

APPROVED
by Order No. V1-116 of the Director of Panevėžio kolegija
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DESCRIPTION OF THE INTERNATIONAL RELATIONS MANAGEMENT PROCEDURE

Quality Management System | PA18 | Version 10

English translation. In case of discrepancies, the Lithuanian version shall prevail.

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Person responsible for the process
International Relations Coordinator
Management Representative for Quality

Jovita Kaziukonytė-Levanienė

Dr Dalia Susnienė

I. GENERAL PROVISIONS

1. The purpose of international relations management is to increase the internationalisation of Panevėžio kolegija (hereinafter - the College) by attracting foreign students and partners, contributing to the implementation of joint study programmes and international projects, and organising international exchanges for students, lecturers and administrative staff.

2. This Description applies to all College employees involved in ensuring the international relations process.

3. In ensuring the internationalisation of the College activities, the College follows the Statute of the College, the Panevėžio kolegija Strategy and Strategic Activity Plan, the Description of the Procedure for Organising Erasmus+ Staff Teaching/Training Visits at Panevėžio kolegija, the Professional Development Programme for Lecturers and Researchers of Panevėžio kolegija, the Description of the Procedure for Attestation of Lecturers and Researchers and Organisation of Competitions for Positions, the Description of the Procedure for Establishing and Accounting for the Full-time Workload of College Lecturers, the Lecturer Job Description, Faculty Regulations and job descriptions.

4. The development of internationalisation at the College is coordinated by the International Relations, Marketing and Projects Department, which is subordinate to the Director and operates in accordance with the College Strategy and the Regulations of the International Relations, Marketing and Projects Department.

5. The Deming PDCA cycle (plan, do/implement, check/evaluate, act/change) is applied in the international relations management process.

1. PLAN	2. DO
Panevėžio kolegija Strategy and Strategic Activity Plan. College action plans for implementing goals and objectives. Performance indicators set in the Erasmus+ grant agreement.	Organisation, coordination and implementation of Erasmus+ lecturer, staff and student mobility in the units. Search for Erasmus+ international cooperation opportunities with foreign partners. Search for funding opportunities for international projects. Implementation of strategic indicators (KVRSS).
4. ACT	3. CHECK
Identification of problem areas and non-conformities in the implementation of international relations. Analysis of causes, corrections and corrective actions (activity improvement).	Monitoring and periodic evaluation of Erasmus+ mobility carried out by units. Monitoring and evaluation of strategic indicators (KVRSS). Preparation and submission of Erasmus+ activity reports at the end of the project.

Figure 1. Deming cycle in international relations management activities

I. DEFINITIONS AND ABBREVIATIONS

6. The following concepts are used in this Procedure Description:

Selection - the selection of staff for teaching and training visits, carried out by a Selection Committee established by order of the Director.

Teaching visits - activities during which a lecturer teaches at a foreign higher education institution according to a pre-agreed teaching programme and may also improve the quality of the subjects taught and, together with partner institutions, discuss and initiate/develop academic cooperation.

Grant - financial and material support provided by state and municipal institutions, international organisations and funds, and other third parties for a specific activity.

Grant Agreement - a bilateral agreement between the university and a staff member leaving for/arriving for an Erasmus+ training/teaching visit, setting out the conditions for payment of and reporting on the grant and other obligations of the parties.

Erasmus+ Programme Guide - a document prepared by the European Commission (EC), forming an integral part of the call for proposals under the Erasmus+ programme. Institutions applying for funding must comply with the participation and funding conditions set out in the Guide. The document provides information on programme priorities, supported actions, funding for different actions, participation and administration.

Erasmus+ Inter-Institutional Agreement - an agreement between the receiving foreign higher education institution and the College setting out the flows of students and lecturers participating in exchanges, fields of study, duration and other relevant information.

Erasmus+ staff mobility - activities that provide lecturers, administrative staff and other employees with opportunities to teach/train at an institution in another country.

