

PROCEDURE FOR THE ORGANISATION OF ERASMUS INTERNSHIPS FOR VILNIUS UNIVERSITY  
STUDENTS AND GRADUATES

I. General provisions

1. This procedure regulates the organisation procedures of Erasmus internships for Vilnius University students and graduates (hereinafter the 'Internship') at Vilnius University (hereinafter the 'University') and establishes the rights and duties of Internship organisers as well as students and graduates participating in Internships.
2. The Institutional Coordinator for international internships (hereinafter the 'Institutional Coordinator'), together with the international internship coordinators of academic core units (hereinafter the 'Unit Coordinators'), shall be responsible for organising and coordinating Internships.
3. The forms of documents required for the selection of students and graduates, their participation in Internships, and reporting on their completion shall be approved by the order of the Rector.

II. General Terms

4. Grant Agreement – a bilateral agreement between a student or graduate and the University drawn up in accordance with a model form approved by the order of the Rector of the University, which defines the procedure for the payment of and settlement for the grant.
5. Erasmus internship mobility grant (hereinafter the 'Grant') – a grant funded by the European Union (hereinafter the 'EU') or the Republic of Lithuania for the purpose of financing an internship undertaken by a student or graduate at a foreign company or organisation that meets the requirements of the Erasmus+ programme. The Grant shall be awarded to partially cover travel and insurance costs and to compensate for the subsistence expenses in the receiving country. The Grant shall be paid for the entire Internship period as specified in the Grant Agreement.
6. Erasmus students – students and graduates who meet the criteria of the Erasmus+ programme, exercise all the rights set out in the Erasmus Student Charter, and receive the Grant funded from the budget of the EU or the Republic of Lithuania. In individual cases, a student or graduate may undertake an Internship without receiving the Grant or may receive the Grant for only part of the Internship period.
7. Erasmus Student Charter – a document setting out the rights and duties of students and graduates participating in Erasmus mobility activities.
8. Erasmus+ programme – an EU programme that promotes cooperation between students and graduates, higher education institutions, and companies, aims to improve the quality of studies, and to develop a common system for the recognition of study programmes across the EU.
9. Funded internship placement (hereinafter the 'Internship Placement') – a four-month Internship funded by the Erasmus+ programme.
10. Institutional Coordinator – an employee of the Directorate of Studies of the University responsible for the coordination of Erasmus internships at the University, informing students about Internship opportunities, advising them on the search for Internship placements and the completion of documents required to obtain the Grant and report on its use, and for organising the participation of students and graduates in Internships. A specific employee shall be appointed to perform the functions by order of the Rector or in accordance with the description of the position.
11. Training Agreement for Erasmus+ Internship Mobility – a trilateral agreement drawn up in accordance with a model form approved by order of the Rector of the University, under which a student or graduate, the University, and the Receiving Organisation agree on the objectives of the Internship, the activity plan, the competencies to be acquired during the Internship, and the roles and responsibilities of all three parties.
12. Unit Coordinator – an employee of an academic core unit of the University (hereinafter the 'Unit') responsible for providing assistance to students of the Unit seeking an Internship placement, for accepting documents required to obtain the Grant, initiating decisions regarding the award of the Grant, and issuing documents confirming the recognition of Internship outcomes. The Unit Coordinator shall be appointed by order of the head of the Unit.
13. Internship – a period spent by a student or graduate at a company or organisation in a foreign

country for the purpose of improving professional skills, acquiring international work experience, and broadening knowledge of the culture of the country where they undertake the Internship. The Internship may be undertaken during studies (hereinafter the 'Student Internship') or within one year after graduation (hereinafter the 'Graduate Internship').

14. Internship supervisor in the Receiving Organisation – a person responsible for ensuring the quality of the organisation of the Internship process, advising the student or graduate on the performance of Internship tasks, informing the Internship Supervisor at the University about the student's progress, and assessing the competencies acquired during the Internship.

15. Internship supervisor at the University – a member of the teaching staff appointed by the Unit who is responsible for assessing the compliance of the student's Internship plan with the study programme, supervising the implementation of the Internship plan, providing professional support, monitoring the student's progress during the Internship, recognising the competencies acquired during the Internship, and crediting the outcomes of the Internship. No Internship Supervisor at the University shall be appointed in the case of a Graduate Internship.

16. Application for participation in an Internship abroad – an internal document of the University required for the preparation of an order of the Rector granting permission to undertake an Internship abroad and/or to pay the Grant.

17. Receiving Organisation – a company or organisation abroad that agrees to accept a student or graduate for an Internship.

18. Reserve list – a ranked list of students and graduates applying for the Grant to be financed from unused funds. The reserve list shall be drawn up once the Unit has used all allocated Internship placements. The reserve list shall also include students and graduates for whom funding has not yet been allocated by the University for the relevant Internship period.

