



Policy Number and Title: AC.5.05 Internal Rules and Regulations on the International Mobility Activities of Students

Division	Center for International Education
Policy Section:	Internal rules and regulations on international mobility activities
Applicable to:	LCC Students
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Statement of Policy

This policy sets out principles for the LCC International University's international mobility activities and programs for undergraduate students.

Rationale

LCC recognizes the value of mobility programs to the overall academic, professional and personal development of students. The University supports and strongly encourages students to participate in student mobility programs.

International study and traineeship experiences provide opportunities for students to:

- a. expand academic learning opportunities;
- b. add to cultural and global competencies;
- c. enrich professional learning and skills;
- d. enhance personal development including leadership skills, social awareness, and global citizenship;
- e. improve employment opportunities.

International mobility programs are available to all undergraduate students subject to eligibility criteria as set out in this policy and conditions of particular programs.

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

International mobility programs that do not have pre-approved academic recognition or are not approved by the Center for International Education are outside the scope of this policy.



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1. DEFINITIONS

- 1.1. **LCC International University internal rules and regulations on the International Mobility Activities of Student** shall mean the internal financial rules and rules for administration of exchange activities carried out by students 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 of the ERASMUS+ Program:
 - 1.2.1. STUDENT MOBILITY FOR STUDIES provides students of higher education institutions with a possibility to spend an integrated period of studies in another country involved in the Erasmus+ Program.
 - 1.2.2. STUDENT MOBILITY FOR TRAINING provides students/graduates of higher education and research institutions (higher education schools and research institutes) with the possibility of traineeship in a company or organization of another country involved in the Erasmus+ Program. Trainees may acquire specific skills, expand their knowledge in connection with the economic and social culture of a respective country, gain practical work experience in an organization of the European Union (EU) and become familiar with the features of the EU labor market.
- 1.3. **Studies mobility program** shall mean one of the programs implemented by LCC International University:
 - 1.3.1. Erasmus+ mobility for studies shall mean an exchange program under which students are able to spend a part of their university studies abroad at a partner university with whom LCC International University has signed the Inter-Institutional Erasmus+ Cooperation Agreement.
 - 1.3.2. Erasmus+ mobility for training shall mean a program under which students may undergo training in foreign companies in a country involved in the Erasmus+ program;
 - 1.3.3. International Exchange program shall mean an exchange program under which students may spend a term at a university which does not participate in the Erasmus+ program, but has a cooperation agreement with LCC International University;
 - 1.3.4. Other exchange programs shall mean other exchange programs administered by the Center for International Education at LCC International University.
- 1.4. **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.
- 1.5. **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.
- 1.6. **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.

- 1.7. **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”).
- 1.8. **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.
- 1.9. **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 program which should be defined by the student's learning achievements and competences. The European Credit Transfer and Accumulation System (ECTS) is a tool that helps to design, describe, and deliver study programs and award higher education qualifications. The use of ECTS, in conjunction with outcomes-based qualifications frameworks, makes study programs and qualifications more transparent and facilitates the recognition of qualifications.
- 1.10. **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.
- 1.11. **Individual grant** shall mean a grant allocated by a higher education institution to a student for the purpose of Erasmus+ mobility.
- 1.12. **Recipient of an individual grant** shall mean a student who has concluded an agreement with the higher education institution and is awarded an Erasmus+ grant for mobility purposes.
- 1.13. **Zero-Erasmus+ grant student** shall mean a student who participates in the Erasmus+ program (Erasmus+ mobility for studies or training), but does not receive an Erasmus+ grant.
- 1.14. **Incoming Erasmus+ student** shall mean a student who, under the Erasmus+ Program, comes to LCC International University from the Sending Institution with whom LCC International University has signed the Inter-Institutional Agreement to study according to the study program approved in advance.
- 1.15. **Incoming exchange student** shall mean a student who, under the bilateral exchange and/or another program, comes to the LCC International University from the Sending Institution with whom LCC International University has signed the Inter-Institutional Agreement to study according to the study program approved in advance.
- 1.16. **Outgoing Erasmus+ student** shall mean a student who is being sent to study under the Erasmus+ Program according to the study program approved in advance or who is being sent to a company of a respective country for training according to the training program approved in advance.
- 1.17. **Outgoing exchange program student** shall mean a student who, under the bilateral exchange agreement and/or another program, is being sent to study to a higher education institution with whom LCC International University has signed the Inter-Institutional Agreement according to the study program approved in advance, or who is being sent to a company of a respective country for training according to the training program approved in advance.



- 1.18. **Grant agreement for mobility for studies/training** shall mean an agreement concluded between the Sending Institution and a student/recent graduate participating in mobility for studies/training. The agreement shall have the following annexes thereto:
- 1.18.1. Learning/Training agreement shall mean a document filled out prior to the beginning of studies/training abroad, during studies/training and after mobility for studies/training. It is a trilateral agreement, which is signed by a student, Erasmus+ Coordinator at LCC International University and Mobility coordinator of the Receiving Institution (or by another person in charge);
 - 1.18.2. 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;
 - 1.18.3. Erasmus+ Student Charter shall mean a standard document which specifies the rights and duties of students participating in student mobility.
- 1.19. **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.
- 1.20. **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.
- 1.21. **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.
- 1.22. **Authorized signatory** shall mean a manager of an institution or another person who has power of attorney entitling him to sign on behalf of the institution.



2. REGULATIONS ON STUDENT MOBILITY FOR STUDIES AND TRAINEESHIP

2.1. Application process announcement

2.1.1. Center for International Education advertises, organizes and coordinates the selection of students wishing to participate in the studies/traineeship mobility programs.

