



APPROVED by the VP for Academics
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LCC International University
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LCC INTERNATIONAL UNIVERSITY
INTERNAL RULES AND REGULATIONS
ON THE INTERNATIONAL MOBILITY ACTIVITIES
OF STUDENTS AND STAFF

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1. DEFINITIONS

1.1. LCC International University internal rules and regulations on the International Mobility Activities of Student and Staff shall mean the internal financial rules and rules for administration of exchange activities carried out by students and staff of LCC International University.

1.2. The ERASMUS+ Program of the European Union (“Erasmus+”) shall mean a part of the ERASMUS+ Program of the European Union, which covers the following actions of the ERASMUS+ Program:

1.2.1. STUDENT MOBILITY FOR STUDIES provides students of higher education institutions with a possibility to spend an integrated period of studies in another country involved in the Erasmus+ Program.

1.2.2. STUDENT MOBILITY FOR TRAINING provides students/graduates of higher education and research institutions (higher education schools and research institutes) with the possibility of traineeship in a company or organization of another country involved in the Erasmus+ Program. Trainees may acquire specific skills, expand their knowledge in connection with the economic and social culture of a respective country, gain practical work experience in an organization of the European Union (EU) and become familiar with the features of the EU labor market.

1.2.3. STAFF MOBILITY FOR TEACHING provides the lecturers and representatives of the invited personnel of the companies with the possibilities to teach in the institutions of other countries or enables foreign lecturers to teach in Lithuania. Lectures of Erasmus lecturers shall be integrated into the study program of a receiving institution.

1.2.4. STAFF MOBILITY FOR TRAINING provides the staff of higher education and research institutions with a possibility to learn by transferring information or technical knowledge within the partner institution or receiving company, thus acquiring practical skills to be applied in their current work and relevant for professional self-improvement.

1.3. Studies mobility program shall mean one of the programs implemented by LCC International University:

1.3.1. Erasmus+ mobility for studies shall mean an exchange program under which students are able to spend a part of their university studies abroad at a partner

university with whom LCC International University has signed the Inter-Institutional ERASMUS+ Cooperation Agreement.

1.3.2. Erasmus+ mobility for training shall mean a program under which students may undergo training in foreign companies in a country involved in the Erasmus+ program;

1.3.3. International Exchange program shall mean an exchange program under which students may spend a term at a university which does not participate in the Erasmus+ program, but has a cooperation agreement with LCC International University;

1.3.4. Other exchange programs shall mean other exchange programs administered by the Center for International Education at LCC International University.

- 1.4. **Erasmus+ Charter for Higher Education (ECHE)** shall mean an accreditation granted by the European Commission giving higher education institutions the possibility to participate in the Erasmus Program and be provided with a grant for carrying out the activities under the program. The Charter outlines the fundamental principles an institution should adhere to in organizing and implementing high quality mobility and cooperation and states the requirements it agrees to comply with in order to ensure high quality services and procedures as well as the provision of reliable and transparent information.
- 1.5. **Sending institution** shall mean a higher education institution which officially participates in the Erasmus+ Program and has the ECHE (in the case of the Erasmus+ Program), or a foreign higher education institution (in the case of international exchange and/or other programs) which is sending its students, lecturers and/or other employees to the Receiving Institution under the Inter- Institutional Agreement, or a company of a country which officially participates in the Erasmus+ Program and is sending its employees to a higher education institution to give lectures.
- 1.6. **Receiving institution** shall mean a higher education institution which officially participates in the Erasmus+ Program and has the ECHE (in the case of the Erasmus+ Program), or a foreign higher education institution (in the case of international exchange and/or other programs) that the Sending Institution has signed the Inter-Institutional Agreement with LCC International University under which students, lecturers and/or administration staff of the Sending Institution are received, or a company of a country which officially participates in the Erasmus+ Program and receives incoming students, lecturers or employees of a higher education institution.
- 1.7. **National Agency (NA)** shall mean an agency of a country which officially participates in the Erasmus+ Program, where the agency is in charge of the administration of the program and its coordination at the national level. In Lithuania its functions are carried out by the Education Exchanges Support Foundation ("the Foundation").

- 1.8. **Inter-institutional agreement between the receiving and sending institutions** shall mean a bilateral agreement which outlines the terms and conditions of exchanges of students and/or staff as well as other inter-institutional activities.
- 1.9. **European Credit Transfer and Accumulation System (ECTS)** shall mean the system of recognition of studies abroad based on the student's working time required to achieve the goals of the study program which should be defined by the student's learning achievements and competences. The European Credit Transfer and Accumulation System (ECTS) is a tool that helps to design, describe, and deliver study programmes and award higher education qualifications. The use of ECTS, in conjunction with outcomes-based qualifications frameworks, makes study programmes and qualifications more transparent and facilitates the recognition of qualifications.
- 1.10. **Grant** shall mean the financial support from the European Commission and/or state budget to the Sending Institution for the implementation of the Erasmus+ Program.
- 1.11. **Individual scholarship/grant** shall mean a scholarship/grant allocated by a higher education institution to a student/employee for the purpose of Erasmus+ mobility.
- 1.12. **Recipient of an individual scholarship/grant** shall mean a student/lecturer/other employee of a higher education institution or company involved in staff mobility in compliance with the criteria of Erasmus+ mobility and approved by the higher education institution as to being granted a scholarship/grant for the purpose of Erasmus+ mobility who has concluded an agreement with the higher education institution.
- 1.13. **Zero-Erasmus+ grant student** shall mean a student who participates in the Erasmus+ program (Erasmus+ mobility for studies or training), but does not receive an Erasmus+ grant.
- 1.14. **Zero-Erasmus+ grant employee** shall mean an employee who participates in the Erasmus+ program, but does not receive an Erasmus+ grant.
- 1.15. **Incoming Erasmus+ student** shall mean a student who, under the Erasmus+ Program, comes to LCC International University from the Sending Institution with whom LCC International University has signed the Inter-Institutional Agreement to study according to the study program approved in advance.
- 1.16. **Incoming exchange student** shall mean a student who, under the bilateral exchange and/or another program, comes to the LCC International University from the Sending Institution with whom LCC International University has signed the Inter-Institutional Agreement to study according to the study program approved in advance.
- 1.17. **Outgoing Erasmus+ student** shall mean a student who is being sent to study under the Erasmus+ Program according to the study program approved in advance or who is being sent to a company of a respective country for training according to the training program approved in advance.