Training visits - activities promoting the professional development of academic staff (excluding students) and non-academic staff through participation in learning events organised abroad (in Programme Countries and Partner Countries), excluding conferences.

Programme Countries - 28 European Union countries, Norway, Iceland, Liechtenstein, Turkey, Macedonia and Serbia.

Student mobility - an activity carried out under Erasmus+ or another exchange programme whereby a student is sent for a defined period to another country participating in the programme or to a partner country for studies or traineeship.

Education Exchanges Support Foundation - the Lithuanian National Agency entrusted with administering Erasmus+ and other initiatives in the fields of education and vocational training funded by the European Commission (hereinafter - EC) and the Government of the Republic of Lithuania.

International Relations Coordinator (hereinafter - the Coordinator) - an employee of the International Relations, Marketing and Projects Department of Panevėžio kolegija appointed by order of the Director, performing the functions of the institutional Erasmus+ programme coordinator and responsible for the implementation, coordination and supervision of the Erasmus+ programme at Panevėžio kolegija.

International Studies Coordinator - an employee of the International Relations, Marketing and Projects Department of Panevėžio kolegija appointed by order of the Director, who prepares measures of the College marketing plan for international markets related to attracting prospective international students; organises publicity campaigns for study programmes in the international environment for various target groups; plans and coordinates the procurement of publicity and advertising measures; and cooperates directly with international student recruitment agents.

III. DESCRIPTION OF ACTIVITIES AND RESPONSIBILITIES

7. Planning of international mobility and international relations management activities.

7.1. International activities - student and staff mobility, international studies and project activities - are planned in accordance with the objectives for the development of internationalisation set out in the Panevėžio kolegija Strategy and Strategic Activity Plan and the measures for implementation of that plan, taking into account the College financial, human, material and technical resources and funds allocated to international programmes.

7.2. Project activities are planned taking into account the relevance, necessity and benefits of study projects, as well as the activities, priorities and criteria funded by international programmes (including Erasmus+). Project activities are planned in cooperation with academic units and the Project Manager of the International Relations, Marketing and Projects Department.

7.3. Project activities carried out outside Erasmus+, as well as the attraction of visiting foreign researchers and guest lecturers, are implemented in accordance with the Description of the Academic Project Management Procedure PA14.

7.4. The International Studies Coordinator of the International Relations, Marketing and Projects Department and the International Relations, Marketing and Projects Department are responsible for attracting foreign students to full-degree studies.

7.5. When planning activities, each June the Coordinator collects staff applications for participation in the Erasmus+ programme (teaching and training visits). The applications are selected and approved by the Selection Committee established by order of the Director.

7.6. Student selection is carried out in accordance with paragraph 8.3 of this Procedure.

7.7. College membership in international organisations is planned taking into account the compatibility of the objectives and activities of international organisations with the strategic objectives and fields of activity of the College.

8. Organisation and implementation of international mobility and international relations management.

8.1. Context of international mobility activities.

8.1.1. International mobility activities must be carried out by all College units whose regulations provide for the implementation of international activities and by the employees working in those units. Heads of the units are responsible for the effectiveness of international activities in their units.

8.1.2. International mobility activities are implemented in accordance with the principles of impartiality, fairness and academic community, consistent with the values of academic ethics, and in accordance with the College Codes of Ethics and Academic Ethics.

8.1.3. Each year the International Relations Coordinator submits an Erasmus+ programme application to the Education Exchanges Support Foundation to obtain mobility funding for lecturers, staff and students.

8.1.4. The International Relations Coordinator also searches for other opportunities for the development of international relations.

Panevėžio kolegija is entitled to receive support by participating in various international programmes unless programme conditions specify particular restrictions. All College lecturers and staff are entitled to carry out international exchange and cooperation activities, provided that the activities are aligned with the Panevėžio kolegija Strategic Activity Plan. Conditions for implementing European Union programme projects are defined in specific agreements and other documents.