2.1.2. Information on the studies/traineeship mobility programs, criteria and regulations, is provided to students via e-mail, on LCC International University website and intranet, social media platforms, and promotional campaigns on campus (info sessions and presentations).

2.1.3. All students shall be notified of the main selection process no later than 2 weeks prior to the date of the application materials submission.

2.2. Application process

2.2.1. The main application process for studies/traineeship mobility programs is conducted once a year for the upcoming academic year. Additional calls for applications may be announced throughout the year.

2.2.2. All students who wish to participate in the studies/traineeship programs have to complete an online application submit faculty and peer recommendation forms that can be found on LCC International University website/intranet.

2.2.3. Students with evaluation results lower than 59% (on a 100% scale) or low GPA may be prohibited from participating in the studies/traineeship mobility programs by removing them from the list of contestants.

2.3. Selection process

2.3.1. All application materials are assessed by the selection committee consisting of representatives from academics and student life department members, to ensure transparent selection process.

2.3.2. Participants' application materials are assessed on the following criteria:

- Good academic standing (meeting Cumulative GPA requirements of individual mobility programs);
- Must be 3rd year full time student during the exchange semester*;
- Motivation to study in a foreign country;
- Co-Curricular involvement;
- Student's goals fit the host institution study program;
- No financial debts to LCC

NOTE: Students cannot apply to study or train in their country of origin.

** On occasion, the participation of sophomores in their fourth semester may be supported. Written approval from Department Chair is required.*

2.3.3. A final list of students participating in the studies/traineeship mobility program shall be formed upon the completion of the selection process by the selection committee. The following information is included in the protocol:

- a list of selection committee members;
- a list of students who have been selected for the studies/traineeship mobility program;
- a list of students who applied for the studies/traineeship mobility program.

2.4. Notification of results:



2.4.1. All contestants shall be notified of the results of the competition via LCC email no later than within 1 month after the application deadline.

2.4.2. Within 5 days from the notification of the selection results, students who have been selected may submit a written refusal to participate in the program via email. Students who have not submitted the refusal by the set date shall be considered as having agreed to participate in studies/traineeship mobility program.

2.4.3. If a student who was selected refuses to participate in the studies/traineeship mobility program after the deadline, loses the right to participate in the main selection in the following academic year and may only participate in additional competitions if such are organized.

2.4.4. Students 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.

2.4.5. In case a student no longer meets the eligibility requirements prior to the beginning of the studies/traineeship mobility program, loses a status of LCC International University full-time student or it turns out that there are other reasons for which he/she can no longer participate in the mobility program, the student shall lose the right to participate in the studies/traineeship mobility program.

2.5. Preparation for studies/traineeship mobility:

2.5.1. Students intending to participate in the studies/traineeship mobility program shall find all information related to the participation sent via email by the Center for International Education and on LCC website/intranet.

2.5.2. If a student does not refuse to participate in the studies mobility program within the set time frame, Center for International Education shall submit the confirmation on the student's participation and contact information to the receiving institution. Students shall track down all information sent by the receiving institution and published on the website. All the requested application documents must be submitted by the student to the receiving institution by the requested deadline.

2.5.3. All selected students for the studies mobility program must complete online [course eligibility form](#) to the Center for International Education. Preliminary course transfer plan is approved by the Department Chair and the Registrar within 5 working days.

2.5.4. Students participating in the studies mobility program have to register between 24, 27, 30, 33 or 36 ECTS credits. Recommended load is an equivalent of 30 ECTS credits.

Exception to this clause might be considered and approved by the office of Academic Vice President on individual cases.

2.5.5. Students should not be selecting courses/credits that are not needed for their degree. Off-campus program should not extend student's degree at LCC International University. All selected courses have to be part of the degree, thus have to meet program requirements. No extra, unnecessary credits may be taken.

2.5.6. Students shall not request more than one independent/online class at LCC International University during the participation in the studies mobility program. Such requests must be approved by the department chair.

2.5.7. Prior to departure non-EU students must visit LCC migrations coordinator to have their National Visa/TRP status approved.

2.5.8. Students leaving for study/traineeship mobility program shall take care of the accommodation abroad, insurance, visa and all other required travel documents.

2.5.9. All selected students must attend a mandatory pre-departure orientation organized by Center for International Education (N/A to traineeships).



2.5.10. Students must undertake physical mobility activities for studies and traineeship. Virtual and blended mobility can be assessed on case-by-case basis in line with European Commission regulations and LCC's internal protocols.

2.6. During the mobility

2.6.1. Students shall study according to the approved course plan and follow the guidelines for each studies mobility program. Course plan must be approved by all parties – the student, receiving and sending institutions - and shall follow the rules of the receiving institution.

2.6.2. Before making any course changes at the receiving institution a student must inform Center for International Education by completing [online changing courses form](#) in order to have classes re-approved by LCC. A student will receive Department Chair's and Registrar's updated course transfer approval within 2 working days.

Students must send the Program Coordinator at the Center for International Education the approved course plan and amendments (if any) signed by the receiving institution within the first week of studies at the host institution. In case of a class drop after the first week please refer to the tuition refund schedule in the paragraph 3.1.4.

2.6.3. Students should remain using LCC International University's email throughout their studies/traineeship mobility and comply with LCC community standards of good standing.

2.7. Recognition of the results

2.7.1. Students having returned from the studies/traineeship mobility program shall submit the transcript of records/training certificate issued by a receiving university/company to the Center for International Education.

2.7.2. The recognition of credits and period of studies/traineeship mobility program shall be carried out under procedure effective at LCC International University:

When transferring credits from partner institutions recognition will be based on a total number of ECTS credits as per LCC's available course loads (24 ECTS, 27 ECTS, 30 ECTS, 33 ECTS, 36 ECTS).

