

APPROVED

by Order No. R-162 of 12 May 2022  
of the Pro-Rector for Partnerships of Vilnius  
University

**DESCRIPTION OF A PROCEDURE FOR ADDITIONAL FINANCIAL SUPPORT FOR  
VILNIUS UNIVERSITY FULL-TIME STUDENTS AND RECENT GRADUATES  
PARTICIPATING IN ERASMUS+ PROGRAMME FOR PARTIAL STUDIES AND/OR  
INTERNSHIP MOBILITY, STAFF PARTICIPATING IN ERASMUS+ TEACHING  
AND/OR TRAINING MOBILITY, AND EMPLOYEES OF FOREIGN ENTERPRISES  
ARRIVING TO VILNIUS UNIVERSITY FOR ERASMUS+ TEACHING MOBILITY**

**CHAPTER I  
GENERAL PROVISIONS**

1. The Description of a Procedure for Additional Financial Support for Vilnius University Full-Time Students and Recent Graduates Participating in Erasmus+ Programme for Partial Studies and/or Internship Mobility, Staff Participating in Erasmus+ Teaching and/or Training Mobility, and Employees of Foreign Enterprises Arriving to Vilnius University for Erasmus+ Teaching Mobility (hereinafter the 'Description') establishes the eligibility criteria for full-time students and recent graduates (persons who have been selected to participate in Erasmus+ programme internship mobility activities during their studies and must participate in these activities no later than in one year after graduation) of Vilnius University (hereinafter the 'University') participating in Erasmus+ programme for partial studies and/or internship mobility (hereinafter the 'students'), and University staff participating in Erasmus+ teaching and/or training mobility, as well as employees of foreign enterprises arriving to Vilnius University for Erasmus+ teaching mobility (hereinafter the 'staff') applying for additional financial support to participate in Erasmus+ programme mobility activities (hereinafter the 'Erasmus+ activities'), and the process and procedures for submitting the applications for additional financial support (hereinafter the 'support') and the decision to grant support.

2. The Description is prepared in accordance with the provisions of the Erasmus+ Programme Guide.

3. The support shall be granted from Erasmus+ funds received under Erasmus+ grant agreements (hereinafter the 'grant agreement') concluded between the University and the Education Exchanges Support Foundation (hereinafter the 'Foundation').

**CHAPTER II  
SUPPORTED TARGET STUDENT AND STAFF GROUPS**

4. Students and staff selected to participate in Erasmus+ activities may receive support if:

- 4.1. they have individual needs due to their disability and/or their health condition;
- 4.2. they are considered to be persons with fewer opportunities (applies only to students participating in Erasmus+ activities);
- 4.3. they travel to and from Erasmus+ activities in compliance with the requirements of green travel.

5. Students and staff shall be considered to have individual needs due to their disability and/or their health condition if:

- 5.1. they have a disability (physical, mental, intellectual, or sensory impairments that may interfere with their full and effective participation in public life under the same conditions as others);

5.2. they have health problems, including serious illnesses, chronic diseases, medical conditions, or any other situation related to physical or mental health that prevents their participation in programmes under the same conditions as others.

6. Students shall be considered to have fewer opportunities to participate in Erasmus+ activities if they meet at least one of the following criteria:

6.1. they have a 45 per cent or less of their capacity for work or a severe or moderate level of disability established in accordance with the procedure laid down by the legal acts;

6.2. they are refugees who have suffered from political repression;

6.3. they are parents (adoptive parents) or guardians raising or fostering young children under the age of 7 or disabled children under the age of 14, inclusive;

6.4. they are 25 years old or under and until attaining full age they were under custody (care) as established by law or their parents (parent, when they only had one) are deceased;

6.5. they are some of the persons living together or persons living alone who are entitled to receive or receive social benefits under the Republic of Lithuania Law on Cash Social Assistance for Low-Income Families (Single Residents) (for foreign nationals – according to the legal regulation of the foreign country from which they came);

7. Students and staff shall be considered to be travelling to participate in Erasmus+ activities in a way that meets the requirements of green travel if they choose environmentally friendly transport that emits less carbon dioxide for the journey back and forth (e.g. train, bus, car-pooling, etc.).

### **CHAPTER III**

#### **THE AMOUNT OF SUPPORT AND THE PROVISION OF INFORMATION ON SUPPORT**

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

8.1. in the cases provided for in Item 5 of the Description, granting an additional individual grant for individual needs according to the person's actual expenses;

8.2. granting an additional individual grant at a flat rate:

8.2.1. in the cases provided for in Item 6 of the Description, a supplement to the monthly grant for Erasmus+ activities shall be paid corresponding to the amount established in the financial rules of the specific grant agreement;

8.2.2. in the cases provided in Item 7 of the Description, a single fixed payment shall be paid corresponding to the amount established in the financial rules of the specific grant agreement.

9. Information on the support referred to in Item 8(1) of the Description and access to it shall be published on the websites of the University and the Foundation, whereas information on the support referred to in Item 8(2) of the Description shall be published on the website of the University. Information about support opportunities shall also be provided during individual consultations or when individuals contact the phone number or email address indicated on the University's website.

### **CHAPTER IV**

#### **GRANTING OF SUPPORT AND TERMINATION OF SUPPORT**

10. Students seeking support for participation in Erasmus+ activities shall submit the documents referred to in Items 12–14 of the Description proving that they meet the criteria specified in Chapter II of the Description to the International Relations Office of the Central Administration of the University (hereinafter the 'International Relations Office'), if they seek to participate in Erasmus+ programme partial study mobility activities, or to the Student Affairs and Career Office of the Central Administration of the University (hereinafter the 'Student Affairs and Career Office'), if they wish to participate in Erasmus+ programme internship mobility activities:

10.1. no later than 40 days before the start of the Erasmus+ activity, if the support is sought in the cases specified in Item 5 of the Description;

10.2. no later than before the signing of the Erasmus+ study/internship mobility grant agreement with the student, if the support is sought in the cases specified in Item 6 of the Description;

10.3. at the end of the Erasmus+ activity, together with other documents necessary for its settlement, if the support is sought in the case specified in Item 7 of the Description.