19. Student's application for the Erasmus internship (hereinafter the 'Application') – a document in which a student expresses the intention to undertake an Internship abroad, presents the receiving organisation, and describes the planned activities. The information provided in the Application shall serve as the basis for decisions of the selection committee regarding the award of the Grant.

### III. Planning of Internship placements and their allocation to Units

20. The University's need for Internship placements for one academic year is planned by taking into account the total number of University students in a current academic year – the University's need for Internship placements is considered to be 2.5 per cent of the total number of studying persons.

21. Internship placements to Units are allocated by taking into account:

21.1. funding from the EU and the Republic of Lithuania;

21.2. placements for Units are allocated in proportion to the number of students in a Unit but no less than one Internship placement per Unit.

22. The Institutional Coordinator shall be responsible for the allocation of Internship placements and informing the Units about Internship placements allocated to them. The Pro-Rector for Academic Affairs approves the allocation of placements.

23. The Units may use the allocated Internship placements until 31 March of the current academic year. After this time limit, students and graduates from any Unit may apply for the remaining free Internship placements.

### IV. Requirements for mobility participants

24. The Internship may be undertaken by:

24.1. in case of Student Internship – full-time and part-time<sup>1</sup> students in study cycles I, II, and III:

24.1.1. whose study programmes provide for a mandatory Internship;

24.1.2. those studying according to individual study programmes under the established procedure;

24.1.3. those who have no academic debts.

24.2. In case of the Graduate Internship – graduates of study cycles I and II within the first year after the completion of studies. During the Internship, the graduates are prohibited from studying at a higher education institution.

25. Any company or organisation established in a country participating in the Erasmus+ programme,

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<sup>1</sup> According to Resolution of the Expert Commission for the Implementation of the EU Higher Education Programmes in Lithuania No. NV-5 of 10 January 2011, part-time students may participate in the Erasmus+ programme, but during the selection, full-time students shall have the priority.

regardless of its size, legal status, or field of activity, shall be deemed receiving company suitable for the Internship.

26. Higher education and study institutions may also be receiving companies for the Internship. In such a case, a student or graduate may not study in this institution simultaneously – they shall undertake the Internship exclusively to acquire work experience.

27. The following organisations may not be Receiving Organisations:

27.1. EU institutions (including EU agencies whose list is published on [http://europa.eu/institutions/index\\_en.htm](http://europa.eu/institutions/index_en.htm));

27.2. organisations or their units administering EU programmes (to avoid conflict of interest and/or double funding).

28. The Internship may be undertaken in all foreign countries officially participating in the Erasmus+ programme: Ireland, Austria, Belgium, Bulgaria, Czech Republic, Denmark, Estonia, Greece, Iceland, Spain, Italy, United Kingdom, Cyprus, Croatia, Latvia, Poland, Liechtenstein, Luxembourg, Macedonia, Malta, Netherlands, Norway, Portugal, France, Romania, Slovakia, Slovenia, Finland, Sweden, Turkey, Hungary, Germany.

29. Students and graduates may not undertake the Internship in the country of their permanent place of residence.

#### V. Informing students about the submission of Applications for Grants and the search for Internship placements abroad

30. The Institutional Coordinator shall be responsible for the preparation of information material, scheduling and conducting information seminars, advising students on the preparation of documents for finding an Internship placement and receiving a Grant.

31. Unit Coordinators shall be responsible for organisation of information seminars and distribution of information material in Units.

32. Criteria for making decisions regarding awarding of Grants, their sequence, and the procedure for decision-making are published on the University's website [www.vu.lt](http://www.vu.lt).

33. Students who found an Internship placement abroad and have an official letter of consent from the Receiving Organisation may submit Applications for Grants of established form.

34. Applications for Student and Graduate Internships shall be submitted to Unit Coordinators.

#### VI. Organisation of Selection for Internship

35. The selection for Student Internship is organised at the beginning of each month by assessing Applications submitted until the last working day of the previous month.<sup>2</sup>

36. A selection for Graduate Internships shall be organised twice per year. Applications shall be accepted until 31 May and until 31 December. Only final-year students may submit applications for Graduate Internships.

37. The Commission for Making Decisions on the Award of Grants of the Erasmus Internship (hereinafter the 'Commission') formed under an order of the head of the Unit and consisting of the Chairperson of the Commission (the Unit Coordinator, or the head of the Unit in their absence) and at least two representatives of the Unit one of whom is recommended to be appointed by the Unit's Students' Representation, shall make decisions on the allocation of the Grant in the Units.

