



REGULATIONS OF VILNIUS BUSINESS COLLEGE ERASMUS+ MOBILITY FOR STUDENTS

I. ERASMUS+ STUDY MOBILITY PROGRAM SELECTION

1. The Erasmus+ study mobility program application submission is announced every academic year by the VVK Institutional Erasmus+ Coordinator. During Fall semester – by September 30th., Spring semester – by March 31st.
2. The selection committee is established by order of the director. Committee consists of: institutional Erasmus program coordinator, deputy director for academic affairs, heads of study programs.
3. All students from second to fourth semester in full-time and part-time study programs can participate in the selection. Students are also expected:
 - are academically consistent (exam average not lower than 7);
 - do not have academic debts;
 - speak fluent English;
 - are active in college's community;
4. Students wishing to participate in the selection need to submit the following to the Institutional Erasmus+ coordinator by the set deadline: filled application form ([Annex 1](#)) cover letter in English language, transcript of records (order it in advance from the study coordinator). Submission deadlines are specified in the call for applications.
5. The selection is carried out taking into account the evaluation criteria:
 - Study results (the average of the exams of the last semester is not less than 7);
 - Knowledge of the English language;
 - Motivation to study/practice abroad;
 - Active participation in the activities of the college community.
6. The list of students who successfully meet the selection criteria is sent to the participating students and heads of departments by e-mail.
7. After publishing the list, the Institutional Erasmus+ Coordinator organizes an information seminar where students are introduced to the procedure for filling out documents for departure to a foreign higher education institution or company.

II. REGULATION FOR DOCUMENT PREPARATION FOR DEPARTURE IN ERASMUS+ STUDY MOBILITY

8. Students, who are selected for the Erasmus+ study mobility, have to:
 - Fill out the application form of the higher education institution to which they were nominated.
 - Coordinate the list of subjects to be studied, i.e., choose the subjects to be studied from the list of study subjects offered by the foreign higher education institution for the relevant semester. The study volume of one semester must consist of at least 30 ECTS credits in the autumn semester and at least 21 ECTS credits in the spring semester. The subjects to be studied must be coordinated with the head of the relevant department.
 - Fill in the learning agreement (Annex 2). It is signed by the student, the head of the relevant department and a representative of the host foreign higher education institution.
 - Write a formal request to the director of VVK for permission to go to a foreign higher education institution for Erasmus studies (Annex 3).
9. All documents listed in point 8 must be delivered before the deadlines set by VVK and their Erasmus partners:
10. After the VVK director grants the student's request defined in point 8, the VVK Institutional Erasmus+ coordinator prepares an order regarding the departure of students to a foreign higher education institution. The relevant departments and the Finance Department are informed of the order.

III. ERASMUS+ TRAINEESHIP MOBILITY PROGRAM SELECTION

11. Erasmus+ traineeship mobility program selections are announced every academic year by the VVK Institutional Erasmus+ Coordinator. For second-year summer internships - until November 30, for recent-graduate internships - until April 30.
12. The selection committee is established by order of the director. Committee consists of: institutional Erasmus program coordinator, deputy director for academic affairs, heads of study programs.
13. All second-year full-time and part-time study students can participate in the Erasmus+ summer practice mobility selection, and final-year full-time and part-time study students can participate in the recent graduate internship. Future participants in mobility programs are expected to:
 - Have decent academic results (the average of the exams of the last semester is not less than 7);
 - have no academic debts;
 - be fluent in English language;
 - actively participate in college's community activities;
14. Students who wish to participate in Erasmus internships need to submit to the VVK Institutional Erasmus+ coordinator by the set deadline: a completed application form for summer internship (Annex 4) or recent graduate internship (Annex 5), cover letter in English (free form), transcript of records (subjects studied at VVK and grades - please contact the study coordinators in advance). Submission deadlines are specified in the call for applications.
15. The selection is carried out taking into account the evaluation criteria:

- Study results (the average of the exams of the last semester is not less than 7);
 - Knowledge of the English language;
 - Motivation to study/practice abroad;
 - Active participation in the activities of the college community.
16. The list of students who successfully meet the selection criteria is sent to the participating students and heads of departments by e-mail.
17. After publishing the list, the VVK Institutional Erasmus+ Coordinator sends an information letter with detailed instructions for filling out the documents and deadlines for searching for a place of practice.

