

APPROVED
By Rector's Order
No. 1-15 of 12.02.2024

With amendments and additions
approved by Rector's Order
No. 1-27 of 2026-02-19

PROCEDURE FOR THE PARTICIPATION OF STUDENTS OF THE EUROPEAN HUMANITIES UNIVERSITY IN INTERNATIONAL EXCHANGE PROGRAMMES

I. GENERAL CONCEPTS

1. The Procedure for the Participation of Students of the European Humanities University in International Exchange Programmes (hereinafter - the Procedure) regulates the procedure and conditions for administering the activities carried out by the European Humanities University (hereinafter - EHU) in the field of international student exchange, financial conditions, the procedure for recognising results and transferring credits, and establishes the rights and obligations of participants in the Erasmus+ programme and bilateral exchanges.

2. The Procedure has been prepared in accordance with the Handbook on Mobility in Higher Education Institutions (applicants and grant beneficiaries)[1], the Erasmus+ Programme Guide[2], and the KA131[3] and KA171[4] grant agreements between EHU and the Education Exchanges Support Foundation (hereinafter - the Foundation).

3. When carrying out international exchanges under the Erasmus+ programme, EHU undertakes to adhere to the principles[5] of the Erasmus Charter for Higher Education for 2021–2027.

4. Terms used in the description of the procedure:

4.1. **Bilateral exchange** - an exchange programme under which students may go to universities not participating in the Erasmus+ programme with which EHU has signed a cooperation agreement.

4.2. **Bilateral agreement (memorandum)** - an agreement specifying the conditions of exchange within a bilateral exchange.

4.3. **Erasmus+ inter-institutional agreement** - an agreement specifying exchange conditions and planning the relevant areas of activity under the Erasmus+ programme.

4.4. **EU Member States and third countries associated to the Programme** - countries that may participate fully in the Erasmus+ programme: the Member States of the European Union, North Macedonia, Iceland, Norway, Serbia, Liechtenstein and Türkiye.

4.5. **Third countries not associated to the Programme** - countries that cannot participate fully in the Erasmus+ programme but may participate as partners, i.e. all other countries except EU Member States and third countries associated to the Programme.

4.6. **Erasmus+ programme grant** - funds allocated for participation in the programme, subject to the availability of funding and taking the selection competition into account.

Zero grant is an opportunity to participate in the Erasmus+ programme without funding from Erasmus+ or other European Union programmes. The visit may be undertaken at the participant's own expense, and support from local, national or other funds may be obtained to cover it.

4.7. **Financial agreement** - an agreement between the University and a student participating in Erasmus+ mobility, specifying the financial conditions.

4.8. **Erasmus+ programme scholarship** - funds allocated to students for participation in the programme, subject to the availability of funding and taking the ranking into account, to partially cover travel expenses and living expenses abroad.

4.9. **Erasmus+ physical mobility** - mobility during which students are physically present at a foreign partner higher education institution.

4.10. **Long-term study mobility** - a period of partial studies lasting from 2 to 12 months.

4.11. **Short-term study mobility** - a period of partial studies lasting from 5 to 30 days.

4.12. **Green travel under the Erasmus+ programme** - travel using low-emission means of transport, such as a bus, train or a car shared with other participants.

4.13. **Erasmus+ blended mobility** - a combination of physical and virtual mobility.

4.14. **Blended Intensive Programme (BIP)** - a short-term intensive Erasmus+ academic exchange programme implemented by at least three higher education institutions located in at least three Erasmus+ programme countries.

4.15. **Erasmus+ OLS language support (Online Linguistic Support)** - an online system for language preparation and foreign-language proficiency assessment, access to which is provided to all Erasmus+ programme participants. Foreign-language proficiency is assessed before and after mobility. The OLS language test is a mandatory condition for participation in the Erasmus+ programme, where applicable.

4.16. **Learning Agreement** - a tripartite agreement concluded between the outgoing student, an authorised representative of the EHU academic programme and a representative of the receiving higher education institution.

4.17. **Transcript of Records** - a document providing information on learning outcomes, specifying the name of the receiving institution where studies took place, the number of national and ECTS credits awarded for each course, and the final course grade in accordance with the institution's grading system and ECTS.

