PATVIRTINTA
Vilniaus dizaino kolegijos direktoriaus
Algirdo Sabaliausko
2026 m. Rugsėjo 1 d.
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VILNIUS COLLEGE OF DESIGN REGULATIONS FOR THE ORGANISATION OF ERASMUS+ STUDY AND TRAINEESHIP MOBILITY

I. GENERAL PROVISIONS

1. These Regulations have been prepared in accordance with the Erasmus Charter for Higher Education (ECHE), the Erasmus+ Programme Guide of the European Commission, the financial and contractual rules of the Erasmus+ Programme published by the Lithuanian National Agency (ŠMPF, hereinafter referred to as NA) and the Study Regulations of Vilnius College of Design.
2. These Regulations define the procedures for the organisation, administration and use of Erasmus+ Programme funds at Vilnius College of Design (hereinafter referred to as VCD).
3. In implementing the Erasmus+ mobility programme, VCD fully ensures the principles of non-discrimination, transparency and inclusion, provides equal opportunities for all current and prospective mobility participants, and pays particular attention to the inclusion of individuals with fewer opportunities and those with special needs.
4. The International Relations and Project Management Office (hereinafter referred to as IRPMO) is responsible for the implementation, administration and allocation of Erasmus+ Programme funds at VCD.

II. ERASMUS+ MOBILITY PROGRAMME SELECTION PROCEDURE

5. All students enrolled in first-cycle (Bachelor's) studies at VCD are eligible to participate in the Erasmus+ mobility programme selection process. However, long-term mobility may not be undertaken during the first year of studies or during the final semester of studies.
6. Students may participate in Erasmus+ mobility activities (studies and/or traineeships, including graduate traineeships) an unlimited number of times; however, the total duration of mobility periods may not exceed 12 months within one study cycle.
7. Application deadlines:
   7.1. Calls for long-term Erasmus+ study mobility are announced by the IRPMO each academic year. For mobility in the autumn semester, the call is announced by 30 September; for mobility in the spring semester, by 15 March.
   7.2. Calls for short-term study mobility are announced according to institutional needs and invitations received from partner institutions.
   7.3. The selection process for professional traineeships (2nd-year students) is announced in November.
   7.4. The selection process for graduate traineeships is announced in April.
8. The Selection Committee is established by an order of the Director of VCD. The Committee consists of the Institutional Erasmus+ Coordinator, the Vice Director for Academic Affairs, the Head of the Study Department, and Heads of Departments.
9. Students may participate in the Erasmus+ mobility programme selection process if the planned mobility period can be academically recognised within their study programme and if they meet the requirements specified in the relevant call. Specific semester, study year or programme requirements may be established in the call, taking into account the structure of the study programme and the type of mobility.
10. General eligibility requirements for applicants:
    10.1. Good academic performance;
    10.2. Good command of a foreign language (recommended level B2/C1);

10.3. Active participation in the VCD community;

10.4. Motivation to study, participate in a project, or undertake a traineeship abroad.

11. Students wishing to participate in the Erasmus+ mobility programme selection process must complete the relevant application form (for studies or traineeship), prepare a motivation letter or video presentation in English, and submit a portfolio of their work. All documents must be submitted to the IRPMO either in person or by e-mail.
12. Composition of the selection score and selection criteria.

12.1. Long-term study and traineeship mobility: selection is based on a Selection Score (SS), calculated according to the following formula:

$SS = P1 + X1 + Y1 + W1 + Z1$

Where:

- SS – Selection Score;
- P1 – evaluation of the student's portfolio (where required by the study programme), assessed by the Selection Committee (maximum score – 10);
- X1 – overall grade average (maximum score – 10);
- Y1 – assessment of foreign language proficiency conducted by the Selection Committee during the interview (maximum score – 10);
- W1 – assessment of the applicant's motivation conducted by the Selection Committee during the interview (maximum score – 10);
- Z1 – active participation in VCD community activities, for which up to 2 additional points may be awarded.

12.1.1. The maximum score attainable during the selection process is 42 points, while the minimum required Selection Score is 35 points. Applications submitted by candidates who score less than 35 points shall not be considered. The applicants with the highest Selection Scores are selected.

