

**LITHUANIAN SPORTS UNIVERSITY**  
**PROCEDURE FOR ORGANISATION AND IMPLEMENTATION OF STUDENT**  
**MOBILITY FOR STUDIES AND PLACEMENT**

**I. GENERAL PROVISIONS**

1. Lithuanian Sports University (hereinafter referred to as the “University”) Procedure for Organisation and Implementation of Student Mobility for Studies and Placement (hereinafter referred to as the “Procedure”) shall regulate the organisation of student mobility at the University, its administration and use of funds, and establish the rights and obligations of students participating in the mobility programmes.
2. The Procedure has been prepared in accordance with the legal acts of the Republic of Lithuania, the Erasmus+ Programme Guide, the principles of the Erasmus Charter for Higher Education, the University’s Study Regulation and other internal documents.
3. Definitions:

**Graduate placement** – graduate student’s practical training in a foreign institution according to a plan agreed upon by the host institution and the graduate, which is assessed and confirmed by a Traineeship Certificate. Placement tasks shall correspond to the competencies of a successfully completed study programme. The University shall select students for graduate placement in the final year of their studies before their graduation. The graduates shall finish their placement abroad within 12 months from the date of graduation.

**Transcript of Records** – a document issued to a student by the host institution at the end of their partial studies or placement abroad, which shall include all the subjects or modules studied and their evaluation.

**Green travel** – a sustainable method of travel that uses low-emissions means of transport for the main part of the travel, such as bus, train, or car-pooling.

**European Credit Transfer and Accumulation System (ECTS)** – a system for the recognition of studies abroad, based on the student’s working time required to achieve the objectives of the study programme, which shall be defined by the student’s learning outcomes and acquired competencies.

**Intensive programme** – a short-term intensive study programme or course that enables students from higher education institutions in different countries to study and lecturers to work in international groups. The intensive programme is often organised in a blended format: part of the learning process takes place remotely and part at a foreign institution.

**Participant with fewer opportunities** – a person who faces barriers that prevent them from effectively accessing opportunities under the Erasmus+ programme because of economic, social, cultural, geographic, or health reasons, a background of migration, a disability and learning challenges, or any other reason that may give rise to discrimination under article 21 of the Charter of Fundamental rights of the European Union.

**Blended mobility** – combining physical mobility with virtual activities. Grants may only be awarded to students for periods of physical mobility; no grants are awarded for periods of virtual mobility, except in cases where the student travels to the host institution's country and participates in the study process virtually.

**Mobility programme** – a programme supporting student mobility, providing opportunities for learning and professional development abroad, such as the Erasmus+ programme, the Nordplus programme, etc.

**Mobility grant** – a mobility programme's grant awarded to a student for mobility for partial studies or traineeship.

**Zero grant** – a case of mobility where a student meets the criteria of the mobility programme and benefits from all the advantages of the mobility programme, but does not receive a mobility programme grant.

**Training Agreement** – a tripartite agreement signed between the student, the University, and the host institution, which clearly defines the nature of the traineeship programme and conditions for its implementation (Annex 1).

**Host institution** – a higher education institution of a foreign country or an enterprise to which a University student goes for partial studies or traineeship.

**Student mobility for traineeship** – student's practical training in a foreign institution according to the study programme's traineeship description, which provides knowledge and skills assessed and confirmed by a Traineeship Certificate. A student going on placement abroad shall earn the number of credits specified in the study plan and coordinated with the traineeship supervisor and the director of the study programme.

**Student mobility for studies** – partial studies of a student at a foreign higher education institution-partner in accordance with the study programme's part, which provides knowledge and skills that are assessed and confirmed by a Transcript of Records. Traineeships may be included in the period of partial studies. A student leaving for partial studies for one (1) academic year must get 60 ECTS credits (30 ECTS credits per semester) or less by coordinating the study plan with the programme director.

**Learning Agreement** – a tripartite agreement signed between the student, the University, and the host institution on a clearly defined study or integrated study and traineeship programme.

**Short-term physical mobility** – a short-term physical mobility period of no less than five (5) and no more than 30 days for doctoral candidates to study or undertake a traineeship.

