

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

1. DEFINITIONS

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

countries not associated to the Programme (“Partner countries”) as defined in the Erasmus+ Programme Guide by the European Commission.

- 1.3.2. Bilateral exchange programme shall mean an exchange programme under which students may leave for studies at universities which do not participate in the Erasmus+ programme and with whom ISM has concluded the Bilateral cooperation agreement;
- 1.3.3. Double degree programme shall mean an exchange programme which provides with a possibility to be awarded two diplomas – of the ISM and respective foreign partner university – provided that the requirements laid down in the cooperation agreement between the ISM and foreign partner university have been successfully fulfilled;
- 1.3.4. Erasmus+ mobility for traineeship shall mean a programme under which students may undergo traineeship in foreign companies in one of the Erasmus+ Programme countries as defined in the Erasmus+ Programme Guide by the European Commission.
- 1.3.5. Other exchange programmes shall mean other exchange programmes administered by the International Partnerships and Accreditations Department at ISM.
- 1.4. **Erasmus+ Programme guide**¹ shall mean a document of the European Commission which provides funding opportunities and eligibility rules of the Erasmus+ Programme. It is an integral part of the annual Erasmus+ Call for Proposals.
- 1.5. **Mobility window** – shall mean ISM semester of undergraduate level study programmes consisting of ISM elective subjects.
- 1.6. **Sending institution** shall mean a higher education institution which officially participates in the Erasmus+ Programme and has the ECHE (in the case student/staff mobilities with Programme), or a foreign higher education institution (in the case student/staff mobilities with Partner countries), Bilateral exchange, Double degree and/or other programmes) which is sending its students, lecturers and/or staff to the Receiving Institution under the Inter-Institutional Agreement, or a company of a country which officially participates in the Erasmus+ programme and is sending its employees to a higher education institution to give lectures.
- 1.7. **Receiving institution** shall mean a higher education institution which officially participates in the Erasmus+ Programme and has the ECHE (in the case student/staff mobilities with Programme countries), or a foreign higher education institution (in the case student/staff mobilities with Partner countries), Bilateral exchange, Double degree and/or other programmes that the Sending Institution has concluded the Inter-Institutional Agreement with under which students and/or staff of the Sending Institution are received, or a company of a country which officially participates in the Erasmus+ Programme and receives incoming students, lecturers or employees of a higher education institution.
- 1.8. **National Agency (“NA”)** shall mean an agency of a country which officially participates in the Erasmus+ Programme, and is in charge of the administration of the programme, Erasmus+ allocation of funding for higher education institutions at the national level. In Lithuania these functions are carried out by the Education Exchanges Support Foundation.

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

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

participating in mobility for studies/traineeship. The agreement shall have the following annexes thereto:

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

² [Erasmus+ Student Charter | Erasmus+ \(europa.eu\)](https://europa.eu/erasmus-plus/erasmus-student-charter)

higher education institution or company for a short teaching/training visit under the teaching/training programme approved in advance.

