APPROVED
by Order No. V1-74 of the Director of Panevėžio kolegija
of 29 April 2024

REGULATIONS ON THE ORGANISATION OF ERASMUS+ STAFF TEACHING AND TRAINING VISITS AT PANEVĖŽIO KOLEGIJA

I. GENERAL PROVISIONS

1. The Regulations on the Organisation of Erasmus+ Staff Teaching and Training Visits at Panevėžio kolegija (hereinafter referred to as the Kolegija and the Regulations, respectively) govern the selection of mobility participants, the organisation of visits and reporting on mobility visits.

2. The Regulations have been prepared in accordance with the current Erasmus+ Programme Guide approved by the European Commission (hereinafter the EC), grant agreements between the Education Exchanges Support Foundation (hereinafter the Foundation) and the Kolegija, the Procedure for the Use of State Budget Funds Allocated to Lithuanian Higher Education and Research Institutions for Participation in International Exchange Programmes, approved by order of the Minister of Education, Science and Sport of the Republic of Lithuania, the Kolegija's Strategy and Strategic Action Plan for 2021-2026, the Procedure for Coordinating International Relations, the Professional Development Programme for Lecturers and Researchers for 2024-2026, the Regulations on Lecturer Appraisal and Competitions for Positions, the Procedure for Planning and Accounting for Lecturers' Full-Time Workload, and other internal documents.

II. SELECTION OF ERASMUS+ PROGRAMME PARTICIPANTS

3. The International Relations Coordinator, performing the functions of the institutional Erasmus+ Coordinator, informs Kolegija staff by email about the submission of applications for teaching and training visits (Annex 1).

4. All Kolegija lecturers may apply for teaching visits; lecturers and other staff may apply for training visits. The Director, the Deputy Director for Studies, the Deputy Director for Research and Development, the International Relations Coordinator, the Project Manager, the International Studies Coordinator and faculty deans are not required to submit applications.

5. Erasmus+ participants are selected by the Erasmus+ Mobility Participant Selection Committee (hereinafter the Committee), whose composition is approved by order of the Director.

5.1. The Committee ensures equal opportunities for all staff participating in the selection, irrespective of sex, sexual orientation, race, nationality, language, origin, citizenship, social status, belief, marital or family status, age, appearance, convictions or views, or membership of political parties and public organisations.

5.2. Selection for the following academic year takes place in June.

5.3. Where necessary, an additional selection round for Erasmus+ teaching and training visits in the spring semester of the current academic year is announced in December.

5.4. The Deputy Director for Studies may initiate an additional selection round for Erasmus+ teaching and training visits if difficulties arise in organising mobility visits under the conditions laid down in point 9.3.

6. The Chair of the Committee organises a Committee meeting, which may also be held electronically.

6.1. The Committee considers staff applications for teaching and training visits on the basis of the following criteria:

6.1.1. The importance of the teaching or training visit for achieving the Kolegija's strategic objectives.

6.1.2. The candidate's level of English language proficiency.

6.1.3. The candidate's experience of working with Erasmus+ students and international students enrolled in full degree programmes.

6.1.4. The candidate's involvement in international research and project activities.

6.1.5. The candidate's involvement in organising mobility visits for staff arriving from partner institutions.

6.2. A Committee meeting is valid if at least 50 per cent of its members are present.

6.3. A participant is selected if their candidacy is supported by at least 50 per cent of the Committee members. In the event of a tie, the Chair of the Committee has the casting vote.

6.4. Where necessary, the Committee may consult heads of units when drawing up the list of mobility participants.

6.5. Minutes are taken at Committee meetings.

7. The selected staff member is responsible for preparing for mobility. The International Relations Coordinator provides advice and recommendations on organising and carrying out the teaching or training visit.

III. ORGANISATION OF MOBILITY

8. The International Relations Coordinator informs staff selected by the Committee about possible visits.

9. Mobility visits are organised in accordance with the following principles:

9.1. Mobility visits may be undertaken in groups of no more than three persons (at least two persons must undertake teaching visits).

9.2. A staff member may undertake a training visit once per semester, except in the case described in point 9.3.

9.3. Having assessed the results of the Kolegija's internationalisation indicators for the current year against the objectives of the Strategic Action Plan for 2021-2026, the Deputy Director for Studies may initiate staff teaching or training visits without applying the restrictions laid down in points 9.1 and 9.2.

10. Before the mobility visit, participants must submit the following to the International Relations Coordinator no later than two months before the start of mobility (for visits to higher education institutions in Latvia, no later than one month before the start):

10.1. A request for permission to participate in mobility activities endorsed by the Chair of the Erasmus+ Mobility Participant Selection Committee and by the participants' direct supervisors, where mobility is organised under the principles set out in points 9.1-9.2 (Annex 2).

10.2. A request for permission to participate in mobility activities endorsed by the Director, the participants' direct supervisors and the Deputy Director for Studies, where mobility is organised under the principles set out in point 9.3 (Annex 3).

11. The receiving institution and the Kolegija officially agree on mobility plans by post or email.

12. Before a staff member leaves for a teaching or training visit, the final teaching or training programme is officially agreed and signed by the staff member, their direct supervisor, the International Relations Coordinator and a representative of the receiving institution.

13. Once the dates of the teaching or training visit have been agreed, the International Relations Coordinator calculates the grant for travel and subsistence in the Erasmus+ mobility database, informs the staff member and prepares a submission to the Director for the conclusion of a financial agreement.