8.1.5. The International Relations Coordinator searches for new opportunities for cooperation with foreign partners under the Erasmus+ programme, prepares bilateral inter-institutional agreements for international cooperation under the Erasmus+ programme (<http://www.erasmus-plus.lt/puslapis/aukstuju-mokyklu-studentu-ir-darbuotoju-mobilumo-programos-salyse-projektai-55>), signs them and monitors their implementation. Erasmus+ cooperation agreements are registered and stored by the International Relations Coordinator in the register of projects coordinated by the Education Exchanges Support Foundation and cooperation agreements with foreign partners (TR) (file index 1.44).

8.2. Selection of lecturers/staff and organisation of mobility.

8.2.1. Selection of lecturers and staff and the organisation of mobility for teaching/training are carried out in accordance with the Description of the Procedure for Organising Erasmus+ Staff Teaching/Training Visits at Panevėžio kolegija, which regulates the organisation and funding conditions of staff/lecturer mobility, implementation of mobility activities, payment, reporting and formalisation of results after mobility.

8.3. Organisation of student selection and mobility for studies/traineeship.

8.3.1. During the autumn and/or spring semesters, the International Relations Coordinator organises Erasmus+ information seminars presenting mobility opportunities and updates and informing students about the documents required for selection and the stages of the selection process.

8.3.2. Twice during the academic year, the International Relations Coordinator organises student selection for study/traineeship mobility: for the autumn semester - from February to April; for the spring semester - from September to November. Where opportunities and needs exist, selection may also be announced at other times. Announcements about ongoing selection are published on the Panevėžio kolegija website at <https://panko.lt/tarptautiskumas/> and on the College social media profiles.

8.3.3. Students wishing to participate in the mobility programme complete an application, received by e-mail, Appendix 1 (PA18-F1), and prepare a curriculum vitae and motivation letter in English. These documents are submitted to the International Relations Coordinator.

8.3.4. After the application deadline, a meeting of the Erasmus+ mobility participant Selection Committee is organised. The Chair of the Committee presents the candidates to the Committee. The Committee selects Erasmus+ mobility participants for studies/traineeship.

8.3.5. After the candidates have been approved, the International Relations Coordinator, taking into account the student preferences stated in the application, the prepared curriculum vitae and motivation letter, contacts partner institutions abroad directly regarding possibilities for organising the student study/traineeship mobility.

8.3.6. After receiving a positive response from the foreign institution, the student completes the documents: the receiving institution application form (if applicable) and any other documents requested by the receiving institution.

8.3.7. The International Relations Coordinator assists the student, according to the study programme, in selecting study subjects from the list of subjects offered by the foreign higher education institution. The International Relations Coordinator verbally coordinates the subjects selected by the student with the dean of the faculty. Once the subjects have been agreed, the International Relations Coordinator, together with the student, prepares the Learning Agreement for studies/traineeship, which is signed by the representative of the sending organisation - the Erasmus institutional coordinator, the representative of the receiving organisation and the participant in study/traineeship mobility. The Learning Agreement for traineeship/studies is endorsed by the dean of the faculty.

8.3.8. After the Learning Agreement for studies/traineeship has been signed, the International Relations Coordinator prepares the model Erasmus+ grant agreement for higher education student studies and/or traineeship and coordinates it with the College lawyer. The model Erasmus+ grant agreement for higher education student studies and/or traineeship is signed by the mobility participant and the Director. The agreement is prepared in two copies: one is provided to the grant recipient and the other is stored in the International Relations, Marketing and Projects Department. The model Erasmus+ grant agreement for higher education student studies and/or traineeship is stored among the Education Exchanges Support Foundation programme documents (model grant agreements, applications, reports) and their register (MS) (file index 1.43).

8.3.9. The College provides additional incentives in accordance with the Description of the Procedure for Awarding and Paying Incentive, One-off, Erasmus+ Mobility Incentive and Targeted Scholarships at Panevėžio kolegija and the Description of the Procedure for Awarding and Paying Individual Additional Grants to Groups of Panevėžio kolegija Students with Fewer Opportunities.