4.18. **Institutional Erasmus+ Coordinator** - an EHU employee responsible for the overall management, coordination and administration of the Erasmus+ programme at the University, including ensuring compliance with programme requirements, fulfilling obligations under grant agreements and liaising with the National Agency and partner institutions.

4.19. **International Mobility Manager** - an EHU employee who performs the functions of the Institutional Erasmus+ Coordinator or reports to that Coordinator and provides administrative and organisational support for academic mobility programmes (including Erasmus+ and bilateral exchanges), ongoing communication with partner institutions, and advice to students on participation in mobility, preparation and submission of documents, and compliance with the procedures and deadlines provided for in this Procedure.

4.20. **Division of responsibilities** - the Institutional Erasmus+ Coordinator provides strategic and organisational leadership for the implementation of academic mobility programmes, ensures coordination of the relevant processes and makes key organisational and procedural decisions within their competence as established by Erasmus+ programme rules, grant agreements and EHU internal regulations.

The International Mobility Manager ensures the implementation of administrative procedures, organisational support for mobilities and execution of decisions taken by the Institutional Erasmus+ Coordinator, or independently performs these functions where the roles are combined.

4.21. **“Mobility Tool”, “Beneficiary Module”** - an electronic system created by the European Commission for the administration of Erasmus+ projects.

4.22. **“Participant with fewer opportunities”** - a participant who, due to economic, social, cultural or geographical problems, health problems, background, disability, learning difficulties or any other reason, including discrimination under Article 21 of the Charter of Fundamental Rights of the European Union, faces obstacles preventing them from

benefiting from the Erasmus+ programme. The procedure for assigning participants to these groups is established by an order of the Rector.

4.23. **Motivation letter** - a written document submitted by a student as part of an application to participate in an academic mobility programme, containing a justification of the objectives of participation in mobility, a description of academic and professional motivation and expected learning outcomes abroad, and reasons for choosing the receiving university and study programme.

4.23. **Erasmus+ traineeship (practice)** is a form of academic mobility for students of the European Humanities University and is implemented in accordance with Erasmus+ programme rules, grant agreements and this Procedure.

II. PARTICIPATION CONDITIONS AND SELECTION CRITERIA

5. Erasmus+ mobility for studies is possible only at foreign higher education institutions with which EHU has signed Erasmus+ inter-institutional cooperation agreements.

6. Students are selected for long-term study mobility under the Erasmus+ programme by a selection committee formed by the Institutional Erasmus+ Coordinator, and the selection is approved by an order of the Rector. The dates and requirements of the selection competitions are published on the University website.

7. A competition to select programme participants for long-term study mobility is held once a year, by 15 March of the current year. All students are informed of the documents that must be submitted, the selection criteria and the opening of the competition through an information mailing. Subject to funding availability, an additional application competition may be announced in September. Where necessary or where a budget balance remains, an additional competition may be announced. Students are informed by publication on the official University website and information mailings to students' official University email addresses.

8. All students in full-time and session-based (part-time) study modes, in the first (bachelor's), second (master's) and third (doctoral) study cycles and integrated university studies, who meet the following selection criteria may apply for participation in Erasmus+ and bilateral exchange:

8.1. have completed the first semester of the first year;

8.2. an applicant for selection must not be a student in their final semester. An exception may be made if the student plans to continue their studies in the second cycle. In such a

case, a student in the final semester of the first study cycle may apply for participation in an exchange;

8.3. Participation in academic mobility during the final semester of studies is not permitted.

8.3.1. An exception may be granted to students enrolled in master's programmes and is considered individually, provided that the following conditions are met simultaneously: written consent from the relevant department; and a written undertaking by the student to fulfil all academic requirements relating to the preparation and defence of the master's thesis and to complete studies within the deadlines established by the curriculum.

The decision to grant an exception is taken by the Head of Department in agreement with the Academic Support Centre and the Institutional Erasmus+ Coordinator.

8.4. the selected study programme at the receiving university must correspond to the study programme at EHU. Programme compatibility is agreed in advance with the programme curator of the student's department at EHU;

8.5. A student participating in the selection competition must have a grade point average of at least 7.5 for the last completed academic semester preceding the application;

8.6. Foreign-language (English) proficiency must be at least B1 in accordance with the CEFR, unless a higher level is required by the receiving university;

Foreign-language (English) proficiency is confirmed by the following documents:

- international IELTS, TOEFL and Cambridge examinations;
- language documents issued by the University;
- results of the University's internal language test.

