's Central Administration (hereinafter referred to as the 'International Relations Unit'), if they wish to participate in the Erasmus+ partial study mobility activity, or to the Student Services and Careers Unit of the University's Central Administration (hereinafter referred to as the 'Student Services and Careers Unit'), if they wish to participate in an Erasmus+ mobility activity:

10.1. no later than 40 days before the start of the Erasmus+ activity, if the aim is to receive support in the cases referred to in paragraph 5 of the Procedure;

10.2. no later than the date of signature of the Erasmus+ Study/Practical Mobility Grant Agreement with the student, in the case of the support referred to in paragraph 6 of the Procedure;

10.3. at the end of the Erasmus+ activity, together with the other documents necessary to account for it, if support is sought in the case referred to in paragraph 7 of the Procedure.

11. Staff members applying for support for participation in Erasmus+ activities shall provide the documents referred to in paragraphs 12 to 14 of the Procedure justifying compliance with the criteria set out in Section II of the Procedure to the International Relations Unit, if they are going on a study or teaching visit to a foreign scientific and educational institution, or to the Student Services and Careers Unit, if they are going on a study visit to a foreign company or a teaching visit to the University:

11.1. no later than 40 days before the start of the Erasmus+ activity, if seeking support in the cases referred to in paragraph 5 of the Procedure;

11.2. no later than the date of signature of the Erasmus+ learning/teaching mobility grant agreement with the staff member, if the support is sought in the case referred to in paragraph 7 of the Procedure.

12. The student or staff member applying for support in the cases referred to in paragraph 5 of the Procedure, depending on the Erasmus+ activity in which he/she will be participating, shall submit to the International Relations Unit or to the Student Services and Careers Unit all the documents required for the support, in accordance with the requirements set out on the website of the Foundation. The International Relations Unit and the Student Services and Careers Unit, respectively, shall submit an application for support to the Foundation no later than 30 days before the start of the Erasmus+ activity.

13. A student applying for support in the cases referred to in paragraph 6 of the Procedure must submit:

13.1. in the case referred to in subparagraph 6.1 of the Procedure, a document proving partial ability to work or degree of disability;

13.2. in the case referred to in subparagraph 6.2 of the Procedure, at least one of the following documents:

13.2.1. a document issued by a competent authority certifying that the person is a victim of a repressive regime and a translation into English or Lithuanian certified by a notary public, if the document is issued in any other foreign language;

13.2.2. a document certifying refugee status or political asylum status;

13.3. in the case referred to in subparagraph 6.3 of the Procedure, a copy of the child's birth certificate or document confirming guardianship and a notarised translation into English or Lithuanian, if the document is in any other foreign language;

13.4. in the case referred to in subparagraph 6.4 of the Procedure, a copy of the document certifying guardianship or a copy of the document certifying the status of an orphan and a notarised translation into English or Lithuanian, if the document is issued in any other foreign language;

13.5. in the case referred to in subparagraph 6.5 of the Description, one of the following documents:

13.5.1. a certificate issued by the Social Welfare Department of the municipality of the student's place of residence, stating that the student receives a social benefit;

13.5.2. a certificate of severe economic hardship issued in a foreign country (original) and a notarised translation into English or Lithuanian if the document is issued in any other foreign language.

14. A student or worker applying for support in the case referred to in paragraph 7 of the Procedure must provide documents supporting the journey referred to in paragraph 7 of the Procedure:

14.1. bus, train or other tickets, copies of bank statements, at least one of which shows the name of the student or worker;

14.2. a declaration of good faith signed by all participants (Annex to the Procedure), to participate in Erasmus+ activities, if the trip was car-sharing and if at least 3 persons travelled by car to the same city.

15. In the case referred to in paragraph 5 of the Procedure, the Foundation will evaluate the application and inform the University of the results, which will inform the student and/or staff member accordingly as to whether he/she will be awarded support.

16. In the cases referred to in paragraphs 6 and 7 of the Procedure, the International Relations and Student Services and Careers Units shall review the documents submitted and, after assessing their eligibility and the student's and/or staff member's compliance with the criteria set out in Section II of the Procedure, inform the student and/or staff member whether he/she will be awarded support.

17. Students and staff may be awarded support at once in all the cases referred to in paragraph 4 of the Procedure, provided that they are covering different costs of the same Erasmus+ activity.

18. At the end of an Erasmus+ Study/Practice Mobility Grant agreement with a student or an Erasmus+ Learning/Teaching Mobility Grant agreement with a staff member, the payment of the grant will be suspended in accordance with the contractual arrangements.

SECTION V GENERAL AND FINAL PROVISIONS

19. All disputes arising from the application of the provisions of the Procedure shall be settled by negotiation, failing which they shall be settled in accordance with the procedure established by the legislation of the Republic of Lithuania.
