

VILNIUS BUSINESS COLLEGE
PROCEDURE FOR GROUPS OF PEOPLE WITH FEWER OPPORTUNITIES
PARTICIPATING IN ERASMUS+ PROJECTS

I. GENERAL PROVISIONS

1. The Procedure for Groups of People with Fewer Opportunities Participating in Erasmus+ Projects of Vilnius Business College (hereinafter the “Procedure”) establishes the groups of people with fewer opportunities (students, graduates, academic and non-academic staff) participating in Erasmus+ mobility activities, the supporting documents proving membership in each group, and the procedure for assigning individuals to a group.
2. The Procedure applies to VBC students, graduates, academic and non-academic staff going abroad under the Erasmus+ mobility programme (KA131 and KA171), as well as students and academic and non-academic staff arriving at VBC under inter-institutional Erasmus+ agreements with higher education institutions in third countries not associated with the Programme (KA171 projects).
3. People with fewer opportunities may receive financial support from Erasmus+ funds in accordance with grant agreements concluded with the Education Exchanges Support Foundation (hereinafter the “Foundation”).
4. To facilitate the participation of people with fewer opportunities in mobility activities, the College establishes groups of students, graduates, teachers and staff with fewer opportunities who participate in Programme mobility activities.
5. Under the current Erasmus+ Programme Guide, a “participant with fewer opportunities” is a person who, for economic, social, cultural, geographical or health-related reasons, because of migrant background, or due to disability, learning difficulties or other reasons, including grounds for discrimination listed in Article 21 of the Charter of Fundamental Rights of the European Union, is unable to effectively access the opportunities offered by Erasmus+.
6. This Procedure has been drawn up in accordance with the Erasmus+ Programme Guide, the procedure for administering and financially managing higher education mobility projects for participants with fewer opportunities, the European Commission’s guidelines for implementing the Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy, and VBC’s Guidelines for the Development of the Social Dimension.
7. In the event of any conflict between this Procedure and the Erasmus+ Programme Guide, other documents on which it is based, or the legislation of the Republic of Lithuania, the latter requirements shall prevail.

II. GROUPS OF PEOPLE WITH FEWER OPPORTUNITIES PARTICIPATING IN ERASMUS+ MOBILITY ACTIVITIES

8. Students, graduates, academic and non-academic staff selected to participate in Erasmus+ activities may receive support if they:
 - 8.1. have individual needs arising from a disability and/or health condition

- 8.2. belong to a group of people with fewer opportunities (applicable only to participants in Erasmus+ activities)
9. Students and staff with individual needs arising from a disability and/or health condition include:
 - 9.1. persons with disabilities (physical, mental, intellectual or sensory impairments that may hinder full and effective participation in society on an equal basis with others)
 - 9.2. persons with health problems, including serious or chronic illnesses, medical conditions or other physical or mental health-related circumstances that prevent participation in programmes on an equal basis with others
10. Students considered to have fewer opportunities to participate in Erasmus+ activities are those who meet at least one of the following criteria:
 - 10.1. students and/or graduates who are members of a household, or live alone, and are entitled to or receive social assistance under the Law of the Republic of Lithuania on Cash Social Assistance for Low-Income Residents (for foreign nationals, under the laws of their country of origin)
 - 10.2. persons whose work capacity has been assessed under the applicable legal procedure at 45 per cent or less, or who have a severe or moderate level of disability
 - 10.3. persons aged 25 or under who were placed under guardianship/care by law before reaching adulthood, or whose parents (or sole parent) have died
 - 10.4. applicants over 30 years of age who are VBC students seeking their first higher education qualification or, for the first time, a higher-level higher education qualification, and who were aged 30 or older at admission
 - 10.5. Ukrainian citizens studying at the College during the war in Ukraine caused by Russia
 - 10.6. students and/or graduates who have refugee status
 - 10.7. students and/or graduates who hold a residence permit in the Republic of Lithuania on humanitarian grounds
11. When applying for mobility and wishing to receive additional support, a student shall indicate that they belong to a group of people with fewer opportunities and submit the relevant documents. Documents proving eligibility are listed in Annex 1.
12. Students and graduates receiving the individual additional grant under Clause 14.1 may also receive the individual additional grant under Clause 14.2 if they have a physical, mental or other disability. Where both grants are awarded, the College shall ensure that applications for the fixed-rate grant and the grant based on actual costs are properly justified and cover different costs of the same activity.
13. Teachers and staff who require additional support to participate in mobility projects due to a physical, mental or other disability may receive an additional individual grant based on actual costs, subject to an application being submitted to the Foundation.

III. ADDITIONAL GRANTS FOR PROGRAMME PARTICIPANTS WITH FEWER OPPORTUNITIES

14. Full-degree students, graduates and staff of the College (Lithuanian citizens and foreign nationals) may receive additional support in two ways:
 - 14.1. by awarding an additional individual grant at a fixed rate:
 - 14.1.1. for long-term mobility, where student mobility for studies or traineeships lasts 2–12 months: EUR 250.00 per month
 - 14.1.2. for short-term mobility: EUR 100.00 for 5–14 days, and EUR 150.00 for 15–30 days
 - 14.2. by awarding an additional individual grant to students, graduates and staff based on actual costs

- 14.2.1. In this case, an application shall be submitted to the Foundation for participants who require additional support to participate in mobility projects due to a physical, mental or other disability.
15. Information on additional funding, how to obtain it, eligibility requirements and grant amounts shall be published on the College's website. Information shall also be provided during individual consultations.