- 1.18. **Outgoing exchange program student** shall mean a student who, under the bilateral exchange and/or another program, is being sent to study to a higher education institution with whom LCC International University has signed the Inter-Institutional Agreement according to the study program approved in advance, or who is being sent to a company of a respective country for training according to the training program approved in advance.
- 1.19. **Grant agreement for mobility for studies/training** shall mean an agreement concluded between the Sending Institution and a student/graduate participating in mobility for studies/training. The agreement shall have the following annexes thereto:
- 1.19.1. Learning agreement/Training agreement shall mean a document filled out prior to the beginning of studies/training abroad, during studies/training and after mobility for studies/training. It is a trilateral agreement, which is signed by a student, Erasmus+ Coordinator at LCC International University and Mobility coordinator of the Receiving Institution (or by another person in charge);
 - 1.19.2. General terms and conditions of the agreement shall mean articles which define the liability of the parties, termination of the agreement, procedure of the data protection and participant's obligations as to the submission of information for the purpose of verification and audit;
 - 1.19.3. Erasmus+ Student Charter shall mean a standard document which specifies the rights and duties of students participating in student mobility.
- 1.20. **Transcript of Records** shall mean a certificate containing the information on learning outcomes by indicating the name of the Receiving Institution where studies took place, number of national and ECTS credits awarded for every course and final evaluation of the course according to the evaluation system of the institution and ECTS-based system.
- 1.21. **Grant agreement for mobility for teaching/training** shall mean the agreement concluded between the Sending Institution and an employee involved in mobility for teaching/training. The agreement shall have 2 annexes thereto:
- 1.21.1. Employee's mobility agreement shall contain the data of a candidate intending to take part in mobility for teaching/training and the program of a visit covering the mobility goals, content of a training program and learning outcomes;
 - 1.21.2. General terms and conditions of the agreement shall mean articles which define the liability of the parties, termination of the agreement, procedure of the data protection and participant's obligations as to the submission of information for the purpose of verification and audit.
- 1.22. **Outgoing lecturer** shall mean an academic employee of the Sending Institution who, under the Erasmus+ Program, is being sent for a short teaching visit under the program

approved in advance to a higher education institution/company of a country officially participating in the Erasmus+ Program that the Sending Institution has a signed Inter-Institutional Agreement with.

- 1.23. **Outgoing employee** shall mean an employee holding a position of an administrative nature in the Sending Institution who, under the Erasmus+ Program, is being sent for a short training visit under the program approved in advance to a higher education institution/company of a country officially participating in the Erasmus+ Program.
- 1.24. **Guest lecturer/employee** shall mean an employee of a higher education institution or a company of a country involved in the Erasmus+ Program who arrives from the partner higher education institution or company for a short teaching visit under the teaching program approved in advance.
- 1.25. **Institutional coordinator of the Erasmus+ Program** shall mean an LCC International University employee in charge of the implementation of the Erasmus+ Program at LCC International University.
- 1.26. **Erasmus+ mobility arrangement** shall mean activities under the Erasmus+ Program, where the grant provided may be used for administrative and publishing expenses or other mobility arrangement-related expenses with respect to the Erasmus+ Program.
- 1.27. **Authorized signatory** shall mean a manager of an institution or another person who has a power of attorney entitling him to sign on behalf of the institution.

2. REGULATIONS ON STUDENT MOBILITY FOR STUDIES AND INTERNSHIP

2.1. Application process announcement

2.1.1. Center for International Education advertises, organizes and coordinates the selection competition of students wishing to participate in the studies/internship mobility programs.

2.1.2. Information on the studies/internship mobility programs, criteria and regulations, is provided to students via e-mail, on LCC International University website, social media platforms, and advertisement on campus, info sessions and presentations.

2.1.3. All students shall be notified of the main selection process no later than 2 weeks prior to the date of the application materials submission.

2.2. Application process

2.2.1. The main application process for studies/internship mobility programs is conducted once a year in March for the upcoming academic year. Additional application calls can be announced in October for the spring semester studies.

2.2.2. All students who wish to participate in the studies/internship programs have to complete an online application form, submit faculty and peer recommendation forms that can be found on LCC International University website.

2.2.3. Students with very low results of the evaluation or low GPA may be prohibited from participating in the studies/internship mobility programs by removing them from the list of contestants.

2.3. Selection process

2.3.1. All application materials are assessed by the selection committee consisting of one representative from academics, one from student life department and a student council president, to ensure transparent selection process.

2.3.2. Participants' application materials are assessed on the following criteria:

- Good academic standing (meeting Cumulative GPA requirements of individual mobility programs);
- Motivation to participate in the mobility program;
- Student's goals fit the host institution study program;
- Problem solving and critical thinking skills.

2.3.3. A final list of students participating in the studies/internship mobility program shall be formed upon the completion of the selection process by the selection committee. The following information is included in the protocol:

- a list of selection committee members;
- a list of students who have been selected for the studies/internship mobility program;
- a list of students who applied for the studies/internship mobility program.

2.4. Notification of results:

2.4.1. All contestants shall be notified of the results of the competition via LCC email no later than within 5 working days from the meeting of the selection committee.

2.4.2. Within 5 days from the notification of the selection results, students who have been selected may submit a written refusal to participate in the program via email. Students who have not submitted the refusal by the set date shall be considered as having agreed to participate in studies/internship mobility program.

2.4.3. If a student who was selected refuses to participate in the studies mobility program after the deadline, loses the right to participate in the main selection in the following academic year and may only participate in additional competitions if such are organized.

2.4.4. Students who disagree with the results shall be entitled to file an appeal against the selection committee within 3 working days. The selection committee must examine the appeal and provide their response within 5 days from receiving such appeal.

2.4.5. In case a student no longer meets the eligibility requirements prior to the beginning of the studies mobility program, loses a status of LCC International University full-time student or it turns out that there are other reasons for which he/she can no longer participate in the mobility program, the student shall lose the right to participate in the studies mobility program.

2.5. Preparation for studies/internship mobility:

2.5.1. Students intending to participate in the studies/internship mobility program shall find all information related to the participation sent via email by the Center for International Education.