2.7.3. Student who fulfilled all formal requirements (concluded in the approved studies/traineeship plan, had amendments approved (if any) in due time and successfully implemented the entire study/traineeship program), his/her attendance period and received credits shall be fully recognized and accredited by LCC International University and recorded in the supplement of the diploma (N/A to recent graduates).

2.7.4. Student who failed to comply with the approved studies plan during the studies mobility program, courses included there shall not be recognized, unless the office of Academic Vice President decides otherwise.

2.7.5. All courses from the host institution will be transferred on a pass/fail basis.

2.7.6. If a student failed the course(s) under the studies mobility program outlined in approved course plan, fail will be recorded on student's transcript and credits will not be earned.

2.7.7. In case a student received a negative evaluation of the subject followed in the receiving institution during studies mobility program and he/she cannot re-take the exam for he/she has already returned to the studies at the LCC International University, he/she may be provided with a possibility to re-take the exam of the subject at the LCC International University, but only if a written consent and exam from the receiving institution has been provided.

3.1. Financial Conditions



3.1.1. Students participating in the studies mobility program shall pay regular LCC tuition for a number of registered credits.

3.1.2. Financial Aid will be applied throughout studies mobility program for students who receive Financial Aid at LCC International University. In order to maintain LCC Financial Aid, students must comply with the financial aid policies.

3.1.3. After the first day of classes at a host institution students must officially withdraw from the course that they do not wish to continue in. The schedule below shows the financial consequences of withdrawing. The tuition refund is based upon the day the withdrawal process is complete, not the day the student ceases to attend the course.

Students who drop classes at a host institution from the beginning of the semester will be refunded as per the following schedule:

- Semester days 1-7: 100% refund, no academic penalty
- Semester days 8-21: 50% refund, no academic penalty
- Semester days 22-35: 25% refund, no academic penalty
- Semester day 36 and later: 0% refund (withdrawn-fail)

3.1.4. Financial support or part of it provided by the European Commission and National Funds thereof shall be repaid if the participant does not comply with the terms of the mobility learning/training agreement. Please refer to detailed financial conditions outlined in each studies mobility program in appendix.

3.1.5. Tuition fee and the financial aid (if applicable) will be reviewed once the official transcript from the host institution is received, and student financial account will be adjusted accordingly.

4.4. Extension of a period of studies/traineeship mobility: Exchange programs are designed to provide students with a structured and time-limited international academic experience. Therefore, all students are expected to adhere to the originally agreed-upon duration of their exchange program or traineeship. Studies mobility program duration is limited one academic term. Extension requests can be made by the student at the latest one month before the foreseen end date. Extensions shall be granted in rare and exceptional circumstances only.



APPENDIX I: INTERNATIONAL EXCHANGE NORTH AMERICA

I. Who can participate in the mobility program:

- Full-time LCC students
- 3rd year students of any major
- Students with cumulative GPA of 8.0 and above
- Students who have no financial debts to LCC

NOTE: Students cannot apply to study or train in their country of origin.

II. Application process

According to the guidelines/regulations outlined in the general internal policy.

III. Selection process

According to the guidelines/regulations outlined in the general internal policy. In addition, student must attend an interview as part of the selection process. The number of students exchanged between SANA partner universities and LCC must be balanced at the end of every academic year and remain within the parameters of the student exchange agreements signed by the institutions.

IV. Notification of results

According to the guidelines/regulations outlined in the general internal policy

V. Preparation for mobility

All students participating in the SANA shall:

- Complete the eligibility form confirming pre-selected classes at the receiving institution (as per regulations of the general internal policy).
- Follow the application process and submit all necessary documents to the receiving institution according to the guidelines emailed by Partner University's International Office Coordinator.
- Submit letter of acceptance issued by the receiving institution to the Center for International Education. Letter must state exact semester start and end dates.

The preliminary course plan shall not include courses/credits that are not needed for their degree. Off-campus program should not extend student's degree at LCC International University. All selected courses have to be part of the degree, thus have to meet program requirements. No extra, unnecessary credits may be taken (as per regulations of the general internal policy).



VI. Financial conditions

Students participating in INTERNATIONAL EXCHANGE NORTH AMERICA program will be responsible for the following costs:

- LCC tuition for 30 ECTS credits (30 ECTS credits is equal to 15 North American credits)
- LCC dorm fee (Neumann Hall fees for a two-person side in a five-person room for one semester)
- Return trip airfare to the US*
- Student visa costs*
- Health insurance coverage for the duration of the exchange semester
- Additional costs (e.g. trip to the US Embassy in Vilnius, general expenses at the hosting university, etc.)

**Limited funds available to assist with flight and visa costs. Students may be responsible for paying some or all visa and travel costs.*

VII. Participant responsibilities during the mobility program

According to the guidelines/regulations outlined in the general internal policy.

VIII. Recognition of the study results

According to the guidelines/regulations outlined in the general internal policy.



APPENDIX II: INTERNATIONAL EXCHANGE SOUTH KOREA

I. Who can participate in the mobility program:

- Full-time LCC students
- 3rd year students (study fields as per inter-institutional agreement)
- Students with cumulative GPA of 7.5 and above
- Students who have no financial debts to LCC

NOTE: Students cannot apply to study or train in their country of origin.

II. Application process

According to the guidelines/regulations outlined in the general internal policy.

III. Selection process

According to the guidelines/regulations outlined in the general internal policy.

IV. Notification of results

According to the guidelines/regulations outlined in the general internal policy

V. Preparation for mobility

All students participating in the INTERNATIONAL EXCHANGE SOUTH KOREA PROGRAM shall:

- Complete the eligibility form confirming pre-selected classes at the receiving institution (as per regulations of the general internal policy).
- Follow the application process and submit all necessary documents to the receiving institution according to the guidelines emailed by Partner University's International Office Coordinator.
- Submit letter of acceptance issued by the receiving institution to the Center for International Education. Letter must state exact semester start and end dates.

