



Policy Number and Title:

**AC.5.06 Internal Rules and Regulations on the International Mobility Activities of Staff**

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Division

Center for International Education

Policy Section:

Internal rules and regulations on the international mobility activities of staff

Applicable to:

All employees

Effective:

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Contact:

Director, Center for International Education

## **Statement of Policy**

This policy sets out principles for the LCC International University's international mobility activities and programs for academic and administrative staff.

## **Rationale**

LCC recognizes the value of staff mobility programs to the increased capacity to operate on the international level, innovative and improved way of operating, more modern, dynamic, committed and professional environment inside the organization: ready to integrate good practices and new methods into daily activities; open to synergies with organizations active in different social, educational and employment fields; planning strategically the professional development of staff. University supports and strongly encourages academic and administrative staff to participate in staff mobility programs.

The University will provide support to academic and administrative staff on mobility programs through clear, comprehensive information, transparent processes, administrative and welfare assistance before, during and after programs are undertaken.

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## 1. DEFINITIONS

- 1.1. **LCC International University internal rules and regulations on the International Mobility**  
**Activities of Staff** shall mean the internal financial rules and rules for administration of exchange activities carried out by staff of LCC International University.
- 1.2. **The ERASMUS+ Program of the European Union** ("Erasmus+") shall mean a part of the ERASMUS+ Program of the European Union, which covers the following actions (for staff) of the ERASMUS+ Program:
  - 1.2.1. **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 program of a receiving institution.
  - 1.2.2. **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 in their current work and relevant for professional self-improvement.
- 1.3. **Erasmus+ Charter for Higher Education (ECHE)** shall mean an accreditation granted by the European Commission giving higher education institutions the possibility to participate in the Erasmus+ Program and be provided with a grant for carrying out the activities under the program. The Charter outlines the fundamental principles an institution should adhere to in organizing and implementing high quality mobility and cooperation and states the requirements it agrees to comply with in order to ensure high quality services and procedures as well as the provision of reliable and transparent information.
- 1.4. **Sending institution** shall mean a higher education institution which officially participates in the Erasmus+ Program and has the ECHE (in the case of the Erasmus+ Program), or a foreign higher education institution (in the case of international exchange and/or other programs) which is sending its students, lecturers and/or other employees to the Receiving Institution under the Inter- Institutional Agreement, or a company of a country which officially participates in the Erasmus+ Program and is sending its employees to a higher education institution to give lectures.
- 1.5. **Receiving institution** shall mean a higher education institution which officially participates in the Erasmus+ Program and has the ECHE (in the case of the Erasmus+ Program), or a foreign higher education institution (in the case of international exchange



and/or other programs) that the Sending Institution has signed the Inter-Institutional Agreement with LCC International University under which students, lecturers and/or administration staff of the Sending Institution are received, or a company of a country which officially participates in the Erasmus+ Program and receives incoming students, lecturers or employees of a higher education institution.

- 1.6. **National Agency (NA)** shall mean an agency of a country which officially participates in the Erasmus+ Program, where the agency is in charge of the administration of the program and its coordination at the national level. In Lithuania its functions are carried out by the Education Exchanges Support Foundation ("the Foundation").
- 1.7. **Inter-institutional agreement between the receiving and sending institutions** shall mean a bilateral agreement which outlines the terms and conditions of exchanges of students and/or staff as well as other inter-institutional activities.
- 1.8. **Grant** shall mean the financial support from the European Commission and/or state budget to the Sending Institution for the implementation of the Erasmus+ Program.
- 1.9. **Individual grant** shall mean a grant allocated by a higher education institution to an employee for the purpose of Erasmus+ mobility.
- 1.10. **Recipient of an individual grant** shall mean a lecturer/other employee 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 funding for the purpose of Erasmus+ mobility who has concluded an agreement with the higher education institution.
- 1.11. **Zero-Erasmus+ grant employee** shall mean an employee who participates in the Erasmus+ program, but does not receive an Erasmus+ grant.
- 1.12. **Grant agreement for mobility for teaching/training** shall mean the agreement concluded between the Sending Institution and an employee involved in mobility for teaching/training. The agreement shall have 2 annexes thereto:
  - 1.12.1. Employee's mobility agreement shall contain the data of a candidate intending to take part in mobility for teaching/training and the program of a visit covering the mobility goals, content of a training program and learning outcomes;
  - 1.12.2. 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.
- 1.13. **Outgoing staff for teaching** shall mean an academic employee of the Sending Institution who, under the Erasmus+ Program, is being sent for a short teaching visit under



the program approved in advance to a higher education institution/company of a country officially participating in the Erasmus+ Program that the Sending Institution has a signed Inter-Institutional Agreement with.

