

APPROVED by
Order No. A-228 Of the Rector of
Kaunas University of Technology of
17 May 2021

GUIDELINES FOR THE ADMISSION OF THE STUDENTS OF PARTIAL STUDIES, THE EXECUTION, EXTENSION AND TERMINATION OF STUDIES AT KAUNAS UNIVERSITY OF TECHNOLOGY

CHAPTER I GENERAL PROVISIONS

1. The Guidelines for the Admission of the Students of Partial Studies, the Execution, Extension and Termination of Studies at Kaunas University of Technology (hereinafter – Guidelines) regulate the conditions of the organisation and execution of the arriving student mobility, the extension and termination of mobility, stipulate the rights and obligations of the students participating in the mobility programme (hereinafter – students of partial studies) at Kaunas University of Technology (hereinafter – University).

2. The flow diagram “Organisation, Execution, Extension (if Required), and Termination of the Mobility Activities of the Arriving Erasmus+ and Other Exchange Students” is prepared according to the Guidelines and provided in the appendix to the Guidelines.

3. The Guidelines are implemented following the Erasmus+ programme guide¹.

CHAPTER II CONDITIONS OF THE ORGANISATION OF MOBILITY

4. The students enrolled in the foreign universities under the study programmes providing a qualification or scientific degree (up to the doctoral degree (inclusive)) can participate in the partial studies.

5. The partial studies are executed in cooperation with the higher education institutions participating in the Erasmus+ programme and the institutions with whom the University has signed a bilateral agreement.

6. The candidates for partial studies are selected and submitted by the sending institution.

7. The period of partial studies cannot exceed 12 months, regardless of the number and type of partial studies (studies and/or internship).

CHAPTER III ORGANISATION AND EXECUTION OF MOBILITY

8. Before the beginning of the submission of applications, the student exchange specialist of the University (hereinafter – student exchange specialist) initiates the updating of the modules offered to the students of partial studies and updates the lists of the modules offered by the faculties in the electronic admission system “DreamApply” and the University’s website.

9. Before the beginning of the admission of the students of partial studies, the student exchange specialist sends the information about the possibilities of partial studies and the requirements for the admission of the students of partial studies stipulated by the University to the partner institutions.

¹ https://ec.europa.eu/programmes/erasmus-plus/resources/documents/2021-annual-work-programme-erasmus-union-programme-education-training-youth-and_it

10. The students of partial studies selected at the partner institution are nominated by the international relations coordinators of the sending institution. The nominations are sent to the University in two stages: from 1 January to 1 May for the partial studies in the autumn semester and from 1 June to 1 October for the partial studies in the spring semester. The nomination specifies the name, surname, date of birth, email address of the student of partial studies and the preferred mobility period. This information is emailed to the student exchange specialist.

11. The student exchange specialist emails the information about the admission procedure to the nominated students of partial studies and they submit the electronic applications for partial studies. The nominated students of partial studies submit the applications in two stages: from 1 April to 1 June for the partial studies in the autumn semester and from 1 September to 1 November for the partial studies in the spring semester.

12. The students nominated have to submit the following documents in the application for partial studies submitted in the electronic admission system DreamApply:

12.1. A learning agreement signed by the student of partial studies and the sending institution and the international relations coordinator of the respective faculty of the University² including the confirmed study modules selected from the modules offered to the students of partial studies. The number of selected modules cannot exceed 33 ECTS credits and the students of the first cycle partial studies cannot select the modules provided in the second cycle studies;

12.2. An academic transcript issued by the sending institution;

12.3. A certificate of the knowledge of the English language specifying that the English language level of the student of partial studies is CEFR B2+, IELTS 5.5+, TOEFL IBT 70+ or another certificate certifying the appropriate level of the English language. This document has to be issued within the last 2 years;

12.4. A copy of the valid passport (for the non-European Union citizens) or the identity card (for the European Union and the European Economic Area citizens);

12.5. An additional application³ if the student of partial studies intends to prepare a final degree project at the University, specifying the study field and the preferred topic of the final degree project.

13. The student exchange specialist reviews the received documents within 30 calendar days after the specified deadline for submission of application and informs the students of partial studies about the documents that are improperly submitted, incorrect, invalid or missing by email.

14. The students of partial studies, who arrive not under the University's exchange agreements or exceed the quotas specified in the agreement, have to pay for the number of their selected credits which cannot be less than 18 ECTS. The student exchange specialist only sends the admission documents when the student of partial studies pays the invoice sent to the student.