8.3.10. Where necessary, the International Relations Coordinator advises students on travel tickets, accommodation booking and insurance.

8.4. Reporting on implementation of the mobility process.

8.4.1. After the teaching/training period, lecturers/staff submit to the International Relations Coordinator documents proving the teaching/training visits abroad - certificates signed by a representative of the receiving institution confirming the purpose of the visit, the duration of teaching/training and the activities carried out - and, after return, prepare an information notice about the meeting/visit.

8.4.2. After the study/traineeship period, students submit to the International Relations Coordinator documents proving the studies/traineeship abroad - certificates signed by a representative of the receiving institution confirming the duration (period) of studies/traineeship and an academic transcript of study results.

8.4.3. Where necessary, after the visit abroad the International Relations Coordinator advises lecturers/staff on how to complete the electronic final mobility activity report form.

8.4.4. After the visit abroad, the lecturer/staff member provides feedback and organises dissemination of teaching/training experience through a presentation or seminar, an article on the College website, etc.

8.4.5. A student returning after partial studies abroad, with an academic transcript issued by the foreign university recording the learning outcomes, credits received and grades, applies to the dean of the faculty for recognition of the study period and results.

8.4.6. After studies/traineeship abroad, the student provides feedback and prepares an article or message for College website news or similar dissemination.

8.4.7. Where necessary, the International Relations Coordinator advises students when completing the electronic final activity report form.

8.4.8. No later than 30 calendar days before the diploma is issued, the International Relations Coordinator prepares textual information on the location, duration and results of students partial studies and/or traineeship for the Head of the Centre for Studies, Career and Employment.

8.5. Record-keeping of mobility participants.

8.5.1. The International Relations Coordinator keeps records of mobility participants by entering participant data into electronic systems (the Student Register and Beneficiary Module).

8.6. Incoming mobility.

8.6.1. Work with incoming lecturers and staff.

8.6.1.1. The International Relations Coordinator coordinates the details of incoming lecturer and staff visits with the foreign sending institution, organises the visit programme according to the needs of the visitors, and sends other required documents as requested by the foreign institution.

8.6.2. Work with incoming students.

8.6.2.1. By the established deadline, foreign institutions or individual students complete the online form at <https://panko.lt/en/stojantiesiems/english-exchange-programs/exchange-programs-application-form/> and submit all required documents, including the Learning Agreement for studies/traineeship. The received documents are checked by the International Relations Coordinator; candidates are selected by assessing the incoming student competencies and possibilities.

8.6.2.2. Upon students arrival, an orientation week is organised where possible, during which the International Relations Coordinator introduces students to the College, the main places of interest in Panevėžys and aspects of life in the city. Where possible, an incoming student is assigned a student mentor.

8.6.2.3. During the first week, the International Relations Coordinator, together with the dean of the faculty, coordinates the study timetable of incoming students. The timetable for incoming students is prepared in English.

8.6.2.4. At the end of the visit of foreign students, lecturers and staff, the International Relations Coordinator prepares and signs certificates confirming the mobility activities and period.

8.7. Advising on studies/training/traineeships abroad.

8.7.1. The International Relations, Marketing and Projects Department collects information on foreign higher education institutions and opportunities for studies and training under various international programmes. Students, lecturers and staff are advised individually, orally and by e-mail. Information is published on the College website. The Information Technology Centre publishes the information at the request of the International Relations Coordinator.

8.7.2. The International Relations, Marketing and Projects Department also prepares and organises information meetings for the Panevėžio kolegija community with representatives of foreign higher education institutions.