The preliminary course plan shall not include courses/credits that are not needed for their degree. Off-campus program should not extend student's degree at LCC International University. All selected courses have to be part of the degree, thus have to meet program requirements. No extra, unnecessary credits may be taken (as per regulations of the general internal policy).



VI. Financial conditions

Students participating in the INTERNATIONAL EXCHANGE SOUTH KOREA PROGRAM will be responsible for the following costs:

- Regular LCC tuition for a number of registered credits. Recommended load 30 ECTS credits (30 ECTS credits equals to 15 South Korean credits).
- Dorm at a host institution
- Travel
- Visa
- Insurance
- Living expenses
- Books and other supplies

VII. Participant responsibilities during the mobility program

According to the guidelines/regulations outlined in the general internal policy.

VIII. Recognition of the study results

According to the guidelines/regulations outlined in the general internal policy.



APPENDIX III: INTERNATIONAL EXCHANGE INDONESIA

I. Who can participate in the mobility program:

- Full-time LCC students
- 3rd year students (study fields as per inter-institutional agreement)
- Students with cumulative GPA of 7.5 and above
- Students who have no financial debts to LCC

NOTE: Students cannot apply to study or train in their country of origin.

II. Application process

According to the guidelines/regulations outlined in the general internal policy.

III. Selection process

According to the guidelines/regulations outlined in the general internal policy.

IV. Notification of results

According to the guidelines/regulations outlined in the general internal policy

V. Preparation for mobility

All students participating in the INTERNATIONAL EXCHANGE INDONESIA PROGRAM shall:

- Complete the eligibility form confirming pre-selected classes at the receiving institution (as per regulations of the general internal policy).
- Follow the application process and submit all necessary documents to the receiving institution according to the guidelines emailed by Partner University's International Office Coordinator.
- Submit letter of acceptance issued by the receiving institution to the Center for International Education. Letter must state exact semester start and end dates

The preliminary course plan shall not include courses/credits that are not needed for their degree. Off-campus program should not extend student's degree at LCC International University. All selected courses have to be part of the degree, thus have to meet program requirements. No extra, unnecessary credits may be taken (as per regulations of the general internal policy).



VI. Financial conditions

Students participating in the INTERNATIONAL EXCHANGE INDONESIA PROGRAM will be responsible for the following costs:

- Regular LCC tuition for a number of registered credits. Recommended load 30 ECTS credits (30 ECTS credits is equal to 15 SKS credits).
- Dorm at a host institution
- Travel
- Visa
- Insurance
- Living expenses
- Books and other supplies

VII. Participant responsibilities during the mobility program

According to the guidelines/regulations outlined in the general internal policy.

VIII. Recognition of the study results

According to the guidelines/regulations outlined in the general internal policy.



APPENDIX IV: INTERNATIONAL EXCHANGE CHINA

I. Who can participate in the mobility program:

- Full-time LCC students
- 3rd year students (study fields as per inter-institutional agreement)
- Students with cumulative GPA of 7.5 and above
- Students who have no financial debts to LCC

NOTE: Students cannot apply to study or train in their country of origin.

II. Application process

According to the guidelines/regulations outlined in the general internal policy.

III. Selection process

According to the guidelines/regulations outlined in the general internal policy.

IV. Notification of results

According to the guidelines/regulations outlined in the general internal policy

V. Preparation for mobility

All students participating in the INTERNATIONAL EXCHANGE CHINA PROGRAM shall:

- Complete the eligibility form confirming pre-selected classes at the receiving institution (as per regulations of the general internal policy).
- Follow the application process and submit all necessary documents to the receiving institution according to the guidelines emailed by Partner University's International Office Coordinator.
- Submit letter of acceptance issued by the receiving institution to the Center for International Education. Letter must state exact semester start and end dates.

The preliminary course plan shall not include courses/credits that are not needed for their degree. Off-campus program should not extend student's degree at LCC International University. All selected courses have to be part of the degree, thus have to meet program requirements. No extra, unnecessary credits may be taken (as per regulations of the general internal policy)

Financial conditions



Students participating in the INTERNATIONAL EXCHANGE CHINA PROGRAM will be responsible for the following costs:

- Regular LCC tuition for a number of registered credits. Recommended load 30 ECTS credits (30 ECTS credits is equal to 15 credits at SIAS).
- Dorm at a host institution
- Travel
- Visa/Residence permit fee
- Insurance
- Medical Check fee
- Living expenses
- Books and other supplies

VI. Participant responsibilities during the mobility program

According to the guidelines/regulations outlined in the general internal policy.

VII. Recognition of the study results

According to the guidelines/regulations outlined in the general internal policy.



APPENDIX V: INTERNATIONAL EXCHANGE GEORGIA

I. Who can participate in the mobility program:

- Full-time LCC students
- 3rd year students (study fields as per inter-institutional agreement)
- Students with cumulative GPA of 7.5 and above
- Students who have no financial debts to LCC

NOTE: Students cannot apply to study or train in their country of origin.

II. Application process

According to the guidelines/regulations outlined in the general internal policy.

III. Selection process

According to the guidelines/regulations outlined in the general internal policy.

IV. Notification of results

According to the guidelines/regulations outlined in the general internal policy

V. Preparation for mobility

All students participating in the INTERNATIONAL EXCHANGE GEORGIA PROGRAM shall:

- Complete the eligibility form confirming pre-selected classes at the receiving institution (as per regulations of the general internal policy).
- Follow the application process and submit all necessary documents to the receiving institution according to the guidelines emailed by Partner University's International Office Coordinator.
- Submit letter of acceptance issued by the receiving institution to the Center for International Education. Letter must state exact semester start and end dates.