EHU organises an internal English-language test at least once a year.

8.7. a student with academic and/or financial arrears may not participate in selection.

9. A selection competition for participation in short-term study mobility may be announced as information is received from partner universities on the implementation of short-term mobility programmes, including Blended Intensive Programmes (BIP). If at least one application is received during the current month, it is considered by the committee from the 1st to the

10th of the following month. Committee meetings may be organised virtually. Selection is suspended when funding for this type of visit ceases.

10. The committee ensures equal opportunities for all students participating in selection, regardless of gender, sexual orientation, race, nationality, language, background, citizenship and social status, religion, marital status, age, appearance, beliefs or views, or membership of political parties and public organisations.

11. Students registered at the University and enrolled in study programmes or fields of study leading to qualifications or degrees (up to a doctoral degree) may participate in the competition. First-year students in bachelor's and integrated study programmes, and students in the final semester of all study cycles (except master's programmes with the agreement of the academic department), are not entitled to participate in partial studies (except Blended Intensive Programmes).

11.1. Final-year bachelor's students may be admitted to the selection competition provided that they subsequently enrol in a master's programme at the University and plan to participate in mobility during their master's studies.

12. Students may undertake partial studies in any Erasmus+ programme country or bilateral exchange country, except the Republic of Lithuania. Erasmus+ academic mobility in partner countries is possible only in the countries and institutions specified in the University's project grant agreement(s).

13. Erasmus+ students are selected on the basis of submitted applications, taking into account the selection criteria specified in point 14. By decision of the committee, students may be invited to an interview.

14. Selection criteria:

14.1. Academic results (grade point average, GPA) for the last completed academic semester preceding the application - 60%.

14.2. Student motivation (40%);

14.3. Proficiency in the foreign language in which teaching will take place at the receiving university (0.2);

14.4. Students participating for the first time receive an additional 0.1 points;

14.5. Students with fewer opportunities receive an additional 0.2 points.

15. If several students obtain the same competition score and apply for one place, priority is given to the student with the higher level of foreign-language proficiency.

16. In their application, students list up to 3 universities in order of preference. The committee confirms the receiving university on the following basis:

16.1. the agreement with the partner university specifies the number of students, indicating the field of study and study cycle (bachelor's, master's or doctoral);

16.2. the student's foreign-language skills correspond to the language of instruction at the partner university.

17. Selection results are approved in minutes drawn up in the prescribed form. The minutes list all participating students, selected students, the reserve list and the list of students not selected (Annex 1).

18. The International Mobility Manager informs all participants of the selection results by email.

19. A student who disagrees with the selection results has the right to lodge an appeal with the Chair of the Committee within 3 working days after the results are announced. The Chair is responsible for organising consideration of the appeal. The appeal must be considered within 10 working days of receipt.

20. Selected students are entitled to change the receiving university, for example if rejected by their preferred university, and the study semester, in agreement with the Institutional Erasmus+ Coordinator, provided that places are available at another receiving university and its document submission deadline has not passed.

21. A student's rights and obligations under the Erasmus+ programme are set out in the Erasmus+ Student Charter[7].

III. PERIOD OF ERASMUS+ STUDIES, ITS EXTENSION, SHORTENING OR CANCELLATION

22. Each student may participate in Erasmus+ mobility (with or without a grant) for no more than 12 months (24 months for students in integrated study programmes) in each study cycle (bachelor's, master's, doctoral), regardless of the number of mobilities and their types (studies, traineeship, participation in a Blended Intensive Programme, etc.).

23. Requirements for the duration of Erasmus+ study mobility:

23.1. students of all study cycles and modes may undertake long-term study mobility lasting from 2 to 12 months;

23.2. students with fewer opportunities may undertake physical short-term study mobility lasting from 5 to 30 days, and the remainder of the study period must continue remotely (with the consent of the receiving partner university);

23.3. third-cycle (doctoral) students may undertake physical short-term study mobility lasting from 5 to 30 days. The requirements for continuing studies remotely under point 23.2 are not mandatory;

23.4. all students selected for participation in Blended Intensive Programmes may undertake physical short-term study mobility lasting from 5 to 30 days, but, in accordance with programme requirements, must also participate in the virtual learning component forming part of the programme.

