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VILNIUS COLLEGE OF DESIGN ERASMUS+ INCOMING STUDENT MOBILITY REGULATIONS

I. GENERAL PROVISIONS

1. These Regulations have been prepared in accordance with the Erasmus Charter for Higher Education (ECHE), the European Commission's Erasmus+ Programme Guide, the financial and contractual rules published by the Education Exchanges Support Foundation (ŠMPF), and the Study Regulations of Vilnius College of Design (VCD).
2. These Regulations establish the principles, requirements, and procedures governing Erasmus+ incoming student mobility at Vilnius College of Design (VCD).
3. These Regulations cover:
   - 3.1 Nomination, application, and admission procedures;
   - 3.2 The preparation, approval, and amendment of Learning Agreements;
   - 3.3 The academic rights and responsibilities of Erasmus+ incoming students;
   - 3.4 The academic recognition of study results;
   - 3.5 Support services provided by VCD;
   - 3.6 Institutional commitments arising from the Erasmus Charter for Higher Education (ECHE);
   - 3.7 Procedures for handling complaints and appeals.
4. These Regulations apply to all Erasmus+ incoming students studying at VCD under a valid inter-institutional agreement.
5. All Erasmus+ incoming students shall be treated equally and shall be granted equal access to academic and support services, regardless of their nationality, gender, ethnic origin, religion, disability, age, sexual orientation, or any other status, in accordance with the principles of the ECHE and applicable legislation.
6. The International Relations and Project Management Office (IRPMO) shall be responsible for the administration, coordination, and monitoring of Erasmus+ incoming student mobility at VCD.

II. NOMINATION, APPLICATION AND ADMISSION PROCEDURES

7. Erasmus+ incoming students may be admitted to VCD only if they have been officially nominated by their sending institution under a valid Erasmus+ Inter-Institutional Agreement.
8. Sending institutions shall submit nominations during the following periods:
   - 8.1 For mobility during Autumn Semester:
     - Nomination period: from March until mid-May;
     - The application deadline shall be specified in each call for applications.
   - 8.2 For mobility during Spring Semester:
     - Nomination period: from October until mid-November;
     - The application deadline shall be specified in each call for applications.
9. Nominations shall be submitted to the International Relations and Project Management Office (IRPMO) of VCD by the coordinator designated by the sending institution.
10. Following nomination, students shall receive detailed application instructions and the required application forms from the IRPMO.
11. In order for an application to be considered, nominated students must submit all required documents by the specified deadline.
12. Required application documents may include, but are not limited to:
    - 12.1 A completed Application Form (Annex 1);

12.2 An academic Transcript of Records issued by the sending institution;

12.3 A portfolio of technical, creative and/or design work, where required by the relevant study programme;

12.4 Proof of language proficiency;

12.5 Any additional documents requested by the IRPMO;

12.6 A preliminary Learning Agreement for Studies, which shall be finalised and approved by all three parties following the admission process.

13. The IRPMO reserves the right to request additional information or supporting documentation necessary for the evaluation of an application.
14. Applications received after the specified deadline or submitted with incomplete documentation may not be considered.
15. Applications shall be assessed by the IRPMO in cooperation with the relevant academic department.
16. Admission decisions shall be based on the compatibility of the student's proposed study plan with VCD's academic offer, fulfilment of academic requirements, evaluation of the portfolio of technical, creative and/or design work (where applicable), and the availability of places.
17. Admitted students shall be issued an official Letter of Acceptance from Vilnius College of Design.
18. Following admission, students shall be provided with information regarding academic arrangements, orientation activities, practical aspects of living in Lithuania, and other steps required prior to the commencement of the mobility period.

III. PREPARATION, APPROVAL AND AMENDMENT OF LEARNING AGREEMENTS

19. The Learning Agreement (LA) is the principal legally binding academic document that defines the study programme to be undertaken by the student at VCD. Prior to the start of the mobility period, it must be agreed upon and signed by all three parties: the student, the sending institution, and VCD.
20. In accordance with the European Student Card Initiative, the Learning Agreement shall be prepared and signed digitally as an Online Learning Agreement (OLA) through the Erasmus Without Paper (EWP) network, except in exceptional technical circumstances where a paper-based or another digital format is permitted.
21. Credits and workload:

    21.1 The standard Erasmus+ student workload is 30 ECTS credits per semester (or 60 ECTS credits per full academic year).

    21.2 Any deviation from this standard workload (whether the minimum or maximum number of credits) must be agreed upon by both the sending institution and VCD.
22. Amendments to the Learning Agreement:

    22.1 If a student needs to modify their study plan due to timetable conflicts, course cancellations, academic incompatibilities, or other justified reasons, such amendments must be initiated and approved no later than five weeks after the official start of the academic semester.