2.5.2. If a student does not refuse to participate in the studies mobility program within the set time frame, Center for International Education shall submit the confirmation on the student's participation and contact information to the receiving institution. Students shall track down all information sent by the receiving institution and published on the website. All the requested

application documents must be submitted to the receiving institution by the requested deadline.

2.5.3. All selected students for the studies mobility program must submit an eligibility form to the Center for International Education where preliminary course transfer plan is approved by the department chair and the Registrar.

2.5.4. Students participating in the studies mobility program have to register between 24 ECTS – 36 ECTS credits. Recommended load is an equivalent of 30 ECTS credits.

2.5.5. Students should not be selecting courses/credits that are not needed for their degree. Off-campus program should not extend student's degree at LCC International University. All selected courses have to be part of the degree, thus have to meet program requirements. No extra, unnecessary credits may be taken.

2.5.6. Students shall not request more than one independent/online class at LCC International University during the participation in the studies mobility program.

2.5.7. Prior to departure non-EU students must visit LCC migrations coordinator to have their National Visa/TRP status approved.

2.5.8. Students leaving for study/internship mobility program shall take care of the accommodation abroad, insurance, visa and all other required travel documents.

2.5.9. All selected students must attend a mandatory pre-departure orientation organized by Center for International Education (N/A to internships).

2.6. During the mobility

2.6.1. Students shall study according to the approved course plan and follow the guidelines for each studies mobility program. Course plan must be approved by all parties – the student, receiving and sending institutions - and shall follow the rules of the receiving institution.

2.6.2. Students must send the coordinator of the Center for International Education the approved course plan and amendments (if any) signed by the receiving institution within the first week of studies at the host institution. In case of a class drop after the first week please refer to the tuition refund schedule in the paragraph 3.1.4.

2.6.3. Students should remain using LCC International University's email throughout their studies/internship mobility and comply with LCC community standards of good standing.

2.7. Recognition of the results

2.7.1. Students having returned from the studies mobility program shall submit the transcript of records issued by a receiving university to the Center for International Education.

2.7.2. The recognition of credits and period of studies/internship mobility program shall be carried out under procedure effective at LCC International University.

2.7.3. Student who fulfilled all formal requirements (concluded in the approved studies plan, had amendments approved (if any) in due time and successfully implemented the entire study program), his/her attendance period and received credits shall be fully recognized and accredited by LCC International University and recorded in the appendix to the diploma.

2.7.4. Student who failed to comply with the approved studies plan during the studies mobility program, courses included there shall not be recognized, unless the Committee for Studies decides otherwise.

2.7.5. All courses from the host institution will be transferred on a pass/fail basis.

2.7.6. If a student failed the exam(s) under the studies mobility program outlined in approved course plan, fail will not be transferred to student's degree and credits will not be earned.

2.7.7. In case a student received a negative evaluation of the subject followed in the receiving institution during studies mobility program and he/she cannot re-take the exam for he/she has already returned to the studies at the LCC International University, he/she may be provided with a possibility to re-take the exam of the subject at the LCC International University, but only if a written consent from the receiving institution has been received.

3.1. Financial Conditions

3.1.2. Students participating in the studies mobility program shall pay regular LCC tuition for a number of registered credits.

3.1.3. Scholarship will be applied throughout studies mobility program for students who receive Financial Aid at LCC International University. In order to maintain LCC Financial Aid, students must comply with the financial aid policies.

3.1.4. After the first day of classes at a host institution students must officially withdraw from the course that they do not wish to continue in. The schedule below shows the financial consequences of withdrawing. The tuition refund is based upon the day the withdrawal process is complete, not the day the student ceases to attend the course.

Students who drop classes at a host institution from the beginning of the semester will be refunded as per the following schedule:

- Semester days 1-7: 100% refund, no academic penalty
- Semester days 8-21: 50% refund, no academic penalty
- Semester days 22-35: 25% refund, no academic penalty
- Semester day 36 and later: 0% refund (withdrawn-fail)

3.1.5. Please refer to detailed financial conditions outlined in each studies mobility program in appendix.

3.1.6. Tuition fee and the financial aid (if applicable) will be reviewed once the official transcript from the host institution is received.

4.4. Extension of a period of studies/internship mobility

4.4.1. A period of Erasmus+ studies mobility program may be extended upon the request and mutual agreement of the parties involved.

4.4.2. The application for the extension of the studies mobility program shall be submitted at least one month prior to the end of the mobility period.

3. REGULATIONS ON STAFF MOBILITY FOR TEACHING AND TRAINING

3.1. Mobility for teaching and training opportunities

- 3.1.1. Center for International Education provides the following opportunities for teaching and non-teaching staff employed at LCC International University:
- Teaching visits to partner institutions (workshops, classes, examining visits etc.)
 - Training visits (job shadowing, continuous professional development activities)
- 3.1.2. The minimum length of staff mobility for teaching and/or training is 2 days; maximum length is 2 months (travel days excluded).
- 3.1.3. In all cases, a teaching activity has to comprise minimum 8 hours of teaching per week (or any shorter period of stay).

3.2. Application process announcement

- 3.2.1. Center for International Education advertises and coordinates the selection of staff wishing to participate in the teaching/training mobility programs.
- 3.2.2. Information on the teaching/training mobility programs, criteria and regulations, is provided to staff via e-mail, on LCC International University website, faculty and staff assembly meetings.
- 3.2.3. All staff shall be notified of the application process at least two times per academic year (August and January).

3.3. Application process

- 3.3.1. The main application process for teaching/training mobility programs is conducted twice a year in September and January for the upcoming academic year. Additional application calls can be announced through academic year.
- 3.3.2. Full time and part time academic and administrative staff can participate in the program.
- 3.3.3. All staff who wishes to participate in the teaching/training programs has to complete an online application form that can be found on LCC International University website.

- 3.3.4. Department Chairs have a right to directly nominate a staff member to participate in the teaching/training program.

3.4. Selection process

- 3.4.1. Application forms are reviewed and assessed by the department chairs and VP for Academics (for academic staff) or VP for HR (for administrative staff).
- 3.4.2. Participants' applications are assessed on the following criteria:
- Motivation to participate in the mobility program;
 - Objectives fit the host institution study program and LCC professional development schedule;
 - Outlined teaching/training program meets the program and LCC Institutional requirements;
 - First time applicants and applicants who have not participated in the teaching/training mobility in the past three years are given priority.
- 3.4.3. A final list of staff participating in the teaching/training mobility program shall be formed upon the recommendation of the department chairs and VP for Academics (for teaching staff) or VP for HR (for non-teaching staff).