12.2 Short-term mobility selection is based on a Selection Score (SSTM), calculated according to the following formula:

$SS_{TM} = X1 + Y1 + W1 + Z1$

Where:

- SSTM – Selection Score;
- X1 – overall grade average (maximum score – 10);
- Y1 – assessment of foreign language proficiency (maximum score – 10);
- W1 – assessment of motivation and compliance with the requirements of the mobility call, based on the submitted motivation letter (maximum score – 10);
- Z1 – active participation in VCD community activities, for which up to 2 additional points may be awarded.

12.2.1 The maximum score attainable during the selection process is 32 points, while the minimum score required for participation is 25 points. The applicants with the highest Selection Scores are selected.

12.3 In cases where applications receive equal evaluation scores, priority shall be given to students who have not previously participated in the Erasmus+ Programme and to participants with fewer opportunities, including individuals with physical, mental or other disabilities, students from disadvantaged socio-economic backgrounds, students raising minor children, and students from fields of study that may be underrepresented in mobility activities.

13. The Committee ensures equal opportunities for all applicants regardless of gender, sexual orientation, race, nationality, language, ethnic origin, citizenship, social status, religion, marital or family status, age, beliefs or views, or membership in political parties or public organisations.
14. Upon the expiry of the application deadline and the collection of all required documents, a meeting of the Erasmus+ Selection Committee is held. Applications are assessed according to the established selection criteria. Based on the results of the evaluation and the available funding, the Committee decides on the selection of participants for Erasmus+ mobility activities. The results of the selection process are announced no later than two working days after the Committee meeting.

15. The list of selected students and the reserve list are communicated by e-mail to the participating students, Heads of Departments and the Study Department.
16. Following the announcement of the selection results, the IRPMO organises an information session during which selected students are informed about the procedures for completing the documentation required for studying at a foreign higher education institution or undertaking a traineeship abroad.

III. PROCEDURES FOR COMPLETING DOCUMENTATION FOR ERASMUS+ STUDY MOBILITY

17. Students selected for Erasmus+ study mobility are nominated to the chosen higher education institution and must successfully complete the admission process of the receiving institution. During the selection and application process, students are supported by the Erasmus Coordinator, Heads of Departments, and the Study Department, who provide information and assistance in preparing and submitting all required documents.
18. If a student is not accepted by the receiving institution, the mobility period shall not take place, and the available place may be offered to a student on the reserve list.
19. Students who have been successfully admitted to the receiving higher education institution must:
    20.1 Agree on the list of study courses, i.e. select courses from the course catalogue offered by the receiving institution for the relevant semester. In the case of long-term study mobility, the study workload must amount to at least 30 ECTS credits in the autumn semester and at least 24 ECTS credits in the spring semester. In the case of short-term study mobility, the student must obtain no fewer than 3 ECTS credits. The selected courses must be approved by the relevant Head of Department.
    20.2 Complete the tripartite Learning Agreement (Annex 2). The Learning Agreement shall be signed by the mobility participant, the sending institution and the receiving institution.
    20.3 Submit an application to the Director of VCD requesting permission to undertake Erasmus+ studies at a foreign higher education institution (Annex 3).
    20.4 Sign the Grant Agreement for the Erasmus+ scholarship.
20. Following the approval of the student's application referred to in Clause 3.3 by the Director of VCD, the Institutional Erasmus+ Coordinator shall prepare an official order authorising the student's mobility to the foreign higher education institution. The relevant Head of Department and the Accounting Department shall be informed of the order.
21. Students must comply with the deadlines established by both the receiving and the sending institutions and submit all required documents on time.
22. Students are responsible for arranging accommodation, health insurance, and all other documents required for participation in the mobility period.

