

APPROVED:

by Order of the EHU Rector dated 2024-05-28

No. 01-78

EUROPEAN HUMANITIES UNIVERSITY PROCEDURE FOR ASSIGNING STUDENTS, TEACHERS AND STAFF PARTICIPATING IN THE ERASMUS+ PROGRAMME TO GROUPS OF PERSONS WITH FEWER OPPORTUNITIES

I. GENERAL PROVISIONS

1. The Procedure for Assigning EHU Students, Lecturers and Employees Participating in the Erasmus+ Programme to Groups of Persons with Fewer Opportunities (hereinafter - the Procedure) establishes the groups of persons (students, lecturers and employees) with fewer opportunities participating in Erasmus+ mobility projects (hereinafter - participants), the principles of assigning them to such groups, the documents confirming such assignment, and the procedure for assigning participants to the respective groups.
2. The Procedure applies to EHU students, lecturers and employees going from EHU under the Erasmus+ mobility programme (KA131 and KA171 projects), as well as to students, lecturers and employees arriving at EHU under Erasmus+ inter-institutional agreements from universities in third countries not associated with the Programme (KA171 projects).
3. The Procedure was prepared in accordance with the Erasmus+ Programme Guide¹, the procedures for administration and financial management of Erasmus+ projects in higher education for persons with fewer opportunities,² and the European Commission recommendations on implementing the inclusion and diversity strategy in Erasmus+ and the European Solidarity Corps³.

II. GROUPS OF PERSONS WITH FEWER OPPORTUNITIES AND DOCUMENTS CONFIRMING THEM

Group	Supporting documents
Persons with disabilities recognised by law	Disability certificate or medical certificate in Lithuanian or English (with translation).
Persons under 25 years of age who were under guardianship or curatorship until adulthood, or whose parents are deceased	Death certificates, court decisions or other documents; a certificate from a children's home in Lithuanian or English (with translation).
Ukrainian citizens studying at EHU during Russia's war of aggression in Ukraine	Passport

¹ <https://erasmus-plus.ec.europa.eu/erasmus-programme-guide>

²² <https://erasmus-plus.ec.europa.eu/erasmus-programme-guidehttps://erasmus-plus.lt/wp-content/uploads/2021/09/MAZIAU-GALIMYBIU-TURINCIU-ASMENU-MOBILUMO-PROJEKTU-TVARKOS-APRASAS.pdf>

³ http://sepie.es/doc/convocatoria/2021/implementation-inclusion-diversity-apr21_en.pdf

III. PROCEDURE FOR ASSIGNING PERSONS TO THE FEWER OPPORTUNITIES GROUP

4. A person seeking assignment to the fewer opportunities group shall, no later than 1 (one) month before mobility starts, submit an application by email to **international@ehu.lt** and attach the documents specified in Section II.
5. Persons may also submit other additional documents not specified in Section II but capable of confirming that they belong to a particular group.
6. Documents shall be submitted in Lithuanian or English (the translation shall be certified by a notary or translation bureau).
7. The applicant must use a personal email address in the **@ehu.lt** domain to send and receive communications. Enquiries sent from other addresses shall not be considered and no replies shall be provided.
8. Official applications shall be submitted by email to **international@ehu.lt**. A decision shall be made within 7 calendar days from receipt of the application. The application shall be deemed received when all required documents have been submitted. If this is a non-working day, the application shall be deemed received on the next working day.
9. By Rector's order, a **special commission** is formed to examine applications, documents and information needed to assign persons to the EHU group of persons with fewer opportunities.
 - 9.1. The Commission consists of the Head of the Academic Support Centre, a representative of the Student Affairs and International Mobility Unit, and one representative from each department. The Head of the Academic Support Centre chairs the Commission. Quorum is at least half of the members. Decisions are taken by simple majority; if votes are equally divided, the Chair has the casting vote.
10. The applicant shall be informed of the Commission's decision by email within 7 calendar days. If the decision is negative, the person may, within 14 calendar days of receiving the notice, **appeal to the Rector** by email at **office@ehu.lt**. The appeal must clearly state the request and its legal and factual grounds. All stated facts must be supported by documents. Appeals not meeting these requirements shall not be considered. The appeal shall be examined within 7 calendar days of registration. The applicant shall be informed of the decision by email within 2 calendar days of its adoption.

IV. FINAL PROVISIONS

11. In exceptional cases, the Rector may take decisions on matters within the competence of the Commission and on other matters specified in this Procedure, provided that this does not conflict with the rules of the Erasmus+ Programme.
12. The Procedure and its amendments and supplements shall be approved by order of the Rector.