3.5. Notification of results

- 3.5.1. All applicants shall be notified of the results of the selection process via LCC email no later than within 10 working days from the recommendation of the department chairs and VP for Academics (for teaching staff) or VP for HR (for non-teaching staff).
- 3.5.2. Within 5 days from the notification of the selection results, staff who have been selected may submit a written refusal to participate in the program via email. Staff who have not submitted the refusal by the set date shall be considered as having agreed to participate in teaching/training mobility program.
- 3.5.3. Staff who disagree with the results shall be entitled to file an appeal against the selection committee within 3 working days. The selection committee must examine the appeal and provide their response within 5 days from receiving such appeal.
- 3.5.3. In case a staff loses its employee status at LCC International University or there are other reasons for which he/she can no longer participate in the mobility program, the staff shall lose the right to participate in the teaching/training mobility program.

3.6. Preparation for teaching/training mobility

- 3.6.1. Staff intending to participate in the teaching/training mobility program shall find all information related to the participation on Center for International Education website and sent via email by the Center for International Education.
- 3.6.2. If a staff member does not refuse to participate in the teaching/training mobility program within the set time frame, Center for International Education shall nominate and introduce the staff member to the partner institution.
- 3.6.3. All selected staff members for the teaching/training mobility program must submit a staff agreement for teaching/training explaining the objectives of the mobility, the added value of the mobility for both institutions and the expected results. The teaching program must be agreed on and signed by all parties (the host institution, the Center for International Education and the participating staff member).
- 3.6.4. All selected staff members for the teaching/training mobility program must sign a financial agreement outlining the funding model of the teaching/training period.
- 3.6.5. All selected staff after signing the financial agreement shall fill in, sign and submit to the Center for International Education the Business trip and request for funds form enabling the LCC Business office to transfer the funds to the participant.
- 3.6.6. Staff leaving for teaching/training mobility program shall take care of the accommodation abroad, insurance, visa and all other required travel documents.

3.7. During the mobility

- 3.7.1. Staff shall deliver the teaching/attend the training according to the approved teaching/training agreement.
- 3.7.2. Teaching/training plan must be approved by all parties – the staff member, receiving and sending institutions - and shall follow the rules of the receiving institution.
- 3.7.3. Staff members during the teaching/training mobility shall obtain the Confirmation of Teaching/Training signed by the receiving university/institution. The Confirmation of Teaching shall include:
 - The exact dates of teaching/training period
 - The exact number of hours of teaching/training activity
 - Full name and Erasmus code of the receiving institution
 - Topics covered during the teaching/training period

3.8. Recognition of the results

- 3.8.1. Staff members having returned from the teaching/training mobility program shall submit the Confirmation of Teaching/Training issued by a receiving university to the Center for International Education.
- 3.8.2. Staff members having returned from the teaching/training mobility program shall complete and submit the online EU Survey after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it.
- 3.8.3. The recognition and period of teaching/training mobility program shall be counted towards professional development following the procedure effective at LCC International University.
- 3.8.4. Staff member who failed to comply with the approved teaching/training plan during the teaching/training mobility program, did not provide the confirmation of teaching/training, or did not fill in the online EU survey – the teaching/training period shall not be recognized.

3.9. Financial Conditions

- 3.9.1. Staff participating in the teaching/training mobility program shall receive funds to partially cover their teaching/training mobility, which does not cover all the actual expenses incurred.
- 3.9.2. Staff participating in the teaching/training mobility program will be responsible for the following costs:
 - Accommodation for the entire teaching/training period at a host institution
 - Travel
 - Visa
 - Insurance
 - Living expenses
 - Any other expenses related to the teaching/training period
- 3.9.3. The number and amount of individual scholarships for staff teaching/training mobility shall be calculated every academic year taking into account the amount of funds allocated by the European Commission and state budget of the Republic of Lithuania.
- 3.9.4. Individual support is calculated based on the European Commission set quotas per country:

Receiving Country	Per Diem, EUR	
	1 to 14 days	15 to 60 days
Denmark, The Netherlands, Ireland, Sweden, United Kingdom	136	95
Belgium, Bulgaria, Czech Republic, Greece, France, Italy, Cyprus, Luxemburg, Hungary, Austria, Romania, Finland, Island, Lichtenstein, Norway, Turkey	119	83
Germany, Spain, Latvia, Malta, Portugal, Slovakia.,Macedonia	102	71
Estonia, Croatia, Lithuania, Slovenia	85	60
Outgoing LCC staff to Partner Country	160	112

- 3.9.5. Travel contribution is calculated using a Travel distance calculator supported up by the European Commission - http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm . Distance is calculated between start and end location of the mobility in straight lines from one location to another. Travel contribution will be issued as follows:

Travel Distance	Amount
Between 100 and 499KM	180 EUR per participant
Between 500 and 1999KM	275 EUR per participant
Between 2000 and 2999KM	360 EUR per participant
Between 3000 and 3999KM	530 EUR per participant
Between 4000 and 7999KM	820 EUR per participant
8000KM or more	1100 EUR per participant

- 3.9.6. Where it is possible, the applicant's department can supplement the funding for teaching/training mobility program from their own budget.
- 3.9.7. Staff who have not been selected for the Erasmus+ teaching/training mobility may participate in the teaching/training mobility program as a “Zero-Grant” participant.

Meaning that a staff member will be granted the Erasmus+ status and can use all privileges that the program has to offer, however, not receive the Erasmus+ scholarship.

3.9.8. Staff participating in the teaching/training mobility program shall receive salary according to the LCC salary schedule.

3.9.9. LCC will support as many applications as possible within the limits of the available budget.

3.9.10. Funds will be paid in two parts - prior the visit and after the visit:

- Teaching/Training mobility with Erasmus+ partners in Programme countries (EU):
80% of scholarship shall be paid prior to the mobility period after signing the financial agreement, 20% of scholarship will be paid after submitting confirmation of teaching/training and online EU survey.
- Teaching/Training mobility with Erasmus+ partners in Partner Countries (Non-EU):
70% of scholarship shall be paid prior to the mobility period after signing the financial agreement, 30% of scholarship will be paid after submitting confirmation of teaching/training and online EU survey.