IV. PROCEDURES FOR COMPLETING DOCUMENTATION FOR ERASMUS+ TRAINEESHIP MOBILITY

23. Students selected for Erasmus+ traineeship mobility must coordinate the traineeship programme with the relevant academic department and sign a Traineeship Agreement (Annex 4).
24. The Erasmus+ grant-funded period for professional traineeships ranges from two to three months, while graduate traineeships may be funded for a period ranging from two to four months.
25. Deadlines for submitting traineeship documentation:
    26.1 Students undertaking a professional or graduate traineeship must submit to the IRPMO a Letter of Acceptance issued by the receiving organisation no later than one month before the planned start date of the mobility period.
    26.2 Students undertaking a professional or graduate traineeship must submit a completed and approved Traineeship Agreement to the IRPMO no later than one month before the planned start date of the mobility period.
26. Students are responsible for finding their own traineeship placements using international traineeship databases and other available resources (further information may be obtained from the IRPMO).
27. Students must comply with the deadlines established by both the receiving and the sending institutions and submit all required documentation on time.

28. Students are responsible for arranging accommodation, health insurance and all other documents required for participation in the mobility period.
29. Prior to the commencement of the mobility period, the IRPMO shall prepare an official order authorising the student's participation in Erasmus+ traineeship mobility. The relevant academic department and the Accounting Department of the College shall be informed of the order.

V. PROCEDURES FOR THE AWARD AND PAYMENT OF ERASMUS+ GRANTS

30. Erasmus+ grants are financed from the European Commission's Erasmus+ Programme funds and, where applicable, from national or other lawful supplementary funding sources, in accordance with the Grant Agreement of the respective project, the funding conditions approved by the NA, and the current Erasmus+ Programme Guide.
31. The budget for Erasmus+ mobility activities is allocated by the European Commission, while grant amounts are determined in accordance with the current Erasmus+ Programme Guide and the funding conditions approved by the NA.
32. The amount of the Erasmus+ individual grant is calculated based on the actual number of days physically spent abroad participating in the mobility activity. The grant amount is determined in accordance with the Erasmus+ rates approved by the NA, taking into account the destination country, type of mobility (study or traineeship), planned and actual confirmed duration in days, type of travel (including supplements for green travel), and any additional support measures applicable under the provisions of the current Erasmus+ Programme Guide.
33. Each student is entitled to undertake Erasmus+ mobility activities for a total period of up to 12 months within one study cycle and to receive funding (a grant) for study and/or traineeship mobility periods.
34. The Erasmus+ grant amounts paid to VCD students participating in Erasmus+ study mobility, blended mobility or Erasmus+ traineeships comply with the minimum Erasmus+ grant rates approved by the NA and, in accordance with the EU Erasmus+ Higher Education Programme "Administravimo ir lėšų panaudojimo taisyklėmis mokslo ir studijų institucijoms studentų mobilumui, personalo mobilumui ir mobilumo organizavimui", are divided into three country groups. The applicable grant rates and country groups are published on the websites of the NA and VCD.
35. The Erasmus+ grant is a contribution towards the costs of mobility and does not cover all living expenses. Therefore, all outgoing students must have additional financial resources available.
36. Students may participate in study or traineeship mobility without receiving an Erasmus+ grant ("zero-grant mobility"); however, they retain the same rights and obligations as all other Erasmus+ students.
37. Before departing for studies or traineeships abroad at a higher education institution or company, students must sign a Grant Agreement. The Agreement is signed in two copies, one of which is retained by the student and the other by the IRPMO.
38. The award of the grant is approved by an order of the Director of VCD. The relevant academic departments and the Accounting Department of VCD shall be informed of the order.
39. For students participating in long-term mobility activities, the Erasmus+ grant is paid in two instalments from a single funding source, namely the EC grant, national grant or another lawful funding source, in accordance with the financial agreement concluded between VCD and the student. The first instalment, amounting to 80% of the maximum allocated grant, is paid within 30 calendar days from the date of signing the Grant Agreement. The second instalment, amounting to 20% of the maximum allocated grant, is paid after the student has returned from Erasmus+ mobility and submitted all required documents. Participants in short-term Erasmus+ mobility activities receive 100% of the grant before the start of the mobility period.
40. VCD ensures that students receive part of the allocated Erasmus+ grant before departure for studies or traineeships abroad, or no later than the first day of the mobility activity. If the participant fails to submit the required supporting documents according to the established schedule, the pre-financing payment may, by way of exception, be made at a later date.