The preliminary course plan shall not include courses/credits that are not needed for their degree. Off-campus program should not extend student's degree at LCC International University. All selected courses have to be part of the degree, thus have to meet program requirements. No extra, unnecessary credits may be taken (as per regulations of the general internal policy)

VI. Financial conditions



Students participating in the INTERNATIONAL EXCHANGE GEORGIA PROGRAM will be responsible for the following costs:

- Regular LCC tuition for a number of registered credits. Recommended load 30 ECTS credits.
- Dorm at a host institution
- Travel
- Visa
- Insurance
- Living expenses
- Books and other supplies

VII. Participant responsibilities during the mobility program

According to the guidelines/regulations outlined in the general internal policy.

VIII. Recognition of the study results

According to the guidelines/regulations outlined in the general internal policy.



APPENDIX VI: INTERNATIONAL EXCHANGE CHILE

I. Who can participate in the mobility program:

- Full-time LCC students
- 3rd year students (study fields as per inter-institutional agreement)
- Students with cumulative GPA of 7.5 and above
- Students who have no financial debts to LCC

NOTE: Students cannot apply to study or train in their country of origin.

II. Application process

According to the guidelines/regulations outlined in the general internal policy.

III. Selection process

According to the guidelines/regulations outlined in the general internal policy.

IV. Notification of results

According to the guidelines/regulations outlined in the general internal policy.

V. Preparation for mobility

All students participating in the INTERNATIONAL EXCHANGE CHILE PROGRAM shall:

- Complete the eligibility form confirming pre-selected classes at the receiving institution (as per regulations of the general internal policy).
- Follow the application process and submit all necessary documents to the receiving institution according to the guidelines emailed by Partner University's International Office Coordinator.
- Submit letter of acceptance issued by the receiving institution to the Center for International Education. Letter must state exact semester start and end dates.

The preliminary course plan shall not include courses/credits that are not needed for their degree. Off-campus program should not extend student's degree at LCC International University. All selected courses have to be part of the degree, thus have to meet program requirements. No extra, unnecessary credits may be taken (as per regulations of the general internal policy)



VI. Financial conditions

Students participating in the INTERNATIONAL EXCHANGE CHILE PROGRAM will be responsible for the following costs:

- Regular LCC tuition for a number of registered credits. Recommended load 30 ECTS credits.
- Dorm at a host institution
- Travel
- Visa
- Insurance
- Living expenses
- Books and other supplies

VII. Participant responsibilities during the mobility program

According to the guidelines/regulations outlined in the general internal policy.

VIII. Recognition of the study results

According to the guidelines/regulations outlined in the general internal policy.



APPENDIX VII: INTERNATIONAL EXCHANGE JAPAN

I. Who can participate in the mobility program:

- Full-time LCC students
- 3rd year students (study fields as per inter-institutional agreement)
- Students with cumulative GPA of 7.5 and above
- Students who have no financial debts to LCC

NOTE: Students cannot apply to study or train in their country of origin.

II. Application process

According to the guidelines/regulations outlined in the general internal policy.

III. Selection process

According to the guidelines/regulations outlined in the general internal policy.

IV. Notification of results

According to the guidelines/regulations outlined in the general internal policy

V. Preparation for mobility

All students participating in the INTERNATIONAL EXCHANGE JAPAN PROGRAM shall:

- Complete the eligibility form confirming pre-selected classes at the receiving institution (as per regulations of the general internal policy).
- Follow the application process and submit all necessary documents to the receiving institution according to the guidelines emailed by Partner University's International Office Coordinator.
- Submit letter of acceptance issued by the receiving institution to the Center for International Education. Letter must state exact semester start and end dates.

The preliminary course plan shall not include courses/credits that are not needed for their degree. Off-campus program should not extend student's degree at LCC International University. All selected courses have to be part of the degree, thus have to meet program requirements. No extra, unnecessary credits may be taken (as per regulations of the general internal policy)

VI. Financial conditions



Students participating in the INTERNATIONAL EXCHANGE JAPAN PROGRAM will be responsible for the following costs:

- Regular LCC tuition for a number of registered credits. Recommended load 30 ECTS credits.
- Dorm at a host institution
- Travel
- Visa
- Insurance
- Living expenses
- Books and other supplies

VII. Participant responsibilities during the mobility program

According to the guidelines/regulations outlined in the general internal policy.

VIII. Recognition of the study results

According to the guidelines/regulations outlined in the general internal policy.



APPENDIX VIII: NEW YORK CITY SEMESTER IN JOURNALISM AT KING'S COLLEGE

I. Who can participate in the mobility program:

- Full-time LCC students
- 3rd year students (study fields as per inter-institutional agreement)
- Students with cumulative GPA of 8.0 and above
- Students who have no financial debts to LCC

NOTE: Students cannot apply to study or train in their country of origin.

II. Application process

According to the guidelines/regulations outlined in the general internal policy.

III. Selection process

According to the guidelines/regulations outlined in the general internal policy.

IV. Notification of results

According to the guidelines/regulations outlined in the general internal policy.

V. Preparation for mobility

All students participating in the NEW YORK CITY SEMESTER PROGRAM shall:

- Complete the eligibility form confirming pre-selected classes at the receiving institution (as per regulations of the general internal policy).
- Follow the application process and submit all necessary documents to the receiving institution according to the guidelines emailed by Partner University's International Office Coordinator.
- Submit letter of acceptance issued by the receiving institution to the Center for International Education. Letter must state exact semester start and end dates.

