

The Regulations on the International Mobility Activities of Students and Staff of the ISM University of Management and Economics

1. DEFINITIONS

- 1.1. **Regulations on the International Mobility Activities of Students and Staff of the ISM University of Management and Economics (ISM)** shall mean the internal financial rules and rules for administration of exchange activities carried out by students and staff of the ISM University of Management and Economics (“the ISM”).
- 1.2. **The ERASMUS+ mobility Programme of the European Commission** (Erasmus+) shall mean a part of the ERASMUS+ Programme of the European Commission which covers the following actions of the ERASMUS+ Programme:
 - 1.2.1. ERASMUS+ STUDENT MOBILITY FOR STUDIES provides students of higher education and research institutions (higher education schools and research institutes) with a possibility to spend the integrated period of studies in another country involved in the Erasmus+ Programme.
 - 1.2.2. ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIPS provides students/recent graduates of higher education and research institutions with a possibility of apprenticeship in a company or organisation of another country involved in the Erasmus+ Programme.
 - 1.2.3. ERASMUS+ STAFF MOBILITY FOR TRAINING provides the staff of higher education and research institutions with a possibility to learn by transferring information or technical knowledge within the partner institution or receiving company, thus acquiring practical skills to be applied at current work and relevant for professional self-improvement.
 - 1.2.4. ERASMUS+ STAFF MOBILITY FOR TEACHING provides the lecturers and representatives of the invited personnel of the companies with the possibilities to teach in the institutions of other countries or enables foreign lecturers to teach in Lithuania. Lectures of Erasmus lecturers shall be integrated into the study programme of a Receiving institution.
 - 1.2.5. BLENDED INTENSIVE PROGRAMME (BIP) is short, intensive programme (5-30 days of physical duration with compulsory virtual component) that uses innovative ways of learning and teaching, including the use of online cooperation.

- 1.3. **International student exchange programme** shall mean one of the programmes implemented by ISM:
- 1.3.1. Erasmus+ mobility programme for studies shall mean an exchange programme under which students are able to spend a part of their studies at university that the ISM has concluded the Erasmus+ Inter-institutional agreements with partners from **Programme** and **Partner countries** as defined in the Erasmus+ Programme Guide by the European Commission.
 - 1.3.2. Bilateral exchange programme shall mean an exchange programme under which students may leave for studies at universities which do not participate in the Erasmus+ programme and with whom ISM has concluded the bilateral cooperation agreement;
 - 1.3.3. Double degree programme shall mean an exchange programme which provides with a possibility to be awarded two diplomas – of the ISM and respective foreign partner university – provided that the requirements laid down in the cooperation agreement between the ISM and foreign partner university have been successfully fulfilled;
 - 1.3.4. Erasmus+ mobility for traineeship shall mean a programme under which students may undergo traineeship in foreign companies in one of the Erasmus+ Programme countries as defined in the Erasmus+ Programme Guide by the European Commission.
 - 1.3.5. Other exchange programmes shall mean other exchange programmes administered by the International Studies at ISM.
- 1.4. **Erasmus+ Programme guide**¹ shall mean a document of the European Commission which provides funding opportunities and eligibility rules of the Erasmus+ Programme. It is an integral part of the annual Erasmus+ Call for Proposals
- 1.5. **Mobility window** – shall mean ISM semester of undergraduate programs consisting of ISM electives subjects.
- 1.6. **Sending institution** shall mean a higher education institution which officially participates in the Erasmus+ Programme and has the ECHE (in the case student/staff mobilities with Programme), or a foreign higher education institution (in the case student/staff mobilities with Partner countries), bilateral exchange, double degree and/or other programmes) which is sending its students, lecturers and/or staff to the Receiving Institution under the Inter-Institutional Agreement, or a company of a country which officially participates in the Erasmus+ programme and is sending its employees to a higher education institution to give lectures.
- 1.7. **Receiving institution** shall mean a higher education institution which officially participates in the Erasmus+ Programme and has the ECHE (in the case student/staff mobilities with Programme countries), or a foreign higher education institution (in the case student/staff mobilities with Partner countries), bilateral exchange, double degree and/or other programmes that the Sending Institution has concluded the Inter-Institutional Agreement with under which students and/or staff of the Sending Institution are received, or a company of a country which officially participates in the Erasmus+ Programme and receives incoming students, lecturers or employees of a higher education institution.

¹ <https://erasmus-plus.ec.europa.eu/erasmus-programme-guide>

- 1.8. **National Agency (NA)** shall mean an agency of a country which officially participates in the Erasmus+ Programme, where the agency is in charge of the administration of the programme, Erasmus+ allocation of funding for higher education institutions at national level. In Lithuania these functions are carried out by the Education Exchanges Support Foundation.
- 1.9. **Inter-institutional agreement between the receiving and sending institutions** shall mean a bilateral agreement which provides for the terms and conditions of exchanges of students and/or staff as well as the activities planned.
- 1.10. **European Credit Transfer and Accumulation System (ECTS)** shall mean the system of recognition of studies abroad based on the student's working time required to achieve the goals of the study programme which should be defined by student's learning achievements and competences.
- 1.11. **Erasmus Charter for Higher Education (ECHE)** shall mean an accreditation granted by the European Commission giving the possibility for ISM to participate in the Erasmus+ Programme and be provided with a grant for carrying out the activities under the programme. ECHE outlines the fundamental principles an institution should adhere to in organising and implementing high quality mobility and cooperation and states the requisites it agrees to comply with in order to ensure high quality services and procedures as well as the provision of reliable and transparent information.
- 1.12. **Grant** shall mean the financial support from the National agency and/or other sources to ISM for the purpose of implementation of the Erasmus+ Programme. Grant for ISM is usually concluded in the form of grant agreement between ISM and NA.
- 1.13. **Erasmus+ scholarship** shall mean an individual support grant allocated by a ISM for the purpose of a student/staff member's Erasmus+ mobility.
- 1.14. **Recipient of an individual scholarship** shall mean a student/lecturer/another staff member of a higher education institution or company involved in staff mobility in compliance with the criteria of Erasmus+ mobility and approved by the higher education institution as to being granted an Erasmus+ scholarship for the purpose of Erasmus+ mobility.
- 1.15. **Partial Erasmus+ scholarship** shall mean a partial financial support for student/staff from Erasmus+ funds for part of the physical duration of the Erasmus+ mobility.
- 1.16. **Zero-grant Erasmus+ participant** shall mean a student/staff member who participates in any Erasmus+ mobility but does not receive Erasmus+ scholarship.
- 1.17. **Incoming Erasmus+ student** shall mean a student who comes to ISM under the Erasmus+ Programme from his/her Sending Institution with which ISM has concluded the Inter-Institutional Agreement. Such student studies at ISM according to the study programme/courses approved in advance.
- 1.18. **Incoming exchange student** shall mean a student who comes to ISM under bilateral exchange, double degree and/or another programme from his/her Sending Institution with which ISM has concluded the Inter-Institutional Agreement. Such student studies at ISM according to the study programme/courses approved in advance.
- 1.19. **Outbound Erasmus+ student** shall mean a student who is being sent to study under the Erasmus+ programme hosting Institution that has concluded the Inter-

Institutional Agreement with ISM and according to the study programme approved in advance or who is being sent to a company of a respective country for traineeship according to the traineeship programme approved in advance.

- 1.20. **Outbound exchange student** shall mean a student who, under the bilateral exchange, double degree and/or another programme, is being sent to study to a higher education institution that the ISM has concluded the Inter-Institutional Agreement with according to the study programme approved in advance, or who is being sent to a company of a respective country for traineeship according to the traineeship programme approved in advance.
- 1.21. **Grant agreement for mobility for studies/traineeship** shall mean a financial agreement concluded between the Sending Institution and a student/recent graduate participating in mobility for studies/traineeship. The agreement shall have the following annexes thereto:
- 1.21.1. **Learning agreement** which is a document filled out prior the beginning of studies/traineeship abroad, during studies/traineeship and after mobility for studies/traineeship. It is a trilateral agreement which indicates planned programme of Erasmus+ studies/traineeship abroad and which is signed by: a student, a relevant representative of ISM, students' mobility coordinator of the Receiving Institution and/or another person in charge or:
- 1.21.2. **Erasmus+ Online Learning agreement (OLA)** which means the same document as defined in Article 1.18.1 but signed and generated digitally via Erasmus+ EWP Dashboard.
- 1.21.3. **General terms and conditions** of the agreement shall mean articles which define the liability of the parties, termination of the agreement, procedure of the data protection and participant's obligations as to the submission of information for the purpose of verification and audit;
- 1.21.4. **Erasmus Student Charter** ²which is a standard document which specifies the rights and duties of students participating in student mobility.
- 1.22. **Transcript of Records** shall mean a certificate containing the information on learning outcomes by indicating the name of the Receiving Institution where studies took place, number of national and ECTS credits awarded for every course and final evaluation of the course according to the evaluation system of the institution and ECTS-based system.
- 1.23. **Grant agreement for teaching/training mobility** shall mean the agreement concluded between the Sending Institution and staff member involved in mobility for teaching/training. The agreement shall have 2 annexes thereto:
- 1.23.1. **Staff mobility agreement** shall contain the data of a candidate intending to take part in mobility for teaching/training and the programme of a visit covering the mobility goals, content of a training programme and learning outcomes;
- 1.23.2. **General terms and conditions** of the agreement shall mean articles which define the liability of the parties, termination of the agreement, procedure of the data protection and participant's obligations as to the submission of information for the purpose of verification and audit.