41. Submission of the completed EU online survey report shall be considered the student's request for payment of the second instalment of the grant. VCD shall pay the second instalment within 30 calendar days of receiving the required documentation.
42. VCD reserves the right to require repayment of all or part of the Erasmus+ grant from students who fail to fulfil their obligations related to the Erasmus+ study or traineeship mobility period.

VI. ADDITIONAL SUPPORT FOR ERASMUS+ MOBILITY PARTICIPANTS

43. VCD encourages the participation of students and graduates with fewer opportunities in mobility activities and ensures equal access through additional financial and non-financial support in accordance with the Erasmus+ Inclusion and Diversity Strategy, the current Erasmus+ Programme Guide, and the funding rates approved by the NA.
44. Students with disadvantaged socio-economic backgrounds who submit supporting documentation confirming their status may receive an additional grant for the entire Erasmus+ mobility period. Students may be eligible for additional Erasmus+ financial support if they belong to at least one of the following groups:
    44.1 Persons from low-income households or single-person households who are entitled to receive, or are receiving, social assistance under the Law of the Republic of Lithuania on Cash Social Assistance for Poor Residents;
    44.2 Persons under the age of 25 who, prior to reaching adulthood, were placed under guardianship (custody) in accordance with the procedure established by law, or whose one or both parents are deceased;
    44.3 Single parents who are solely responsible for raising a child (or children) under the age of 12, including cases where the other parent is deceased, serving a custodial sentence, has restricted parental rights, or where a court decision has established the child's place of residence with that parent;
    44.4 Persons with disabilities, including physical, mental, intellectual or sensory impairments;
    44.5 Persons with severe or chronic health conditions or other medical conditions that may affect participation in mobility activities;
    44.6 Persons experiencing economic or social obstacles that may hinder participation in mobility activities.
45. Taking into account individual circumstances, the IRPMO shall provide individual consultations to students regarding available support opportunities upon receipt of an application.
46. Students and graduates with fewer opportunities may apply for an additional individual grant (fixed top-up amount). For long-term mobility, the additional support amounts to EUR 250 per month. For short-term mobility, the additional support amounts to EUR 100 (for mobility periods of 5–14 days) and EUR 150 (for mobility periods of 15–30 days). In order to receive a top-up grant, participants must submit documents confirming their eligibility to the IRPMO no later than one month before the start of the mobility period.
47. Students and graduates with fewer opportunities who have physical, intellectual or other disabilities may apply for additional inclusion support based on actual costs incurred. In such cases, an application for additional funding shall be submitted to the NA for participants who require additional support due to a physical, mental or other disability. Eligible participants are defined in the document "Programos „Erasmus+“ aukštojo mokslo sektoriaus mažiau galimybių turinčių asmenų mobilumo projektų administravimo ir finansų valdymo tvarkos aprašas".
48. The allocation of additional funding depends on the nature of the disability and/or medical condition. The need for such funding must be supported by relevant medical documentation.
49. Students applying for support based on actual costs incurred must submit the following documents to the IRPMO no later than five weeks before the start of the mobility period:
    49.1 A detailed budget for the requested additional grant;
    49.2 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;
    49.3 Documentation relating to the rental of accommodation adapted for persons with disabilities, indicating the cost of such accommodation in the host country;

49.4 Disability certificate (where applicable);

49.5 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 complete the mobility activity;

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

50. Applications (https://erasmus-plius.lt/programa/papildoma-parama-aukstojo-mokslo-studentams/) are prepared by the VCD IRPMO and submitted to the NA no later than one month before the participant's departure for studies, traineeship or a learning mobility activity to the e-mail address HEKA1papildomadotacija@smpf.lt.
51. Participants who have received inclusion support must submit documents supporting the actual expenses incurred (invoices, receipts, bank transfer confirmations, etc.) within 30 days after the end of the mobility period. Additional individual support and funding based on actual costs may not be used to finance the same goods or services.
52. Where necessary, participants with fewer opportunities are also provided with non-financial support, including: an individual study plan (Clause 44 of the Study Regulations) enabling assessment under adapted conditions; a mentor assisting with academic planning and integration; access to study materials in various formats and other reasonable accommodations; and a preparatory visit where provided for in the Erasmus+ Programme Guide.
53. Participants shall also be informed about national support measures administered by the State Studies Foundation and the Department for the Affairs of Persons with Disabilities under the Ministry of Social Security and Labour, to the extent that such measures are applicable during the mobility period (Clause 188.2 of the Study Regulations).