## **II. ORGANISATION OF STUDENT SELECTION FOR STUDIES AND PLACEMENT ABROAD**

4. The selection of students sent abroad for partial studies and traineeships shall be carried out by means of a competition, considering the requirements of the mobility programmes and in compliance with the principles of disclosure and transparency.
5. The International Relations Office shall make public information on the main and additional competitions' selection criteria for partial studies and placement abroad.
6. The competition shall be open to:
  - 6.1. students who have finished at least one (1) year of studies before the start of partial studies and placement abroad (except for students pursuing a master's or doctoral degree and cases where a competition for an intensive programme/course is announced);
  - 6.2. those who meet the selection criteria for mobility programmes;
  - 6.3. those who have no academic or financial debts to the University;
  - 6.4. those with a foreign language proficiency level of at least B1 according to the Common European Framework of Reference for Languages.
7. Student selection for mobility programmes shall be carried out by the Selection Committee following the order of the Rector.
8. Students wishing to participate in the selection shall submit the following documents in the University's Information System ([is.lsu.lt](http://is.lsu.lt)) by the set deadline:
  - 8.1. Application for partial studies or placement abroad;
  - 8.2. Motivation letter.
9. The selection of students for partial studies and placement abroad shall be carried out according to the following selection criteria:
  - 9.1. Academic achievements of the last two (2) semesters or academic achievements of a lower degree diploma for second- and third-cycle first-year students;
  - 9.2. Level of proficiency in the foreign language of the studies or the placement abroad;
  - 9.3. Study or traineeship programme and its conditions offered by the host institution;
  - 9.4. Student motivation to study abroad;
  - 9.5. Research, sport, social, mentoring activities.
10. Preference shall be given to:
  - 10.1. students going abroad for partial studies or traineeship for the first time;
  - 10.2. full-time students.
11. The selection of students for intensive programmes or courses shall be carried out in accordance with the requirements set for intensive programmes or courses.
12. The International Relations Office shall publish a list of selected students and those included in the reserve list.

13. Students who have participated in the competition have the right to submit a motivated request to the Dispute Resolution Committee of the University to review the results of the selection competition within three (3) working days from the announcement of the selection results. The appeal shall be examined in accordance with the regulations of the Dispute Resolution Committee.

### **III. COMPLETION OF DEPARTURE DOCUMENTS**

14. The International Relations Office shall inform the host institution about the nominated students to study, do a traineeship, or participate in other study activities (intensive programmes, courses, etc.).
15. The International Relations Office shall provide individual consultations to the selected students on how to fill out required applications.
16. Selected students shall submit correctly filled out documents to the International Relations Office in a timely manner, considering the requirements of the host institution and the deadlines set.
17. Students who fail to submit their documents on time shall be removed from the list of selected students.
18. The programme and Partial Learning and Training Agreements for partial studies and placement abroad shall be coordinated in the following manner:
- 18.1. The student coordinates the planned programme for partial studies, which corresponds to the student's field of study and study cycle, with the director of the study programme, and the traineeship programme with the traineeship supervisor. Third-cycle students coordinate their partial studies or traineeship programmes with their PhD supervisor.
- 18.2. The tripartite Learning Agreement is signed by the student, the responsible representative of the University, and the authorised representatives of the host institution.
- 18.3. The tripartite Training Agreement (including Agreement for Graduate Placement) is signed by the student, the responsible representative of the University, and the authorised representative of the host institution.
- 18.4. Amendments to the Learning or Training Agreement between the three (3) parties must be agreed upon and made within 30 calendar days of the commencement of partial studies or placement abroad.
19. Upon receipt of the Letter of Approval from the host institution regarding the admission of the student, the International Relations Office shall prepare a Financial Agreement for partial studies or placement abroad.
20. Before departure, the student shall take out appropriate insurance as specified in the Financial Agreement.
21. At least one (1) week prior to the student's departure, the International Relations Office shall prepare a draft order regarding the student's departure for partial studies or traineeship. For third-

cycle students, the draft order for partial studies or traineeships shall be prepared by the Office of Research and Doctoral Studies.

22. The Office of Economics and Finance, upon the student's request, shall transfer 80 percent of the mobility grant to a specified student account.
23. The student must take a language proficiency assessment test in the Erasmus+ Online Language Support (OLS) system before mobility.
24. Upon arrival at the host institution, the student must register and arrange for confirmation of his/her arrival to be sent to the University within one (1) week of his/her arrival.