² [Erasmus+ Student Charter | Erasmus+ \(europa.eu\)](#)

- 1.24. **Outbound lecturer** shall mean an academic employee of the Sending Institution who, under the Erasmus Programme, is being sent for a short teaching visit under the programme approved in advance to a higher education institution/company of a country officially participating in the Erasmus+ Programme that the Sending Institution has concluded the Inter-Institutional Agreement with.
- 1.25. **Outbound staff** shall mean a staff member holding a position of an administrative nature in the Sending Institution who, under the Erasmus+ Programme, is being sent for a short training visit under the programme approved in advance to a higher education institution/company of a country officially participating in the Erasmus+ Programme.
- 1.26. **Guest lecturer/employee** shall mean an employee of a higher education institution or a company of a country involved in the Erasmus Programme who arrives from the partner higher education institution or company for a short teaching/training visit under the teaching/training programme approved in advance.
- 1.27. **Institutional coordinator of the Erasmus+ Programme** shall mean an employee of the ISM in charge of the implementation of the Erasmus+ Programme at ISM University.
- 1.28. **Authorised signatory** shall mean a manager of an institution or another person who has a power of attorney entitling him/her to sign on behalf of the institution.
- 1.29. **European Student Card Initiative** shall mean the Erasmus+ Mobile App which gives students a single online point of access to all the information and services they need before, during, and after their exchanges abroad. The Erasmus+ Mobile App also includes information about participation in the programme for learners in other sectors. The app is available for download in the App store and on Google Play. More information can be found at: erasmusapp.eu
- 1.30. **Erasmus without Paper (EWP) Dashboard** shall mean a digital platform which allows university to connect to a central communication channel to exchange seamlessly student mobility data in a secure and streamlined manner supporting a fully digitalized mobility management, including online learning agreements, digital inter-institutional agreements, student nominations.
- 1.31. **Blended mobility** – shall mean a combination of physical mobility with a virtual component facilitating a collaborative online learning exchange and teamwork for Erasmus+ study or traineeship mobility.
- 1.32. **Programme Countries** shall mean the EU Member States and the bellow mentioned third countries associated to the Erasmus+ programme:
- Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway,
 - Sweden, Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey; Andorra, Monaco, San Marino, Vatican City State; Faroe Islands, Switzerland, United Kingdom.
- 1.33. **Partner Countries** shall mean entities from other third countries non-associated to the Programme which can be eligible in Erasmus+ actions as defined in the Erasmus+ Programme Guide and in the Table 1 of this document.

2.REGULATIONS ON STUDENTS MOBILITY FOR STUDIES

2.1. Who and how can participate in the programmes of mobility for studies

- 2.1.1. All full-time students of all study cycles (bachelor's, master's and doctoral studies) who were allocated a place in an exchange programme during the selection, who have confirmed it following the established procedure (see 2.2.22), who submitted the required documents and were compliant with the requirements of the exchange programme prior to their departure may participate in the exchange programme for studies. Students shall be notified of the requirements for the participants of exchange programmes during the selection.
- 2.1.2. A total period of mobility of students involved in the Erasmus+ exchange programme shall not exceed 12 months (360 days) per each cycle of studies, including all periods of mobility for Erasmus+ studies in Programme and Partner countries, and Erasmus+ traineeships. The Erasmus+ physical exchange period for bachelor, master and doctoral students : long-term exchange should last from 2 to 12 months of physical mobility, excluding travel time; short-term exchange for doctoral students: 5-30 days of physical mobility. The time spent on exchange programmes should not exceed more than a half of the total duration of studies at home university.
- 2.1.3. Bachelor students may participate in the exchange selection for studies only upon successful completion of the first semester at ISM.
- 2.1.4. Master students may participate in the exchange selection for studies during the first or second semester and leave for exchange during second or third semester respectively.
- 2.1.5. Doctoral students may participate in the study exchange programmes only upon successful completion of the first year of studies. Doctoral mobility to better meet the diverse learning and training needs of doctoral candidates and to ensure equal opportunities, doctoral candidates and recent graduates ('post-docs') can undertake Erasmus+ short-term or long-term physical study or traineeship mobility periods abroad. Adding a virtual component to the physical mobility is encouraged. Doctoral mobility for studies duration from 2 to 12 months (long-term mobility); from 5 to 30 days (short-term mobility).

2.2. Notification and selection of students

- 2.2.1. The selections of students wishing to participate in the programmes of mobility for studies shall be advertised, organised and coordinated by the ISM International Studies Office.
- 2.2.2. Information on exchange programmes' possibilities are provided to students by the ISM International Studies Office via ISM emails, also is available on the ISM website (www.ism.it), e-learning system, billboards at the university as well as during information events and individual consultations.

- 2.2.3. The selection for bilateral and Erasmus+ exchange programmes for studies shall be carried out simultaneously, except for the cases, where it is agreed upon otherwise in the exchange programme agreement with the partner university.
- 2.2.4. The selection for double degree exchange programmes may be carried out at different times, depending on different requirements indicated in double degree programme agreement between ISM and foreign Partner university.
- 2.2.5. General requirements for double degree programmes are the same as for bilateral and Erasmus+ exchange programmes, however, there may be additional requirements to be fulfilled. Students shall be informed prior the selection about such requirements.
- 2.2.6. For students receiving Erasmus+ scholarship for his/her double degree exchange programme, scholarship will be granted for one (first) semester only. Student's competitive score will be included in the next selection period and ranked among other participants for a possible Erasmus+ scholarship.
- 2.2.7. There shall be two exchange selections at ISM during academic year:
- 2.2.7.1. FALL SELECTION (for going on exchange in spring semester) takes place during from the end of August till the second week of September. The start date is flexible the end date should be no later than in the second week of September;
- 2.2.7.2. SPRING SELECTION (for going on exchange in fall semester) shall start on the second week of February;
- 2.2.8. Additional rounds may be organized after each selection, if needed. Additional rounds of exchange selection may be announced in the event of remaining funds allocated for mobility for studies or vacant exchange places in receiving institutions. Full-time students are invited to take part in additional rounds of selection. The criteria for participating in the additional rounds of exchange selection is the same as for the main exchange selections.
- 2.2.9. Full-time students are invited to participate in both selections. The main criteria for participating in exchange selection:
- 2.2.9.1. Students must have no more than 1 academic failure;
- 2.2.9.2. There is no GPA ((weighted) grade point average) criteria for students, participating in exchange selection, applying for exchange programme at Partner university that have one, two accreditations, or no accreditations at all. Exceptions are possible based on partner university requirements.
- 2.2.9.3. Students must have GPA no lower than 7, participating in exchange selection, applying for exchange programme at Triple crown accredited Partner university (AACSB, EQUIS, AMBA accredited universities), except for students of doctoral studies who are not subject to the requirement for the average of the evaluation of study subjects. Exceptions are possible based on partner university requirements.
- 2.2.10. Doctoral students selection for short-term mobility for studies:
- 2.2.10.1. Short mobility selection will be announced by Doctoral School via students email on the September.
- 2.2.11. For all study exchange programmes undergraduate and graduate students are selected through a competition via the my.ism system. Doctoral students may also participate in the selection for Erasmus+ mobility via the my.ism system. If students have met the selection criteria, students who have submitted the necessary documents on time and filled out the competition queue correctly are included in the competition.

- 2.2.12. Doctoral students for long term exchange mobility shall be selected to the exchange programmes for studies by the means of competition. Students are required to submit the following documents:
- 2.2.12.1. Consent of a Partner university to receive and/or consent of a scholar of such institution to mentor a person studying in doctoral studies within the area of his/her research (theoretical and empirical);
 - 2.2.12.2. Task list of studies abroad signed by a research adviser at ISM;
 - 2.2.12.3. Selection and final decision will be made by Doctoral Selection Committee;
 - 2.2.12.4. Students participating in the competition who are the employees of the ISM shall coordinate their participation in the programme with the head of their department who shall confirm the consent by a signature on the application form of the participant.
- 2.2.13. Students (undergraduate and graduate), participating in exchange selection may choose up to five partner universities where they would like to go on exchange programmes and rank it according to personal preferences. The preferences need to be indicated in the online application form.
- 2.2.14. Exchange selections may be planned and implemented online via ISM Students' Information System (UNIMETIS) and my.ism online platform, with no requirements of printed copies to be presented to International Studies Office.
- 2.2.15. Students shall be familiarized with the explicit requirements of the competition during the information seminars organised prior the competition. In addition, all information shall be sent to students of relevant courses via email and it shall be available on the ISM e-learning system and/or ISM website.
- 2.2.16. The student selections criteria shall be the results of the academic activity (weighted GPA), motivation to study abroad, activity in mentors (buddy) programme and/or assistantship to International Studies Office as well as the compliance of the study programme proposed by the receiving institution with the study programme at ISM. In the competition ranking the priority shall be given to students studying in doctoral studies. In cases when several students studying in doctoral studies apply, the priority shall be given to students of senior courses. Selection criteria, their sequence and regulations of the competition may be amended and supplemented. Students shall be familiarized with the explicit criteria and regulations at the beginning of every academic year.
- 2.2.17. The activity and efficiency of students' participation in the mentors' activity (Buddy programme) shall be evaluated by representatives of ISM section of Erasmus Student Network (ISM ESN) and ISM Students Association. During the competition one student may score up to 0.5 of an additional point for being a buddy for international student at ISM. At the Bachelor level points are allocated for every completed semester in which the student was involved in buddy activities. If ISM Bachelor student continues studies at ISM Master, he/she may use these additional points in the selection as well. Points earned for buddy activities of one semester may be used only once. Student may choose in which selection the points are to be used and informs the International Studies Office during the application for exchange selection about the fact. Detailed information on the participation in the Buddy programme and its evaluation shall be provided in the "Programme of Mentors and Assistants" of the ISM ESN and ISM Students Association.
- 2.2.18. Additional points can be added to the applicant's competitive score either for other mentoring activities or for assistance to the International Studies Office activities. Additional points can be summed up but can be used only once.

2.2.19. A competitive score of contestants to the exchange programme for studies shall be calculated as follows:

$CS = WGPA + AP$, where:

CS– competitive score in specific selection round;

WGPA– weighted GPA of all completed courses by the beginning of specific selection round;

AP– additional points for mentoring activities or for assistance to the International Studies Office.

In case of students scoring the same number of points during selection - evaluation of student's motivation to participate in the programme shall stand as additional selection criterion and shall not be included in a competitive score.

2.2.20. The competition ranking of candidates shall be drafted by the ISM International Studies Office on the basis of the data provided by students, and the final decision regarding the eligibility of participants, location of studies and timing as well as allocation of individual Erasmus+ scholarships shall be made by the International Student Exchange Committee (“the Committee”) consisting of the institutional coordinator of the Erasmus+ Programme / Team Leader of International Studies, coordinator of international studies, persons delegated by the Studies Department and members of the ISM Student Association.