- 1.14. **Outgoing staff for training** shall mean an employee holding a position of an administrative or academic nature in the Sending Institution who, under the Erasmus+ Program, is being sent for a short training visit under the program approved in advance to a higher education institution/company of a country officially participating in the Erasmus+ Program.
- 1.15. **Guest staff for teaching/training** shall mean an employee of a higher education institution or a company of a country involved in the Erasmus+ Program who arrives from the partner higher education institution or company for a short teaching/training visit under the teaching/training program approved in advance.
- 1.16. **Institutional coordinator of the Erasmus+ Program** shall mean an LCC International University employee in charge of the implementation of the Erasmus+ Program at LCC International University.
- 1.17. **Erasmus+ mobility arrangement** shall mean activities under the Erasmus+ Program, where the grant provided may be used for administrative and publishing expenses or other mobility arrangement-related expenses with respect to the Erasmus+ Program.
- 1.18. **Authorized signatory** shall mean a manager of an institution or another person who has a power of attorney entitling him to sign on behalf of the institution.

## 2. REGULATIONS ON STAFF MOBILITY FOR TEACHING AND TRAINING

### 2.1. Mobility for teaching and training opportunities

- 2.1.1. Center for International Education provides the following opportunities for academic and administrative staff employed at LCC International University:
  - Teaching visits to partner institutions (workshops, classes, examining visits etc.)
  - Training visits (job shadowing, continuous professional development activities)
- 2.1.2. The minimum length of staff mobility for teaching and/or training is 2 days; maximum length is 2 months (travel days excluded).
- 2.1.3. In all cases, a teaching activity has to comprise minimum 8 hours of teaching per week (or any shorter period of stay).

### 2.2. Application process announcement



- 2.2.1. Center for International Education advertises and coordinates the selection of staff wishing to participate in the teaching/training mobility programs.
- 2.2.2. Information on the teaching/training mobility programs, criteria and regulations, is provided to staff via e-mail, on LCC International University website, faculty and staff assembly meetings.
- 2.2.3. All staff shall be notified by the Center for International Education of the application process at least two times per academic year (August and January).

### **2.3. Application process**

- 2.3.1. The main application process for teaching/training mobility programs is conducted twice a year in September and January for the upcoming academic year. Additional application calls can be announced through academic year.
- 2.3.2. Full time and part time academic and administrative staff can participate in the program.
- 2.3.3. All staff who wishes to participate in the teaching/training programs has to complete an online application form that can be found on LCC International University website.
- 2.3.4. Department Chairs have a right to directly nominate a staff member to participate in the teaching/training program.

### **2.4. Selection process**

- 2.4.1. Application forms are reviewed and assessed by the department chairs and VP for Academics (for academic staff) or VP of the relative division (for administrative staff).
- 2.4.2. Participants' applications are assessed on the following criteria:
  - Motivation to participate in the mobility program;
  - Objectives fit the host institution study program and/or LCC professional development schedule;
  - Outlined teaching/training program meets the program and LCC Institutional requirements;
  - First time applicants and applicants who have not participated in the teaching/training mobility in the past three years are given priority.



- 2.4.3. A final list of staff participating in the teaching/training mobility program shall be formed upon the recommendation of the department chairs and VP for Academics (for teaching staff) or VP of the relative division (for administrative staff).

## 2.5. Notification of results

- 2.4.4. All applicants shall be notified of the results of the selection process via LCC email no later than within 10 working days from the recommendation of the department chairs and VP for Academics (for teaching staff) or VP of the relative division (for administrative staff).
- 2.5.1. Within 5 days from the notification of the selection results, staff who have been selected may submit a written refusal to participate in the program via email. Staff who have not submitted the refusal by the set date shall be considered as having agreed to participate in teaching/training mobility program.
- 2.5.2. Staff who disagree with the results shall be entitled to file an appeal against the selection committee within 3 working days. The selection committee must examine the appeal and provide their response within 5 days from receiving such appeal.
- 2.5.3. In case a staff loses its employee status at LCC International University or there are other reasons for which he/she can no longer participate in the mobility program, the staff shall lose the right to participate in the teaching/training mobility program.

## 2.6. Preparation for teaching/training mobility

- 2.6.1. Staff intending to participate in the teaching/training mobility program shall find all information related to the participation on LCC International University website and sent via email by the Center for International Education.
- 2.6.2. If a staff member does not refuse to participate in the teaching/training mobility program within the set time frame, Center for International Education shall nominate and introduce the staff member to the partner institution.
- 2.6.3. All selected staff members for the teaching/training mobility program must submit a staff agreement for teaching/training explaining the objectives of the mobility, the added value of the mobility for both institutions and the expected results. The teaching program must be agreed on and signed by all parties (the host institution, the Center for International Education and the participating staff member).
- 2.6.4. All selected staff members for the teaching/training mobility program must sign a financial agreement outlining the funding model of the teaching/training period.