VII. CHANGES TO THE LEARNING AGREEMENT / TRAINEESHIP AGREEMENT

54. If, upon arrival at the receiving higher education institution or host organisation, any changes are made to the Learning Agreement or Traineeship Agreement, the student must inform the IRPMO within 30 calendar days from the start of the mobility period and submit the updated agreement approved by all relevant parties.
55. Extension of study mobility:

55.1 Where possible, the IRPMO announces a call for applications for the extension of Erasmus+ study mobility in December.

55.2 Students wishing to extend their study mobility for a second semester (which is only permitted within the same academic year) must submit the following documents to the IRPMO by 5 January of the current academic year:

55.2.1 an amended and approved Learning Agreement;

55.2.2 an application addressed to the Director of VCD requesting an extension of the study mobility period (Annex 5).

56. Extension of traineeship mobility:

56.1 An extension of a traineeship mobility period is possible only if the total duration of the mobility period, including the extension, does not exceed the maximum period of 12 months established by Erasmus+ Programme rules for a single study cycle.

56.2 A student wishing to extend a traineeship mobility period must submit the following documents to the IRPMO no later than one month before the end of the initially approved mobility period:

56.2.1 an application addressed to the Director of VCD requesting an extension of the traineeship mobility period (Annex 5);

56.2.2 an approved traineeship extension programme;

56.2.3 written consent from the host organisation.

VIII. REPORTING REQUIREMENTS FOR ERASMUS+ MOBILITY

57. Within 30 calendar days after the completion of Erasmus+ study mobility, students must submit the following documents to the IRPMO:
    57.1 a document issued by the receiving higher education institution confirming the duration of the study period abroad;
    57.2 an academic transcript containing the results achieved at the partner institution (to be submitted no later than five weeks after the end of the examination period);
    57.3 a portfolio containing visual and graphic materials documenting the mobility experience (the scope to be agreed individually with the relevant academic department);
    57.4 a completed mobility report form (*EUSurvey*), which is sent by the European Commission to the participant's e-mail address on the last day of the planned mobility period.
58. Upon receipt of the official academic transcript, the IRPMO shall translate it into Lithuanian, prepare a summary of the academic results, and submit both the original transcript and the summary to the Head of the Study Department, who shall ensure the recognition of the study results.
59. Within 30 calendar days after the completion of Erasmus+ traineeship mobility, students must:
    59.1 submit a document confirming the traineeship period abroad, its objectives and the competences acquired;
    59.2 complete the mobility report form (*EUSurvey*).
60. Following the completion of Erasmus+ study or traineeship mobility, students shall prepare a short report and share their Erasmus+ experience with the IRPMO. The information provided may be used for communication, dissemination and promotional purposes, as well as for informing other students about Erasmus+ mobility opportunities and experiences.