24. The period of Erasmus+ studies may be extended, shortened or cancelled on the basis of an application submitted by the student explaining the reason.

25. Students wishing to extend their Erasmus+ study period into the second semester must, no later than 2 months before the end of the autumn semester, first inform the International Mobility Manager and the EHU academic programme curator by email, agree on the list of courses at the receiving university and submit an application and Learning Agreement for the spring semester.

The Head of the Academic Department, together with the curator of the student's programme and the Institutional Erasmus+ Coordinator, decides whether the study period may be extended.

26. The period of Erasmus+ studies may be extended with or without an Erasmus+ grant (scholarship). The Institutional Erasmus+ Coordinator makes the decision taking available funding into account. The student is informed of the decision within 10 working days of submitting the application.

27. The period of Erasmus+ studies may be extended only within the same academic year. Amendments to the financial agreement are signed with the student for the extended study period.

28. The study period may be shortened without a separate application if the student completes the programme provided for in the Learning Agreement earlier than expected. On returning, the student must submit supporting documents.

IV. BEFORE THE START OF ERASMUS+ STUDIES

29. No later than 2 months before the start of Erasmus+ studies, students must submit to the Institutional Erasmus+ Coordinator:

- An invitation from the partner university specifying the duration of studies;
- An agreed Learning Agreement (online) listing the courses to be taken;
- An application addressed to the Rector requesting permission to undertake studies at the partner university;
- The result of the completed OLS language test (where applicable).

30. After receiving these documents (point 29), the Institutional Erasmus+ Coordinator prepares the Financial Agreement and provides it to the student for completion and signature.

31. Advice to students on submitting an application, participating in the selection competition, preparing and sending documents to the receiving university, completing migration formalities (where necessary), and receiving the scholarship and additional funding is provided by the International Mobility Manager and/or the Institutional Erasmus+ Coordinator.

32. Advice on course selection and recognition of learning outcomes (credit transfer) is provided by the academic programme curator. Administrative advice on the procedures, deadlines and preparation of documents provided for in this Procedure is provided by the International Mobility Manager within their duties.

V. REPORTING AFTER ERASMUS+ STUDIES

33. No later than 30 days after completing Erasmus+ studies, students must provide:

- Confirmation of the study period signed by the receiving partner university;
- The EU online survey, the link to which is sent to the student's email after completion of studies;
- The result of the second OLS language test (where applicable);
- Documents confirming green travel and its duration (invoices/tickets or a declaration if invoices/tickets cannot be provided);
- A Transcript of Records with the grades obtained. In exceptional cases, the transcript may be provided no later than within 60 days;^[8]
- An application requesting to resume studies at EHU.

34. The period of Erasmus+ studies at the partner university is counted as part of studies at EHU. Recognition of the study period under exchange programmes and of credits is carried out in accordance with the procedure in force at EHU. If the student has fulfilled all formal requirements (concluded a Learning Agreement, agreed its changes in a timely manner, where applicable, and successfully completed the entire planned study programme), their study period and all credits obtained (ECTS) are fully recognised and credited at EHU and entered in the Diploma Supplement.

35. If, while studying abroad, the student did not comply with the Learning Agreement, subjects not included in it are not eligible for credit transfer, except where the Academic Department decides otherwise.

36. If a student is dissatisfied with the passing grades obtained while studying abroad and has earned more than 30 ECTS during the relevant semester abroad, or has earned additional credits at EHU which, when added to the credits earned abroad, bring the total for that semester to 30 ECTS, the student may request that some credits earned abroad not be recognised. The decision to approve or reject the request is taken by the Institutional Erasmus+ Coordinator together with a representative of the relevant academic department. If the student has earned fewer than 30 ECTS credits, they may not request non-recognition of part of their learning outcomes abroad.