#### **IV. EXTENSION OR SHORTENING OF THE PERIOD OF MOBILITY FOR STUDIES OR PLACEMENT ABROAD**

25. The period of partial studies or placement abroad may be extended at the request of the student, with the prior agreement of the director of the study programme and the International Relations Office.
26. The student wishing to extend or revise the period of study or traineeship shall submit the following documents at least 30 calendar days before the end of the current period of partial studies or placement abroad:
  - 26.1. Request to the International Relations Office to extend or revise the period;
  - 26.2. A formal Letter of Approval from the host institution indicating the period of extension.
27. The duration of a long-term Erasmus+ study or traineeship mobility period shall not be shorter than two (2) months or longer than 12 months in a single study cycle. There may be no gap between the current and the extended period of Erasmus+ study or traineeship (except for the case of Christmas, Easter holidays, or other official public holidays).
28. After the director of the study programme approves the student's request to extend the partial studies or traineeship, the International Relations Office shall prepare an amendment to the Financial Agreement and a draft order on the extension of the period for partial studies or traineeship.
29. For an extended period, a mobility grant is awarded only if funds are available. Students shall be informed about the award of the mobility grant before the extension of the period.
30. The study period may be shortened if the student has implemented the programme for partial studies or traineeship ahead of schedule or if its completion has been hindered by unforeseen circumstances (*force majeure*) or other circumstances (e.g. illness, etc.). In this case, documents proving these circumstances must be submitted to the International Relations Office and the grant shall be recalculated accordingly.

## **V. AWARD AND PAYMENT OF MOBILITY GRANTS AND OTHER FINANCIAL CONDITIONS**

31. The mobility grant shall be awarded in accordance with the rules of the programme under which the student is going for partial studies or traineeship.
32. The number of funded mobility places shall be calculated considering the funds received for student grants. Students travelling to the same country under the same mobility programme shall be paid a flat-rate grant.
33. The start date of the mobility period in the Financial Agreement must be the first day on which the student has to appear at the host organisation. The end date of the mobility activity abroad shall be the last day the student must be in the host organisation. In the case of intensive programmes, the grant shall be awarded only for the physical period.
34. During partial studies or placement abroad, the payment of national scholarships and loans shall not be interrupted.
35. Students with fewer opportunities participating in long-term or short-term Erasmus+ study mobility programmes are eligible for additional individual financial support in addition to the Erasmus+ grant. The rates of additional individual support and the conditions for granting said support are published on the University's website. For additional individual support, students shall contact the International Relations Office. The applicable criteria are determined at national level by the Education Exchanges Support Foundation (EESF).
36. Additional individual financial support may be granted to participants with fewer opportunities only if, no later than 30 working days before the date of signing the Financial Agreement for partial studies or traineeships under the Erasmus+ programme, they submit a written request for additional support and documents proving their reduced opportunities to participate in the Erasmus+ programme to a specialist at the International Relations Office. Foreign students with fewer opportunities, in addition to the written request for additional support and the documents proving their reduced opportunities to participate in the Erasmus+ programme, must submit an official translation of the aforementioned documents into English, certified by a notary or a consular office.
37. Students participating in the selection for Erasmus+ study or traineeship mobility programmes who have special needs due to physical, mental, or health condition and are selected for a physical or blended mobility programme, may be granted additional support to cover up to 100% of the eligible costs actually incurred during their partial studies for measures and/or services related to the nature of their special needs, illness (disability). The need for these expenses, i.e. the measures and/or services for which additional support is requested, must be justified by medical documents and confirmed by a statement issued by a doctor with clear information on what and how many services and/or measures will be needed during the partial studies.

38. Erasmus+ programme participants with special needs who wish to apply for additional support must submit a medical certificate issued by a doctor to a specialist at the International Relations Office no later than 25 working days before their departure. The submitted documents shall be evaluated by the institutional Erasmus+ programme coordinator, who, in accordance with the plan specified on the EESF website in the Lithuanian language (<https://erasmus-plus.lt/programa/papildoma-parama-aukstojo-mokslo-studentams/>), must submit an application for additional individual support to compensate for the student's additional expenses due to special needs.
39. Upon completion of partial studies, Erasmus+ programme participants with special needs must submit the documents confirming the actual costs of additional individual support and their payment in accordance with the plan established by the EESF. The invoice must include the name and address of the issuing institution, the amount paid, the currency, and the date.
40. In the case of bilateral exchange, no additional individual support shall be provided to participants with fewer opportunities or special needs.
41. In the case of short-term physical mobility or intensive programmes, individual support may also be granted to all students for one (1) travel day before the start of the activity and one (1) travel day after the end of the activity. Participants with fewer opportunities may receive an additional amount of EUR 100 to the grant for a period of physical mobility lasting between 5 and 14 days, and EUR 150 for a period lasting between 15 and 30 days.
42. Erasmus+ programme participants who choose green travel may receive additional individual support to cover the costs of their round trip for a maximum of four (4) days.
43. Individual support for participants in physical mobility activities under the Erasmus+ blended intensive programme and, where applicable, support for their travel costs shall be provided by the sending institution. In the case of blended intensive programmes, individual support shall be paid to participants according to the approved list of participants submitted by the coordinator of the University's blended intensive programme.