3.9.11. The financial support or part of it shall be recovered if the participant does not carry out the mobility activity in compliance with the terms of the agreement. However, reimbursement shall not be requested when the participant has been prevented from completing his/her mobility activities to force majeure.

3.10. Extension of a period of teaching/training mobility

3.10.1. A period of Erasmus+ teaching/training mobility program may not be extended.

A. APPENDIX I: STUDY ABROAD NORTH AMERICA (SANA)

I. Who can participate in the mobility program:

- Full-time LCC students
- 3rd year students of any major
- Students with cumulative GPA of 8

II. Application process

According to the guidelines/regulations outlined in the general internal policy.

III. Selection process

According to the guidelines/regulations outlined in the general internal policy. In addition, student must attend an interview as part of the selection process.

IV. Notification of results

According to the guidelines/regulations outlined in the general internal policy

V. Preparation for mobility

All students participating in the SANA shall:

- Sign the eligibility form (as per regulations of the general internal policy)
- Follow the application process and submit all the necessary documents to Gordon College according to the guidelines emailed by Gordon College International Office Coordinator.
- Consult academic advisor and sign preliminary course transfer plan.

The preliminary course plan shall not include courses/credits that are not needed for their degree. Off-campus program should not extend student's degree at LCC International University. All selected courses have to be part of the degree, thus have to meet program requirements. No extra, unnecessary credits may be taken (as per regulations of the general internal policy)

VI. Financial conditions of Mobility for studies with SANA

Students participating in SANA program will be responsible for the following costs:

- LCC tuition for 30 ECTS credits (30 ECTS credits equals to 15 North American credits)
- LCC dorm fee (Neumann 2 side 5 person room)
- Additional costs that a student needs to keep in mind e.g. trip to the US Embassy in Vilnius.

B. APPENDIX II: STUDY ABROAD SOUTH KOREA

I. Who can participate in the mobility program:

- Full-time LCC students
- 2nd – 4th year students of International Business Administration, English language, Contemporary Communication, International Relations and Psychology majors.
- Students with cumulative GPA of 7.5 and above

* Students in their 4th year can participate in the exchange program only with an approval of department chair.

II. Application process

According to the guidelines/regulations outlined in the general internal policy.

III. Selection process

According to the guidelines/regulations outlined in the general internal policy.

IV. Notification of results

According to the guidelines/regulations outlined in the general internal policy

V. Preparation for mobility

All students participating in the STUDY ABROAD SOUTH KOREA PROGRAM shall:

- Sign the eligibility form (as per regulations of the general internal policy)
- Follow the application process and submit all the necessary documents to a selected South Korean university according to the guidelines emailed by the host institution.
- Consult academic advisor and sign preliminary course transfer plan.

The preliminary course plan shall not include courses/credits that are not needed for their degree. Off-campus program should not extend student's degree at LCC International University. All selected courses have to be part of the degree, thus have to meet program requirements. No extra, unnecessary credits may be taken (as per regulations of the general internal policy)

VI. Financial conditions of Mobility for studies with SANA

Students participating in the STUDY ABROAD SOUTH KOREA PROGRAM will be responsible for the following costs:

- Regular LCC tuition for a number of registered credits. Recommended load 30 ECTS credits (30 ECTS credits equals to 15 South Korean credits)
- Dorm at a host institution
- Travel
- Visa
- Insurance
- Meal tickets
- Books and other supplies

VII. Participant responsibilities during the mobility program

According to the guidelines/regulations outlined in the general internal policy.

VIII. Recognition of the study results

According to the guidelines/regulations outlined in the general internal policy.

IX. Extension of a period of mobility

A period of STUDY ABROAD SOUTH KOREA PROGRAM studies may be extended upon the request and mutual agreement of the parties involved.

C. APPENDIX III: STUDY ABROAD INDONESIA

I. Who can participate in the mobility program:

- Full-time LCC students
- 2nd – 4th year students of International Business Administration, Contemporary Communication and International Relations majors.
- Students with cumulative GPA of 7.5 and above

* Students in their 4th year can participate in the exchange program only with an approval of department chair.

II. Application process

According to the guidelines/regulations outlined in the general internal policy.

III. Selection process

According to the guidelines/regulations outlined in the general internal policy.

IV. Notification of results

According to the guidelines/regulations outlined in the general internal policy

V. Preparation for mobility

All students participating in the STUDY ABROAD INDONESIA PROGRAM shall:

- Sign the eligibility form (as per regulations of the general internal policy)
- Follow the application process and submit all the necessary documents to Universitas Pelita Harapan according to the guidelines emailed by Universitas Pelita Harapan International Office Coordinator.
- Consult academic advisor and sign preliminary course transfer plan.

The preliminary course plan shall not include courses/credits that are not needed for their degree. Off-campus program should not extend student's degree at LCC International University. All selected courses have to be part of the degree, thus have to meet program requirements. No extra, unnecessary credits may be taken (as per regulations of the general internal policy)

VI. Financial conditions of Mobility for studies in the STUDY ABROAD INDONESIA PROGRAM:

Students participating in the STUDY ABROAD INDONESIA PROGRAM will be responsible for the following costs:

- Regular LCC tuition for a number of registered credits. Recommended load 30 ECTS credits (30 ECTS credits equals to 15 SKS credits)
- Dorm at a host institution
- Travel
- Visa
- Insurance
- Living expenses
- Books and other supplies

VII. Participant responsibilities during the mobility program

According to the guidelines/regulations outlined in the general internal policy.

VIII. Recognition of the study results

According to the guidelines/regulations outlined in the general internal policy.

IX. Extension of a period of mobility

A period of STUDY ABROAD INDONESIA PROGRAM studies may be extended upon the request and mutual agreement of the parties involved.

D. APPENDIX IV: STUDY ABROAD CHINA

I. Who can participate in the mobility program:

- Full-time LCC students
- 2nd – 4th year students of International Business Administration major.
- Students with cumulative GPA of 7.5 and above

* Students in their 4th year can participate in the exchange program only with an approval of department chair.

II. Application process

According to the guidelines/regulations outlined in the general internal policy.

