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VILNIUS COLLEGE OF DESIGN REGULATIONS FOR THE PARTICIPATION OF ACADEMIC AND ADMINISTRATIVE STAFF IN THE ERASMUS+ PROGRAMME

I. GENERAL PROVISIONS

1. These Regulations govern the participation of the academic staff (hereinafter referred to as teaching staff) and/or administrative staff of Vilnius College of Design (hereinafter referred to as VCD) in the Erasmus+ Programme and define:
   - the selection criteria and procedures;
   - the organisation of mobility activities;
   - the procedures for the allocation and administration of individual grants;
   - the deadlines and reporting requirements following the completion of mobility activities.
2. In the field of higher education, the Erasmus+ Programme pursues the following main objectives:
   - to promote the development of higher education institutions and enrich the content of academic programmes;
   - to encourage the exchange of good practices and knowledge among staff members and support the development of digital, pedagogical and intercultural competences;
   - to provide students who are unable to participate in Erasmus+ mobility activities with opportunities to benefit from the knowledge and international experience of incoming academic staff from other countries.
3. Academic staff members may:
   3.1 Participate in teaching mobility activities (STA) at foreign higher education institutions holding an Erasmus Charter for Higher Education (ECHE) and having a valid Erasmus+ Inter-Institutional Agreement with VCD.
   3.2 Participate in training courses, seminars, international staff weeks, Erasmus+ Blended Intensive Programmes (BIP), or undertake job shadowing activities at foreign institutions in order to develop their professional and pedagogical competences.
   3.3 Undertake mobility activities for a period of not less than 2 days and not more than 60 days, excluding travel days.
   3.4 Deliver a minimum of 8 contact teaching hours per week (or for shorter mobility periods). Where the teaching mobility exceeds one week, the minimum number of teaching hours shall be calculated proportionally for each additional day beyond the first week.
4. Administrative staff members may:
   4.1 Participate in Erasmus+ staff training mobility activities aimed at professional development, exchange of good practices, Erasmus+ Blended Intensive Programmes (BIP), job shadowing activities, training courses, seminars, international staff weeks, and other activities consistent with the objectives of the Erasmus+ Programme.
   4.2 Undertake mobility activities for a period of not less than 2 days and not more than 60 days, excluding travel days.

II. SELECTION CRITERIA AND PROCEDURES

5. In cases where the demand for teaching and training mobility exceeds the available funding, the VCD Erasmus+ Staff Mobility Selection Committee (hereinafter referred to as the Committee) shall conduct the selection process. The Committee shall consist of:
   5.1 5 the institutional Erasmus+ Coordinator;

5.2 the Head(s) of Department;
5.3 the Vice Director for Academic Affairs;
5.4 the Vice Director for Research Affairs.

6. The International Relations and Project Management Office (hereinafter referred to as the IRPMO) is responsible for organising the selection process for academic and administrative staff participating in the Erasmus+ Programme. The selection procedure shall be organised periodically, ensuring transparency, equal opportunities and openness.
   6.1 The main staff selection procedure is organised annually, with the application period established from 1 May to 15 October.
   6.2 All calls for applications, deadlines and selection criteria shall be published in advance through VCD's official communication channels.
   6.3 If sufficient funding is available for mobility activities and invitations for teaching or training mobility are received from foreign institutions, staff applications may be submitted, considered and approved throughout the academic year.
7. Teaching and administrative staff wishing to participate in the Erasmus+ mobility programme shall submit the following documents to the IRPMO:
   7.1 a completed application form (Form 1);
   7.2 a proposed teaching programme prepared in a foreign language (for teaching mobility) (Form 2);
   7.3 a training programme prepared in a foreign language (for training mobility) (Form 3).
8. Additional selection procedures may be organised for administrative staff mobility. Where a mobility activity is of strategic importance to VCD, contributes to the development of international cooperation or project activities, a staff member may be nominated by order of the Director of VCD without applying the general selection procedure. In such cases, the Director's order shall specify the grounds for nomination, the strategic relevance of the mobility activity to VCD, the source of funding, the mobility period and the responsible organisational unit. Such decisions must be documented and justified in accordance with the principles of non-discrimination, transparency and proportionality.
9. The Committee shall ensure equal opportunities for all applicants participating in the selection process regardless of gender, sexual orientation, race, nationality, language, ethnic origin, citizenship, social status, religion, marital or family status, age, beliefs or opinions, or membership of political parties and public organisations.
10. The main evaluation criteria applied during the selection process are as follows:
    10.1 Priority shall be given to staff members participating in the Erasmus+ Programme for the first time.
    10.2 Priority shall be given to teaching staff who deliver lectures to incoming Erasmus+ students at VCD or who are actively involved in international teaching activities.
    10.3 Priority shall be given to mobility visits that strengthen and expand international cooperation between departments or contribute to the development of international partnerships and new cooperation projects at VCD.
    10.4 Priority shall be given to staff members whose foreign language skills are appropriate for the planned mobility activity.
11. Applications submitted by academic and administrative staff shall be assessed according to the following Selection Score (SS) criteria:

$$\mathrm{SS} = I_1 + X_1 + T_1 + W_1 + K_1 + Z_1$$

- *SS* – Selection Score;
  - I_1– Participation history in the Erasmus+ Programme: 1 point is awarded to staff members participating in the Programme for the first time (0 points if they have previously participated);
  - X_1– Contribution to international teaching and activities: teaching staff who deliver lectures to incoming Erasmus+ students at VCD or who actively participate in international teaching activities may receive up to 3 points;

- T_1– Strategic relevance of the mobility activity and contribution to international cooperation: mobility activities that strengthen and expand international cooperation between departments or VCD, or initiate new cooperation projects, may receive up to 3 points;
- K_1– Quality and relevance of the activity programme: for teaching mobility, the quality, content and approval of the proposed teaching programme by the receiving institution shall be assessed; for training mobility, the quality of the programme and its expected impact on the staff member's professional knowledge and competences shall be assessed (maximum 5 points);
- W_1– Additional activity points for active participation in VCD community, research, artistic or project activities (maximum 2 points);
- Z_1– Foreign language proficiency: 1 point is awarded if the staff member's language skills fully meet the requirements of the planned activity.

11.1 The maximum Selection Score is 15 points.

11.2 Mobility grants shall be awarded to applicants who obtain the highest Selection Scores, taking into account the number of available Erasmus+ mobility places and the funding allocated for mobility activities.

12. When assessing applications, the Committee shall follow the Erasmus+ principles of inclusion and diversity. In cases where applications receive an equal evaluation score, priority may be given to staff members with fewer opportunities[1].
13. Minutes shall be taken during all Committee meetings.
14. Upon completion of the selection process, the IRPMO shall prepare a summary of applicants, the Committee shall approve the list of selected participants, and the IRPMO shall inform applicants and the relevant Heads of Department of the results by e-mail no later than five working days after the completion of the selection procedure. In the case of additional selection rounds, summaries and notifications shall be prepared and communicated according to the same deadlines.
15. Staff members selected for training mobility retain the right to change the receiving institution and/or mobility period. Any such changes must be approved by the VCD IRPMO and the staff member's immediate supervisor.
16. Applicants who disagree with the selection results have the right to submit an appeal in free form to the Head of the VCD IRPMO within five working days of the publication of the results. The VCD IRPMO shall be responsible for organising the appeal procedure. The appeal must be examined within ten working days of its submission, and the appellant shall be informed of the decision.
17. The minutes of the selection meeting shall list all staff members who participated in the selection process and indicate which applicants were awarded funding and which applicants were not awarded funding.

III. PREPARATION FOR MOBILITY AND DOCUMENTATION PROCEDURES FOR ACADEMIC AND ADMINISTRATIVE STAFF

18. Selected academic and administrative staff members shall, prior to departure to a partner institution, be required to:

18.1 Contact the receiving institution/company directly and agree upon the mobility programme:

18.1.1 in the case of teaching mobility (STA), the Teaching Mobility Programme (Form 2);

18.1.2 in the case of training mobility (STT), the Training Mobility Programme (Form 3).