9. Monitoring and evaluation of international mobility and international relations management activities.

9.1. Various measures are used to implement the development of internationalisation and to monitor and evaluate results:

9.1.1. Ensuring feedback and dissemination of mobility activities through reports, electronic platforms and sharing impressions and experience in the represented units and study programmes;

9.1.2. Analysis of student surveys and discussions with the aim of improving the quality of study programmes and the administration of the international relations process;

9.1.3. Discussion of the results of international mobility activities in the faculties;

9.1.4. Submission of the achieved internationalisation development results for the Director annual report once a year.

9.1.5. Under agreements on the use of funds from the European Commission and the State Budget or European Union Structural Funds, the International Relations Coordinator submits interim and final Erasmus+ programme activity reports to the Education Exchanges Support Foundation as required by the signed agreement for the current year concerning the use of European Commission and State Budget or European Union Structural Funds allocated to higher education and research institutions for the implementation of international higher education programmes.

9.2. The College operates a College Performance Indicator Monitoring System (KVRSS), in which international mobility activities are monitored and periodically evaluated (in the Strategic Plan Indicator Monitoring and Performance Results sections).

9.3. The results of international mobility activities are evaluated annually with reference to: achievement of the indicators established in the College Strategic Activity Plan; achievement of the areas and indicators set out in the Description of the Procedure for External Evaluation and Accreditation of Studies approved by Order No. V-835 of the Minister of Education, Science and Sport of the Republic of Lithuania; and the Methodology for External Evaluation of Study Fields approved by the Director of the Centre for Quality Assessment in Higher Education.

9.4. The annual study field monitoring tool developed by the Centre for Quality Assessment in Higher Education (SKVC) contains data obtained from the Student Register, the Register of Teachers and the Education Management Information System and allows the Study Field Monitoring Indicator Report, including data on international mobility, to be viewed at <https://rsvis3.emokykla.lt/cognos/>.

9.5. The International Relations Coordinator enters international mobility data, including information on achievement of international mobility results, into KVRSS and reports on them.

9.6. In accordance with the Description of the Procedure for Establishing and Accounting for the Full-time Workload of Panevėžio kolegija Lecturers, the lecturer reports on implementation of the academic year activity plan by submitting a list of international mobility results, which is evaluated by a faculty commission established for one academic year by order of the faculty dean.

9.7. The international mobility achievements of lecturers and researchers are also evaluated in accordance with the procedure established in the Description of the Procedure for Attestation of Lecturers and Researchers of Panevėžio kolegija and Organisation of Competitions for Positions.

10. Improvement of international mobility and international relations management activities.

10.1. The results of international mobility activities are evaluated in the units, the Directorate, the Academic Council and the College Council when presenting the implementation of the strategic plan performance indicators. If the planned results are not achieved, heads of units, the International Relations Coordinator and the International Studies Coordinator take measures to improve international mobility and international relations management activities.

10.2. International relations management activities are improved through regular audits of these activities in accordance with the procedure established in the Description of the Internal Audit Procedure of the Quality and Environmental Management System PA17. Non-conformities, potential problem areas and opportunities for improvement identified during audits are managed in accordance with

the Description of the Activity Improvement Procedure PA19, which establishes the procedure for planning and implementing corrections and corrective actions and identifies responsible persons.

10.3. In order to ensure high-quality implementation of the objectives set out in the College Strategy and to achieve the planned indicators, and to continuously improve international cooperation, mobility and project activities, the following measures are implemented at the College:

10.3.1. Increasing the accessibility of information to mobility participants by continuously updating the Internationalisation page of the College website: <https://panko.lt/tarptautiskumas/>.

10.3.2. Continuous improvement of the student and staff mobility process, increasing mobility opportunities and motivation by taking into account student opinions/preferences and analysing survey results;

10.3.3. Organisation of foreign language courses and training visits to enhance the competences of the College academic, research and administrative staff;

10.3.4. Improvement of international study promotion, work with study agents and attraction of foreign students by improving and expanding information dissemination channels so that as many foreign students as possible from different countries come to the College for partial or full-degree studies.