III. Selection process

According to the guidelines/regulations outlined in the general internal policy.

IV. Notification of results

According to the guidelines/regulations outlined in the general internal policy

V. Preparation for mobility

All students participating in the STUDY ABROAD CHINA PROGRAM shall:

- Sign the eligibility form (as per regulations of the general internal policy)
- Follow the application process and submit all the necessary documents to SIAS International University according to the guidelines emailed by SIAS International Office Coordinator.
- Consult academic advisor and sign preliminary course transfer plan.

The preliminary course plan shall not include courses/credits that are not needed for their degree. Off-campus program should not extend student's degree at LCC International University. All selected courses have to be part of the degree, thus have to meet program requirements. No extra, unnecessary credits may be taken (as per regulations of the general internal policy)

VI. Financial conditions of Mobility for studies in the STUDY ABROAD CHINA PROGRAM:

Students participating in the STUDY ABROAD CHINA PROGRAM will be responsible for the following costs:

- Regular LCC tuition for a number of registered credits. Recommended load 30 ECTS credits (30 ECTS credits equals to 15 credits at SIAS)
- Dorm at a host institution
- Travel
- Visa/Residence permit fee
- Insurance
- Medical Check fee
- Living expenses
- Books and other supplies

VII. Participant responsibilities during the mobility program

According to the guidelines/regulations outlined in the general internal policy.

VIII. Recognition of the study results

According to the guidelines/regulations outlined in the general internal policy.

IX. Extension of a period of mobility

A period of STUDY ABROAD CHINA PROGRAM studies may be extended upon the request and mutual agreement of the parties involved.

E. APPENDIX V: STUDY ABROAD GEORGIA

I. Who can participate in the mobility program:

- Full-time LCC students
- 2nd – 4th year students of International Business Administration major.
- Students with cumulative GPA of 7.5 and above

* Students in their 4th year can participate in the exchange program only with an approval of department chair.

II. Application process

According to the guidelines/regulations outlined in the general internal policy.

III. Selection process

According to the guidelines/regulations outlined in the general internal policy.

IV. Notification of results

According to the guidelines/regulations outlined in the general internal policy

V. Preparation for mobility

All students participating in the STUDY ABROAD GEORGIA PROGRAM shall:

- Sign the eligibility form (as per regulations of the general internal policy)
- Follow the application process and submit all the necessary documents to Caucasus University according to the guidelines emailed by Caucasus International Office Coordinator.
- Consult academic advisor and sign preliminary course transfer plan.

The preliminary course plan shall not include courses/credits that are not needed for their degree. Off-campus program should not extend student's degree at LCC International University. All selected courses have to be part of the degree, thus have to meet program requirements. No extra, unnecessary credits may be taken (as per regulations of the general internal policy)

VI. Financial conditions of Mobility for studies in the STUDY ABROAD GEORGIA PROGRAM:

Students participating in the STUDY ABROAD GEORGIA PROGRAM will be responsible for the following costs:

- Regular LCC tuition for a number of registered credits. Recommended load 30 ECTS credits.
- Dorm at a host institution
- Travel
- Visa
- Insurance
- Living expenses
- Books and other supplies

VII. Participant responsibilities during the mobility program

According to the guidelines/regulations outlined in the general internal policy.

VIII. Recognition of the study results

According to the guidelines/regulations outlined in the general internal policy.

IX. Extension of a period of mobility

A period of STUDY ABROAD GEORGIA PROGRAM studies may be extended upon the request and mutual agreement of the parties involved.

F. APPENDIX VI: ERASMUS+ STUDIES MOBILITY PROGRAM

I. Who can participate in the mobility program:

- Full-time LCC students
- 2nd – 4th year students of any major.
- Students with cumulative GPA of 7.5 and above

* Students in their 4th year can participate in the exchange program only with an approval of department chair.

II. Application process

According to the guidelines/regulations outlined in the general internal policy.

III. Selection process

According to the guidelines/regulations outlined in the general internal policy.

IV. Notification of results

According to the guidelines/regulations outlined in the general internal policy

V. Preparation for mobility

All students participating in the Erasmus+ studies mobility program shall:

- Sign the eligibility form (as per regulations of the general internal policy)
- Follow the application process and submit all the necessary documents to the host university according to the guidelines emailed by host university's International Office Coordinator.
- Consult academic advisor and sign preliminary course transfer plan.
- Submit the Center for International Education signed Erasmus+ Learning Agreement
- Submit the Certificate of Enrolment to the Center for International Education which states the dates of semester's beginning and end.
- Complete the online language assessment test (provided if it is available in your main language of instruction / work abroad)

The preliminary course plan shall not include courses/credits that are not needed for their degree. Off-campus program should not extend student's degree at LCC International University. All selected courses have to be part of the degree, thus have to meet program requirements. No extra, unnecessary credits may be taken (as per regulations of the general internal policy)

VI. Financial conditions of Mobility for studies in the Erasmus+ mobility program:

6.1. Students participating in the ERASMUS+ STUDIES MOBILITY PROGRAM will be responsible for the following costs:

- Regular LCC tuition for a number of registered credits. Recommended load 30 ECTS credits.
- Dorm at a host institution
- Travel
- Visa
- Insurance
- Living expenses
- Books and other supplies

6.2. A student shall incur all expenses related to leaving for the studies mobility program at his/her own risk and LCC International University shall not be liable for such expenses. Accordingly, if after the occurrence of such expenses it turns out that a student can no longer participate in the studies mobility program for any reason, such expenses shall not be reimbursed (not applicable to *Force Majeure* cases when an unpredicted or exceptional event beyond one's control prevents from participating in the studies mobility program).

6.3. An individual scholarship for Erasmus + studies mobility may be allocated for outbound students. The number and amount of scholarships shall be calculated every academic year taking into account the amount of funds allocated by the European Commission and state budget of the Republic of Lithuania. Support is calculated based on the European Commission set quotas per country:

Country Group	Monthly rate for studies
Austria, Denmark, Finland, France, Great Britain, Ireland, Italy, Liechtenstein, Norway, Sweden	500 EUR
Belgium, Croatia, Cyprus, Czech Republic, Germany, Greece, Iceland, Luxembourg, Netherlands, Portugal, Spain, Slovenia, Turkey	400 EUR
Bulgaria, Estonia, Hungary, Latvia, Macedonia, Malta, Poland, Romania, Slovakia	300 EUR

Prior to leaving for the Erasmus+ studies/internship mobility program students shall sign individual grant agreements of whether or not they have been provided with the grant shall familiarize themselves with the annexes to the agreement. The grant agreement shall be signed upon receipt of certificate from the receiving institution certifying the student's admission to a respective studies/internship mobility program and indicating the start and end dates of studies.