18.2 Academic staff members shall coordinate the arrangements for making up missed classes during the mobility period with the relevant Head of Study Programme or Head of Department.

18.3 Submit the following documents to the International Relations and Project Management Office (IRPMO):

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[1] Staff members with fewer opportunities may include persons with **disabilities** (physical, mental, intellectual or sensory impairments that may hinder their full and effective participation in society on an equal basis with others); **health-related challenges** (serious illnesses, chronic conditions, medical disorders or other physical or mental health situations affecting participation); **educational challenges; cultural differences; social barriers; economic obstacles; experiences of discrimination**; and **geographical barriers** resulting from residence in remote, rural or disadvantaged areas.

18.3.1 the approved Teaching Mobility Programme or Training Mobility Programme;

18.3.2 a copy of the European Health Insurance Card (EHIC) and/or copies of private health, travel and accident insurance documents;

18.3.3 proof of sustainable travel (*Green Travel*), such as travel tickets, or a completed Declaration of Honour (where applicable).

18.4 Sign the Erasmus+ Individual Grant Agreement.

IV. GRANT AWARD AND PAYMENT PROCEDURES

19. Grants shall be awarded for approved teaching and training mobility activities carried out at a partner institution or another eligible organisation for a pre-agreed and approved mobility period.
20. The amount of the Erasmus+ individual grant shall be calculated on the basis of the actual number of days physically spent abroad participating in the mobility activity. The grant amount shall be determined in accordance with the Erasmus+ funding rates approved by the National Agency (hereinafter – NA), taking into account the destination country, the type of mobility (teaching or training), the planned and actual confirmed duration in days, the type of travel (including supplements for green travel), and any additional support measures applicable under the provisions of the current Erasmus+ Programme Guide.
21. The grant shall consist of funds allocated by the European Commission and/or the national budget.
22. Current grant rates and travel support rates shall be published on the websites of VCD and the NA.
23. Erasmus+ staff mobility, when implemented as an official business trip, shall be administered in accordance with the Labour Code of the Republic of Lithuania, Resolution No. 526 of the Government of the Republic of Lithuania of 29 April 2004 “On the Payment of Daily Allowances and Other Business Trip Expenses”, the current Erasmus+ Programme Guide, the funding conditions approved by the National Agency, the respective project Grant Agreement, and the internal regulations of VCD.

    23.1 Daily allowances and accommodation expenses, where applicable for calculating business trip costs, shall not exceed the maximum rates for daily allowances and accommodation established by Resolution No. 526 of the Government of the Republic of Lithuania of 29 April 2004.

    23.2 Erasmus+ grant funds shall be used in accordance with Erasmus+ funding rules and the Grant Agreement of the respective project. Where the Erasmus+ grant does not cover all justified business trip expenses, reimbursement of additional expenses may be considered in accordance with procedures established by the Director of VCD, taking into account the financial capacities of the institution and the applicable legal framework.
24. Staff members belonging to groups with fewer opportunities are encouraged to apply for additional financial support and, no later than five weeks before the start of the mobility activity, shall submit the following documents to the VCD IRPMO:

    24.1 a detailed budget of the requested additional grant;

    24.2 documents supporting the requested amount of additional funding (for medical consultations, rehabilitation services, travel and subsistence costs of an accompanying person, or other services). The submitted documents must indicate the cost of the services in the host country;

    24.3 documentation relating to the rental of accommodation adapted for persons with disabilities, indicating the cost of such accommodation in the host country

    24.4 a disability certificate (where applicable);

    24.5 a valid extract from medical records or a medical certificate signed by a healthcare professional indicating the participant’s type of disability and/or medical condition, individual support needs, and the impact of the disability and/or condition on participation in the mobility project, thereby justifying the requested additional costs. The certificate must clearly specify the frequency and type of support measures and services required for the participant to successfully carry out teaching or training activities;

    24.6 a letter or e-mail from the receiving institution confirming that it has been informed of the participant’s individual needs.
25. Applications (https://erasmus-plius.lt/programa/papildoma-parama-aukstojo-mokslo-studentams/) are prepared by VCD IRPMO has to be submitted to the National Agency no later than one month before the

start of the staff member's mobility period by e-mail to HEKA1papildomadotacija@smpf.lt. Applications for additional support shall be assessed by the National Agency.