IV. AWARDING AND TERMINATING SUPPORT

16. Students seeking support to participate in Erasmus+ mobility for studies and/or traineeships shall submit documents proving that they meet the specified criteria (Annex 1) to the College's Erasmus+ Coordinator:
- 16.1. no later than 40 days before the activity starts if applying for an additional grant based on actual costs
- 16.2. no later than the signing of the Erasmus+ study/traineeship mobility grant agreement if applying for an individual fixed-rate grant
17. Staff seeking support for Erasmus+ activities shall submit documents proving that they meet the specified criteria to the College's Erasmus+ Coordinator when travelling for training or teaching at a foreign higher education institution, or coming to the College for a teaching visit:
- 17.1. no later than 40 days before the activity starts if applying for an additional grant based on actual costs
- 17.2. no later than the signing of the Erasmus+ training/teaching mobility grant agreement if applying for an individual fixed-rate grant
18. The College's Erasmus+ Coordinator shall review the submitted documents, assess their validity and whether the student and/or staff member meets the specified criteria, and inform them whether support will be awarded.
19. Students and staff may receive support under all cases specified in Clause 14 at the same time, provided that the grants cover different costs of the same Erasmus+ activity.
20. Upon expiry of the Erasmus+ mobility grant agreement with a student or staff member, payment of support shall cease in accordance with the relevant agreement.

V. FINAL PROVISIONS

21. The College shall process personal data, including special categories of personal data (such as health information), provided under this Procedure in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation, "GDPR"), the Law on Legal Protection of Personal Data of the Republic of Lithuania and other legal acts. Data shall be collected, processed and stored solely to assess eligibility under the criteria for people with fewer opportunities and to award and administer additional Erasmus+ grants. The College shall ensure confidential processing, appropriate technical and organisational security measures, and retention no longer than required by Erasmus+ administration and archiving rules.
22. Implementation of this Procedure shall be coordinated by the College's Erasmus+ Coordinator and carried out by authorised College staff.
23. The Director of the College may grant exceptions to this Procedure where they do not conflict with Erasmus+ Programme rules.
24. Up-to-date information on Erasmus+ measures for people with fewer opportunities shall be published on the College's website, social media and other communication channels.

25. Disputes arising from the application of this Procedure shall be resolved through negotiation. If no agreement is reached, they shall be resolved in accordance with the legislation of the Republic of Lithuania, the College's Statute and other internal regulations.
26. This Procedure and any amendments or additions shall be approved by order of the Director of the College.
27. This Procedure shall enter into force on the date of approval, unless the relevant order provides otherwise.

Annex 1

to the Procedure for Groups of People with Fewer Opportunities Participating in Erasmus+ Projects of Vilnius Business College

DOCUMENTS TO BE SUBMITTED BY STUDENTS APPLYING FOR SUPPORT TO PARTICIPATE IN ERASMUS+ MOBILITY ACTIVITIES FOR STUDIES AND/OR TRAINEESHIPS

No.	Criterion (condition)	Documents proving eligibility for additional support
1	Persons who are members of a household or live alone and are entitled to or receive social assistance under the Lithuanian Law on Cash Social Assistance for Low-Income Residents (foreign nationals: under the laws of their country of origin).	Certificate in Lithuanian or English confirming social assistance, issued by the municipality/eldership where the person lives or by a social welfare/social services department, or equivalent document(s) from the person's country of citizenship. The assistance period must coincide with the Erasmus+ study period.
2	Persons whose work capacity has been assessed at 45 per cent or less, or who have a severe or moderate level of disability.	Document proving reduced work capacity or disability level (disability certificate), in Lithuanian or English.
3	Persons aged 25 or under who were placed under guardianship/care before adulthood, or whose parents (or sole parent) have died.	Death certificates, court or other decisions, a children's care home certificate or similar documents, in Lithuanian or English.
4	Applicants over 30 who are VBC students seeking their first higher education qualification or, for the first time, a higher-level qualification, and were aged 30 or older at admission.	Copy of passport or identity card and a certificate from the higher education institution's study department stating the exact admission date and study cycle. A student-signed declaration confirming that the qualification at the relevant level is being pursued for the first time is also required.
5	Ukrainian citizens studying at Vilnius Business College during the war in Ukraine caused by Russia.	Copy of the Ukrainian citizen's passport.
6	Students and/or graduates with refugee status.	Document issued by a competent authority confirming refugee status or asylum-seeker status.
7	Students and/or graduates holding a Lithuanian residence permit on humanitarian grounds.	Document issued by a competent authority confirming that the person has suffered under a repressive regime, and a notarised translation into English or Lithuanian if the document was issued in another language.