37. If, through no fault of their own, the student failed to pass an examination or examinations under the study programme provided for in the Learning Agreement, and the total credits for subjects attended and passed are fewer than 30 ECTS, on returning they must attend and pass at EHU the subjects needed to make up the shortfall free of charge. If the examination or examinations were not passed due to the student's fault, on returning they must attend and pass at EHU the subjects needed to make up the shortfall on a fee-paying basis.

VI. CALCULATION, PAYMENT AND REPAYMENT OF THE ERASMUS+ SCHOLARSHIP

38. The Erasmus+ scholarship is awarded only for the period of physical mobility and green travel days (if green travel is chosen), or travel days in short-term study mobility.

39. The start and end of physical mobility for which the scholarship is awarded are determined as follows:

- start date - the first day on which the student must be physically present at the partner university;
- end date - the last day on which the student must be physically present at the partner university (the last day of classes/examination session).

40. Students who choose green travel receive an additional payment as individual support for travel in both directions and a scholarship for travel lasting no more than 6 days. Additional travel support and the scholarship for green travel are paid to the student after completion of mobility and submission of actual documents confirming green travel and its duration.
41. During short-term study mobility, a scholarship is awarded for 2 travel days or, if green travel is chosen, up to 6 travel days, and an additional payment is allocated (see point 40).
42. The duration of long-term Erasmus+ study mobility is calculated in full months and remaining days. For an incomplete study month, the scholarship is calculated by dividing the monthly scholarship by 30 and multiplying it by the number of days in the incomplete month. Scholarship amounts are specified in Annex 2 (Scholarships for long-term study mobility).
43. The duration of short-term Erasmus+ study mobility is calculated in days. Scholarship amounts are specified in Annex 2 (Scholarships for short-term study mobility).
44. Students who are participants with fewer opportunities undertaking long-term or short-term study mobility are paid an additional fixed scholarship. Scholarship amounts are specified in Annex 2 (Allocation of additional scholarships to students with fewer opportunities).
45. Students with fewer opportunities undertaking short-term study mobility receive a travel payment (standard or green). Scholarship amounts are specified in Annex 2. When a travel payment is allocated to these students, they are not allocated a one-off payment for green travel.
46. Students who have signed the Grant Agreement are paid the first scholarship instalment, amounting to 80% of the total scholarship, at least 30 days before the start of mobility.
47. The scholarship is paid before the start of studies abroad (within 30 days of signing the Grant Agreement). If documents are submitted late, the first scholarship instalment may be paid at the beginning of Erasmus+ studies.
48. Where the study period is extended (with a scholarship), the scholarship instalment (80%) calculated for the extended period is paid within 30 days of signing the amendment to the Grant Agreement; the balance is paid after completion of the entire study period and full reporting. Where the study period is extended (without a scholarship), the scholarship balance (20%) is paid after completion of the entire study period and submission of full reporting.

49. Within 30 days after completing mobility, students must report in full (see point 33) on their Erasmus+ mobility period. Once the conditions for reporting on completed mobility have been fulfilled, the scholarship balance is paid to students within 30 days.

50. Where the confirmed (actual) study mobility period is:

50.1. Shorter than specified in the Grant Agreement and the difference exceeds 5 days, the scholarship is recalculated and reduced to reflect the shortened study period. If the difference is 5 days or less, the scholarship is not reduced.

50.2. A scholarship for a longer period than specified in the Grant Agreement may be added only if an amendment to the Grant Agreement is signed with the student. If the agreement has not been amended, additional mobility days are considered a period for which no grant is awarded.

51. If the Erasmus+ study period is interrupted due to force majeure, the student is entitled to the portion of the scholarship corresponding to the actual study period. The remainder must be repaid. The scholarship is calculated in accordance with the supporting document issued by the partner university.

52. If a mobility participant incurs additional expenses due to force majeure that may be reimbursed, reimbursement is made in accordance with the recommendations of the European Commission and the Foundation.

53. Where studies are interrupted at the request of the student or receiving university for reasons unrelated to force majeure:

53.1. If the student has not stayed for 2 months (long-term study mobility) or 5 days (short-term study mobility), they must repay the entire scholarship;

53.2. If the student has stayed for more than 2 months (long-term study mobility) or 5 days (short-term study mobility) from the start of Erasmus+ studies, the mobility participant must repay all or part of the scholarship. This decision is taken by the Institutional Erasmus+ Coordinator after assessing the reason for interrupting mobility.