- 1.27. **Institutional coordinator of the Erasmus+ Programme** shall mean an employee of the ISM in charge of the implementation of the Erasmus+ Programme at ISM .
- 1.28. **Authorised signatory** shall mean a manager of an institution or another person who has a power of attorney entitling him/her to sign on behalf of the institution.
- 1.29. **Erasmus without Paper (“EWP”) Dashboard** shall mean a digital platform which allows university to connect to a central communication channel to exchange seamlessly student mobility data in a secure and streamlined manner supporting a fully digitalized mobility management, including online learning agreements, digital inter-institutional agreements, student nominations.
- 1.30. **Blended mobility** – shall mean a combination of physical mobility with a virtual component facilitating a collaborative online learning exchange and teamwork for Erasmus+ study or traineeship mobility.
- 1.31. **Grade Point Average (GPA)** is a standardised measure used to evaluate a student’s academic performance. It is calculated as the weighted average of the grades earned in completed courses, where each grade is assigned a numerical value according to ISM grading scale, and the weight corresponds to the ECTS credit value of each course.
- 1.32. **Programme Countries** shall mean the EU Member States and the bellow mentioned third countries associated to the Erasmus+ programme:
- Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway,
 - Sweden, Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey; Andorra, Monaco, San Marino, Vatican City State; Faroe Islands, Switzerland, United Kingdom.
- 1.33. **Partner Countries** shall mean entities from other third countries non-associated to the Programme which can be eligible in Erasmus+ actions as defined in the Erasmus+ Programme Guide and in Table 1 of this document.
- 1.34. **Long-term exchange** - refers to student or staff mobility exchange that lasts from a minimum of 2 months up to 12 months.
- 1.35. **Short-term exchange** - refers to student or staff mobility exchange that lasts from a minimum of 5 days up to 30 days.
- 1.36. **Green travel** - travel that uses low-emissions means of transport for the main part of the travel, such as bus, train, bike or car-pooling.
- 1.37. **Triple Crown accreditation** - refers to the simultaneous accreditation of a business school by three international accreditors: the Association to Advance Collegiate Schools of Business in the United States (AACSB), the Association of MBAs in the United Kingdom (AMBA), and EFMD Quality Improvement System in Belgium (EQUIS).

2. REGULATIONS ON STUDENTS MOBILITY FOR STUDIES

2.1. Who and how can participate in the international study exchange programmes

- 2.1.1. All full-time students of all study cycles (Undergraduate, Graduate and Doctoral studies) who are compliant with the requirements of the exchange programme may participate in the exchange programme for studies. Students shall be duly notified of the requirements for the participants of exchange programmes before each selection.
- 2.1.2. Undergraduate students may participate in the selection for long-term exchange studies only upon successful completion of the first semester at ISM, except Finance programme students, who may participate in the selection upon successful completion of first two semesters.
- 2.1.3. Graduate students may participate in the selection for long-term exchange for studies during the first or second semester and leave for exchange during second or third semester respectively.
- 2.1.4. Undergraduate and Graduate degree students cannot leave for long-term exchange during the last semester of their studies. Exceptions may apply for students participating in Double degree exchange programmes.
- 2.1.5. Doctoral students may participate in the study exchange programmes only upon successful completion of the first year of studies. Exceptions may apply for Double degree exchange programmes.
- 2.1.6. A total period of mobility of students involved in the Erasmus+ exchange programme shall not exceed 12 months (360 days) per each cycle of studies, including all periods of mobility for Erasmus+ studies in Programme and Partner countries, and Erasmus+ traineeships.
- 2.1.7. The Erasmus+ physical exchange period for students' long-term exchange should last from 2 to 12 months of physical mobility, excluding travel time. The duration for short-term exchange is 5-30 days of physical mobility. For Undergraduate and Graduate degree students short-term exchange period has to be combined with a compulsory virtual component facilitating collaborative online learning exchange and teamwork (blended mobility). A blended mobility for studies must award a minimum of 3 ECTS credits.
- 2.1.8. The time spent on exchange programmes should not exceed more than half of the total duration of studies at the home university.

2.2. Selection and notification of students

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

- 2.2.3. The selection for Bilateral and Erasmus+ exchange programmes for studies shall be carried out simultaneously, unless agreed otherwise in the exchange programme agreement with the partner university.
- 2.2.4. The selection for Double degree exchange programmes may be carried out at different times and have different selection criteria, depending on requirements indicated in the Double degree programme agreement between ISM and Double degree partner university.
- 2.2.5. General eligibility criteria for Double degree programmes are the same as for Bilateral and Erasmus+ exchange programmes, however, there may be additional requirements to be fulfilled. Students shall be informed prior to the selection about such requirements.
- 2.2.6. There shall be two exchange selections for long-term exchange at ISM during the academic year:
 - 1. FALL SELECTION (for students going on exchange in spring semester) takes place from the end of August till the second week of September. The start date is flexible and the end date should be no later than in the second week of September;
 - 2. SPRING SELECTION (for students going on exchange in fall semester) shall start on the second week of February;
- 2.2.7. Additional rounds may be organized after each selection, if needed. Additional rounds of exchange selection may be announced in the event of remaining funds allocated for mobility for studies or vacant exchange places in receiving institutions.
- 2.2.8. Selections for BIP and other short-term exchange programmes can be carried out by International Partnerships and Accreditations Department any time during the academic year. Eligibility and selection criteria for BIP and other short-term exchange programmes may be different as compared to selection for long-term exchange.
- 2.2.9. For all study exchange programmes students are selected through a competition via the MyISM or other exchange system administered by ISM International Partnerships and Accreditations Department. Students meeting eligibility and selection criteria are included in the competition both for exchange place at Partner university (-ies) and Erasmus+ scholarship.

