Procedures for Awarding Additional Support to Staff with Fewer Opportunities

General provisions

1. These Procedures govern information, individual assistance and the application, award and reporting arrangements for additional support based on actual costs for staff of Panevėžio kolegija who have fewer opportunities to participate in Erasmus+ mobility.

2. The Procedures apply to teaching and training mobility. They apply to incoming staff under KA171 projects to the extent permitted by the relevant project and National Agency conditions; needs are also coordinated with the sending institution.

3. The Procedures supplement the staff mobility regulations. Selection for mobility and assessment of additional support needs are separate processes. Support is governed by the funding project's grant agreement, the applicable Programme Guide and the requirements of the Education Exchanges Support Foundation (hereinafter the Foundation).

Eligibility for support

4. A staff member may request assistance where disability, physical, mental or health-related conditions, or other individual circumstances eligible under the applicable rules, prevent participation in mobility without additional assistance or expenditure.

5. The Coordinator assesses barriers and possible assistance individually. Belonging to a group with fewer opportunities does not automatically entitle a participant to actual-cost funding: the need for and eligibility of the costs must be justified. Fixed additional grants applicable to students do not apply to staff.

Eligible expenditure

6. Subject to the applicable rules and approval, necessary additional costs may include special transport, adapted accommodation, accessibility, assistance, goods or services required to meet individual needs, and an accompanying person. A justified preparatory visit may be funded where permitted.

7. Funding covers only approved eligible costs or the eligible proportion not covered by standard support. Price differences must be justified where applicable. The same costs must not be funded twice. This support does not automatically cover all travel, subsistence or ordinary daily expenses.

Application and supporting documents

8. Staff contact the International Relations Coordinator confidentially as early as possible when planning mobility. The proposed internal institutional deadline is at least six weeks before departure, allowing the institution to apply to the Foundation by its deadline. Where this is not possible, the possibility of applying is assessed individually, without any guarantee of funding.

9. Staff submit a request, mobility location and dates, justification of their individual needs and necessary assistance, a detailed estimated budget, quotations or other price evidence. Where required, medical or other supporting documents, information about an accompanying person and details of existing funding are provided.

Assessment and decision

10. The Coordinator checks completeness, the link between the needs and mobility, the necessity and reasonableness of costs and the absence of double funding. Clarifications may be requested and available assistance is coordinated with the receiving organisation.

11. Where a Foundation decision is required, the institution prepares and submits the prescribed application and budget, endorsed by its authorised representative. The staff member's request to the institution does not replace the institution's application to the Foundation.

12. Following the decision, the staff member is informed individually in writing of the awarded amount, eligible cost categories and conditions, or the reasons for refusal. Approval and necessary agreement amendments are documented before the funded costs are incurred, unless the applicable rules provide otherwise.

Payment and changes

13. The additional support amount, payment method, deadlines, eligible costs and reporting requirements are specified in the participant grant agreement or an amendment. Standard mobility grant pre-financing conditions do not automatically apply to this support.

14. Staff immediately inform the Coordinator of changes to needs, costs, mobility dates or the receiving organisation. Changes are agreed with the institution and, where required, the Foundation. Incurring additional costs does not in itself create an entitlement to increased support.

Reporting and repayment

15. Staff retain and submit invoices, receipts, payment evidence, contracts and other documents demonstrating that costs were incurred and linked to the approved need. Explanations of costs and evidence of an accompanying person's participation are provided where required.

16. Documents are submitted by the contractual deadline, allowing the institution to report to the Foundation on time. The Coordinator and the unit responsible for financial accounting check costs and calculate the final eligible amount. Unused, unsupported or ineligible expenditure is repaid in accordance with the agreement.

Confidentiality and information

17. Health-related and other individual needs data are provided only to the extent necessary. Access is restricted to persons who need the information to administer support. Documents are retained under applicable data protection, project and Foundation requirements.

18. Staff may request an explanation of a decision and submit a complaint under the institution's publicly available complaints procedure. Appeals against a Foundation decision follow its applicable procedure.

19. The Procedures and consultation contacts are published in Lithuanian and English. The Coordinator initiates updates when project or Programme rules change. The Procedures take effect upon approval in accordance with institutional arrangements.

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Sources: staff mobility regulations approved by Order No. V1-74 of 29 April 2024 (points 16–18 and 26–27); points 16–20 of the supplied newer staff mobility text; Foundation information on additional support. This is a separate draft procedure, not an approved annex to the 2024 Regulations.

https://www.erasmus-plius.lt/programa/papildoma-parama-aukstojo-mokslo-studentams/