26. Grant recipients must sign the Grant Agreement before departing for the partner institution.
27. The Grant Agreement shall be signed in two copies, one copy being provided to the grant recipient and the other retained by the VCD IRPMO.
28. A grant may not be awarded where the mobility activity is funded under another European Union-funded programme.
29. The award of the grant shall be approved by an order of the Director of VCD.
30. The Accounting Department of VCD shall transfer the mobility grant to the staff member in accordance with the business trip order signed by the Director of VCD and the provisions of the Grant Agreement. The grant shall be transferred to the bank account specified by the mobility participant in the Grant Agreement.
31. The VCD IRPMO shall maintain communication with the outgoing staff member and the receiving institution during the preparation, implementation and completion of the Erasmus+ mobility activity and shall provide assistance in resolving any issues that may arise.
32. Upon return, the staff member shall report to the VCD IRPMO and the Accounting Department by submitting a document issued by the receiving institution confirming the implementation of the Erasmus+ mobility activity, indicating the duration of the teaching or training mobility period in days and hours, and by completing the required report. Where additional funding has been awarded, the participant shall also submit a report to VCD accompanied by copies of supporting financial documents, including invoices, accommodation rental agreements, payment confirmations and any other relevant documentation.

V. REPORTING REQUIREMENTS FOR ACADEMIC AND ADMINISTRATIVE STAFF

33. Academic and administrative staff members returning from a partner institution shall be required to:
    - 33.1 Within the deadline specified in the Grant Agreement, submit the following documents to the relevant units:
        - 33.1.1 complete the European Commission's online participant report (*EUSurvey*);
        - 33.1.2 submit to the IRPMO a document confirming the duration of the mobility period abroad;
        - 33.1.3 submit supporting financial documents to the Accounting Department of VCD and copies thereof to the IRPMO where the mobility activity involves reimbursement of additional eligible expenses.
    - 33.2 Staff members are encouraged to disseminate the knowledge and experience gained during the mobility activity within the VCD community by organising an experience-sharing seminar and/or preparing a communication piece presenting the experience gained, examples of good practice and the results achieved during the mobility period.

VI. INCOMING STAFF FROM PARTNER COUNTRIES UNDER THE ERASMUS+ PROGRAMME

34. Staff members from foreign partner institutions invited by the academic and administrative units of VCD for Erasmus+ teaching and training mobility activities from partner countries shall be hosted on the basis of previously agreed teaching or training programmes approved by the receiving unit, the sending Erasmus+ partner institution and the VCD IRPMO.
35. The selection of incoming staff members shall be carried out by the sending institution.
36. Following the approval of the proposed teaching or training programme and the confirmation of funding for the incoming mobility activity, the VCD IRPMO shall coordinate with the incoming lecturer or staff member regarding the mobility dates, scope of activities, mobility programme and calculation of the mobility grant intended to cover travel and subsistence costs.
37. Staff members with fewer opportunities are encouraged to apply for additional financial support and shall submit the following documents to the VCD IRPMO no later than five weeks before the start of the mobility period:
    - 37.1 a detailed budget of the requested additional grant;

37.2 documents supporting the need for and amount of additional funding (for medical consultations, rehabilitation services, travel and subsistence expenses of an accompanying person, or other services), indicating the costs of such services in the host country;

37.3 documents supporting the costs of renting accommodation adapted for persons with disabilities in the host country;

37.4 a disability certificate (where applicable);

37.5 a valid extract from medical records or a medical certificate signed by a healthcare professional indicating the participant's type of disability and/or medical condition, individual needs and their impact on participation in the mobility activity, thereby justifying the requested additional costs. The certificate must clearly state the support measures or services required and their frequency in order for the participant to fully participate in the teaching or training mobility activity;

37.6 a letter or e-mail from the receiving institution confirming that the institution has been informed of the participant's individual needs.

