

**DESCRIPTION OF PROCEDURE FOR ASSIGNMENT OF STUDENTS, GRADUATES,
ACADEMIC AND NON-ACADEMIC STAFF PARTICIPATING IN ERASMUS+
MOBILITY ACTIVITIES ORGANISED BY VYTAUTAS MAGNUS UNIVERSITY TO
GROUPS OF PERSONS WITH FEWER OPPORTUNITIES**

I. GENERAL PART

1. Description of Procedure for Assignment of Students, Graduates, Academic and Non-Academic Staff Participating in Erasmus+ Mobility Activities Organised by Vytautas Magnus University to Groups of Persons with Fewer Opportunities (hereinafter referred to as the “Description”) shall determine the list of the groups of persons with fewer opportunities (students, graduates, academic and non-academic staff) participating in Erasmus+ mobility activities, the list of the supporting documents to prove their belonging to each of the groups, and procedures for assigning the persons to one of the groups.

2. The Description shall apply to VMU students, graduates, academic and non-academic staff leaving under the Erasmus+ mobility programme (KA131 and KA171) and to students, academic and non-academic staff coming to VMU under Erasmus+ inter-institutional agreements with higher education institutions in countries non-associated to the programme (KA171 projects).

3. The Description has been prepared in accordance with the Erasmus+ Programme Guide¹, the Description² of Procedure for Administration and Financial Management of Erasmus+ Mobility Projects for Persons with Fewer Opportunities in Higher Education Sector, and the Implementation Guidelines of Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy³.

**II. GROUPS OF PEOPLE WITH FEWER OPPORTUNITIES AND THE LIST OF
SUPPORTING DOCUMENTS THAT PROVE THEIR BELONGING TO THE
DETERMINED GROUPS**

| Groups: | Supporting documents: |
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| 1. Persons entitled to or receiving social benefits under the Republic of Lithuania Law on Cash Social Assistance for Poor Residents or the corresponding law in the person’s country of citizenship. | Certificate of receipt of social assistance or relevant document(s) from the person’s country of nationality. |
| 2. Persons who have a disability determined in accordance with the procedure established by legal acts. | Disability certificate or certificate from a medical institution. |

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

² <https://erasmus-plus.lt/wp-content/uploads/2021/09/MAZIAU-GALIMYBIU-TURINCIU-ASMENU-MOBILUMO-PROJEKTU-TVARKOS-APRASAS.pdf>

³ http://sepie.es/doc/convocatoria/2021/implementation-inclusion-diversity-apr21_en.pdf

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|---|---|
| 3. Persons aged 25 or under who have been placed under guardianship (custody) before reaching the age of majority in accordance with the procedure established by law or whose parents (or the only parent they had) are (is) dead. | Death certificates, court or other decisions; a certificate from an orphanage. |
| 4. Persons with a young child(ren) (up to 12 years). | Birth certificate(s) of the child(ren). |
| 5. Refugees. | Decision on Granting Asylum in Lithuania or Permanent Residence Permit in accordance with Article ⁴ 53(1)(7) of the Republic of Lithuania Law on the Legal Status of Foreigners; |
| 6. Citizens of Ukraine studying at VMU during the war in Ukraine caused by Russia. | A copy of the passport of a citizen of Ukraine. |

III. ASSIGNMENT OF PERSONS TO A GROUP OF PERSONS WITH FEWER OPPORTUNITIES

4. A person who wants to be assigned to a group of persons with fewer opportunities shall submit an application and document(s) proving his/her belonging to one of the groups specified in Section II to VMU coordinator of Erasmus+ programme no later than 1 (one) month before the start of the mobility.

5. Persons shall have the right to submit documents not listed in Section II that prove their belonging to one of the groups of persons with fewer opportunities specified in Section II.

6. The documents shall be submitted in Lithuanian or English (the translation shall be notarised or certified by a translation agency).

7. The suitability of the person's documents to assign him/her to the group of persons with fewer opportunities shall be determined by VMU Erasmus+ programme coordinator and approved by VMU Erasmus+ institutional coordinator.

8. If the coordinator takes a negative decision, the person may submit additional documents or file a complaint no later than within 14 (fourteen) calendar days. The complaint shall be examined by a committee formed by the Rector.

IV. FINAL PROVISIONS

9. The Rector may apply exceptions to this Description, provided that they do not contradict the rules set out in the Erasmus+ programme.

10. This Description, amendments and/or additions thereto shall be approved by order of the Rector of the Vytautas Magnus University.

⁴ <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.232378/asr>