6.4. The scholarship for Erasmus+ studies mobility program to the same student may be allocated for the period of up to 12 months, including Erasmus+ mobility for studies and internship.

6.5. In order to provide a higher number of LCC International University students to participate in the Erasmus+ studies program, Erasmus+ scholarships shall be first allocated for one (first) semester by giving the preference to those students who participate in the Erasmus+ studies program for the first time. A scholarship for the second semester shall be allocated if LCC International University has remaining funds for studies mobility or additional funds are received from the European Commission or the national budget of the Republic of Lithuania. The final decision regarding the allocation of Erasmus+ scholarships shall be adopted by the selection committee.

6.6. Students who have not been selected by the selection committee for the Erasmus+ studies mobility program and do meet the GPA requirement may participate in the Erasmus+ studies mobility program as a "Zero-Grant" participant. Meaning that a student will be granted the Erasmus+ status and can use all privileges that the program has to offer, however, not receive the Erasmus+ scholarship. In addition, the latter shall be included in reserve list under which additional scholarships are granted if a student who received a scholarship refuses to participate in the program or the institution receives additional funding.

6.7. The Erasmus+ scholarship shall not cover all expenses for studies mobility program. An amount of a scholarship shall be determined taking into account the scholarship amounts set by the European Commission (see 6.2.) and the total amount of funds for student mobility received by LCC International University. Students shall be notified of the amount of scholarships prior to their leaving for studies mobility program. An exact amount of a scholarship, payment terms and conditions shall be outline in the Grant Agreement.

6.8. The duration of Erasmus+ studies mobility for studies shall be calculated in months. The start and end dates of the mobility shall be the dates referred to in the acceptance Letter of the Receiving Institution and in the Learning Agreement. The number of days in a month of incomplete mobility shall be multiplied by 1/30 of a monthly scholarship.

6.9. The basic principles of the procedure for paying Erasmus+ scholarships shall be as follows:

6.9.1. 80% of the scholarship shall be paid prior to leaving for studies mobility program;

6.9.2. The remaining amount (20% of a total scholarship) shall be paid after a student who has returned to LCC International University submits the last part of the Learning Agreement filled out after the completion of mobility and signed by the receiving institution as well as fulfils all the requirements provided in the Grant Agreement. The payment may be adjusted taking into account the dates of the student's arrival at the receiving institution and his/her departure as indicated in the Learning Agreement. The received Erasmus+ certificate of attendance, completed language assessment test and EU survey shall be considered the request to pay the outstanding amount of the scholarship. LCC International University has 45 calendar days to make the balance payment.

6.9.3. If a student failed to spend the entire period in the receiving institution as defined in the agreement, the Erasmus+ scholarship shall be reduced. The total duration of studies and scholarship amount shall be recalculated in accordance with the period spent in the studies mobility program (exact number of days).

6.9.4. If a student spent a period longer than specified in the agreement, the scholarship may be recalculated if there are outstanding amounts of funds received for the studies mobility program. Otherwise additional days shall be a period that a zero grant is applied to. The decision regarding the recalculation of the scholarship in the event of the prolonged period shall be adopted by the Commission.

6.9.5 The Erasmus scholarship may be transferred to a student only after he/she has agreed to receive it; assumed responsibilities related thereto and signed the Grant Agreement. Students who failed to spend the entire attendance period in the receiving institution as provided for in the Grant Agreement or failed to fulfill obligations laid down in the Grant Agreement shall repay a portion of the scholarship for that period or the total amount of the scholarship. The decision regarding repayment of the scholarship shall be adopted by the Commission.

6.9.6. Students going abroad may apply to public and private funds for loans and other financial support.

6.9.7. In case a disabled person is participating in the Erasmus Program of mobility for studies, he/she may be provided with an additional grant to satisfy the special needs due to the disability. Such a student shall submit a request and an application to the National Agency following the procedure established by the National Agency.

6.9.8. Disadvantaged students are students from poor families or single residents entitled to receive or who are receiving social allowances according to the Law on Cash Social Assistance for Poor Families and Single Residents of the Republic of Lithuania and/or who are under 25 years of age and to whom guardianship (curatorship) has been established until the age of majority or whose parents (one of the parents) are dead; such students participating in the mobility activity shall receive an increased amount for subsistence. A student shall submit the certifying documents prior to signing of the grant agreement.

VII. Participant responsibilities during the mobility program

According to the guidelines/regulations outlined in the general internal policy.

VIII. Recognition of the study results

According to the guidelines/regulations outlined in the general internal policy.

IX. Extension of a period of mobility

According to the guidelines/regulations outlined in the general internal policy.

G. APPENDIX VII: ERASMUS+ INTERNSHIP MOBILITY PROGRAM

I. Who can participate in the mobility program:

- Full-time LCC students and recent graduates
- 2nd – 4th year students of any major
- Students with cumulative GPA of 8.0 and above

II. Application process

According to the guidelines/regulations outlined in the general internal policy.

III. Selection process

According to the guidelines/regulations outlined in the general internal policy.

IV. Notification of results

According to the guidelines/regulations outlined in the general internal policy

V. Preparation for mobility

All students participating in the Erasmus+ internship mobility program shall:

- Be provided with Student Charter outlining all obligations whilst being abroad.
- Submit the Center for International Education signed Erasmus+ Training Agreement
- Submit the Acceptance Letter to the Center for International Education which states the dates of internships' beginning and end.
- Complete the online language assessment test (provided if it is available in your main language of instruction / work abroad)

*If Erasmus+ internship bears academic credit, students must comply with Career Development Center and Registrar practicum regulations.

VI. Financial conditions of Mobility for studies in the Erasmus+ mobility program:

6.1. Students/Graduates participating in the ERASMUS+ STUDIES MOBILITY PROGRAM will be responsible for the following costs:

- Regular LCC tuition for a number of registered credits for the practicum course. When leaving for training after graduation the tuition fee shall not apply.
- Students/Graduates shall leave for training abroad under the same conditions which would be applied when studying in the LCC International University.