2.2.21. All contestants shall be notified of the results of the competition via ISM e-mail not later than within 5 working days from the meeting of the Committee during which the selection results were approved.

2.2.22. Within 5 days from the notification of the competition results, students who were allocated an exchange place shall approve or reject their participation in the programme under the proposed conditions (place of studies, timing and financing) to the coordinator of international studies. The acceptance or refusal may be submitted through my.ism system. If the student hasn't accepted the provided proposal on time, it will be automatically considered that the student rejected the proposal.

2.2.23. Since there are online students' portals or other online students' information platforms at ISM, information mentioned above shall be provided to students online.

2.2.24. If a student who was awarded an exchange place and/or scholarship in the competition refuses to participate in the exchange programme after the deadline, he/she shall immediately submit a request to a coordinator of international studies addressed to the Team leader of international studies to withdraw him/her from the list of participants of the International Student Exchange Programme.

2.2.25. The selection results shall be approved by the means of the meeting of the Committee. Competition results: student number of students who have been awarded an exchange place, period of studies and names of institutions subject to mobility for studies shall be made publicly available, of the ISM International Studies, on the MY.ISM system. In the event of any changes in the competition list, they shall be approved by a separate protocol of the Committee.

2.2.26. Students who disagree with the results shall be entitled to file an appeal against the Commission within 3 working days after the competition results are announced to the

students. The Committee must examine the appeal and provide their response within 5 days from the date of receipt of such an appeal.

- 2.2.27. Students who were awarded place for exchange and accepted the nomination may leave for the exchange programme only when they meet the requirements, if any, of ISM partner university after the last semester prior to leaving under the International Student Exchange Programme. Students shall be notified of specific requirements set by the ISM partner university during seminars, in the e-learning system and after selection results of the International student exchange programme are published.
- 2.2.28. In case a student no longer meets the eligibility requirements for participants of exchange programme for studies at any time prior the beginning of the exchange period, loses a status of the ISM full-time student or it turns out that there are other reasons for which he/she can no longer participate in the mobility programme (including but not limited insufficiency of the weighted average, etc.), the student shall lose the right to participate in the International Student Exchange Programme.
- 2.2.29. A final list of students participating in the International Exchange Programmes for studies shall be formed upon the completion of the last semester prior leaving for the International Student Exchange Programme and upon receipt of academic results of the last semester from the Data Management Department. A final list of outbound students shall be approved by the decree of ISM Rector.

2.3. Preparation for mobility for studies

- 2.3.1 If a student does not refuse to participate in the student exchange programme within the set time frame, ISM International Studies Office shall submit the nomination of student to the receiving institution. Students shall follow all information sent by the receiving institution and published on the website as well as timely submit all requested admission documents to the receiving institution. "Admission letter" obtained from receiving institution should be submitted to the ISM coordinator of international studies.
- 2.3.2 Students intending to participate in the exchange programme shall follow all information related to the participation in a student exchange programme sent via e-mail or to other digital channels by the International Studies Office.
- 2.3.3 Students wishing to participate in the Erasmus+ mobility programme for studies may carry out the Online language assessment (OLS) test in the language of mobility (if available) before the mobility period via OLS platform established and monitored by the European Commission.
- 2.3.4 All students intending to leave shall have the Learning Agreement or Online Learning agreement approved and signed by relevant representatives of Receiving and Sending institutions prior the beginning of studies abroad. The course list for exchange programme should be in line with the student's study programme and approved by a relevant ISM representative as follows:
- 2.3.4.1 For students of bachelor's and master's programmes - by the Programme Director of their study programme;
- 2.3.4.2 For students of doctoral studies - by the Dean of Doctoral Studies.

- 2.3.5 The Learning agreement or Online Learning Agreement and all amendments of such agreement (if any) shall be signed by a student, a person in charge of a respective ISM study programme (see 2.3.4) and a person in charge of the receiving institution.
- 2.3.6 If students leave for International exchange programmes during the Mobility Window semester, the following requirements must be met: *International Business and Communication, Business Management and Marketing, Industrial Technology and Management* programs' students have to choose half of the credits from business-related subjects, and the other half of the subjects they can choose from different fields of study. *Economics and Data Analytics, Economics and Politics* programs' students have to choose half of the credits from economics-related subjects, and the other half of the subjects they can choose from different fields of study. *Finance* program students have to choose half of the credits from finance-related subjects, and the other half of the subjects they can choose from different fields of study.
- students are not allowed to choose their program introductory courses that they already had before.
 - students are not allowed to take courses that they already had before.
 - students are allowed to choose foreign language courses (students cannot choose the language they already know).
- 2.3.7 Prior leaving for Erasmus+ mobility programme for studies all students shall sign individual Erasmus+ grant agreement with the ISM irrespective of whether or not they have been provided with the Erasmus+ scholarship and shall familiarize with the annexes to the agreement. The grant agreement shall be signed upon receipt of a certificate from the receiving institution certifying the student's admission to a respective study programme and indicating the start and end dates of studies. The start date should be the first day when the student needs to come to the Receiving institution (introductory course / first day at studies/ the first day of welcome event or language and culture courses). The end date should be the last day on which the student needs to return to the Sending institution (the last day of the exam period / course / work / period of compulsory attendance of lectures).
- 2.3.8 Students leaving for study exchange programmes shall take care of accommodation abroad, insurance, visa/temporary permit to reside in the country (if required) and all required travel documents.

2.4. Responsibilities of outbound students

- 2.4.1 Student leaving for exchange must send the coordinator of the ISM international studies the Learning Agreement/ Online Learning agreement and amendments thereto (if any) signed by the receiving institution before the mobility starts and within the first two weeks of studies abroad if any changes to the Learning Agreement are made.
- 2.4.2 Mobile students shall study according to the Learning Agreement/ Online Learning agreement approved by all parties – a student, receiving and sending Institutions – and shall follow the rules of the receiving institution.
- 2.4.3 Outbound students under the Erasmus+ mobility programme for studies shall fulfil all obligations provided in the Erasmus+ grant agreement.
- 2.4.4 Students, having returned from the programme of mobility for studies, shall submit the transcript of records on the followed subjects to the ISM international studies coordinator.

- 2.4.5 Students, having returned from the programme of mobility for studies, shall submit their feedback on an exchange period in the form requested by the International Studies Office.

2.5. Financial conditions of mobility for studies

- 2.5.1 Students leaving under the exchange programmes for studies shall pay the ISM tuition fee for a semester(s) of studying abroad under the general procedure of ISM, unless specified otherwise.
- 2.5.2 Students leaving for study exchange programmes may be waived the tuition fee in the receiving institution according to the agreement concluded with the receiving institution. The conditions with the respect to the study fee in the receiving institution are defined in the agreement between the institutions and they may vary accordingly between the institutions.
- 2.5.3 Students shall participate in International exchange programmes under the same conditions which would be applied when studying at the ISM, i.e. the discounts of the ISM study fee, if allocated, still apply.
- 2.5.4 A student shall incur all expenses related to leaving for the mobility programme for studies (including tickets, accommodation, visas, other travel documents and all other expenses) at his/her own risk and the ISM shall not be liable for such expenses. Accordingly, if after occurrence of such expenses it turns out that a student can no longer participate in the study mobility programme for any reasons, such expenses shall not be reimbursed to the student.
- 2.5.5 An individual Erasmus+ scholarship for studies abroad may be allocated for outbound students of the International exchange programmes for studies. The scholarship budget and total number of scholarships for outbound students shall be allocated every semester after each exchange selection considering the available funding granted by the National Agency and other financial sources.
- 2.5.6 In case of Erasmus+ scholarship is awarded for student's mobility abroad the following individual support scholarship amounts shall be applied depending on the receiving country:

Table 1.

Destination country	Individual support amount for long-term mobility for studies	Individual support amount for short-term mobility for studies
Erasmus+ Programme countries	EUR/ month.³	

³ Different individual amount rates within the same country group depend on the year of Erasmus+ funding that sending institution is allocating

		EUR/per day.
<p>Group 1</p> <p>Countries with higher living costs Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden.</p> <p>Third countries not associated to the Programme from Region 14: Faroe Islands, Switzerland, United Kingdom</p>	<p>600 EUR/month</p> <p>Or</p> <p>674 EUR/month</p>	<p>Up to the 14th day of activity 70 EUR or 79 EUR/per day</p> <p>15th to the 30th day of activity 50 EUR or 56 EUR/per day</p>
<p>Group 2</p> <p>Countries with medium living costs</p> <p>Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain.</p> <p>Third countries not associated to the Programme from Region 13: Andorra, Monaco, San Marino, Vatican City</p>	<p>600 EUR/month</p> <p>Or</p> <p>674 EUR/month</p>	<p>Up to the 14th day of activity 70 EUR or 79 EUR/per day</p> <p>15th to the 30th day of activity 50 EUR or 56 EUR/per day</p>
<p>Group 3</p> <p>Countries with lower living costs</p> <p>Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey</p>	<p>540 EUR/month</p> <p>Or</p> <p>606 EUR/month</p>	<p>Up to the 14th day of activity 70 EUR or 79 EUR/per day</p> <p>15th to the 30th day of activity 50 EUR or 56 EUR/per day</p>

Destination country		
Erasmus+ Partner countries		
<p>Western Balkans (Region 1): Albania, Bosnia and Herzegovina, Kosovo, Montenegro</p> <p>Neighbourhood East (Region 2): Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law</p> <p>South-Mediterranean (Region 3): Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia</p> <p>Asia (Region 5): Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam</p> <p>High income countries: Brunei, Hong Kong, Japan, Korea, Macao, Singapore and Taiwan</p> <p>Central Asia (Region 6): Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan</p> <p>Middle East (Region 7): Iran, Iraq, Yemen</p> <p>High income countries: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates</p> <p>Pacific (Region 8): Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu</p> <p>High income countries: Australia, New Zealand</p>	<p>700 EUR/month</p>	<p>Up to the 14th day of activity 70 EUR or 79 EUR/per day</p> <p>15th to the 30th day of activity 50 EUR or 56 EUR/per day</p>

Sub-Saharan Africa (Region 9): Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe

Latin America (Region 10): Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela

Caribbean (Region 11): Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Suriname and Trinidad & Tobago

US and Canada (Region 12): United States of America, Canada

- 2.5.7. ISM may use up to 20% of Erasmus+ funding from National Agency to grant Erasmus+ scholarships for student and/or staff mobilities to Partner Countries (Regions 1-14 of Table 1).
- 2.5.8. Students receiving Erasmus+ scholarship and top-up for fewer opportunities for mobility with any Partner country (region 1-12) shall receive travel support according to the unit costs as defined in the Erasmus+ Programme guide.