38. The Commission shall make decisions on the allocation of the Grant in accordance with these general decision-making criteria:

A. In case of Student Internship – compliance of activities offered by the Receiving Organisation with the requirements of the study programme. In case of Graduate Internship – compliance of Internship activities for the undertaken study field (or logical reasoning for selecting different type of activity);

B. Clarity and soundness of student's motivation to undergo an Internship abroad;

C. Average of learning outcomes.

Prioritisation of those undertaking an Internship abroad for the first time is recommended.

39. The Commission, when making a decision on the allocation of Grants, shall evaluate each criterion of decision-making on a ten-point grading system. If at least one criterion receives less than five points, the decision is made to reject the Application.

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<sup>2</sup> Units shall have a right to establish time limits for the submission of applications only when it is necessary due to specificity of organising study programmes.

40. Student selection for awarding Grants shall be conducted according to a cumulative competitive score consisting of the sum of evaluation points of criteria specified in Item 39:  $A+B+C = \text{COMPETITIVE SCORE}$ .

41. The Grant shall be awarded to students or graduates who achieve the highest competitive score and apply for an Internship period not exceeding four months. Students or graduates applying for the Internship period longer than four months shall be included on the reserve list. Once the Unit has exhausted all Internship placements allocated to it, all selected students or graduates are included on the reserve list. A Grant is awarded to the Graduate Internship only after completion of their studies.

42. The minutes of the Commission's meeting shall be emailed to the Institutional Coordinator immediately after the meeting. Original selection documents (minutes and all Applications received) shall be submitted to the Institutional Coordinator as soon as possible.

43. The Institutional Coordinator shall make a decision on awarding Grants to students or graduates on a reserve list by taking into account the available savings. Students or graduates on the reserve list shall be selected for funding according to the time the Unit submits the selection results (results shall be emailed to the Institutional Coordinator). Students or graduates whose departure to the Internship is scheduled earlier than 1.5 months from the last selection shall have a priority.

## VII. Changing a Receiving Organisation

44. A Receiving Organisation may be changed after the selection of students or graduates but before the Internship period starts and a trilateral Training Agreement for Erasmus+ Internship Mobility is signed. In unforeseen circumstances, the Receiving Organisation may also be changed during the Internship. In these individual cases the decision on the change of the Receiving Organisation is made by the Unit Coordinator together with the student's Internship supervisor at the University (the latter participates only in the Student Internship).

45. A student or a graduate having received a Grant and wishing to change the Receiving Organisation, shall submit a free-form application to Unit's coordinator indicating the reasons for changing the Receiving Organisation, and an updated Application.

46. The Commission shall evaluate the documents indicated in Item 45 submitted by the student or graduate and make a decision to approve or reject the application to change the Receiving Organisation. The Grant allocated previously shall be retained if the competitive score of the new Application is higher or equal to the competitive score of the previous Application. Otherwise, the allocation of a Grant depends on the competitive scores of Applications on the reserve list.

## VIII. Organisation of Internship

47. Students and graduates, before undertaking an Internship, shall sign the Grant Agreement, become familiar with the Erasmus Students Charter, and submit the following documents to the Institutional Coordinator:

47.1. the Training Agreement for Erasmus+ Internship Mobility signed by a student or graduate, Internship supervisor at the University (in case of Student Internship) and Internship supervisor at the Receiving Organisation;

47.2. an application of an established form for participating in an Internship abroad;

47.3. information sheet on contact persons during the period of Internship;

47.4. insurance policies certifying the insurance coverage under the mandatory types of insurance specified in the Grant Agreement;

47.5. a copy of the European Health Insurance Card.

47.6. other documents if they are required by the source providing funding.

48. The Institutional Coordinator shall be responsible for:

48.1. preparation of orders for participating in the Internship;

48.2. submission of documents required to pay Grants to the Directorate of Finances and Economics.

48.3. Constant monitoring of funds required to pay grants, timely evaluation of the need for funds, initiation of temporary borrowing and repayment of funds for grants, and submission of required documents and applications to the Directorate of Finances and Economics.

## IX. Duration of Internship

49. The duration of the Internship shall not be shorter than two months and longer than 12 months. A person in every study cycle may receive the Erasmus+ programme funding for a period not exceeding 12

months which they can devote to studies, Student Internship, and Graduate Internship.

50. The duration of the Internship may be reduced or extended (by following the minimum and maximum duration provided for in Item 49) by agreement among the University, Receiving Organisation, and student or graduate. The terms for changing the duration of the Internship are defined in the Grant Agreement. In exceptional cases, when the duration of the Internship is extended (in accordance with the maximum duration indicated in Item 49), and the University has used the funds allocated to the Erasmus+ Internship Mobility for the current academic year, under a written agreement with a student or graduate, the Grant for the extended period shall not be awarded.

