

This description was prepared in accordance with
the order of the Director of
Panevėžio Kolegija / State Higher Education Institution
dated September 9, 2024, No. V1-116

Procedures for Selecting Panevėžio Kolegija / State Higher Education Institution Students to Participate in Erasmus+ Mobility Activities

I. General Provisions

1. This procedure establishes the process for selecting Panevėžio Kolegija / State Higher Education Institution students for study, internship, and short-term and short-term blended mobility activities under the “Erasmus+” program.
2. The selection process is conducted in a transparent, consistent, and documented manner, ensuring equal opportunities and non-discrimination. Information about the selection process is published on the Panevėžio Kolegija / State Higher Education Institution website.
3. The selection process is organized by the International Relations Department or the staff member responsible for international relations (hereinafter referred to as the “coordinator”), and decisions are made by the “Erasmus+” Selection Committee established by order of the director..

II. Eligibility Requirements and Mobility Periods

4. Students enrolled at the kolegija are eligible to participate in the selection process. For study mobility, the requirement is to have completed at least the first year of studies; for internship mobility, the requirement is to have completed at least one semester.
5. For internships intended for recent graduates, the participant must be selected while still enrolled in their studies; the internship must be completed within 12 months of graduation, in accordance with the applicable project requirements.
6. The duration of long-term mobility is no less than 2 months or one academic semester. Short – term physical mobility lasts 5 – 30 days and is combined with mandatory virtual activities. At least 3 ECTS credits must be awarded for short-term mobility and blended short-term mobility.

Erasmus+ short-term mobility is a short-term study or internship trip by a student to a foreign higher education institution, during which a physical mobility component takes place and additional academic requirements may apply.

Erasmus BIP (blended short-term mobility) is an intensive blended program consisting of mandatory physical mobility and a virtual component. BIP is carried out in collaboration with several higher education institutions and provides students with the opportunity to participate in joint intensive academic activities.

7. The total duration of a student’s physical study and internship mobility within a single level of study may not exceed 12 months.

III. Selection and Application Process

8. The selection of students for Erasmus+ study and internship mobility programs is organized twice a year – at the beginning of the fall and spring semesters. Calls for applications and the exact selection dates are announced in the “News” section of the Panevėžio Kolegija / State Higher Education Institution website. An additional selection round may be organized if there are unused funds or if additional mobility opportunities arise.

9. To apply, a student must submit:

- 9.1. an application form;
- 9.2. a curriculum vitae (CV) in English;
- 9.3. a letter of motivation in English.

10. Students who have previously participated in the Erasmus+ program may also participate in the Erasmus+ mobility selection process, provided they have not exhausted the 12-month mobility period for the relevant level of study. Prospective graduates must submit applications for post-graduation internships during their final semester of study.

11. The coordinator checks the application for completeness and eligibility.

IV. Evaluation Methodology and Decisions

12. Student applications are evaluated based on the following selection criteria:

- academic performance – the student must have no outstanding academic obligations, and their GPA for the previous semester must be higher than 7.5;
- foreign language skills;
- accessible participation in the selection process and individual assistance are ensured for participants with fewer opportunities.

13. After the application deadline, a meeting of the Erasmus+ Mobility Participant Selection Committee is held. The committee selects the Erasmus+ mobility participants.

14. Applicants are notified of the results individually via email.

V. Preparation for Study and Internship Mobility

15. The international relations coordinator assists the student in selecting courses from the list of courses offered by the foreign higher education institution, in accordance with the student's degree program. The international relations coordinator verbally coordinates the student's selected courses with the dean of the faculty. Once the courses have been agreed upon, the International Relations Coordinator, together with the student, prepares a study or internship agreement, which is signed by a representative of the sending organization – the institutional coordinator of the Erasmus program – a representative of the host organization, and the participant in the study or internship mobility program. The study agreement for studies or an internship is endorsed by the dean of the faculty.