- 2.5.9. The same student may participate in Erasmus+ mobility periods totaling for maximum 12 months (360 days) of physical mobility per each cycle of study, independently of the number and type of Erasmus+ mobility activities;
- 2.5.10. Double Degree students (applying for double degree programmes within European Union / EEA countries) are entitled to participate in the Erasmus+ scholarships competition as well.
- 2.5.11. Erasmus+ scholarships shall be allocated for one semester during each exchange selection depending on the competitive score during each exchange selection round.
- 2.5.12. Erasmus+ scholarships shall be allocated as follows:
- 2.5.12.1. Before each exchange selection round Erasmus+ institutional coordinator decides upon allocation of available Erasmus+ funding for scholarships taking into account the leftover funds from National Agency and other financial sources;
 - 2.5.12.2. Erasmus+ institutional coordinator decides how many Erasmus+ scholarships in total will be allocated in each selection round;
 - 2.5.12.3. Erasmus+ scholarships shall be allocated for students who scored the highest competitive score in the exchange selection within their study programme. The number of scholarships is allocated to each study programme in proportion to the total available budget during each selection round considering the total number of applicants per each study programme who participated in the exchange selection.
 - 2.5.12.4. Doctoral students participating in the selection are given the priority to receive the Erasmus+ scholarship.
 - 2.5.12.5. Students who leave for a period longer than one semester shall be granted with a scholarship for the first semester, if not agreed differently.
 - 2.5.12.6. In case of additional Erasmus+ funding is available or any student refuses the scholarship after the scholarships' allocation, students shall be granted with additional scholarships within the same study programme according to the competitive score in the ranking list of students.
 - 2.5.12.7. The final decision regarding the allocation of Erasmus+ scholarships shall be adopted by the Committee.
- 2.5.13. Students who were offered an Erasmus+ exchange opportunity but not a scholarship may participate in the Erasmus+ programme as zero-grant participants.
- 2.5.14. The Erasmus+ scholarship shall not cover all expenses for studies abroad. An individual support amount of Erasmus+ scholarship is determined by National Agency (see Table 1). Students shall be notified of the amount of scholarship and financial conditions prior leaving for studies abroad. A total amount of a scholarship, payment terms and conditions shall be laid down in the grant agreement signed by both sides – student and sending institution.
- 2.5.15. The duration of Erasmus+ mobility for studies shall be calculated in months and/or days. The start and end dates of mobility shall be the dates indicated in the admission confirmation of the receiving Institution and in the Learning agreement/Online Learning agreement.
- 2.5.16. The basic principles of the procedure for paying Erasmus+ scholarships shall be as follows:
- 2.5.16.1. pre-financing payment - 80 per cent of the total scholarship amount shall be made to the student prior leaving for studies abroad. If the student did not provide the supporting documents in time, according to the sending institution's timeline, a later payment of the pre-financing payment can be exceptionally made.

- 2.5.16.2. The remaining scholarship amount shall be made to the student after a student fulfils all requirements provided for in the grant agreement and provides international studies coordinator with a Statement of Period of Studies indicating the start and end day of the mobility signed and stamped by the receiving institution.
- 2.5.17. In case of long-term student mobility, without prejudice to the minimum duration of the eligible mobility activity, if the approved period of stay from receiving institution is shorter than that specified in the Grant agreement, the Sending institution shall take the following actions:
- a) In cases where the difference between the approved period of stay and the period of stay specified in the grant agreement is more than 5 days, the total scholarship amount will be recalculated accordingly, unless the sending institution is able to provide additional funds to cover the longer period of mobility;
 - b) In cases where the difference between the approved period of stay and the period of stay specified in the grant agreement is 5 days or less, the total scholarship amount is not recalculated.
- 2.5.18. The Erasmus+ scholarship's pre-financing payment may be transferred to a student only after he/she has agreed to receive it, assumed responsibilities related thereto and signed the grant agreement. Students who terminate the mobility before it ends or fail to comply with other terms of the grant agreement shall return the amount of the scholarship already paid, except if agreed differently with the sending institution.
- 2.5.19. Students going abroad may apply to public and private funds for loans and other financial support.
- 2.5.20. The Erasmus+ programme provides inclusion support to students with fewer opportunities whose personal, physical, mental or health-related conditions is such that his/her participation in the mobility action would not be possible without extra financial or other support. Selected students shall notify ISM International studies office well in advance about eligibility for such support. ISM can apply for additional grant support to the National Agency in order to cover the supplementary real costs for student participation in the mobility activities. The request for additional funding must be justified by the student and approved by the National Agency. The final contribution towards costs incurred in connection with inclusion needs shall be based on the supporting documents provided by the participant upon return from the mobility.
- 2.5.21. According to the priorities of the Erasmus+ programme, ISM supports the implementation of the Inclusion and Diversity program in higher education institutions. Students and recent graduates (other than those described in article 2.3.19) with fewer opportunities are eligible to receive a top-up amount in addition to the granted Erasmus+ scholarship. The top-up amount is 250 EUR per month for long-term student mobility for studies. The criteria and eligible fewer opportunities groups of ISM university is defined in Annex A of this document.
- 2.5.22. Students and recent graduates who do not receive the travel support budget category with their Erasmus+ scholarship can opt for green travel support. In this case if student fulfils the requirements for green travel, he/she shall receive a single contribution of 50 EUR as a top-up amount to their Erasmus+ scholarship and up to 4 days of additional individual support to cover travel days with green means of transport as defined by the European Commission.

2.6. Recognition of the exchange programme's study results

- 2.6.7. Having returned from studies abroad, students shall provide the International Studies Office with a Transcript of Records, signed by a foreign university indicating learning results, received credits and marks with respect to the attendance and recognition of credits.
- 2.6.8. The recognition of credits and period of exchange programmes shall be carried out under the procedure effective in the ISM. If a student fulfilled all formal requirements (concluded the Learning Agreement, had amendments (if any) approved in due time) and successfully completed the entire study programme, then all received credits shall be fully recognized and accredited by the ISM and recorded in the diploma supplement.
- 2.6.9. If a student failed to comply with the Learning Agreement during studies abroad, courses included therein shall not be recognized, unless the Commission for Studies decides otherwise.
- 2.6.10. If a student is not satisfied with positive evaluations received during studies abroad and he/she has collected more than 30 ECTS during a respective semester abroad or has collected additional credits at the ISM (where the total number of credits of that semester equals 30 ECTS credits if such credits awarded at the ISM are added to credits awarded abroad), he/she may apply requesting not to transfer a part of credits received during studies abroad. The Commission for Studies shall decide as to accepting or rejecting the application. If a student has scored less than 30 ECTS credits, he/she cannot file an application requesting not to transfer the results of studies abroad.
- 2.6.11. If a student failed the exam(s) under the study programme provided for in the Learning Agreement and a sum of credits of followed and passed subjects is below 30 ECTS credits, he/she, having returned to the ISM, shall follow lacking subjects and take respective exams as well as pay an established tuition fee, unless he/she has been released from paying the study fee by the decision of the Commission for Studies.
- 2.6.12. In case a student received a negative evaluation of the subject followed in the receiving institution during studies abroad and he/she cannot re-take the exam for he/she has already returned to the studies at the ISM, he/she may be provided with a possibility to re-take the exam of the subject at the ISM, but only if a written consent from the receiving institution and ISM's International Studies Office has been received.

2.7. Extension of a period of studies abroad

- 2.7.7. Extension of mobility period after the start of the mobility is possible only if confirmed by sending and receiving institutions and approved by the Committee.
- 2.7.8. The student shall submit a request concerning the extension of the physical mobility period within the limits of total duration that is set out in the Erasmus+ Programme guide.

- 2.7.9. If both sending and receiving institutions agree to extend the duration of the mobility period, the grant agreement and other relevant documents will be amended accordingly.
- 2.7.10. The application for the extension of exchange studies shall be submitted at least one month prior to the end of the current mobility period.
- 2.7.11. Students whose studies abroad are extended shall have the course list of studies abroad approved by a respective employee in charge of relevant ISM study programme prior the beginning of a new period of studies abroad.
- 2.7.12. Financial conditions for extension of the Erasmus+ period are defined in the grant agreement. In cases when student was granted with Erasmus+ the scholarship for the initial period of the Erasmus+ Programme mobility, the allocation of scholarship for the extended period shall be re-considered by the Committee. Zero-grant scholarship may apply for extended duration of mobility period.

3. STUDENT MOBILITY FOR TRAINEESHIPS

3.1. Eligibility criteria for participants in mobility for traineeships

- 3.1.1. All full-time students with good academic standing and recent graduates may participate in the Erasmus+ Programme of mobility for traineeships (they must take part in the competition during the last year of studies, and traineeship abroad shall be completed within a year from graduation prior to commencement of the next studies) if they have been awarded an Erasmus+ traineeship place during the selection, confirmed it following the established procedure, submitted required documents and fulfilled the eligibility requirements prior to their departure.
- 3.1.2. Students/graduates who previously participated in the Erasmus+ Programme of mobility for studies and/or traineeships and whose total period of mobility, including previous Erasmus+ studies and/or traineeships and upcoming period of Erasmus+ mobility, will exceed 12 months (360 days) during the current cycle of studies cannot take part in the Erasmus+ Programme of mobility for traineeship.