## **VI. REPORTING AND RECOGNITION OF RESULTS AFTER MOBILITY**

44. The student who returns after partial studies or placement abroad shall submit the following documents to the International Relations Office not later than within 30 days:
- 44.1. original (or scanned) Certificate signed by the representative of the host institution and stamped with the institution's seal, confirming the actual dates of the beginning and the end of the studies or placement abroad;
- 44.2. original (or scanned) Transcript of Records with credits earned and grades achieved (applies only to student mobility for studies);

- 44.3. in the case of green travel, documents confirming such travel (bus or train tickets or other documents).
45. At the end of the mobility period abroad, participants must complete and submit the European Commission's online survey (EUSurvey) and take the second mandatory OLS language proficiency assessment test online.
46. After the student reports for the period of partial studies or placement abroad, the University shall pay the remaining amount of the mobility grant to him/her within 45 calendar days or demand a refund if the funds become refundable.
47. In accordance with the received Transcript of Records, the International Relations Office prepares a Card for Recognition of the Academic Achievements in a Foreign Higher Education Institution and submits these documents to the Studies Division. A third-cycle student's academic achievements are credited by the Office of Research and Doctoral Studies.
48. Successfully completed partial studies abroad according to the Partial Learning Agreement at the University are recognised without restrictions – semester for a semester, academic year for an academic year, after fulfilling the conditions provided for in the Procedure for Academic Recognition and Acceptance of the Outcomes of Partial Studies at Lithuanian Sports University.
49. If, through no fault of the student, there are subjects or modules that have not been completed or assessed in accordance with the agreed study content, upon the student's return to continue their studies, conditions must be created for them to complete and assess the missing subjects or modules free of charge, i.e. their individual study plan shall be adjusted. Academic debts for the period of partial studies shall not be recorded for two (2) consecutive semesters.
50. The student who does not agree with the recognised outcomes of partial studies or placement abroad has the right to submit a motivated request to review the recognised outcomes to the University's Dispute Resolution Committee within three (3) working days from the announcement of the outcomes. The appeal shall be examined in accordance with the regulations of the Dispute Resolution Committee.

## **VII. STUDENT RESPONSIBILITY**

51. It is the duty of the students sent for partial studies or traineeships to follow publicly available information on the organisation of mobility.
52. Students leaving for partial studies or traineeships must submit the necessary documents to the University and/or the host institution in a timely manner and ensure that any amendments to the Partial Learning or Training Agreement are immediately agreed in writing with the University and the host institution.
53. Students departing for partial studies or traineeships must comply with all the rules and obligations set out in the mobility Agreements.



54. Students selected for partial studies or traineeships must inform the International Relations Office in writing not later than two (2) months prior to the commencement of partial studies or placement abroad if they refuse their study or traineeship place. If the student fails to inform about their refusal to participate (without a valid reason) in a timely manner, they shall lose the right to participate in mobility programmes.
55. It is the responsibility of students leaving for partial studies or traineeships to arrange for their place of residence abroad and all documents required for travel (passport, visa, insurance, etc.).
56. Students who return after partial studies or traineeships must submit all reporting documents on time, in which case the remaining grant balance (20 percent) shall be transferred. If the reporting documents are not submitted on time, the University shall not pay the remaining balance of the grant.

### **VIII. FINAL PROVISIONS**

57. The Procedure shall enter into force upon its approval and shall apply in full to students whose partial studies or placement abroad start at the beginning of the academic year of 2022–2023.
58. The Procedure may be amended, supplemented, or annulled by a resolution of the Senate.

Chairman of the Senate

V. Bružas

Secretary of the Senate

K. Bradauskienė