The preliminary course plan shall not include courses/credits that are not needed for their degree. Off-campus program should not extend student's degree at LCC International University. All selected courses have to be part of the degree, thus have to meet program requirements. No extra, unnecessary credits may be taken (as per regulations of the general internal policy)

VI. Financial conditions



Students participating in the NEW YORK CITY SEMESTER PROGRAM will be responsible for the following costs:

- Tuition and housing at King's College – 12,500 USD
- Travel
- Visa
- Insurance
- Living expenses
- Books and other supplies

* Student will be required to take academic leave for the semester, however, all earned credits will be recognized and added to the degree.

VII. Participant responsibilities during the mobility program

According to the guidelines/regulations outlined in the general internal policy.

VIII. Recognition of the study results

According to the guidelines/regulations outlined in the general internal policy.



APPENDIX IX: ERASMUS+ STUDIES MOBILITY PROGRAM

I. Who can participate in the mobility program:

- Full-time LCC students
- 3rd-year students of any major*
- Students with cumulative GPA of 7.5 and above
- Students who have no financial debts to LCC

NOTE: Students cannot apply to study or train in their country of origin.

** On occasion, the participation of sophomores in their fourth semester may be supported. Written approval from Department Chair is required.*

II. Application process

According to the guidelines/regulations outlined in the general internal policy.

III. Selection process

According to the guidelines/regulations outlined in the general internal policy.

IV. Notification of results

According to the guidelines/regulations outlined in the general internal policy.

V. Preparation for mobility

All students participating in the Erasmus+ studies mobility program shall:

- Be provided with Student Charter outlining all obligations whilst being abroad.
- Complete the eligibility form confirming pre-selected classes and the receiving institution (as per regulations of the general internal policy).
- Follow the application process and submit all necessary documents to the receiving institution according to the guidelines emailed by Partner University's International Office Coordinator.
- Consult academic advisor and sign preliminary course transfer plan.
- Submit signed Erasmus+ Learning Agreement to the Center for International Education.
- Submit the Certificate of Enrolment which states semester start and end dates to the Center for International Education.
- Complete the online language assessment test (provided if it is available in your main language of instruction / work abroad).



The preliminary course plan shall not include courses/credits that are not needed for their degree. Off-campus program should not extend student's degree at LCC International University. All selected courses have to be part of the degree, thus have to meet program requirements. No extra, unnecessary credits may be taken (as per regulations of the general internal policy)

VI. Financial conditions

6.1. Students participating in the ERASMUS+ STUDIES MOBILITY PROGRAM will be responsible for the following costs:

- Regular LCC tuition for a number of registered credits. Recommended load 30 ECTS credits.
- Dorm at a host institution
- Travel
- Visa
- Insurance
- Living expenses
- Books and other supplies

6.2. A student shall incur all expenses related to leaving for the studies mobility program at his/her own risk and LCC International University shall not be liable for such expenses. Accordingly, if after the occurrence of such expenses it turns out that a student can no longer participate in the studies mobility program for any reason, such expenses shall not be reimbursed (not applicable to *Force Majeure* cases when an unpredictable or exceptional event beyond one's control prevents from participating in the studies mobility program).

6.3. An individual grant for Erasmus+ studies mobility may be allocated for outbound students. The number and amount of grants 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. Support is calculated based on the European Commission set quotas per country posted online and updated regularly.

6.4. Prior to leaving for the Erasmus+ studies mobility program students shall sign individual grant agreements of whether or not they have been provided with the grant shall familiarize themselves with the annexes to the agreement. The individual grant agreement shall be signed upon receipt of certificate from the receiving institution certifying the student's admission to a respective studies mobility program and indicating the start and end dates of studies.

6.5. The individual grants for Erasmus+ studies mobility program to the same student may be allocated for the period of up to 12 months, including Erasmus+ mobility for studies and traineeship.

6.6. In order to provide a higher number of LCC International University students to participate in the Erasmus+ studies program, Erasmus+ individual grants shall be first allocated for one (first) semester by giving the preference to those students who participate in the Erasmus+ studies program for the first time. An individual grant for the second semester shall be allocated if LCC International University has remaining funds for studies mobility or additional funds are received from the European Commission or the national budget of the Republic of Lithuania. The final decision regarding the allocation of Erasmus+ individual grants shall be adopted by the Center for International Education as per selection procedure.



6.7. Students who have not been selected by the selection committee for the Erasmus+ studies mobility program and do not meet the GPA requirement may participate in the Erasmus+ studies mobility program as a “Zero-Grant” participant. Meaning that a student will be granted the Erasmus+ status and can use all privileges that the program has to offer, however, not receive the Erasmus+ individual grant. In addition, the latter shall be included in reserve list under which additional grants are granted if a student who received a grant refuses to participate in the program or the institution receives additional funding.

6.8. The Erasmus+ individual grant shall not cover all expenses for studies mobility program. An amount of a grant shall be determined taking into account the grant amounts set by the European Commission (see 6.2.) and the total amount of funds for student mobility received by LCC International University. Students shall be notified of the amount of the grants prior to their leaving for studies mobility program. An exact amount of an individual grant, payment terms and conditions shall be outlined in the Individual Grant Agreement.

6.9. The duration of Erasmus+ studies mobility for studies shall be calculated in months. The start and end dates of the mobility shall be the dates referred to in the acceptance Letter of the Receiving Institution and in the Learning Agreement. The number of days in a month of incomplete mobility shall be multiplied by 1/30 of a monthly grant.