38. Applications for additional funding shall be submitted to the National Agency (NA) no later than one month before the start of the mobility period. Applications for additional support shall be assessed by the National Agency.
39. A tripartite Teaching Mobility Agreement (STA) or Training Mobility Agreement (STT) shall be concluded between VCD, the sending Erasmus+ partner institution and the staff member, together with a Grant Agreement between VCD and the incoming lecturer or staff member.
40. The VCD IRPMO shall prepare a draft order of the Director, on the basis of which the Finance Department of VCD shall pay the Erasmus+ mobility grant to the incoming staff member.
41. The receiving academic or administrative unit of VCD shall be responsible for organising the teaching or training activities of the incoming staff member.
42. The VCD IRPMO shall maintain communication with the incoming staff member and the receiving unit during both the preparation period and implementation of the mobility activity and shall provide assistance in resolving any issues that may arise.
43. Upon completion of the mobility activity:

    43.1 the VCD IRPMO shall issue a Confirmation of Teaching Mobility or Confirmation of Training Mobility for the sending Erasmus+ partner institution, indicating the duration of the mobility period in days and the scope of activities completed;

    43.2 the incoming staff member shall fulfil the reporting requirements established by the sending institution and the Erasmus+ Programme;

    43.3 where additional funding has been awarded, the mobility participant shall submit a report to VCD together with copies of supporting financial documents (invoices, rental agreements, proof of payment and other relevant documentation).

44. Invitations to employees of foreign companies and organisations to participate in activities organised by VCD academic and administrative units shall be implemented in accordance with Erasmus+ funding available for mobility with partner countries, coordinated with the sending institution, the receiving unit and the VCD IRPMO, and administered in accordance with the procedure established in this Chapter.

VII. COMPLAINTS AND APPEALS PROCEDURE

45. Academic and administrative staff members have the right to submit reasoned complaints and appeals concerning Erasmus+ mobility selection procedures, administration, funding, or other decisions related to the implementation of mobility activities.
46. Appeals regarding the results of Erasmus+ mobility selection procedures shall be submitted in writing to the VCD IRPMO within five working days of the publication of the selection results.
47. The VCD IRPMO shall refer the appeal to the Selection Committee for consideration. The Selection Committee shall review the appeal and adopt a decision within ten working days of receiving the appeal.

48. Complaints concerning the organisation, administration or funding of Erasmus+ mobility activities shall be submitted to the International Relations and Project Management Office, which shall examine the complaint and provide a written response to the applicant within ten working days from the date of receipt.
49. Complaints and appeals shall be examined in accordance with the principles of objectivity, impartiality, equality, proportionality and confidentiality.

VIII. FORCE MAJEURE

50. Force majeure circumstances shall mean exceptional circumstances beyond the control of both the mobility participant and Vilnius College of Design, which render the planned Erasmus+ mobility activities impossible to carry out in whole or in part.
51. In the event of force majeure circumstances, the mobility participant shall immediately inform the International Relations and Project Management Office (IRPMO) and provide supporting documentation where such documentation can reasonably be obtained.
52. Decisions regarding the mobility period, the Erasmus+ grant, reimbursement of expenses incurred and reporting requirements shall be taken in accordance with the rules of the Erasmus+ Programme and the requirements established by the European Commission and the National Agency (NA).
53. Each case of force majeure shall be assessed individually.

IX. FINAL PROVISIONS

54. These Regulations shall be approved by the Director of VCD. Any amendments, supplements or repeal of these Regulations shall be formalised by an order of the Director of VCD.
55. Current information related to Erasmus+ mobility activities and the relevant document templates shall be published on the VCD website (https://www.vcd.lt/en/erasmus) and updated in accordance with the applicable requirements.

FORMS:

Form 1. Application Form for Erasmus+ Academic / Administrative Staff Mobility Abroad.

Form 2. Erasmus+ Mobility Agreement – Staff Mobility for Teaching.

Form 3. Erasmus+ Mobility Agreement – Staff Mobility for Training.