14. If a lecturer has scheduled classes during the mobility period, changes to the teaching timetable must be agreed with the consultants of the Centre for Studies, Careers and Employment. If the timetable changes are not agreed, the Erasmus+ grant awarded to the lecturer may be cancelled.

15. The International Relations Coordinator compiles a document file for each Erasmus+ staff participant. Files are retained for at least five years after the Foundation approves the Kolegija's final financial activity report for the current academic year.

16. The grant for staff mobility is intended to cover costs related to international staff mobility (travel and subsistence).

17. The grant consists of EC funds or Lithuanian state budget funds received under agreements between the Kolegija and the National Agency. The institutional Erasmus+ Coordinator and the Kolegija's Chief Accountant are responsible for accounting for the targeted use of funds allocated to Erasmus+ staff mobility.

18. Grants are paid in accordance with the agreement concluded between the Kolegija and the staff member. The Kolegija ensures that the staff member receives the percentage of the awarded Erasmus+ grant specified in the agreement before departure and before starting the Erasmus+ mobility activity abroad.

19. If a staff member suspends the grant agreement due to force majeure, the participant may subsequently resume the activity provided that its end date is no later than the final date of the mobility project.

20. Where the grant agreement with the staff member is amended at the staff member's request or on the initiative of the Kolegija without worsening the contractual conditions for the staff member, an official letter from the Kolegija sent by post or email is sufficient for the amendments to the grant agreement to enter into force.

21. All outgoing and incoming staff members must be insured. Staff members are responsible for arranging their own insurance. Insurance cover must include health insurance and accident insurance. Civil liability insurance is recommended but is not compulsory.

III. ERASMUS+ STAFF REPORTING ON MOBILITY VISITS

22. Within five working days after the end of the visit abroad, the staff member submits a document signed by the receiving organisation confirming participation in the activity, including the virtual components in the case of blended mobility. The document must state the

participant's full name, the purpose of the activity and the confirmed start and end dates of the physical mobility activity. The dates of the visit must correspond to those in the approved teaching or training programme.

23. The International Relations Coordinator may request documents substantiating travel expenses.

24. After the mobility visit, participants must complete the European Commission's standard online questionnaire (participant report). Participants who fail to submit the report may be required to repay the Erasmus+ grant.

25. No later than five days after the mobility visit, the staff member must submit a description of the visit, with photographs, in Lithuanian and English to the Marketing Project Manager.

IV. FINAL PROVISIONS

26. These Regulations and any amendments or additions are approved by order of the Director of the Kolegija.

27. These Regulations enter into force on the date of their approval. Exceptions may be applied by decision of the Director provided that they do not conflict with the rules established by the EC and the Foundation.

Translation note: the original Lithuanian document uses the section number III for both "Organisation of Mobility" and "Staff Reporting on Mobility Visits". This numbering has been retained. The translation reproduces the source document; it does not introduce new procedures or amendments.

Annex 1

ERASMUS+ PROGRAMME
APPLICATION FOR A TEACHING OR TRAINING VISIT

Academic year 202__ / 202__

1. Personal details

Applicant's first name and surname	
Date of birth (year, month, day)	
Mobile phone number	+370
Email	
Position held	
Residential address	
Length of service (J: under 10 years; I: 10-20 years; S: over 20 years)	

2. Description of the planned Erasmus+ teaching or training visit

Name of the institution
Overall objective of the mobility
Added value of the mobility for the participant and the institution
Planned lecture topics (for teaching visits) and number of hours (at least 8 teaching hours in total)
Planned training programme (for training visits)

3. Expected outcomes of the visit

Expected impact on future or continued inter-institutional cooperation and visit outcomes

4. Planned dates of the visit

Dates including travel
Start: _____ End: _____

_____	_____	_____
Date	Signature	Full name

Annex 2

To the Chair of the Erasmus+ Mobility Participant Selection Committee
Dr Jurgita Lieponienė

REQUEST
FOR PERMISSION TO PARTICIPATE IN ERASMUS+ PROGRAMME ACTIVITIES

_____
Date
Panevėžys

We request permission for the following staff members to participate in Erasmus+ programme activities from _____ to _____ (including travel days) at _____ University:

No.	Staff member	Mobility type	Direct supervisor's endorsement
1.	J. Jonaitis	Teaching	
2.	P. Petraitis	Teaching	
3.	K. Kazaitis	Training	

Participants:

_____	_____	_____
Date	Signature	Full name
_____	_____	_____
Date	Signature	Full name
_____	_____	_____
Date	Signature	Full name

Annex 3

To the Director of Panevėžio kolegija
Dr Gediminas Sargūnas

REQUEST
FOR PERMISSION TO PARTICIPATE IN ERASMUS+ PROGRAMME ACTIVITIES

_____
Date
Panevėžys

We request permission for the following staff members to participate in Erasmus+ programme activities from _____ to _____ (including travel days) at _____ University:

No.	Staff member	Mobility type	Direct supervisor's endorsement
1.	J. Jonaitis	Teaching	
2.	P. Petraitis	Teaching	
3.	K. Kazaitis	Teaching	
4.	K. Vardaitis	Teaching	
5.	K. Pavardaitis	Training	

Endorsed by:
Deputy Director for Studies:

_____	_____	_____
Date	Signature	Full name

Participants:

_____	_____	_____
Date	Signature	Full name
_____	_____	_____
Date	Signature	Full name
_____	_____	_____
Date	Signature	Full name