6.10. The basic principles of the procedure for paying Erasmus+ individual grants shall be as follows:

6.10.1. 70% or 80% of the grant shall be paid prior to leaving for studies mobility program;

6.10.2. The remaining amount (20% or 30% of a total grant) shall be paid after a student who has returned to LCC International University submits the last part of the Learning Agreement filled out after the completion of mobility and signed by the receiving institution as well as fulfills all the requirements provided in the Individual Grant Agreement. The payment may be adjusted taking into account the dates of the student's arrival at the receiving institution and his/her departure as indicated in the Learning Agreement. The received Erasmus+ certificate of attendance, completed language assessment test and EU survey shall be considered the request to pay the outstanding amount of the grant. LCC International University has 45 calendar days to make the balance payment.

6.10.3. If a student failed to spend the entire period in the receiving institution as defined in the agreement, the Erasmus+ individual grant shall be reduced. The total duration of studies and grant amount shall be recalculated in accordance with the period spent in the studies mobility program (exact number of days).

6.10.4. If a student spent a period longer than specified in the agreement, the individual grant may be recalculated if there are outstanding amounts of funds received for the studies mobility program. Otherwise, additional days shall be a period that a zero grant is applied to. The decision regarding the recalculation of the individual grant in the event of the prolonged period shall be adopted by the Center for International Education.

6.10.5. If the difference between the confirmed period and the one indicated in the individual grant agreement is more than 5 days, LCC must update this in Mobility Tool+ by indicating the confirmed



period (i.e., the start date and end dates notified in the Transcript of Records or Certificate) and the individual grant will be recalculated.

6.10.6. If the difference is 5 days or less, LCC must maintain in Mobility Tool+ the period indicated in the individual grant agreement (i.e., the grant is not recalculated).

6.10.7 The Erasmus+ individual grant may be transferred to a student only after he/she has agreed to receive it; assumed responsibilities related thereto and signed the Individual Grant Agreement. Students who failed to spend the entire attendance period in the receiving institution as provided for in the Individual Grant Agreement or failed to fulfill obligations laid down in the Individual Grant Agreement shall repay a portion of the grant for that period or the total amount of the grant. The decision regarding repayment of the grant shall be adopted by the Commission.

6.10.8. Students going abroad may apply to public and private funds for loans and other financial support.

6.10.9. In case a disabled person is participating in the Erasmus Program of mobility for studies, he/she may be provided with an additional grant to satisfy the special needs due to the disability. Such a student shall submit a request and an application to the National Agency following the procedure established by the National Agency. Supplementary grants shall be approved by order of the Director of the Education Exchanges Support Foundation.

6.10.10. Participants with fewer opportunities may apply to receive additional mobility grants under the following definitions. A student shall submit the certifying documents prior to so signing of the individual grant agreement:

- **Disabilities** - includes physical, mental, intellectual, or sensory impairments which, in interaction with various barriers, may hinder someone's full and effective participation in society on the same footing as others.
- **Health problems** - barriers may result from health issues including severe illnesses, chronic diseases, or any other physical or mental health-related situation that prevents from participating in the programmes.
- **Social barriers** - an orphan or having lived or currently living in institutional care; children of single parent.
- **Economic barriers** - students from low-income families (who are under 25 years old and who have been granted 80% or more of the financial aid from LCC International University for the upcoming academic year); learners who need to work to support themselves (have worked for at least 6 months in the last 12 months); dependence on the social welfare system; students who are parents themselves.
- **Cultural barriers** - an immigrant or refugee background.

VII. Participant Responsibilities during the mobility program

According to the guidelines/regulations outlined in the general internal policy.

VIII. Recognition of the study results

According to the guidelines/regulations outlined in the general internal policy.



IX. Extension of a period of mobility

According to the guidelines/regulations outlined in the general internal policy.



APPENDIX X: ERASMUS+ TRAINEESHIP MOBILITY PROGRAM

I. Who can participate in the mobility program:

- Full-time LCC students and recent graduates
- 2nd – 4th year students of any major
- Students with cumulative GPA of 8.0 and above
- Students who have no financial debts to LCC

NOTE: Students cannot apply to study or train in their country of origin.

II. Application process

According to the guidelines/regulations outlined in the general internal policy.

III. Selection process

According to the guidelines/regulations outlined in the general internal policy.

IV. Notification of results

According to the guidelines/regulations outlined in the general internal policy

V. Preparation for mobility

All students participating in the Erasmus+ traineeship mobility program shall:

- Be provided with Student Charter outlining all obligations whilst being abroad.
- Submit signed Erasmus+ Training Agreement to the Center for International Education.
- Submit the Acceptance Letter to the Center for International Education which states traineeship start and end dates, position description and traineeship location.
- Submit insurance policy copy (student is responsible to purchase health insurance, liability insurance and accident insurance coverage).
- Sign financial agreement.
- Complete the online language assessment test (provided if it is available in participant's main language of instruction/work abroad).

*If Erasmus+ traineeship bears academic credit, students must comply with academic practicum regulations.

VI. Financial conditions



a. Students/Recent Graduates participating in the ERASMUS+ TRAINEESHIP MOBILITY PROGRAM will be responsible for the following costs:

- Regular LCC tuition for a number of registered credits for the practicum course. When leaving for training after graduation the tuition fee shall not apply.
- Students/Graduates shall leave for training abroad under the same conditions which would be applied when studying in the LCC International University.
- Students/Graduates are responsible to cover accommodation, travel, visa and insurance expenses.

6.2. A student shall incur all expenses related to leaving for the traineeship program at his/her own risk and LCC International University shall not be liable for such expenses. Accordingly, if after the occurrence of such expenses it turns out that a student can no longer participate in the traineeship mobility program for any reason, such expenses shall not be reimbursed (not applicable to *Force Majeure* cases when an unpredicted or exceptional event beyond one's control prevents from participating in the traineeship mobility program).