51. A student or graduate wishing to shorten or extend the period of Internship, shall submit to the Institutional Coordinator an official letter of consent of the Receiving Organisation for the changed period and an application approved by the Unit Coordinator (only in case of Student Internship).

52. A student or graduate wishing to terminate the Internship shall inform the Institutional Coordinator and the Unit that sent them on the Internship in writing (only in the case of Student Internship) about the reasons for terminating the Internship.

53. If the Internship is terminated due to force majeure which cannot be foreseen nor avoided, a student or graduate shall have a right to receive a part of the Grant corresponding to the actual undergone period of the Internship. Another part of the Grant (for the time difference between the period of the Internship provided for in the Grant Agreement and the actual period of the Internship) shall not be paid, or if it was paid, it should be returned according to the terms of the Grant Agreement. The Grant shall be recalculated in accordance to the document issued by the Receiving Organisation on the actual approval of the Internship period and acquired competencies. In case the Internship is terminated upon the request of the student or graduate, or upon the request of the Receiving Organisation not due to force majeure, the whole Grant paid to a student or graduate before the termination of the Internship shall be returned.

#### X. Recognition of the competencies acquired during the Internship and crediting of the Internship outcomes

54. The Unit must ensure that student Internships which received positive evaluation from the Internship supervisors at the University or the Receiving Organisation shall be:

54.1. fully recognised and credited if internship is a part of the study programme;

54.2. included on the Diploma supplement (provided as additional information) when a study programme does not provide for an internship or an internship was already undergone before participating in the Erasmus Internship.

55. The Internship may be rejected only if the Internship supervisor at the Receiving Organisation gives a negative evaluation to a student's Internship or when a student fails to meet the requirements of the University or the Receiving Organisation necessary for such recognition.

56. The University Internship supervisor shall be responsible for the recognition of the competencies acquired by a student during the Internship and crediting of the Internship outcomes.

57. In case of the Graduate Internship, a European mobility document is issued. The Institutional Coordinator shall be responsible for issuing this document.

#### XI. Sizes of grants, their allocation, payment, and settlement for them

58. A continuous payment of a national grant and/or loan shall be ensured for a student participating in the Internship.

59. The European Commission shall establish the sizes of grants.

60. All students or graduates travelling to the same country during the same academic year shall be allocated grants of the same size.

61. The terms for paying the grant and settlement for it are defined in the Grant Agreement between the University and a student or a graduate.

#### XII. Rights, duties, and responsibility of students and graduates participating in the Internship

62. A student or graduate shall have a right to submit a reasoned application to the head of the Unit to review the decision to award or not to award the Grant. Having analysed the reasons for the application, the head may reject the application or annul the decision and hold a new meeting of the Commission.

63. Students and graduates participating in the Internship shall submit required documents at a specified time to the Institutional Coordinator and the Receiving Organisation.

64. Students and graduates participating in the Internship must comply with all rules and

commitments provided for in this Procedure and agreements concluded with the University and the Receiving Organisation.

65. Students and graduates participating in the Internship must acquire the insurance (except for the cases when parties to the Grant Agreement agree that another person shall be responsible for acquiring the insurance coverage), travel tickets, accommodation abroad, documents required for the journey, and other formalities of the journey.

66. A student or graduate must spend the entire set period of Internship at the Receiving Organisation as well as follow the rules and procedures applicable at the Receiving Organisation.

67. If a student or graduate, for whom the Grant is allocated and who has not departed for the Internship yet, refuses of the Internship placement, they must notify the Unit's Coordinator and Institutional Coordinator in writing about their decision as soon as possible.

68. All rights and duties of students and graduates undertaking the Internship are laid down in the Erasmus Student Charter.

### XIII. Organisation of the Internship of students and graduates arriving to the University

69. Students and graduates arriving to the University to undertake the Internship under the Erasmus+ programme shall be accepted in accordance with the requirements of the sending higher education institution.

70. The head of the Unit shall make a decision regarding the acceptance of students and graduates to undertake the Internship at the University, and the Rector of the University or their authorised person shall sign the required agreements. The Institutional Coordinator shall be immediately informed about students and graduates accepted to undergo the Internship at the University.

71. The acceptance of a student or graduate to undertake the Internship shall be formalised at the University under the order of the Rector for whose preparation the Institutional Coordinator shall be responsible.

### XIV. Final provisions

72. The University shall store the documents submitted by students and graduates participating in the Internship or who have participated in the selection for an Internship for five years. This time limit is calculated from the academic year during which a student or a graduate undertook (or wished to undertake but were not selected for) the Internship.

73. All documents submitted by students and graduates shall be stored at the Directorate of Studies.