3.2. Requirements for the location and timing of traineeships

- 3.2.1. An eligible organisation for Erasmus+ traineeship shall be any higher education institution granted with the ECHE or any public or private organisation operating on the labour market or in the areas of education, training and youth affairs. All participating organisations shall be established in Programme or Partner countries as defined in Erasmus+ programme guide.
- 3.2.2. EU institutions and other EU authorities, including specialised organisations administering EU programmes, such as national agencies, cannot be receiving institutions.
- 3.2.3. An employee in charge of traineeships at ISM the Career Centre shall evaluate the eligibility of the receiving organisation.
- 3.2.4. The duration of long-term Erasmus+ traineeship abroad shall be between 2 and 12 months for bachelor, master and doctoral students. The duration for short-term Erasmus+ traineeship for doctoral students shall 5-30 days.

3.3. Notification and selection of students

- 3.3.1. The Career Centre shall provide information on a possibility to carry out traineeship abroad on the ISM website, billboard of the Career centre, via e-mail and during individual consultations.
- 3.3.2. Students shall be selected for traineeships abroad by way of competition. Students who are compliant with the selection criteria and who have timely submitted the following documents may participate in the competition:
 - 3.3.2.1. selection participant's application form;
 - 3.3.2.2. motivation letter (in English);

- 3.3.2.3. consent of a receiving foreign organisation to receive a student/graduate for traineeship (if a student/graduate has arranged his/her traineeship in a foreign organisation).
- 3.3.3. Documents required for the competition can be changed by sending institution no later than 2 weeks before the competition takes place.
- 3.3.4. The competition for traineeship abroad shall be conducted twice a year – in April-May and October-November. In the event of vacancies and/or received additional funding additional competition for traineeship shall be advertised. Funding is allocated in the following proportions: 50 % of all grants are allocated in the first round, other 50 % - during the second round. Unused grants (if any) are allocated during the additional round.
- 3.3.5. The main selection criteria for traineeship shall be as follows:
- 3.3.5.1. results of an academic activity;
 - 3.3.5.2. traineeship provided for in the study programme;
 - 3.3.5.3. intention to carry out traineeship after graduation;
 - 3.3.5.4. ability to independently find a traineeship place;
 - 3.3.5.5. students studying in doctoral studies;
 - 3.3.5.6. ability to independently find a traineeship place in a foreign company included in Fortune Global 500 rating (<http://fortune.com/global500/>);
 - 3.3.5.7. motivation to carry out traineeship abroad, active participation in the activity of Erasmus mentors and assistants of the international studies department (if additional points for mentorship have not been used in the competition of Erasmus studies);
 - 3.3.5.8. previous participation in an exchange programme
- 3.3.6. Selection criteria, their weight and sequence as well as regulations of the competition may be amended and supplemented. Explicit criteria and selection regulations shall be published on the ISM website at least 2 weeks before the competition takes place.
- 3.3.7. The activity and efficiency of contestants' participation in the mentors' activity shall be evaluated by coordinators of international relations of ISM ESN and ISM Student Association. The activity and efficiency of students' participation in the activity of assistants of the International Studies Office shall be evaluated by the employees of the International Studies Office in charge of appropriate activities. During the competition one student may score up to 0.5 of an additional point for the participation in the activity of mentors (buddy programme) and/or assistants provided that additional points for mentorship or the activity of assistants have not been used in the competition of mobility for studies.
- 3.3.8. The ISM Career Centre shall advertise, organise and coordinate the competition for traineeships abroad.
- 3.3.9. The competitive score of the candidates shall be calculated by adding additional points to the average of academic results of all semesters for:
- 3.3.9.1. finding of a traineeship place (4 points);
 - 3.3.9.2. carrying out compulsory traineeship (2 points);
 - 3.3.9.3. intending to carry out traineeship after graduation (2 points);
 - 3.3.9.4. students studying in doctoral studies (2 points)
 - 3.3.9.5. finding of a traineeship place in a foreign company in Fortune Global 500 rating (1 point);

- 3.3.9.6. in order to provide as many students as possible with an opportunity to participate in the Erasmus+ programme at least once, 1 point shall be added to participants who did not participate in any programme of International Study or traineeship Exchange before;
 - 3.3.9.7. participation in the activity of mentors (buddies) or assistants (if a candidate took part in such activities and these points have not been used in the competition for exchange of studies) (up to 0.5 point);
 - 3.3.9.8. motivation of a candidate to participate in the programme shall be an additional selection criterion which will not be subject to additional points.
- 3.3.10. Contestants who have not found a traineeship place yet may be assisted by the Career centre through individual consultations.
- 3.3.11. The career Centre shall prepare the competition ranking of candidates based on the data provided in students' applications, and the final decision regarding the eligibility of a selected traineeship place or of candidates, traineeship place and timing as well as allocation of individual scholarships shall be adopted by the commission for selection for international student exchange ("the Commission") consisting of the Team Leader of Career Services, institutional coordinator of the Erasmus+ Programme and representative of the Studies department.
- 3.3.12. All students and graduates who took part in the competition shall be notified of the results of the competition via e-mail not later than within 5 working days from the meeting of the Commission. Within 5 days from the notification of the competition results, the winners shall send a written consent/refusal to carry out traineeship in a respective foreign organisation to the Career centre or another person indicated in the competition documents via e-mail. The consent/refusal may be sent via e-mail. Contestants who failed to submit the consent before the deadline shall be removed from the list of selected candidates, and their Erasmus+ scholarship (if any) shall be offered to other candidates in the list.
- 3.3.13. If a student/graduate who was awarded a traineeship place and Erasmus+ scholarship in the competition refuses to go abroad to carry out traineeship for serious reasons, he/she shall immediately apply to the Career centre requesting to remove him/her from the list of the participants.
- 3.3.14. The selection results shall be approved by the minutes of the meeting of the Commission. Students/graduates shall be informed personally by e-mail about selection results. In the event of any changes in the competition list, they shall be approved by a separate protocol of the Commission. A final list of outbound students shall be approved by the order of the ISM Rector
- 3.3.15. Contestants who disagree with the results shall be entitled to file an appeal against the Commission within 3 working days. The Commission must examine the appeal and provide their response within 5 days from the date of receipt of such an appeal.

3.4. Preparation for traineeship

- 3.4.1. The Career centre shall provide students/graduates who won the competition with the information on mandatory documents to be filled out for the Erasmus+ programme.

- 3.4.2. Prior the beginning of traineeship abroad all students/graduates who are selected during the competition shall have the programme of traineeship in the receiving organisation approved by the Team Leader of Career Services and sign the Learning Agreement for Erasmus+ Traineeship Mobility.
- 3.4.3. Any amendments to the traineeship agreement shall be immediately approved by all three parties and shall be made within the first month from the beginning of traineeship.
- 3.4.4. Prior leaving for the Erasmus+ traineeship, all students/graduates who were granted with Erasmus+ scholarships shall sign the Grant Agreement for Traineeship with ISM. The Grant agreement shall be signed only after all three parties (apprentice, ISM and receiving organisation) have signed the Learning Agreement for Erasmus+ Traineeship Mobility.
- 3.4.5. All outbound students/graduates shall be familiarised with their rights and duties laid down in the Erasmus student charter. The charter is an annex to the grant agreement and is provided to students with the grant agreement.
- 3.4.6. In case a student no longer meets the eligibility requirements for participants of the Traineeship Exchange Programme at any time prior the beginning of the Erasmus+ mobility for traineeship period, the student shall lose the right to participate in the International Student Exchange Programme.

3.5. Responsibilities of outbound students

- 3.5.1. Outbound students/graduates shall follow all information related to traineeship abroad sent via e-mail by the Career Centre.
- 3.5.2. Outbound students shall timely submit all required documents to the Career Centre.
- 3.5.3. Outbound students shall timely have their traineeship programme and amendments (if any) approved by the Career Centre Manager.
- 3.5.4. Outbound students who may no longer participate in the programme shall immediately notify the Career Centre thereof.
- 3.5.5. Students wishing to participate in the Erasmus+ mobility programme for studies may carry out the Online language assessment (OLS) test in the language of mobility (if available) before the mobility period via OLS platform established and monitored by the European Commission.
- 3.5.6. Students/graduates shall spend the entire period in the receiving organisation as specified in the Grant agreement. If a student/graduate terminates traineeship in a company without the reasonable grounds, the whole amount of Erasmus+ scholarship or its portion paid up to that moment shall be repaid. If a student/graduate wishes/has to terminate traineeship prior to the deadline for reasonable grounds (illness, termination of the activity of the organisation or force majeure), he/she shall immediately apply to the Career Centre with a document certifying the reason.
- 3.5.7. Outbound Erasmus+ students/graduates shall fulfil all obligations provided for in the Grant Agreement.

- 3.5.8. Outbound students/graduates shall take care of accommodation abroad, insurance, visa/temporary permit to reside in the country (if required) and all necessary travel documents.
- 3.5.9. The Erasmus+ participants, having returned from traineeship abroad, shall provide the Career Centre with the last part of the Learning Agreement filled out after the completion of mobility and signed by the receiving institution as well as fulfil all requirements provided for in the Grant Agreement.