    22.2 All amendments to the Learning Agreement shall be recorded in the "Changes to the Learning Agreement" section of the OLA and must be signed and approved by all three parties.
23. In cases of *force majeure*, where the mobility period cannot be implemented as planned due to circumstances beyond the control of the student, the sending institution, or VCD, the mobility activity may be amended, suspended, or terminated in accordance with the Erasmus+ Programme rules, the recommendations of the Lithuanian National Agency (ŠMPF), and the decisions of VCD.

IV. ACADEMIC RIGHTS AND RESPONSIBILITIES OF ERASMUS+ INCOMING STUDENTS

24. Erasmus+ incoming students at Vilnius College of Design (VCD) have the right to:

    24.1 Study in accordance with the approved study plan specified in the Learning Agreement and, upon successful completion of the requirements, receive the corresponding number of ECTS credits;

24.2 Access and use all academic facilities and resources of VCD, including specialised design studios, computer laboratories, libraries, and online learning platforms, under the same conditions as regular VCD students;

24.3 Receive academic guidance, mentoring, and other support from designated academic staff, administrative personnel, and the International Relations and Project Management Office throughout the mobility period;

24.4 Be exempt from tuition fees, registration fees, examination fees, and charges for the use of laboratories and libraries. Only fees applicable to local students may be charged (e.g. fees related to student organisations, insurance, or optional additional services).

25. Erasmus+ incoming students are required to:

25.1 Comply with the internal regulations, health and safety requirements, and ethical standards of Vilnius College of Design;

25.2 Attend all mandatory lectures, practical design classes, creative workshops, and seminars according to the official timetable, and maintain the attendance level required by VCD;

25.3 Complete all coursework, projects, independent assignments, and final examinations within the deadlines established by the relevant academic departments;

25.4 Respect copyright, intellectual property rights, and the principles of academic integrity, particularly those relating to original artistic and design works, and refrain from any form of plagiarism;

25.5 Cover their own expenses related to personal study materials, art and design supplies, living costs, and health insurance, and compensate for any damage caused to VCD property through negligence.

V. ACADEMIC RECOGNITION OF STUDY RESULTS

26. Vilnius College of Design (VCD) applies the European Credit Transfer and Accumulation System (ECTS). All courses offered to incoming students are assigned a specific number of ECTS credits based on the student workload required to achieve the intended learning outcomes.
27. The academic performance of Erasmus+ incoming students shall be assessed according to the same criteria and grading system applied to regular VCD students. Academic achievements are evaluated using the Lithuanian national 10-point grading scale, which is correlated with ECTS grades as follows:
    - 10 (A; *Excellent*): Outstanding performance with only minor inaccuracies;
    - 9 (B; *Very Good*): Performance above the average standard, with a few errors;
    - 8 (C; *Good*): Generally sound knowledge and competence, with some noticeable errors;
    - 7 (C/D; *Highly Satisfactory*): Average performance with significant shortcomings;
    - 6 (D; *Satisfactory*): Performance meeting the minimum requirements;
    - 5 (E; *Sufficient*): Performance meeting only the minimum acceptable criteria;
    - 4–0 (*FX/F; Fail*): Insufficient performance; ECTS credits are not awarded.
28. The International Relations and Project Management Office shall issue an official Transcript of Records to each Erasmus+ incoming student no later than five (5) weeks after the end of the official examination period.

28.1 The Transcript of Records shall accurately indicate the titles of completed courses, the number of ECTS credits earned, and the grades awarded by VCD;

28.2 The digital document shall be sent directly to the student and/or to the international relations coordinator of the sending institution.

29. In accordance with the Erasmus Charter for Higher Education (ECHE), VCD guarantees that all successfully completed courses included in the approved Learning Agreement shall be recorded in the Transcript of Records, providing clear and transparent information to enable the sending institution to ensure full academic recognition without requiring additional examinations.