IV. RELATED DOCUMENTS

Law on Higher Education and Research of the Republic of Lithuania

Legal acts approved by orders of the Minister of Education, Science and Sport of the Republic of Lithuania:

- Order on the Approval of the Description of the Procedure for External Evaluation and Accreditation of Studies, Evaluation Areas and Indicators

Legal acts approved by the Director of the Centre for Quality Assessment in Higher Education:

- Methodology for External Evaluation of Study Fields
- On the Annual Study Field Monitoring Indicator Report

Other documents regulating mobility:

- Documents related to higher education student and staff mobility projects in Programme Countries (<http://www.erasmus-plius.lt/puslapis/aukstuju-mokyklu-studentu-ir-darbuotoju-mobilumo-programos-salyse-projektai-55>)
- Erasmus Charter for Higher Education 2021-2027: <https://panko.lt/wp-content/uploads/2021/06/Erasmus-Chartija.pdf>
- Erasmus+ programme conditions and all documents regulating mobility activities are published annually at <http://www.erasmus-plius.lt/puslapis/programos-vadovas-ir-kiti-dokumentai-108>

Legal acts approved by Panevėžio kolegija:

- Code of Academic Ethics
- Code of Ethics
- Panevėžio kolegija Strategy and Strategic Activity Plan
- Description of the Procedure for Organising Erasmus+ Staff Teaching/Training Visits at Panevėžio kolegija
- Order of the Director on Establishing the Procedure for Accounting and Payment of Additional Work of Lecturers Working with Students Incoming under the Erasmus+ Programme
- Order of the Director on Establishing the Procedure for Organising Virtual Erasmus+ Teaching Visits
- Professional Development Programme for Lecturers and Researchers of Panevėžio kolegija
- Description of the Procedure for Attestation of Lecturers and Researchers and Organisation of Competitions for Positions at Panevėžio kolegija
- Description of the Procedure for Establishing and Accounting for the Full-time Workload of Panevėžio kolegija Lecturers
- Description of the Procedure for Awarding and Paying Incentive, One-off, Erasmus+ Mobility Incentive and Targeted Scholarships at Panevėžio kolegija
- Description of the Procedure for Awarding and Paying Individual Additional Grants to Groups of Panevėžio kolegija Students with Fewer Opportunities
- Lecturer Job Description
- Faculty Regulations
- Job Description of the Deputy Director for Studies
- Regulations of the International Relations, Marketing and Projects Department
- Job Description of the Head of the International Relations, Marketing and Projects Department
- Job Description of the International Relations Coordinator of the International Relations, Marketing and Projects Department
- Job Description of the Project Manager of the International Relations, Marketing and Projects Department
- Job Description of the International Studies Coordinator of the International Relations, Marketing and Projects Department
- Description of the Internal Audit Procedure of the Quality and Environmental Management System PA17
- Description of the Activity Improvement Procedure PA19

V. APPENDICES

Appendix 1. Application for Studies/Traineeship Abroad (PA18-F1).

Appendix 1 to the Description of the International Relations Management Procedure (PA18-F1)

APPLICATION FOR STUDIES/TRAINEESHIP ABROAD ERASMUS+ PROGRAMME

_____ academic year

STUDENT DATA				
Surname				
Name				
Personal identification number				
Current address:		Permanent address	(if different):	
Postal code		Postal code		
City		City		
Tel.		Tel.		
E-mail		E-mail		
CURRENT STUDIES				
Faculty				
Study programme				
Year		Group		
FOREIGN LANGUAGE PROFICIENCY				
Language 1				
Language 2				
PREFERRED ACTIVITY				
☐ Studies	☐ Traineeship	☐ Studies and traineeship		
PREVIOUS VISITS ABROAD				
☐ Studies	☐ Traineeship	☐ Work	☐ Other (specify)	
If you studied abroad:				
No.	Educational institution	Study period (from-to)	Source of funding	
1.				
2.				
If you completed a traineeship abroad:				
No.	Receiving organisation	Traineeship location (if different)	Traineeship period (from-to)	Source of funding
1.				
2.				

Date _____ Student signature _____