3.6. Financial conditions of traineeship abroad

- 3.6.1. Outbound students shall pay ISM a study fee for a semester/semesters of traineeship abroad under the general procedure of the ISM. When leaving for traineeship after graduation the tuition fee shall not apply.
- 3.6.2. Students/graduates shall leave for traineeship abroad under the same conditions which would be applied when studying in the ISM, i.e. the discounts of the ISM study fee, if allocated, still apply.
- 3.6.3. An individual Erasmus+ scholarship for traineeship abroad may be allocated for outbound students of the Erasmus+ Programme of mobility for traineeship. The number and amount of Erasmus+ scholarships shall be calculated every academic year considering the available funding granted by the National Agency and other financial sources.
- 3.6.4. In case of Erasmus+ scholarship is awarded for student's mobility for traineeship abroad the following individual support Erasmus+ scholarship amounts shall be applied depending on the receiving country:

Destination country Erasmus+ Programme countries	Individual support amount for long-term traineeships EUR/ month	Individual support amount for short-term traineeships (only for doctoral students)
1 group: The Republic of Iceland, Ireland, the Kingdom of Denmark, the Principality of Liechtenstein, the Kingdom of Norway, the Grand Duchy of Luxembourg, the Republic of Finland, the Kingdom of Sweden Erasmus+ Partner Countries from Region 14:	750 EUR/month	Up to the 14th day of activity 70 EUR per day From 15th to the 30th day of activity

Faroe Island, Switzerland, the United Kingdom of Great Britain		50 EUR per day
<p>2 group:</p> <p>The Republic of Austria, the Republic of Italy, the Kingdom of Belgium, the Republic of France, the Hellenic Republic, the Kingdom of Spain, the Republic of Cyprus, the Kingdom of the Netherlands, the Republic of Portugal, the Federal Republic of Germany, the Republic of Malta</p> <p>Erasmus+ Partner Countries from Region 13:</p> <p>Andorra, Monaco, San Marino, Vatican City</p>	750 EUR/month	<p>Up to the 14th day of activity 70 EUR per day</p> <p>From 15th to the 30th day of activity 50 EUR per day</p>
<p>3 group:</p> <p>The Republic of Croatia, the Republic of Slovenia, the Czech Republic, the Republic of Bulgaria, the Republic of Estonia, the Republic of Turkey, the Republic of Latvia, the Republic of Poland, the former Yugoslav Republic of Macedonia, Romania, the Republic of Slovakia, the Republic of Hungary, the Republic of Serbia</p>	690 EUR/month	<p>Up to the 14th day of activity 70 EUR per day</p> <p>From 15th to the 30th day of activity 50 EUR per day</p>
Destination country		
Erasmus+ Partner countries		
<p>Region 1: Albania; Bosnia and Herzegovina; Kosovo; Montenegro</p> <p>Region 2: Armenia; Azerbaijan; Belarus; Georgia; Moldova; Territory of Ukraine as recognised by international law</p> <p>Region 3: Algeria; Egypt; Israel; Jordan; Lebanon; Libya; Morocco; Palestine; Syria; Tunisia</p> <p>Region 4: Territory of Russia as recognised by international law</p> <p>Region 6: Afghanistan, Bangladesh, Bhutan,</p>	700 EUR/month	<p>Up to the 14th day of activity 70 EUR per day</p> <p>From 15th to the 30th day of activity 50 EUR per day</p>

Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam

Region 7: Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan

Region 8: Argentina, Bolivia, Brazil, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Venezuela

Region 9: Iran, Iraq, Yemen

Region 10: South Africa

Region 11: Angola, Antigua and Barbuda, Bahamas, Barbados, Belize, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Cook Islands, Djibouti, Dominica, Dominican Republic, Equatorial Guinea, Eritrea, Ethiopia, Fiji, Gabon, Gambia, Ghana, Grenada, Guinea, Guinea-Bissau, Guyana, Haiti, Republic of Côte d'Ivoire, Jamaica, Kenya, Kiribati, Lesotho, Liberia, Madagascar, Malawi, Mali, Marshall Islands, Mauritania, Mauritius, Micronesia-Federated States of, Mozambique, Namibia, Nauru, Niger, Nigeria, Niue, Palau, Papua New Guinea, Rwanda, Saint Kitts And Nevis, Saint Lucia, Saint Vincent And The Grenadines, Samoa, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Suriname, Eswatini, Timor Leste - Democratic Republic of, Tanzania, Togo, Tonga, Trinidad and Tobago, Tuvalu, Uganda, Vanuatu, Zambia, Zimbabwe.

Region 12: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates.

- 3.6.5. Erasmus+ scholarships shall be allocated to students who have the highest passing score.
- 3.6.6. The Erasmus+ grant shall not cover all expenses for traineeship abroad. Students shall be notified of the amount of grants prior to their leaving for traineeship abroad. An

exact amount of a grant, payment terms and conditions shall be laid down in the Grant Agreement for Traineeship.

- 3.6.7. The duration of traineeship abroad shall be calculated in months and days. Minimum duration for long-term mobility is 2 months (60 days). Minimum duration for doctoral students' short-term mobility is 5 days.
- 3.6.8. The basic principles of the procedure for paying the grant shall be as follows: the first portion of the total Erasmus+ grant (80 per cent) shall be paid to a student/graduate prior to leaving for the foreign receiving organisation, the remaining portion (20 per cent) shall be paid to a student upon the return to the ISM and submission of the last part of the Learning Agreement filled out after the completion of mobility and signed by the receiving institution as well as upon fulfilment of all requirements provided for in the Grant Agreement. This payment may be adjusted considering the dates of the student's arrival at the receiving institution and his/her departure as indicated in the Learning Agreement. The decision regarding the recalculation of the Erasmus+ scholarship shall be adopted by the Commission. The received filled out questionnaires of the language evaluation and EU survey shall be considered the request to pay the outstanding amount of the scholarship.
- 3.6.9. If a student spent a period longer than specified in the Grant Agreement, the scholarship may be recalculated if there are outstanding amounts of funds received for student mobility. Otherwise additional days shall be a period that a zero-grant is applied to. The decision regarding the recalculation of the Erasmus+ scholarship in the event of the prolonged period shall be adopted by the Commission.
- 3.6.10. The Erasmus+ scholarship may be transferred to a student/graduate only after he/she has agreed to receive it, assumed responsibilities related thereto and signed the grant agreement. Participants who failed to spend a minimum period of the mobility in the receiving institution, shall repay the whole amount of the grant paid up to that moment.
- 3.6.11. Students/graduates going abroad for traineeship may apply to public and private funds for loans and other financial support.
- 3.6.12. The Erasmus+ programme provides inclusion support to students with fewer opportunities whose personal, physical, mental or health-related conditions is such that his/her participation in the mobility action would not be possible without extra financial or other support. Selected students shall notify ISM International studies office well in advance about eligibility for such support. ISM can apply for additional grant support to the National Agency in order to cover the supplementary real costs for student participation in the mobility activities. The request for additional funding must be justified by the student and approved by the National Agency. The final contribution towards costs incurred in connection with inclusion needs shall be based on the supporting documents provided by the participant upon return from the mobility.
- 3.6.13. According to the priorities of the Erasmus+ programme, ISM supports the implementation of the Inclusion and Diversity program in higher education institutions. Students and recent graduates (other than those described in article 1.6.12.) with fewer opportunities are eligible to receive a top-up amount in addition to the granted Erasmus+ scholarship. The top-up amount is 250 EUR per month for long-term student mobility for traineeships. Doctoral students with fewer opportunities participating in short-term Erasmus+ traineeships are eligible to receive an additional individual support grant of 100 EUR for a period of traineeship between 5 and 14 days and 150 EUR for traineeship period of between 15 and 30 days. In this case, an additional amount is not allocated for the internship (internship). The criteria and eligible fewer opportunities groups of ISM university is defined in Annex A of this document.

- 3.6.14. Students receiving Erasmus+ scholarship and top-up for fewer opportunities for mobility with any Partner country (region 1-12) shall receive travel support according to the unit costs as defined in the Erasmus+ Programme guide.
- 3.6.15. Students and recent graduates who do not receive the travel support budget category with their Erasmus+ scholarship can opt for green travel support. In this case if student fulfils the requirements for green travel, he/she shall receive a single contribution of 50 EUR as a top-up amount to their Erasmus+ scholarship and up to 4 days of additional individual support to cover travel days with green means of transport as defined by the European Commission.

3.7. Recognition of the results of traineeship abroad

- 3.7.1. Students carrying out compulsory traineeship abroad as provided for in the study programme shall follow the procedure indicated by an academic employee of bachelor studies in charge of student traineeship.
- 3.7.2. The recognition of credits and period of compulsory traineeship abroad shall be carried out under the procedure for recognition of credits effective in the ISM. If a student fulfilled all formal requirements (concluded the traineeship agreement, had amendments (if any) approved in due time, successfully implemented the entire traineeship programme, received positive evaluation for traineeship), his/her traineeship period shall be fully recognised and accredited.
- 3.7.3. If a student failed to comply with the traineeship agreement during traineeship abroad, traineeship shall not be accredited, unless the Commission for Studies decides otherwise.

4. STAFF MOBILITY FOR TEACHING

4.1. Notification of lecturers and selection

- 4.1.1. Information on a possibility of teaching visits and Erasmus+ partner institutions that the inter-institutional agreement on lecturer mobility has been concluded with shall be provided to the faculty by the ISM International Studies Office on the ISM website (www.ism.lt, see exchange programmes) and during individual consultations. The priority institutions for teaching visits can be set with regard to ISM strategic goals.
- 4.1.2. Lecturers shall be selected for mobility visits by way of competitions. All academic employees of the ISM may participate in the competition upon timely submission of a signed application form.
- 4.1.3. The competition shall be announced once (or twice, if needed) every academic year in autumn (and spring) semester. The responsible person shall send an invitation to take part in the competition to the ISM faculty via e-mail.
- 4.1.4. The main criteria for selecting lecturers shall be as follows:
- 4.1.4.1. previous participation in the Programme;
 - 4.1.4.2. academic position held at ISM,
 - 4.1.4.3. achievements in academic and research activities and experience.
- 4.1.5. The preference shall be given to lecturers who:
- 4.1.5.1. have not previously participated in the Erasmus+ mobility programme or have participated fewer times than other candidates,
 - 4.1.5.2. are young, less experienced and who have fewer achievements in their academic activity,
 - 4.1.5.3. have participated in the competition in the current academic year for the first time,
 - 4.1.5.4. whose main workplace is the ISM vis-à-vis lecturers whose main workplace is not ISM,
 - 4.1.5.5. during the visit the lecturer is planning to implement other activities regarding to ISM strategic goals (development of partnerships; cooperation in developing new programmes and/or research projects, etc.).
- 4.1.6. The competitive score of the candidates shall be calculated according to the procedure provided below.
- 4.1.6.1. Candidates' participation in the programme (up to 3 points).
 - 4.1.6.2. If a candidate has never participated in Erasmus+ mobility for teaching she/he receives 3 points. If a candidate has participated once in the programme during the last 5 years, she/he receives 2 points. If a candidate has participated twice in the programme during the last 5 years, she/he receives 1,5 point and etc. (If three times – 1 point, if four times – 0,5 point, if five times – 0 point.)
 - 4.1.6.3. The academic position held at ISM by a candidate (up to 2 points).