IX. RECOGNITION OF ERASMUS+ STUDY AND TRAINEESHIP MOBILITY

61. The mobility period, credits earned and learning outcomes achieved by students participating in studies or traineeships abroad under an approved programme shall be recognised and credited in accordance with the Erasmus Charter for Higher Education (ECHE, Annex 6), Erasmus+ Programme provisions, and the Study Regulations of VCD (Annex 7).
62. VCD undertakes to ensure the full and automatic recognition of learning and traineeship outcomes achieved during Erasmus+ mobility, provided that such outcomes have been agreed in advance in the Learning Agreement or Traineeship Agreement and documented in the Transcript of Records or Traineeship Certificate.
63. Studies completed at a foreign higher education institution may be denied recognition only if the achieved learning outcomes do not meet the required assessment criteria or if the student fails to fulfil other requirements for recognition. Academic debts shall be settled in accordance with the general study procedures of the College.
64. The programme agreed in the Learning Agreement constitutes VCD's commitment to recognise the corresponding credits. Any amendments to the agreement must be approved in writing (including electronic form) within the deadlines established in the Erasmus+ Programme Guide following the commencement of the mobility period.
65. Documents confirming the achieved learning outcomes must be submitted by the student to the IRPMO and/or the academic coordinator no later than five weeks after the end of the examination period at the receiving institution.
66. Erasmus+ mobility outcomes that have been agreed in advance and successfully completed shall be recognised without restrictions and without requiring additional coursework or reassessments. The minimum grade requirement of 7 established in Clause 109 of the Study Regulations for credit recognition shall not apply to Erasmus+ partial mobility (Clause 115 of the Study Regulations).
67. The period of studies or traineeship completed abroad shall be recognised upon submission of:
    67.1 a Transcript of Records issued by the receiving higher education institution, indicating the study content and achieved learning outcomes;

67.2 in the case of traineeship mobility, a certificate issued by the receiving organisation confirming the content and outcomes of the traineeship.

67.3 The final assessment of the traineeship shall be carried out by the traineeship supervisor at the College following the submission and defence of the traineeship report and upon receipt of the evaluation provided by the host organisation.

68. In accordance with Clause 115 of the Study Regulations, grades obtained during Erasmus+ partial mobility shall not be converted into the Lithuanian ten-point grading system. Grades awarded abroad shall be recorded as received, together with the grading scale of the receiving institution.
69. Recognition of study results shall be formalised by a Credit Recognition Record (Clause 114 of the Study Regulations). Recognised courses, credits and grades shall be recorded in the College Information System (IS). Tuition fees shall not be reduced on the basis of recognised credits.
70. Learning outcomes achieved abroad shall be recognised as an integral part of the VCD study programme. Credits that cannot be recognised as a compulsory component of the study programme shall be included in the Diploma Supplement, indicating that they were achieved during Erasmus+ mobility, thereby ensuring that they are not lost.

X. SUPPORT FOR MOBILITY PARTICIPANTS (ACCOMMODATION, VISAS AND RESIDENCE PERMITS, MENTORING)

71. In fulfilling its ECHE commitments, VCD provides practical support to both outgoing and incoming mobility participants at all stages of the mobility process. The IRPMO provides guidance and assistance on administrative matters related to mobility.

Accommodation

72. The IRPMO provides outgoing participants with information on accommodation options offered by the receiving institution and offers related guidance. The participant remains solely responsible for selecting suitable accommodation, making reservations and fulfilling any associated financial obligations.
73. Incoming students are provided with information on accommodation opportunities in Vilnius and may receive advice and assistance, where necessary, in arranging accommodation.

Visas and Residence Permits

74. The IRPMO advises participants on matters related to visas and residence permits, including information on applicable requirements, necessary documentation and deadlines. Where required, the IRPMO may issue acceptance or invitation letters confirming participation in the mobility activity.
75. The College provides assistance to incoming participants from third countries regarding national visa or temporary residence permit procedures, health insurance requirements and registration formalities. Responsibility for the timely submission of documents to the relevant migration authorities remains with the participant.

Mentoring and Integration

76. Each incoming participant is assigned an academic coordinator and, where requested, a student mentor (buddy) to facilitate academic and social integration. The College organises orientation and welcome activities for incoming participants and may involve the Student Representation in such activities.
77. Mobility participants are granted access to the College's facilities and services, including the library, workshops and studios, information systems, and psychological support services (Clause 188.1 of the Study Regulations), under the same conditions as local students and staff.

Insurance, Health and Language Preparation

78. Prior to the commencement of mobility, participants are informed about mandatory health insurance, liability insurance and, where applicable, accident insurance requirements, as well as the European Health Insurance Card (EHIC). The IRPMO provides guidance on these matters.

79. Participants are offered access to language support measures, including Erasmus+ Online Language Support (OLS), as well as cultural preparation activities before and during the mobility period.

