APPROVED by Order No. V1-116 of the
Director of Panevėžys kolegija
2024 09 09

Panevėžio kolegija ERASMUS+ STAFF TEACHING and TRAINING mobility regulations

I. General provisions

1. These Regulations govern the planning, preparation, implementation, funding, reporting and recognition of Erasmus+ staff teaching and training visits at Panevėžio kolegija. Each participant's mobility dates, funded activity and travel days, grant amount and contractual obligations are specified in the participant grant agreement and its annex, the Staff Mobility Agreement.

2. Staff selection is governed by the joint Erasmus+ Student and Staff Selection Regulations. This document does not duplicate the assessment and appeal procedures established there.

3. Visits are linked to institutional strategic objectives, the employee's duties and expected benefits for studies, administration or international cooperation. The faculty dean or department head endorses the visit.

II. Activities and mobility periods

4. During a teaching visit, staff teach at a partner higher education institution under an agreed programme. The relevant inter-institutional agreement must be in place for study and teaching mobility between higher education institutions.

5. Training visits cover professional development, job shadowing, training courses or other eligible learning activities. Conference participation is not itself an eligible training mobility activity. An inter-institutional agreement is not a general requirement for all training visits.

6. Mobility in EU Member States and third countries associated to the Programme normally lasts 2–60 physical activity days; mobility involving non-associated third countries lasts 5–60 days. Minimum days must be consecutive. Travel days do not count towards the minimum activity duration. The specific project rules and their exceptions apply.

7. Teaching mobility requires at least 8 teaching hours per week or shorter stay; where teaching is combined with training, at least 4 hours apply. For stays exceeding one week, hours for an incomplete week are calculated proportionately. Exceptions apply only where provided in the Programme rules.

8. Virtual activities may complement physical mobility but do not replace its required minimum duration. Virtual activities receive funding only where permitted by the applicable project rules.

III. Preparation and documents

9. Selected staff agree activity dates, objectives, the programme and expected outcomes with the receiving organisation. The Staff Mobility Agreement and participant grant agreement are signed before departure, and the institution's required travel documents are issued. The grant agreement enters into force when the last of the two parties signs it. Its Special Conditions take precedence over the conditions of its annexes.

10. Staff provide the Coordinator with an invitation or acceptance confirmation, mobility programme, travel plan, bank details and, where applicable, an inclusion support request. The Coordinator advises on funding,

insurance, visas and mobility documents. Each employee is responsible for their insurance cover, which must include at least health insurance and accident insurance.

IV. Grants and payment arrangements

11. The grant comprises individual support and travel support and, where applicable, inclusion support. Financial support is calculated under the Erasmus+ funding rules applicable to the funding project. The total grant, individual support and travel support amounts and daily rate are specified in the participant grant agreement. Current funding tables are published online with the relevant project or call identified.

12. Individual support is calculated for eligible physical activity days and funded travel days specified in the participant grant agreement. Physical activity starts on the first day when the employee must be physically present at the receiving organisation and ends on the last day when they must be physically present there. Activity days and travel days are recorded separately. The participant grant agreement specifies an individual support daily rate up to the 14th physical activity day; funding for longer mobility is determined under the applicable project rules and recorded in the participant agreement. Travel support is based on the European Commission distance calculator and the applicable travel category.

13. The participant receives a pre-financing payment of 100% of the financial support specified in the grant agreement. Payment is made within 30 calendar days of signature by both parties or upon receipt of confirmation of arrival, but no later than the mobility start date specified in the agreement. If the employee has not submitted supporting documents on time according to the institution’s schedule, a later pre-financing payment may exceptionally be made. If the individual participant agreement provides for pre-financing of less than 100%, submission of the final report through EU Survey is treated as a request for payment of the balance; within 45 calendar days of that submission, the institution pays the balance or requests repayment of any recoverable funds.

14. The staff grant and business travel expense accounting are coordinated under institutional rules. Financial support must not cover activity costs already funded by EU funds. The grant may be combined with other funding sources provided that the activities in the Staff Mobility Agreement are carried out and the same costs are not funded twice.

15. Staff may undertake zero-grant Erasmus+ mobility where Programme and institutional requirements are met.

V. Additional support for actual costs

16. Staff whose personal circumstances create barriers to mobility may receive inclusion support for eligible actual additional costs. This support is distinguished from standard individual and travel support; the same costs must not be declared twice.

17. Subject to project and National Agency rules, necessary additional accessibility, assistance, accompanying-person, travel or accommodation costs not covered by standard support may be funded. Eligibility and funding coverage depend on the applicable rules and approval.

18. Before mobility, staff submit a request, justification of need, estimated costs and the documents required by the applicable rules according to the schedule set by the institution and, where applicable, the National Agency. Sensitive information is provided only to the extent necessary.

19. The Coordinator checks the request and forwards it to the National Agency where required. Approval and any grant agreement amendment are documented before the funded costs are incurred unless the applicable rules provide otherwise.

20. Reimbursement of inclusion support costs is based on supporting documents submitted by the employee. Staff provide invoices, payment evidence and documents linking the costs to the approved need. Documents are submitted according to the institution's schedule and the applicable project and participant grant agreement conditions. Unused support or amounts spent on ineligible costs are repaid under the participant grant agreement.

VI. Changes and reporting

21. Staff immediately inform the Coordinator of changes to activity dates, the programme or the receiving organisation. Amendments to the grant agreement are requested and agreed by formal letter or email. The mobility period may be extended only with the institution's agreement, within the contractual limits and with the grant agreement amended accordingly. The grant is recalculated for the confirmed eligible period.

22. After mobility, staff submit the receiving organisation's certificate of attendance confirming the actual start and end dates of physical activity according to the institution's document submission schedule. Staff also provide evidence of programme completion, travel documents where required by the applicable rules and evidence of inclusion support costs where such support was awarded.

23. After mobility, staff complete and submit the final participant report through EU Survey following the invitation sent to them and within the agreed deadline specified in the participant grant agreement. If the report is not submitted, the institution may require repayment of all or part of the financial support. Staff present the outcomes within their department and prepare dissemination material in accordance with institutional requirements.

24. Teaching and training mobility outcomes are recognised and recorded under institutional professional development and staff appraisal procedures. If the grant agreement is not complied with, all or part of the financial support is repaid under the agreement. If the agreement is terminated early, the grant already paid is repaid unless otherwise agreed with the institution. Where force majeure prevents completion of the activity, the employee retains the grant corresponding to the actual mobility duration; remaining funds are repaid under the agreement. The institution reports and agrees such cases with the National Agency.

VII. Publication and review

25. The current Regulations are published on the staff mobility webpage in Lithuanian and English. The Coordinator initiates review when Programme rules, project conditions or institutional procedures change.