Position	Total points
Lecturer/Assistant	2
Senior Lecturer	1,5
Associate Professor	1
Professor	0,5
Visiting Lecturer	0,5

- 4.1.6.4. The main working institution of a candidate (up to 1 point). If the ISM university is the main workplace for a candidate, she/he receives 1 point, if the main working institution is not the ISM – 0,5 point.
- 4.1.6.5. Candidate's academic achievement (up to 2 points). The academic achievement is evaluated by the ISM Schools where a candidate delivers lectures. The preference shall be given to lecturers who is planning to implement other activities regarding corporation in developing new programmes, double-degrees programmes, or other academic activities.
- 4.1.6.6. Candidate's research achievement (up to 2 points). The research achievement is evaluated by Research Department. The preference shall be given to lecturers who is planning to implement other activities regarding research projects or other research activities.
- 4.1.7. Competitions shall be organised and held by the responsible person and the Commission consisting of Vice-President for Research and Faculty, Vice-President for Studies, Dean of Executive School (or Programme Director of Executive School) and Team Leader of International Studies (ISM Institutional coordinator of the Erasmus+ Programme) shall select participants from the list of candidates, determine their competitive score and ranking of the participation in the programme as well as compile a stand-by list. The Commission decides regarding the allocation of an Erasmus+ grant. The competition results shall be approved by minutes of the meeting of the Commission signed by the participants of the meeting.
- 4.1.8. All contestants shall be notified of the competition results (surnames of selected participants, offered semester for the visit and Erasmus+ grant allocation) via e-mail.
- 4.1.9. Employees who disagree with the competition results shall be entitled to file an appeal against the Commission within 3 working days. The Commission must examine the appeal and provide their response within 5 days from the date of submission of such an appeal.
- 4.1.10. The ISM staff wishing to invite employees from the foreign company for a teaching visit shall apply to the ISM HR Office at the beginning of each semester or academic year by indicating the subject to be taught by an invited lecturer at the ISM and the duration of a planned visit. The Selection Commission shall consider submitted applications and select candidates. The main selection criteria shall be the significance of a visit for the university and equal distribution among schools.

4.2. Requirements for teaching visits and liability of lecturers

- 4.2.1. In all cases, the teaching activity shall be carried out at least 8 academic hours per week. The actual duration of a visit shall be determined taking account of:
- 4.2.1.1. number of teaching hours proposed by the receiving institution and indicated in the teaching programme;
 - 4.2.1.2. amount of funds for the ISM mobility for teaching available in the current year;
 - 4.2.1.3. academic work load of the outbound ISM lecturer and assignments at the university during the semester of the lecturer's departure so that the lecturer is able to carry out all semester-related assignments or fulfil relevant obligations.
- 4.2.2. The actual duration of the visit shall be indicated in the order on a business trip and grant agreement.
- 4.2.3. The minimum duration of the visit recommended by the ISM is 2 working days, the maximum duration is 5 working days (including travel days). Erasmus + programme allows mobility from 2 days to 2 months, excluding travel time. In case of mobility to Erasmus+ Partner Countries, the duration must be from 5 days to 2 months.
- 4.2.4. A teaching visit shall be continuous during the entire agreed period. One travel day may be added to the duration of a teaching visit prior to the first day of activity abroad as well as one travel day may be added after the last day of activity abroad but preferably that the whole visit shall not last more than 5 working days.
- 4.2.5. A subject taught during the visit or a part thereof shall be a component of the study programme of the receiving institution designed to be awarded a diploma/degree.
- 4.2.6. If lecturers selected during the competition have not agreed upon the visit with the receiving institution yet, they shall immediately apply to the institution they are wishing to go to and agree upon timing of the visit and preliminary programme (subject and number of academic hours) with its representatives after the competition results have been published.
- 4.2.7. Having received the confirmation from the receiving institution, lecturers shall have their visit date approved by heads of studies (school) subject to the planned academic load and by heads of their division provided that the lecturer has also been carrying out administrative activities at the ISM.
- 4.2.8. If lecturer fails to submit the "Staff Mobility for Teaching Mobility Agreement" to the responsible person within four months after the announcement of the competition's results, the Erasmus+ grant may be reassigned to other participants.
- 4.2.9. After the lecturer's application has been approved, the outbound lecturer shall prepare a teaching programme as soon as possible and "Staff mobility for teaching mobility agreement" form shall be signed by the lecturer, Institutional coordinator of the Erasmus+ Programme and representative of the receiving institution.
- 4.2.10. A Erasmus+ grant shall be allocated to cover the lecturer's travel costs according to the distance band of the Erasmus+ programme and individual support. The grant shall be allocated under the order on a business trip. The order shall be drafted by the ISM the responsible person.
- 4.2.11. Outbound lecturers shall take care of travel tickets and accommodation abroad after the rector has signed the order on a business trip.

- 4.2.12. Prior to leaving for the receiving institution, the lecturers shall sign the Grant agreement for Erasmus+ staff mobility drafted by the responsible person and signed by the Institutional Coordinator of the Erasmus+ Programme. The agreement shall indicate the exact time of the visit and number of teaching hours as well as the amount of a grant (in line with the standards established by the European Commission) and terms and conditions of payments.
- 4.2.13. Having returned from the receiving institution, lecturers shall provide the responsible person - the certificate confirming the goal of the visit and teaching duration (days and teaching hours) signed by an employee of the receiving institution and the final descriptive report within 5 working days.
- 4.2.14. If any trip cost was covered by ISM, the employee shall provide ISM Finance Office with the business trip cost statement and documents confirming such costs within 5 working days.
- 4.2.15. Participants of the mobility activity shall submit a report by filling out an online EU-survey and shall provide their comments (actual information shall be indicated) by evaluating the period of activity abroad, preparation for it and its implementation. The sending organisation may request that participants who failed to submit the report return a portion of the grant allocated by the EU or the entire amount of the grant.

4.3. Financial conditions of mobility visits

- 4.3.1. Lecturers going abroad for a teaching visit may be granted an individual grant from National agency or other available sources for ISM lecturer mobility, or a lecturer may leave with a zero - grant provided. The grant shall be allocated under the standards designed to cover travel and other costs incurred by the lecturer as established by the European Commission. The decision regarding the scholarship allocation shall be adopted by the international lecturer exchange selection commission in each individual case.

Travel distance	Amount (both ways)	Amount (both ways)
	In case of standard travel	In case of green travel
Between 10 and 99 km:	EUR 23 per person	
Between 100 and 499 km:	EUR 180 per person	EUR 210 per person
Between 500 and 1999 km:	EUR 275 per person	EUR 320 per person
Between 2,000 and 2,999 km:	EUR 360 per person	EUR 410 per person
Between 3,000 and 3,999 km:	EUR 530 per person	EUR 610 per person

Between 4,000 and 7,999 km:	EUR 820 per person	
8,000 km or more:	EUR 1,500 per person	

4.3.2. Erasmus+ grant for employees' travel shall be allocated in accordance with the distance bands established by the European Commission. "Travel distance" shall mean a distance from a place of origin to a place of carrying out activities, meanwhile "amount" shall cover the contribution to travel costs both to and from a place of carrying out activities. The travel distance shall be calculated according to the calculator of the European Commission http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

4.3.3. The standard rates for individual support determined by the European Commission are as follows:

Receiving country	Staff mobility
	Daily amount, EUR
Denmark, Finland, Iceland, Ireland, Lichtenstein, Luxembourg, Norway, Sweden, Partner countries, Region 14 Faroe Islands, Switzerland, United Kingdom	180
Belgium, Germany, Greece, France, Italy, Cyprus, the Netherlands, Malta, Portugal, Spain, Austria, Partner countries, Region 13 Partner countries	160
Bulgaria, Croatia, the Czech Republic, Estonia, Hungary, Turkey, Poland, Romania, Latvia, Slovakia, Slovenia, Macedonia, Serbia	140
Partner Countries 1-12 Regions	180

4.3.4. Individual support shall include actual accommodation (overnight) expenses, daily allowances, local trips, insurance costs and miscellaneous costs.

4.3.5. The Erasmus+ grant shall not cover all expenses incurred during the visit abroad. In the event of insufficient funds, an employee may apply to the Selection Commission regarding the reimbursement of an excess amount from the budget of the ISM University for fostering competences of the staff. The application shall contain reasons for which funds are insufficient and certifying documents shall be provided.

- 4.3.6. The Erasmus+ grant may be transferred to a lecturer only after he/she has agreed to receive it, assumed responsibilities related thereto and signed the financial agreement.
- 4.3.7. The Erasmus+ grant to employees shall be paid in two portions:
- 4.3.7.1. first portion of the grant (80 per cent) shall be paid prior to the employer's departure to the foreign receiving organization;
 - 4.3.7.2. the remaining portion of the grant (20 per cent) shall be paid upon the employee's return to the ISM and upon submission of the travel cost statement and certificate confirming the visit signed by the receiving institution and after all requirements referred to in the Grant Agreement have been met.
- 4.3.8. In cases when outbound lecturer who is going to teaching visit fulfils the requirements for Erasmus+ green travel, he/she may receive up to 4 days of additional individual support to cover travel days with green means of transport as defined by the European Commission.
- 4.3.9. In case a disabled person is leaving for the Erasmus+ teaching visit, he/she may be provided with an additional grant to satisfy the special needs due to the disability. Such an employee shall submit a request and an application to the National Agency following the procedure established by the National Agency.