- 2.6.5. All selected staff after signing the financial agreement shall fill in, sign and submit to the Center for International Education the Business trip and request for funds form enabling the LCC Business office to transfer the funds to the participant.
- 2.6.6. Staff leaving for teaching/training mobility program shall take care of the accommodation abroad, insurance, visa and all other required travel documents.

## **2.7. During the mobility**

- 2.7.1. Staff shall deliver the teaching/attend the training according to the approved teaching/training agreement.
- 2.7.2. Teaching/training plan must be approved by all parties – the staff member, receiving and sending institutions - and shall follow the rules of the receiving institution.
- 2.7.3. Staff members during the teaching/training mobility shall obtain the Confirmation of Teaching/Training signed by the receiving university/institution. The Confirmation of Teaching shall include:
  - The exact dates of teaching/training period
  - The exact number of hours of teaching/training activity
  - Full name and Erasmus code of the receiving institution
  - Topics covered during the teaching/training period

## **2.8. Recognition of the results**

- 2.8.1. Staff members having returned from the teaching/training mobility program shall submit the Confirmation of Teaching/Training issued by a receiving university to the Center for International Education.
- 2.8.2. Staff members having returned from the teaching/training mobility program shall complete and submit the online EU Survey after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it.
- 2.8.3. The recognition and period of teaching/training mobility program shall be counted towards professional development following the procedure effective at LCC International University.
- 2.8.4. Staff member who failed to comply with the approved teaching/training plan during the teaching/training mobility program, did not provide the confirmation of teaching/training, or did not fill in the online EU survey – the teaching/training period shall not be recognized.



## 2.9. Financial Conditions

- 2.9.1. The number and amount of individual grants for staff teaching/training mobility shall be calculated every academic year taking into account the amount of funds allocated by the European Commission and state budget of the Republic of Lithuania.
- 2.9.2. Individual grant is calculated based on the European Commission set quotas per country, are posted on LCC website and updated regularly.
- 2.9.3. Travel contribution is calculated using a Travel distance calculator supported up by the European Commission - [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). Distance is calculated between start and end location of the mobility in straight lines from one location to another. Travel contribution is posted on LCC website and updated regularly.
- 2.9.4. Staff participating in the teaching/training mobility program will be responsible for the following costs:
  - Accommodation for the entire teaching/training period at a host institution
  - Travel
  - Visa
  - Insurance
  - Living expenses
  - Any other expenses related to the teaching/training period

Staff participating in the teaching/training mobility program shall receive Erasmus+ individual grant to partially cover their teaching/training mobility, which might not cover all the actual expenses incurred.

- 2.9.5. Where it is possible, the applicant's department can supplement the funding for teaching/training mobility program from their own budget.
- 2.9.6. Staff who have not been selected for the Erasmus+ teaching/training mobility may participate in the teaching/training mobility program as a "Zero-Grant" participant. Meaning that a staff member will be granted the Erasmus+ status and can use all privileges that the program has to offer, however, not receive the Erasmus+ individual grant.
- 2.9.7. Staff participating in the teaching/training mobility program shall receive salary according to the LCC salary schedule.
- 2.9.8. LCC will support as many applications as possible within the limits of the available budget.



2.9.9. Individual grants will be paid in two parts - prior the visit and after the visit:

- Teaching/Training mobility with Erasmus+ partners in Program countries (EU): 80% of individual grant shall be paid prior to the mobility period after signing the financial agreement, 20% of individual grant will be paid after submitting confirmation of teaching/training and online EU survey.
- Teaching/Training mobility with Erasmus+ partners in Partner Countries (Non-EU): 70% of individual grant shall be paid prior to the mobility period after signing the financial agreement, 30% of individual grant will be paid after submitting confirmation of teaching/training and online EU survey.

2.9.10. The financial support or part of it shall be recovered if the participant does not carry out the mobility activity in compliance with the terms of the agreement. However, reimbursement shall not be requested when the participant has been prevented from completing his/her mobility activities to force majeure.

## 2.10. **Extension of a period of teaching/training mobility**

2.10.1. A recommended period of Erasmus+ teaching/training mobility program is from 2 to 5 working days. A period of Erasmus+ teaching/training mobility program may be extended upon the written request and mutual agreement of the parties involved.