11. Staff seeking support for participation in Erasmus+ activities shall submit the documents referred to in Items 12 and 14 of the Description proving that they meet the criteria specified in Chapter II of the Description to the International Relations Office if they are going on a training or a teaching visit to a research and studies institution of a foreign country or to the Student Affairs and Career Office if they are going on a training visit at a foreign enterprise or are coming for a teaching visit to the University:

11.1. no later than 40 days before the start of the Erasmus+ activity, if the support is sought in the cases specified in Item 5 of the Description;

11.2. no later than before the signing of the Erasmus+ training/teaching mobility grant agreement with the staff member, if the support is sought in the case specified in Item 7 of the Description.

12. A student or a staff member seeking support in the cases specified in Item 5 of the Description, depending on the Erasmus+ activity they will participate in, in accordance with the requirements specified on the Foundation's website, shall submit all documents required for receiving support to the International Relations Office or the Student Affairs and Career Office. Accordingly, the International Relations Office and the Student Affairs and Career Office shall submit an application for support to the Foundation no later than 30 days before the start of the Erasmus+ activities.

13. A student seeking support in the cases specified in Item 6 of the Description must submit:

13.1. in the case provided in Item 6(1) of the Description – a document proving their partial capacity for work or the level of disability;

13.2. in the case provided in Item 6(2) of the Description – at least one of the following documents:

13.2.1. a document issued by a competent authority, certifying that the person has suffered from a repressive regime and a translation into English or Lithuanian certified by a notary public if the document was issued in another foreign language;

13.2.2. a document certifying refugee status or asylum-seeker status;

13.3. in the case provided in Item 6(3) of the Description – a copy of the child's birth certificate or the document certifying guardianship and a translation into English or Lithuanian certified by a notary public if the document was issued in any other foreign language;

13.4. in the case provided in Item 6(4) of the Description – a copy of the document certifying guardianship or the document certifying orphan status and a translation into English or Lithuanian certified by a notary public if the document was issued in any other foreign language;

13.5. in the case provided in Item 6(5) of the Description – one of the following documents:

13.5.1. a certificate regarding social benefits received issued by the Social Guardianship and Welfare Division of the municipality of the student's place of residence;

13.5.2. a certificate issued in a foreign country regarding a difficult economic situation (the original copy) and a translation into English or Lithuanian certified by a notary public if the document was issued in any other foreign language.

14. A student or a staff member seeking support in the case provided in Item 7 of the Description must submit the documents justifying the trip referred to in Item 7 of the Description:

14.1. bus, train or other tickets, copies of bank account statements, at least one of which contains the name of the student or the staff member;

14.2. a sworn statement signed by all participants (Annex to the Description), if car pooling was used to travel to participate in Erasmus+ activities and if at least two persons were travelling by one car to the same city.

***Amendments to the Item:***

*by Order No. R-407 of 8 November 2023 of the Pro-Rector for Partnerships of Vilnius University*

15. In the case provided in Item 5 of the Description, the Foundation shall evaluate the application and inform the University about the results, which shall accordingly inform the student and/or the staff member whether the support will be granted to them.

16. In the cases provided in Items 6 and 7 of the Description, the International Relations Office and the Student Affairs and Career Office shall review the submitted documents and, after assessing their suitability and the student and/or staff member's compliance with the criteria specified in Chapter II of the Description, shall inform the student and/or staff member about whether they will be granted support.

17. Students and staff may receive support in all cases provided in Item 4 of the Description at once, provided that it covers different costs for the same Erasmus+ activity.

18. After the conclusion of the Erasmus+ study/internship mobility grant agreement with a student or Erasmus+ training/teaching mobility grant agreement with a staff member, the payment of the support shall be terminated in accordance with the procedure laid down in the agreements.

## **CHAPTER V FINAL PROVISIONS**

19. All disputes arising from the application of the provisions of the Description shall be settled by negotiation, and in the event of failure to do so, the disputes shall be resolved in accordance with the procedure established by the legal acts of the Republic of Lithuania.

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Annex to  
the Description of a Procedure for Additional  
Financial Support for Vilnius University Full-  
Time Students and Recent Graduates  
Participating in Erasmus+ Programme for  
Partial Studies and/or Internship Mobility,  
Staff Participating in Erasmus+ Teaching  
and/or Training Mobility, and Employees of  
Foreign Enterprises Arriving to Vilnius  
University for Erasmus+ Teaching Mobility

**(Sworn statement form)**

**SWORN STATEMENT**

To Vilnius University

I, **[full name, position]**, participant of the Vilnius University programme Erasmus+ mobility, participating in [studies/staff] mobility activity, when travelling [from/to the destination of mobility (receiving organisation, address)] during [the period of activity], chose an environmentally friendly vehicle with lower carbon emissions – car pooling: [car brand, national registration number]

[Full name, date, signature of the mobility participant]

I, **[full name, position]**, participant of the Vilnius University programme Erasmus+ mobility, participating in [studies/staff] mobility activity, when travelling [from/to the destination of mobility (receiving organisation, address)] during [the period of activity], chose an environmentally friendly vehicle with lower carbon emissions – car pooling: [car brand, national registration number]

[Full name, date, signature of the mobility participant]

***Amendments to the Annex:***

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