6.3. An individual grant for Erasmus + traineeship mobility may be allocated for outbound students. The number and amount of grants 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. Support is calculated based on the European Commission set quotas per country that are posted on the website and are updated regularly.

6.4. Prior to leaving for the Erasmus+ traineeship mobility program students shall sign individual grant agreements of whether or not they have been provided with the grant shall familiarize themselves with the annexes to the agreement. The individual grant agreement shall be signed upon receipt of certificate from the receiving institution certifying the student's admission to a respective mobility program and indicating the start and end dates of traineeship.

6.5. The individual grant for Erasmus+ mobility programs to the same student may be allocated for the period of up to 12 months, including Erasmus+ mobility for traineeship.

6.6. In order to provide a higher number of LCC International University students to participate in the Erasmus+ program, Erasmus+ individual grants shall be first allocated for one (first) semester by giving the preference to those students who participate in the Erasmus+ traineeship program for the first time. An individual grant for additional time shall be allocated if LCC International University has remaining funds for traineeship mobility or additional funds are received from the European Commission or the national budget of the Republic of Lithuania. The final decision regarding the allocation of Erasmus+ individual grants shall be adopted by the Center for International Education selection procedure.

6.7. Students who have not been selected by the selection committee for the Erasmus+ traineeship mobility program and do not meet the GPA requirement may participate in the Erasmus+ traineeship mobility program as a "Zero-Grant" participant. Meaning that a student will be granted the Erasmus+ status and can use all privileges that the program has to offer, however, not receive the Erasmus+ individual grant. In addition, the latter shall be included in reserve list under which additional grants are awarded if a student who received a grant refuses to participate in the Program or the institution receives additional funding.



6.8. The Erasmus+ individual grant shall not cover all expenses for the traineeship mobility program. The amount of a grant shall be determined taking into account the grants amounts set by the European Commission (see 6.2.) and the total amount of funds for mobility received by LCC International University. Students shall be notified of the amount of grants prior to their leaving for traineeship mobility program. An exact amount of an individual grant, payment terms and conditions shall be outlined in the Individual Grant Agreement.

6.9. The duration of Erasmus+ traineeship mobility shall be calculated in months. The start and end dates of the mobility shall be the dates referred to in the acceptance letter of the Receiving Institution and in the Learning Agreement. The number of days in a month of incomplete mobility shall be multiplied by 1/30 of a monthly grant.

6.10. The basic principles of the procedure for paying Erasmus+ individual grants shall be as follows:

6.10.1. 70% of the grant shall be paid upon receipt of confirmation of arrival by beneficiary and receiving institution. In case the participant did not provide the supporting documents in time, according to the sending institution's timeline, a later payment of the pre-financing can be exceptionally accepted.

6.10.2. The remaining amount (30% of a total grant) shall be paid after a student who has returned to LCC International University submits the last part of the Training Agreement filled out after the completion of mobility and signed by the receiving institution as well as fulfills all the requirements provided in the Individual Grant Agreement. The payment may be adjusted taking into account the dates of the student's arrival at the receiving institution and his/her departure as indicated in the Training Agreement. The received Erasmus+ certificate of training, completed language assessment test and EU survey shall be considered the request to pay the outstanding amount of the grant. LCC International University has 45 calendar days to make the balance payment.

6.10.3. If a student failed to spend the entire period in the receiving institution as defined in the agreement, the Erasmus+ individual grant shall be reduced. The total duration of traineeship and grant amount shall be recalculated in accordance with the period spent in the traineeship mobility program (exact number of days).

6.10.4. If a student spent a period longer than specified in the agreement, the individual grant may be recalculated if there are outstanding amounts of funds received for the traineeship mobility program. Otherwise, additional days shall be a period that a zero grant is applied to. The decision regarding the recalculation of the individual grant in the event of the prolonged period shall be adopted by the Center for International Education.

6.10.5. If the difference between the confirmed period and the one indicated in the individual grant agreement is more than 5 days, LCC must update this in Mobility Tool+ by indicating the confirmed period (i.e., the start date and end dates notified in the Certificate) and the grant will be recalculated.

6.10.6. If the difference is 5 days or less, LCC must maintain in Mobility Tool+ the period indicated in the individual grant agreement (i.e., the individual grant is not recalculated).



6.10.7. The Erasmus+ individual grant may be transferred to a student only after he/she has agreed to receive it; assumed responsibilities related thereto and signed the Individual Grant Agreement. Students who failed to spend the entire attendance period in the receiving institution as provided for in the Individual Grant Agreement or failed to fulfill obligations laid down in the Individual Grant Agreement shall repay a portion of the grant for that period or the total amount of the grant. The decision regarding repayment of the grant shall be adopted by the Center for International Education.

6.10.8. Students going abroad may apply to public and private funds for loans and other financial support.

6.10.9. In case a disabled person is participating in the Erasmus+ Program of mobility for traineeship, he/she may be provided with an additional grant to satisfy the special needs due to the disability. Such a student shall submit a request and an application to the National Agency following the procedure established by the National Agency.

6.10.10. Disadvantaged students are students from poor families or single residents entitled to receive or who are receiving social allowances according to the Law on Cash Social Assistance for Poor Families and Single Residents of the Republic of Lithuania and/or who are under 25 years of age and to whom guardianship (curatorship) has been established until the age of majority or whose parents (one of the parents) are dead; such students participating in the mobility activity shall receive an increased amount for subsistence. A student shall submit the certifying documents prior to signing of the grant agreement.

VII. Participant responsibilities during the mobility program

According to the guidelines/regulations outlined in the general internal policy.

VIII. Recognition of the study results

According to the guidelines/regulations outlined in the general internal policy.