IV. REGULATION FOR COMPLETING DOCUMENTS FOR DEPARTURE UNDER ERASMUS+ TRAINEESHIP MOBILITY

18. Students who are selected for Erasmus+ internships need to:
- arrange the internship program with the relevant department and sign the traineeship agreement (Annex 6). The duration of the Erasmus summer internship must be at least two months and cannot be longer than three months. The duration of internship for Erasmus+ recent graduates must be no less than two months and no longer than four months.
 - Submit a formal request to the director of VVK for permission to go on an Erasmus traineeship (Annex 7).
19. Students are looking for placements:
- Independently, with the help of databases of international practice databases.
 - With the help of departments and the international office.
20. All documents listed in point 18 shall be delivered before the deadlines set by VVK and the receiving foreign companies.
21. After the director of VVK confirms the student's request defined in point 18, the Institutional Erasmus+ coordinator prepares an order regarding the students' departure for Erasmus traineeship. The Financial Department of the relevant department and college is informed about the order.

V. ALLOCATION AND PAYMENT OF SCHOLARSHIPS

22. A program participant can receive an Erasmus scholarship for a total period of 12 months, which includes both Erasmus study and Erasmus traineeship mobilities during the undergraduate study level.
23. Funds for Erasmus scholarships are received from two funding sources - funds allocated by the European Commission and the European Social Fund.
24. Scholarship amounts are determined by the Education Exchange Support Fund.
25. The amounts of Erasmus study and internship scholarships are divided into three groups (taking into account the standard of living of the respective country):
- In the countries of the first group, which includes Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Liechtenstein, Norway, a scholarship of 600 euros per month for studies and 750 euros per month for traineeship is awarded.

- In the countries of the second group, which includes Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, the Netherlands, Malta, Portugal, a scholarship of 600 euros per month for studies and 750 euros per month for traineeship is awarded.
 - In the countries of the third group, which includes Bulgaria, Croatia, the Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Macedonia, Turkey, a scholarship of 540 euros per month for studies and 690 euros per month for traineeship is awarded.
26. Before going to a foreign university or company for part-time studies or internship, students must sign a financial agreement to receive a scholarship (Annex 8).
 27. The awarding of the scholarship is approved by the order of the director of VVK. The relevant departments and VVK Finance Department are informed about the order.
 28. The scholarship is calculated in days and transferred to the bank account number specified in the student's application. A transfer of 80% of the allocated grant amount is made before mobility. The remaining 20% of the grant is transferred after the mobility period ends and the student submits the documents specified in points 34-37.
 29. The scholarship is transferred within 10 calendar days from the signing of the financial agreement.

VI. CHANGES TO STUDY/TRAINEESHIP AGREEMENT

30. Students whose study contract or internship contract has changed after going to a foreign university or company must inform the VVK Institutional Erasmus+ coordinator within 30 calendar days from the start of mobility and coordinate with him and send the changed study or internship contract.

VII. RECOGNITION OF STUDY/TRAINEESHIP MOBILITY

31. The period of study, credits and results of students who have gone to a foreign higher education institution according to a coordinated study program are recognized and credited in accordance with all the requirements of the Erasmus+ program.
32. The traineeship period and results of students who went on internship under the coordinated program are recognized and credited according to all the requirements of the Erasmus+ program.
33. Studies at a foreign higher education institution may not be recognized only if the learning results do not meet the required assessment or the students do not fulfill other requirements for recognition. Academic debts are covered according to the college's general Study Procedure.

VIII. ASSESSMENT

34. After the end of Erasmus study mobility, students need to submit the following documents to the VVK Institutional Erasmus+ Coordinator within 30 calendar days:

- a statement issued by a foreign higher education institution confirming the duration of studies abroad (original or copy);
 - academic transcript with received grades (original or copy);
35. After the end of Erasmus study mobility, students fill out the online study report form within 30 days and submit it in the online database of the European Commission.
36. Students need to submit the following documents to the VVK Institutional Erasmus+ Coordinator within 30 calendar days after the end of Erasmus internship mobility:
- a document confirming the period of practice abroad, the purpose and acquired competences (original or copy);
 - filled employer's questionnaire after the 2nd year summer internship mobility;
37. After the end of Erasmus mobility, students fill out the online study report form within 30 days and submit it to the online database of the European Commission.

IX. FINAL PROVISIONS

38. Students leaving for Erasmus study mobility are not exempted from the fee for studies at VVK and pay 100% of the price stated in the study contract with VVK.
39. The rights and obligations of an Erasmus student are set out in the Erasmus Student Charter (Annex 9).

ANNEXES:

- 1 Annex.** Application for Erasmus studies.
- 2 Annex.** Learning agreement.
- 3 Annex.** Formal application to the director of VVK for studies.
- 4 Annex.** Application for Erasmus traineeship.
- 5 Annex.** Application for Erasmus recent graduate traineeship.
- 6 Annex.** Erasmus traineeship agreement.
- 7 Annex.** Formal application to the director of VVK for traineeship.
- 8 Annex.** Erasmus financial agreement for the scholarship
- 9 Annex.** Erasmus student charter