- Students/Graduates are responsible to cover accommodation, travel, visa and insurance expenses.

6.2. A student shall incur all expenses related to leaving for the studies training program at his/her own risk and LCC International University shall not be liable for such expenses. Accordingly, if after the occurrence of such expenses it turns out that a student can no longer participate in the internship mobility program for any reason, such expenses shall not be reimbursed (not applicable to *Force Majeure* cases when an unpredictable or exceptional event beyond one's control prevents from participating in the studies mobility program).

6.3. An individual scholarship for Erasmus + training mobility may be allocated for outbound students. The number and amount of scholarships shall be calculated every academic year taking into account the amount of funds allocated by the European Commission and state budget of the Republic of Lithuania. Support is calculated based on the European Commission set quotas per country:

Country Group	Monthly rate for training
Austria, Denmark, Finland, France, Great Britain, Ireland, Italy, Liechtenstein, Norway, Sweden	700 EUR
Belgium, Croatia, Cyprus, Czech Republic, Germany, Greece, Iceland, Luxembourg, Netherlands, Portugal, Spain, Slovenia, Turkey	600 EUR
Bulgaria, Estonia, Hungary, Latvia, Macedonia, Malta, Poland, Romania, Slovakia	500 EUR

Prior to leaving for the Erasmus+ studies/internship mobility program students shall sign individual grant agreements of whether or not they have been provided with the grant shall familiarize themselves with the annexes to the agreement. The grant agreement shall be signed upon receipt of certificate from the receiving institution certifying the student's admission to a respective studies/internship mobility program and indicating the start and end dates of studies.

6.4. The scholarship for Erasmus+ studies mobility program to the same student may be allocated for the period of up to 12 months, including Erasmus+ mobility for studies and internship.

6.5. In order to provide a higher number of LCC International University students to participate in the Erasmus+ studies program, Erasmus+ scholarships shall be first allocated for one (first) semester by giving the preference to those students who participate in the

Erasmus+ studies program for the first time. A scholarship for the second semester shall be allocated if LCC International University has remaining funds for studies mobility or additional funds are received from the European Commission or the national budget of the Republic of Lithuania. The final decision regarding the allocation of Erasmus+ scholarships shall be adopted by the selection committee.

6.6. Students who have not been selected by the selection committee for the Erasmus+ internship mobility program and do meet the GPA requirement may participate in the Erasmus+ internship mobility program as a “Zero-Grant” participant. Meaning that a student will be granted the Erasmus+ status and can use all privileges that the program has to offer, however, not receive the Erasmus+ scholarship. In addition, the latter shall be included in reserve list under which additional scholarships are granted if a student who received a scholarship refuses to participate in the Program or the institution receives additional funding.

6.7. The Erasmus+ scholarship shall not cover all expenses for internship mobility program. An amount of a scholarship shall be determined taking into account the scholarship amounts set by the European Commission (see 6.2.) and the total amount of funds for internship mobility received by LCC International University. Students shall be notified of the amount of scholarships prior to their leaving for studies mobility program. An exact amount of a scholarship, payment terms and conditions shall be outlined in the Grant Agreement.

6.8. The duration of Erasmus+ internship mobility for studies shall be calculated in months. The start and end dates of the mobility shall be the dates referred to in the acceptance letter of the Receiving Institution and in the Learning Agreement. The number of days in a month of incomplete mobility shall be multiplied by 1/30 of a monthly scholarship.

6.9. The basic principles of the procedure for paying Erasmus+ scholarships shall be as follows:

6.9.1. 80% of the scholarship shall be paid prior to leaving for internship mobility program;

6.9.2. The remaining amount (20% of a total scholarship) shall be paid after a student who has returned to LCC International University submits the last part of the Training Agreement filled out after the completion of mobility and signed by the receiving institution as well as fulfills all the requirements provided in the Grant Agreement. The payment may be adjusted taking into account the dates of the student's arrival at the receiving institution and his/her departure as indicated in the Training Agreement. The received Erasmus+ certificate of training, completed language assessment test and EU survey shall be considered the request to pay the

outstanding amount of the scholarship. LCC International University has 45 calendar days to make the balance payment.

6.9.3. If a student failed to spend the entire period in the receiving institution as defined in the agreement, the Erasmus+ scholarship shall be reduced. The total duration of internship and scholarship amount shall be recalculated in accordance with the period spent in the studies mobility program (exact number of days).

6.9.4. If a student spent a period longer than specified in the agreement, the scholarship may be recalculated if there are outstanding amounts of funds received for the internship mobility program. Otherwise additional days shall be a period that a zero grant is applied to. The decision regarding the recalculation of the scholarship in the event of the prolonged period shall be adopted by the Commission.

6.9.5 The Erasmus+ scholarship may be transferred to a student only after he/she has agreed to receive it; assumed responsibilities related thereto and signed the Grant Agreement. Students who failed to spend the entire attendance period in the receiving institution as provided for in the Grant Agreement or failed to fulfill obligations laid down in the Grant Agreement shall repay a portion of the scholarship for that period or the total amount of the scholarship. The decision regarding repayment of the scholarship shall be adopted by the Commission.

6.9.6. Students going abroad may apply to public and private funds for loans and other financial support.

6.9.7. In case a disabled person is participating in the Erasmus+ Program of mobility for studies, he/she may be provided with an additional grant to satisfy the special needs due to the disability. Such a student shall submit a request and an application to the National Agency following the procedure established by the National Agency.

6.9.8. Disadvantaged students are students from poor families or single residents entitled to receive or who are receiving social allowances according to the Law on Cash Social Assistance for Poor Families and Single Residents of the Republic of Lithuania and/or who are under 25 years of age and to whom guardianship (curatorship) has been established until the age of majority or whose parents (one of the parents) are dead; such students participating in the mobility activity shall receive an increased amount for subsistence. A student shall submit the certifying documents prior to signing of the grant agreement.

VII. Participant responsibilities during the mobility program

According to the guidelines/regulations outlined in the general internal policy.

VIII. Recognition of the study results

According to the guidelines/regulations outlined in the general internal policy.

IX. Extension of a period of mobility

According to the guidelines/regulations outlined in the general internal policy.