VI. SUPPORT SERVICES AND INSTITUTIONAL COMMITMENTS

30. VCD provides comprehensive administrative, academic, and practical integration support to Erasmus+ and other international students:
    30.1 The International Relations and Project Management Office (IRPMO), in cooperation with the Study Office, organises an Orientation Week prior to the start of each semester in order to introduce students to VCD facilities, study systems, and internal regulations;
    30.2 In cooperation with the Student Representation, VCD implements a student mentoring programme under which incoming students, upon request, may be assigned local student mentors who assist them with social integration and everyday practical matters in Vilnius;
    30.3 VCD provides the necessary documentation and guidance regarding migration procedures (temporary residence permits and visas), local health insurance requirements, and obtaining an International Student Identity Card (ISIC);
    30.4 The IRPMO provides structured information, platform references, and direct guidance to assist students in finding safe accommodation;
    30.5 VCD provides information and support to students with fewer opportunities, including persons with disabilities, health conditions, social, economic, geographical, or other factors that may hinder participation in mobility activities.
31. In order to ensure transparency, inclusiveness, and equal opportunities, VCD is committed to complying with the principles of the Erasmus Charter for Higher Education (ECHE):
    31.1 VCD ensures equal and unrestricted access for all mobility participants by providing appropriate infrastructure and support measures for students with physical or mental disabilities and other health conditions;
    31.2 VCD publishes and regularly updates information in English on its official website regarding study programmes, courses, and course descriptions available to incoming students;
    31.3 VCD actively promotes environmentally sustainable practices among mobility participants and supports digital administration through the use of the Erasmus Without Paper (EWP) network in order to reduce paper consumption;
    31.4 Prior to the start of the mobility period, students shall be informed of their rights and responsibilities as set out in the Erasmus Student Charter;
    31.5 Incoming students shall be guaranteed the same academic rights and access to services as regular VCD students.

VII. COMPLAINTS AND APPEALS PROCEDURE

32. Mobility participants, applicants for mobility opportunities, and incoming students have the right to submit a complaint or an appeal. Depending on the nature of the matter, two procedures shall apply: appeals concerning the assessment of academic achievements and complaints regarding the organisation of Erasmus+ mobility.

Appeals Concerning the Assessment of Academic Achievements

33. Appeals concerning the assessment and recognition of academic achievements shall be submitted and reviewed in accordance with the procedures established in the VCD Study Regulations. A student who disagrees with an assessment shall first consult the lecturer and the Head of Department and may subsequently submit a reasoned appeal (in free form) to the Study Office within two (2) working days of the announcement of the results.
34. Appeals shall be reviewed by the Appeals Committee, the functions of which are performed by the Academic Council. The Academic Council shall be convened no later than three (3) working days after receipt of the appeal, and its decision shall be communicated to the appellant within two (2) working days of the meeting. The decision of the Appeals Committee shall be final and not subject to further appeal, in accordance with Clause 168 of the VCD Study Regulations.

Complaints Regarding the Organisation of Erasmus+ Mobility

35. Complaints concerning the organisation of mobility, which are not related to the assessment of academic achievements, may be submitted regarding selection results and procedures, the allocation of support for participants with fewer opportunities, the quality of support services provided, alleged inappropriate conduct, discrimination, or breaches of equal opportunities principles.
36. Complaints shall be submitted in writing (including electronically) to the International Relations and Project Management Office (IRPMO) at: erasmus@vcd.lt. The complaint shall include the complainant's name and surname, contact details, the subject of the complaint, the relevant circumstances, the requested outcome, and any available supporting evidence.
37. Complaints shall be submitted no later than ten (10) working days after the complainant becomes aware of the circumstance being challenged. An informal resolution shall be sought initially. The IRPMO shall contact the complainant and the relevant parties within five (5) working days. Where the matter cannot be resolved informally, the complaint shall be reviewed by the Institutional Erasmus+ Projects Coordinator or the Deputy Director. In more complex cases, a Complaint Review Committee may be established.
38. A decision regarding the complaint shall be adopted and communicated to the complainant in writing no later than twenty (20) working days from the date of receipt of the complaint. Where additional investigation is required, this period may be extended by up to ten (10) additional working days, provided that the complainant is informed accordingly. The response shall specify the decision, the grounds for the decision, and the available avenues for further appeal.
39. Complaints concerning academic integrity or discrimination may be reviewed by the Academic Council in accordance with the internal regulations of VCD.
40. Upon exhaustion of the internal procedures of the College concerning the organisation of mobility, the complainant may submit the matter to the Education Exchanges Support Foundation (SMPF), the Office of the Equal Opportunities Ombudsperson, the Ombudsperson for Academic Ethics and Procedures, or a court of law, in accordance with the procedure established by applicable legislation.
41. Complaints shall be handled confidentially. Personal data shall be processed in accordance with the General Data Protection Regulation (GDPR) and the College’s internal rules on personal data processing. No person shall suffer adverse consequences as a result of submitting a complaint.

VIII. FINAL PROVISIONS

42. This Procedure shall enter into force upon its approval by the Director of Vilnius College of Design and shall remain in effect until it is amended or declared invalid.
43. The International Relations and Project Management Office (IRPMO) shall be responsible for overseeing the implementation of this Procedure and monitoring compliance with its provisions.
44. This Procedure, together with all related application forms and templates, shall be regularly updated and made publicly available in both Lithuanian and English on the official VCD website: www.vcd.lt/en/erasmus