Erasmus+

PANEVĖŽIO KOLEGIJA / STATE HIGHER EDUCATION INSTITUTION

Erasmus+ KA171 Incoming Student Mobility Organisation Procedure

I. General provisions

1. This document sets out the principles for organising incoming student mobility at Panevėžio Kolegija / State Higher Education Institution under the Erasmus+ KA171 project. It applies only to the countries, partners, participant categories and mobility activities approved under the project.

2. KA171 refers to mobility projects funded through EU external policy instruments and aimed at cooperation with third countries not associated to the Erasmus+ Programme. Outgoing mobility of the Kolegija students funded through KA131 is not charged to the KA171 project.

3. Mobility activities are implemented in accordance with a valid inter-institutional agreement, the project grant agreement and its annexes, and the applicable Erasmus+ Programme Guide. An inter-institutional agreement must be concluded before the relevant exchanges begin.

II. Participants and types of mobility

4. Students from partner higher education institutions may be hosted for studies (SMS) and, where provided for in the approved project, traineeships (SMT). Mobility opportunities depend on the specific funded activity and partnership.

5. Long-term physical student mobility generally lasts from 2 to 12 months; specific exceptions and conditions for short-term mobility apply in accordance with the Programme Guide.

III. Information, nomination and selection

6. The partner institution announces the selection procedure and selects its students in accordance with the principles of fairness, transparency, equal opportunities and non-discrimination. Selection criteria and decisions must be documented.

7. The partner institution submits nominations and the necessary information to Panevėžio Kolegija / State Higher Education Institution by the established deadline. Panevėžio Kolegija / State Higher Education Institution verifies that the nomination complies with the approved project funding, agreed fields of study, admission capacity and document requirements.

8. Panevėžio Kolegija / State Higher Education Institution and the partner institution inform participants about mobility conditions, possible additional inclusion support, travel and accommodation arrangements, visas or residence permits, insurance and contact details. Admission is confirmed only after the necessary checks have been completed.

IV. Preparation for mobility

9. Before the student's mobility begins, a Learning Agreement for studies or traineeships is agreed upon and signed. The documents define the activities, duration and responsibilities.

10. Panevėžio Kolegija / State Higher Education Institution and the sending institution coordinate the participant's admission, study courses or activity programme, academic recognition, support and accessibility needs. The participant is responsible for travel documents, insurance and, where required, a visa or residence permit.

11. Before mobility, an individual grant agreement is concluded with an incoming participant receiving a KA171 grant. The agreement specifies the funding conditions, payment arrangements, reporting requirements and possible recovery of funds.

V. Funding and grant payments

12. Incoming KA171 participants may receive individual support and a travel grant in accordance with the specific project grant agreement, applicable rates, travel distance and funded mobility duration.

13. Additional funded travel days may be granted under the applicable rules: up to 2 days for non-green travel or up to 6 days for green travel. The actual number of days is determined on the basis of travel needs and supporting documents.

14. Participants with fewer opportunities may be eligible for additional individual support or inclusion support based on actual costs, provided that the relevant funding conditions are met.

15. Grant amounts and the arrangements for advance and final payments are specified in the participant's grant agreement and the relevant KA171 project documents. Internal KA131 payment percentages are not automatically applied to KA171 participants.

VI. Implementation and completion of mobility

16. During mobility, the participant follows the agreed study or traineeship programme. The participant promptly informs both institutions of significant changes; agreements are updated where necessary.

17. At the end of mobility, the receiving institution issues documents confirming participation and its duration, a transcript of records or confirmation of traineeship results, using the applicable forms.

18. The participant submits the mandatory Erasmus+ participant report and other documents required by the agreement. Panevėžio Kolegija / State Higher Education Institution records the mobility in the relevant project management systems and retains supporting documents.

VII. Notes on application and sources

19. Legal basis: Part B of the 2026 Erasmus+ Programme Guide, higher education mobility projects; the 2026 International Credit Mobility (ICM) Handbook; the relevant signed KA171 grant agreement and its annexes.