16. A student selected for study or internship mobility, after receiving information from the host institution, submits an Application Form, an Application for Accommodation and if applicable, and any other documents required by the host institution.

17. After signing the Learning Agreement for studies or an internship, the International Relations Coordinator prepares a model grant agreement, which is signed by the mobility participant and Panevėžio Kolegija / State Higher Education Institution Director. The agreement is drawn up in two copies, one of which is given to the grant recipient, and the other is kept by the International Relations, Marketing, and Projects Department. The model grant agreement for Erasmus+ higher education students' studies and/or internships is stored in the Educational Exchange Support Fund's program documents (model grant agreements, applications, reports) and their registry.

VI. Finansavimas ir dotacijos mokėjimas

18. In the case of long-term mobility, 90 percent of the grant is paid upon signing the financial agreement, and the remaining 10 percent is paid upon submission of all required documents after the mobility period.

In the case of short-term mobility, the full amount of the grant is paid immediately. The advance payment is made within 30 calendar days of the financial agreement being signed by both parties and no later than the start of the mobility period. The amounts of “Erasmus+” individual support, travel support, and additional grants are determined in accordance with the funding conditions of the relevant “Erasmus+” project and are published on the Panevėžio Kolegija / State Higher Education Institution website.

19. If the advance payment amounts to less than 100 percent of the financial support, the submission of the participant’s final report via the “EU Survey” survey tool is considered a request by the participant to disburse the remaining portion of the financial support. The remaining portion of the financial support is paid within 45 calendar days of the submission of the participant’s final report or, if applicable, a request for the repayment of any recoverable funds is made within that period. If the participant fails to submit the supporting documents specified by the sending institution on time, the advance payment may, on an exceptional basis, be made at a later date.

20. Participants with fewer opportunities may be awarded an additional grant as provided for in the relevant project. The coordinator provides guidance on the application and the supporting documents.

21. In accordance with the “Regulations on the Procedures for Awarding and Paying Incentive, One-Time, Erasmus Mobility Incentive, and Targeted Scholarship Allocation and Payment Procedures” (approved by Academic Council Resolution No. V4-4 on April 30, 2025), a one – time Erasmus+ mobility incentive scholarship of 150 euros is awarded and paid to college students during long-term mobility.

22. Eco-friendly travel is defined as travel by the following modes of transportation: bus, train, or carpooling with others, provided that it meets the requirements of the applicable Erasmus+ project. Students who choose eco-friendly travel receive an additional amount to cover travel expenses (supporting documents must be provided). Travel by plane, ship, or car, when only one mobility participant is traveling, is not considered eco-friendly travel.

23. To conclude a financial agreement, the student must submit the following to the International Relations Coordinator:

- Bank account details for the account into which the Erasmus+ grant will be transferred:

account holder’s information;

bank name;

account number / IBAN.

- An insurance policy. Insurance policy details:

for study mobility – health and accident insurance;

for internship mobility – health, accident, and liability insurance.

- A copy of the European Health Insurance Card

VII. Reporting After an Erasmus+ Mobility Period

24. Upon returning from an Erasmus+ mobility period abroad, the student must submit the following to the International Relations Coordinator:

- If the student went abroad to study: an academic transcript issued by the host institution confirming the results and duration of studies at the foreign institution (Transcript of Records);
- If the student went abroad for an internship: the “After the Mobility” section of the Erasmus+ Learning Agreement for Traineeships, completed and approved by the host institution;
- a certificate signed by the responsible person;

- A short (30–90 sec.) video about the mobility experience abroad;
- Complete the report received via email, providing feedback and evaluating the mobility period abroad, as well as the preparation for and implementation of the mobility.

VII. Final Provisions

25. The guidelines and other relevant information are published on the College's website under the sections "Erasmus+ Studies," "Erasmus+ Internships," and "News" in both Lithuanian and English languages. Personal data and selection documents are processed in accordance with the rules approved by Panevėžio Kolegija / State Higher Education Institution.