15. When the student exchange specialist reviews and approves the applications of the students of partial studies, the admission letters and additional information about the partial studies and arrival are sent to the students of partial studies in the electronic system.

16. The student exchange specialist issues the electronic mediation letters to the students of partial studies who can arrive in Lithuania with a visa, specifying the essential information of the students of partial studies and the period of partial studies within one week after the admission of the students of partial studies. The number of the electronic mediation letter is provided to the student of partial studies who gives it to the embassy of the Republic of Lithuania or its representing embassy or consular institution.

17. The students of partial studies have to arrive at the University during the introduction week and register at the International Studies Office of the University's International Relations Department (hereinafter – International Studies Office). The students of partial studies, whose scholarships are paid by the University, have to sign a financial agreement specifying the period of funding and the sum of

² http://admissions.ktu.edu/wp-content/uploads/sites/299/2016/09/Learning_agreement.doc

³ http://admissions.ktu.edu/wp-content/uploads/sites/299/2016/09/KTU_application_for_final_degree_project.doc

support at the Academic Mobility Office of the University's International Relations Department (hereinafter – Academic Mobility Office) within the first 5 working days after the date of their arrival. The agreement comes into force on the date it is signed by the last party.

18. 70% of the scholarship is transferred to the student of partial studies within 30 calendar days after the signing of the financial agreement.

19. During the introduction week or at the beginning of the semester, the students of partial studies meet the international relations coordinators of the respective faculties of the University and discuss their selected modules and making of the timetable for partial studies. The students of partial studies can change their specified plans of partial studies within the first 2 weeks of the semester.

20. Upon the arrival to the University, the students of partial studies of the third countries, who can travel visa-free for 3 months, have to apply to the International Studies Office regarding the issue of the national visa allowing them to stay in the Republic of Lithuania for a period exceeding 3 months. The student exchange specialist issues the visa to the students of partial studies of the third countries via the electronic information system of Migration Department MIGRIS, and to the students of partial studies who are European Union citizens, issues the letter regarding the certificate certifying the right of the citizens of the European Union to live in the Republic of Lithuania.

21. When the student of partial studies arrives at the University, the international relations coordinator of the University's respective faculty is responsible for the issuing of the order on the student's admission and the assistance on all the academic issues of the student of partial studies who has arrived.

22. The rights and obligations of the students of partial studies are defined in Erasmus+ Student Charter.

CHAPTER IV EXTENSION OR TERMINATION OF MOBILITY

23. Based on the exchange agreement with the partner institution and the specified quotas, the student of partial studies has the right to extend the partial studies at the University. In this case, the student of partial studies submits the certificate of the sending university to the student exchange specialist and the international relations coordinator of the University's respective faculty, confirming the student is permitted to extend the period of studies and make a new learning agreement with the University, one month before the end of the current semester. The students of partial studies, who have a visa during their partial studies, submit its copy to the student exchange specialist who issues an electronic mediation letter regarding the extension of the visa.

24. After the completion of partial studies at the University, the student receives the following documents:

24.1. The certificate confirming the time spent, signed by the University. The student of partial studies receives this certificate pm the last day of the partial studies;

24.2. The electronic academic transcript of the assessed study subjects which is emailed to the international coordinator of the sending institution by the student exchange specialist after the end of the official examination session. This certificate specifies only the results of the passed examinations. Upon the requirement of the student of partial studies or the sending institution, the failed study modules can also be included in the certificate. The academic transcript to the arriving student of partial studies, who receives a scholarship from the University, is issued under the procedure set out by the University; its copy is stored at the International Studies Office.

25. If the student of partial studies has received Erasmus+ scholarship from the host institution, the student is responsible for the submission of the European Union online survey in the Mobility Tool system and submission of the original travel documents (boarding passes, bus/train tickets, etc.) of their approved copies to the International Studies Office.

26. The submission of the completed European Union online survey in the Mobility Tool system is considered to be the request of the student of partial studies to pay the remaining 30% of the scholarship.

CHAPTER V FINAL PROVISIONS

27. The Guidelines can be amended, supplemented or revoked by the order of the University's Rector.

28. The forms of the required documents specified in paragraph 12 of the Guidelines are provided on the University's website at <http://ktu.edu>.