5. STAFF MOBILITY FOR TRAINING

5.1. Notification of employees and selection

- 5.1.1. Information on a possibility of training shall be provided to the staff by the ISM International Studies Office on the ISM website (www.ism.lt, see exchange programme) and during individual consultations. The priority institutions can be set for training visits.
- 5.1.2. Employees for training shall be selected by way of competition. All employees who hold administrative positions at the ISM and whose main workplace is the ISM and whose trial period has expired may participate in the competition upon timely submission of the application signed by the head of their department to the responsible person. In case an employee has already agreed upon the visit with the receiving institution/company, the certifying letter from the receiving institution/company shall be enclosed with the application.
- 5.1.3. The competition shall be published once a year in autumn by the responsible person. The request to participate in the competition shall be sent to all ISM employees via e-mail.
- 5.1.4. The main criteria for selecting the staff and their weights shall be as follows:
 - 5.1.4.1. Significance of the training to the ISM and compliance with the strategic ISM priorities (up to 2 points). The training significance to the employee as well as to ISM shall be evaluated and discussed during the meeting of the Selection Commission (2 – very significant; 1,5 – significant; 1 – moderately significant; 0,5 – slightly significant; 0 – not significant).
 - 5.1.4.2. Previous participation in the Erasmus+ Programme of mobility for training (up to 3 points). If a candidate has never participated in Erasmus+ mobility for training she/he receives 3 points. If a candidate has participated once in the programme during the last 5 years, she/he receives 2 points. If a candidate has participated twice in the programme during the last 5 years, she/he receives 1,5 point and etc. (if three times – 1 point, if four times – 0,5 point, if five times – 0 point.)
 - 5.1.4.3. Service period at the ISM (up to 2 points). Points for years of employment at the ISM shall be calculated as follows: for each year of employment 0,2 point shall be given (e.g. 2 years – 0,4 points; 5 years – 1 point, etc.). If the employee works at ISM 10 or more years 2 points shall be given.
 - 5.1.4.4. Administrative staff position held at the ISM (up to 2 points). Points for the administrative staff position held shall be equal to the proportion of the position held (e.g. full-time position – 2 points; 0,75 position – 1,5 point; 0,5 position – 1 point, 0,25 position – 0,5 point, etc.).
- 5.1.5. Competitions shall be organised and held by the responsible person which shall submit scores for the Selection Commission consisting of Director of Study, Director of Sales & Marketing, Business Support Director, Team Leader of International Studies (ISM Institutional coordinator of the Erasmus+ Programme) and Head of HR Office. The Commission shall select the participants from the list of candidates and decide

regarding the allocation of a grant. The competition results shall be approved by minutes of the meeting of the Commission signed by the participants of the meeting.

- 5.1.6. All contestants shall be notified of the competition results (surnames of selected participants, offered semester for the visit and scholarship allocation) via e-mail.

5.2. Requirements for training visits and staff liability

- 5.2.1. The duration of a training visit shall be at least 2 working days (excluding travel days) but the maximum duration is 5 working days.
- 5.2.2. The actual visit duration shall be determined taking account of the training programme proposed by the receiving institution and indicated in the working plan and amount of funds for ISM mobility available in the current year. The duration shall be indicated in the order on a business trip and grant agreement.
- 5.2.3. A training visit shall be continuous during the entire agreed period. One travel day may be added to the duration of a training visit prior to the first day of activity abroad as well as one travel day may be added after the last day of activity abroad.
- 5.2.4. If employees selected during the competition have not agreed upon the visit with the receiving institution/company yet, they shall immediately apply to the institution and agree upon timing of the visit and preliminary programme with its representatives after the competition results have been published. Having received the confirmation from the receiving institution, employees shall have the visit date approved by the head of their division.
- 5.2.5. If an employee fails to submit the "Staff Mobility for Training Mobility Agreement" to the responsible person within four months after the announcement of the competition's results, the Erasmus+ grant may be reassigned to other participants.
- 5.2.6. An outbound employee shall draft a working plan which shall be signed by the employee, institutional coordinator of the Erasmus+ Programme and representative of the receiving institution. The employee shall submit the filled out trip information form signed by the institutional coordinator of the Erasmus+ Programme to the responsible person.
- 5.2.7. An order on a business trip shall be drafted after the working plan has been signed by all parties and an information form has been submitted. The order shall be drafted by an employee of the responsible person.
- 5.2.8. When the president signs the order on a business trip, outbound employees shall take care of travel tickets, accommodation abroad and health/life insurance.
- 5.2.9. Prior to leaving for the receiving institution, the employees shall sign the grant agreement drafted by the responsible person and signed by the Institutional Coordinator of the Erasmus+ Programme. The agreement shall indicate the exact time of the visit and amount of the grant in line with the standards of the European Commission.
- 5.2.10. Having returned from the receiving institution, employees shall provide the ISM Finance Office with the business trip cost statement and documents confirming such costs (if they intend to apply regarding the reimbursement of the excess amount) and Erasmus+

institutional coordinator with the certificate confirming the goal of the visit and teaching duration (days and teaching hours) signed by an employee of the receiving institution.

- 5.2.11. Participants of the mobility activity shall submit a report by filling out an online questionnaire and shall provide their comments (actual information shall be indicated) by evaluating the period of activity abroad, preparation for it and its implementation. The sending organisation may request that participants who failed to submit the report return a portion of the grant allocated by the EU or the entire amount of the grant.

5.3. Financial conditions of training visits

- 5.3.1. Employees going abroad for a training visit may be granted an individual grant/scholarship from the funds of the European Commission and state budget allocated for ISM staff training, or an employee may leave with a zero-grant provided. The grant shall be allocated to cover travel costs and provide individual support.
- 5.3.2. Costs for employees' travel shall be allocated in accordance with the distance bands established by the European Commission. "Travel distance" shall mean a distance from a place of origin to a place of carrying out activities, meanwhile "amount" shall cover travel costs both from and to a place of carrying out activities. The travel distance shall be calculated according to the calculator of the European Commission: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm :

Travel distance	Amount (both ways)	
	In case of standard travel	In case of green travel
Between 10 and 99 km:	EUR 23 per person	
Between 100 and 499 km:	EUR 180 per person	EUR 210 per person
Between 500 and 1999 km:	EUR 275 per person	EUR 320 per person
Between 2,000 and 2,999 km:	EUR 360 per person	EUR 410 per person
Between 3,000 and 3,999 km:	EUR 530 per person	EUR 610 per person
Between 4,000 and 7,999 km:	EUR 820 per person	
8,000 km or more:	EUR 1,500 per person	

- 5.3.3. The standard rates for staff individual support is determined by the European Commission are as follows:

Receiving country	Staff mobility
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	Daily amount, EUR
Denmark, Finland, Iceland, Ireland, Lichtenstein, Luxembourg, Norway, Sweden, United Kingdom	180
Belgium, Germany, Greece, France, Italy, Cyprus, the Netherlands, Malta, Portugal, Spain, Austria Region 13 - Andorra, Monaco, San Marin, Vatican City	160
Bulgaria, Croatia, the Czech Republic, Estonia, Hungary, Turkey, Poland, Romania, Latvia, Slovakia, Slovenia, Macedonia	140
<p>Partner Countries</p> <p>1-4 Regions: Albania, Bosnia and Herzegovina, Kosovo, Montenegro, Armenia, Azerbaijan, Belarus, Georgia, Moldova, recognized under international law</p> <p>Territory of Ukraine, Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia, Russia, recognized in accordance with international law</p> <p>6-12 Regions: Afghanistan, Bangladesh, Bhutan, Philippines, India, Indonesia, Cambodia, China, Korea</p> <p>People's Democratic Republic, Laos, Malaysia, Maldives, Myanmar, Mongolia, Nepal,</p> <p>Pakistan, Sri Lanka, Thailand and Vietnam, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan, Argentina, Bolivia, Brazil, Ecuador, Guatemala, Honduras, Colombia, Costa Rica, Cuba,</p> <p>Mexico, Nicaragua, Panama, Paraguay, Peru, El Salvador, Venezuela, Iraq, Iran, Yemen, South Africa, ACP States,</p>	180

Bahrain, United Arab Emirates, Qatar, Kuwait, Oman, Saudi Arabia, Australia, Brunei, Chile, Hong Kong, Japan, USA, Canada, Korea	
Republic, Macao, New Zealand, Singapore, Taiwan, Uruguay	

- 5.3.4. Individual support shall include actual accommodation (overnight) expenses, daily allowances, local travel, insurance costs and miscellaneous costs.
- 5.3.5. The Erasmus+ grant shall not cover all expenses incurred during the visit abroad. In the event of insufficient funds, an employee may apply to the Commission regarding additional support from the budget of the ISM University. The application shall contain reasons for which funds are insufficient and certifying documents shall be provided.
- 5.3.6. The grant may be transferred to an employee only after he/she has agreed to receive it, assumed responsibilities related thereto and signed the financial agreement.
- 5.3.7. The Erasmus+ grant to employees shall be paid in two portions:
- 5.3.7.1. first portion of the grant (80 per cent) shall be paid prior to the employer's departure to the foreign receiving organization;
- 5.3.7.2. the remaining portion of the grant (20 per cent) shall be paid upon the employee's return to the ISM and upon submission of the travel cost statement and certificate confirming the visit signed by the receiving institution and after all requirements referred to in the Grant Agreement have been met.
- 5.3.8. In cases when outbound employee who is going to training visit fulfils the requirements for Erasmus+ green travel, he/she may receive up to 4 days of additional individual support to cover travel days with green means of transport as defined by the European Commission.
- 5.3.9. In case a disabled person is leaving for Erasmus+ visit, he/she may be provided with an additional grant to satisfy the special needs due to the disability or other special need support as described in Annex A of this document. Such employee shall submit a request and an application to the National Agency following the procedure established by the National Agency.

6. AUTHORITY TO SIGN DOCUMENTS

6.1. The following documents related to ISM international mobility programmes are signed and confirmed by ISM Rector:

- 6.1.1. Agreements between ISM and Education Exchange Support Foundation and their annexes,
- 6.1.2. Erasmus+ interim and final statistical and financial reports,
- 6.1.3. The ISM Regulations on the International Mobility Activities,
- 6.1.4. Inter-institutional agreements between sending and receiving institutions,
- 6.1.5. Orders related to international mobility programmes.

6.2. Team Leader of International Studies and Erasmus institutional coordinator has the authority to sign and confirm the following documents related to ISM international mobility programmes:

- 6.2.1. Erasmus+ financial agreements between ISM and outgoing students for studies;
- 6.2.2. Erasmus+ financial agreements between ISM and outgoing faculty and staff;
- 6.2.3. Erasmus+ inter-institutional agreements between receiving and sending institutions;
- 6.2.4. All invoices and financial documents related to the ISM international mobility programmes.

6.3. Team Leader of Career Services has the authority to sign and confirm the following document related to ISM international mobility programmes:

- 6.3.1. Erasmus+ financial agreements for traineeships between ISM and students participating in the Erasmus+ programme.

7. STORING OF DOCUMENTS

- 7.1. All documents related to Erasmus+ programme are stored for 3 years.