XI. COMPLAINTS AND APPEALS PROCEDURE

80. Mobility participants, applicants for mobility programmes and incoming participants have the right to submit a complaint or an appeal. Depending on the nature of the issue, two separate procedures shall apply: appeals concerning the assessment and recognition of academic achievements and complaints related to the organisation of Erasmus+ mobility activities.

Appeals Concerning the Assessment of Academic Achievements

81. Appeals regarding the assessment and recognition of academic achievements obtained abroad shall be submitted and considered in accordance with the procedure established in Chapter VII of the Study Regulations. A student who disagrees with the assessment shall first consult the lecturer and the Head of Department and may subsequently submit a reasoned appeal to the Study Department within two working days following the publication of the results.
82. Appeals shall be examined by the Appeals Committee, the functions of which are performed by the Academic Council. The Committee shall be convened no later than three working days following receipt of the appeal, and the decision shall be communicated to the appellant within two working days after the meeting. The decision of the Appeals Committee shall be final and not subject to further appeal (Clause 168 of the Study Regulations).

Complaints Related to the Organisation of Erasmus+ Mobility

83. Complaints related to the organisation of Erasmus+ mobility activities, which are not associated with the assessment of academic achievements, may concern:
    83.1 selection results and selection procedures;
    83.2 the allocation and payment of grants;
    83.3 the allocation of support for participants with fewer opportunities;
    83.4 the quality of support services provided;
    83.5 alleged misconduct, discrimination or violations of equal opportunities.
84. Complaints shall be submitted in writing (including electronic form) to the IRPMO or by e-mail to erasmus@vcd.lt. The complaint must include the complainant's name and surname, contact details, subject of the complaint, relevant circumstances and requested action, together with any available supporting evidence.
85. Complaints must be submitted no later than ten working days from the date on which the complainant became aware of the circumstances giving rise to the complaint. The IRPMO shall first seek to resolve the matter informally and shall contact the complainant and other relevant parties within five working days. Where an informal resolution cannot be reached, the complaint shall be examined by the Institutional Erasmus+ Coordinator or the Vice Director. In complex cases, a Complaints Review Committee may be established.
86. A decision regarding the complaint shall be adopted and communicated to the complainant in writing no later than twenty working days from the date of receipt of the complaint. Where additional investigation is required, this period may be extended by a maximum of ten working days, with the complainant being informed accordingly. The response shall indicate the decision, the grounds for that decision and the available appeal procedure.
87. Complaints related to academic ethics or discrimination may additionally be considered by the Academic Council and examined in accordance with the provisions of the Code of Ethics.
88. Upon exhaustion of VCD internal procedures concerning the organisation of mobility activities, the complainant may submit the matter to the National Agency administering the Erasmus+ Programme, the Office of the Equal Opportunities Ombudsperson, the Ombudsperson for Academic Ethics and Procedures, or a court, in accordance with the procedure established by applicable legislation. This provision shall not

apply to appeals concerning the assessment of academic achievements, which, pursuant to Clause 168 of the Study Regulations, are final.

89. Complaints shall be handled confidentially. Personal data shall be processed in accordance with the General Data Protection Regulation (GDPR) and the College's personal data processing rules. No person shall suffer adverse consequences as a result of submitting a complaint.

XII. FINAL PROVISIONS

90. Students participating in Erasmus+ study mobility are not exempt from tuition fees at VCD and shall pay 100% of the tuition fee specified in their study agreement.
91. The rights and obligations of Erasmus+ students are set out in the Erasmus Student Charter (Annex 8).

ANNEXES:

Annex 1. Application Form for Erasmus+ Mobility.

Annex 2. Learning Agreement (access to the online version – OLA: https://learning-agreement.eu/).

Annex 3. Application to the Director of VCD for Erasmus+ Study Mobility (template provided by the IRPMO).

Annex 4. Traineeship Agreement.

Annex 5. Application to the Director of VCD for the Extension of Erasmus+ Mobility (template provided by the IRPMO).

Annex 6. Erasmus Charter for Higher Education (ECHE) (ENG).

Annex 7. VCD Study Regulations.

Annex 8. Erasmus Student Charter (ENG).