54. If, within 30 days after completing Erasmus+ studies, the student has not submitted reporting documents or has otherwise breached the Grant Agreement, repayment of part or all of the scholarship paid may be requested.

55. Students with fewer opportunities due to disability may receive additional funding based on actual costs incurred. Mobility participants wishing to receive additional funding must, after announcement of the selection result (no later than one month before the start of mobility), submit to the Institutional Erasmus+ Coordinator the application approved by the Foundation and supporting documents in Lithuanian or English. The application is submitted to the Foundation.

VII. ERASMUS+ TRAINEESHIP (PRACTICE)

56. An Erasmus+ traineeship involves a student or graduate undertaking a traineeship at a receiving organisation abroad and may take place during the student's studies at the University as part of the study programme.

57. The Erasmus+ traineeship period may be recognised as educational (qualification) practice and reflected in the University's academic documents in accordance with the current procedure for recognising learning outcomes.

58. Students of the European Humanities University from the second year of studies onwards who meet the participation conditions and selection criteria established for long-term Erasmus+ study mobility are eligible for Erasmus+ traineeships, unless otherwise provided in this section.

58.1. Selection criteria are determined on the basis of:

- academic results for the last completed academic semester preceding the application (60%),
- student motivation (40%),
- and the level of proficiency in the foreign language required for the traineeship at the receiving organisation (0.2),
- students participating in the programme for the first time receive an additional 0.1 points,
- students with fewer opportunities receive an additional 0.2 points.

59. In the event of equal competition scores, priority is given to students for whom the traineeship is a compulsory part of the study programme within the practice provided for in the curriculum.

60. A traineeship placement confirmed in advance at the receiving organisation is a mandatory condition for participation in an Erasmus+ traineeship.

61. An Erasmus+ traineeship may be undertaken by graduates of the European Humanities University in accordance with Erasmus+ programme rules and the University's internal regulations, provided that:

- the application for participation in an Erasmus+ traineeship was submitted and approved before completion of studies at the University;
- the traineeship starts no later than 12 months after graduation;
- at the time of application, the graduate met all participation conditions and selection criteria established for Erasmus+ traineeships.
- Selection conditions, the procedure for submitting and assessing applications and reporting requirements for graduates correspond to those established for students, unless otherwise provided by Erasmus+ programme rules.

- The Erasmus+ traineeship period of graduates is not counted as part of the study process, but may be reflected in supporting documents in accordance with Erasmus+ programme rules and the University's internal regulations.

62. Students are selected for participation in Erasmus+ traineeships on a competitive basis. The competition for participation in Erasmus+ traineeships is organised twice during the academic year - in the second month of each semester. Dates for announcing and conducting the competition are published on the University's official information resources. As a rule, the main information source for students is official University email, through which all students are informed of the opening of the competition, participation conditions and the list of required documents.

63. If unused funds remain after consideration of applications submitted within the selection competition, the University may consider additional applications for participation in Erasmus+ traineeships.

64. Such applications are considered under the same conditions and criteria as applications submitted within the selection competition and are assessed by the same selection committee that selects students for other forms of Erasmus+ academic mobility.

65. The duration of an Erasmus+ traineeship is determined by Erasmus+ programme rules and the terms of the grant agreement and is generally at least two months.

66. Requirements for workload, traineeship content and documentary formalisation of the practice period are established by the receiving organisation and agreed in accordance with the procedure established by the University.

67. Students' applications for participation in Erasmus+ traineeships are assessed by a selection committee formed in accordance with this Procedure and responsible for selecting students for other types of academic mobility.

68. Selection results are approved in minutes in accordance with the procedure established at the University.

69. After completing an Erasmus+ traineeship, the student or graduate must provide documents confirming the traineeship period and results within the deadlines and scope provided for in this Procedure and Erasmus+ programme rules.

70. The University ensures recognition of Erasmus+ traineeship results to the fullest possible extent.

VIII. FINAL PROVISIONS

71. In exceptional cases, the Rector may take a reasoned decision to depart from the provisions of this Procedure, provided that the decision does not conflict with Erasmus+ programme rules and is aimed at ensuring the rights and academic interests of mobility participants.