2.3. Eligibility, selection criteria and requirements

- 2.3.1. The main eligibility criteria for participation in the long-term exchange selection:
 - 2.3.1.1. Students must have no more than 1 academic failure during the selection;
 - 2.3.1.2. At the time of submitting an application for participation in an exchange programme, the student must have a cumulative (weighted) Grade Point Average (**GPA**) of **no less than 5.00**.
 - 2.3.1.3. Students studying at ISM under Individual study plan should consult International Partnerships and Accreditations Department before applying to exchange programmes.
 - 2.3.1.4. Students wishing to apply to Triple Crown accredited universities must have GPA of **7,00** or higher at the time of exchange application period, except for Doctoral students who are not subject to the requirement for the average of the evaluation of study subjects. Exceptions are possible based on partner university requirements.
 - 2.3.1.5. Other GPA and selection requirements might apply for students applying for Double degree programmes.

- 2.3.2. Special requirements apply for Doctoral students who are applying for Erasmus+ long-term study exchange programmes via MyISM or other relevant system administered by ISM International Partnerships and Accreditations Department. Doctoral students are required to submit these additional documents:
- 2.3.2.1. Consent of a Partner university to receive and/or consent of a scholar of such institution to mentor a Doctoral student during the exchange period;
 - 2.3.2.2. Task list and consent for studies abroad signed by a supervisor at ISM;
 - 2.3.2.3. Learning agreement/online learning agreement signed by the coordinator of ISM International Partnerships and Accreditations Department;
 - 2.3.2.4. Other documents that are requested from ISM International Partnerships and Accreditations Department to conduct the selection.
- 2.3.3. All students participating in exchange selection may choose up to 5 partner universities where they would like to go on exchange programmes and rank them according to personal preferences. The preferences need to be indicated in the online application form.
- 2.3.4. Students shall be familiarized with the explicit requirements of the competition during the information seminars organised prior to the selection. In addition, all information shall be sent to students via email and it shall be available on the ISM e-Learning system and/or ISM website.
- 2.3.5. Selection criteria and regulations of the competition may be amended and supplemented.
- 2.3.6. During exchange selection, a student shall receive a maximum of 0.5 as an additional point for being actively involved in ISM Buddy programme activities for international ISM student(s). The activity of such participation shall be evaluated by representatives of ISM section of Erasmus Student Network ("ISM ESN") and ISM Student Association during each exchange selection. For Undergraduate degree students, additional points can be granted only after a minimum of one semester of involvement in Buddy programme activities. If ISM Undergraduate student continues studies at ISM Graduate programme, they may use these additional points in the selection as well. Detailed information on the participation in the Buddy programme and its evaluation shall be provided in the "Programme of Mentors and Assistants" of the ISM ESN and ISM Student Association.
- 2.3.7. Students holding executive positions within the ISM Student Association - namely the President, members of the President's Team, Board, Revision Committee, and Vice-Presidents of Committees - are entitled to an additional 0.5 points in the exchange competition, provided they have completed a minimum of one semester of service in their respective roles.
- 2.3.8. Students holding executive positions within the ISM ESN (Erasmus Student Network) – namely ESN ISM Local Board – are entitled to an additional 0.5 points in the exchange competition, provided they have completed a minimum of one semester of service in their respective roles.
- 2.3.9. Additional points can be added to the applicant's competitive score for the assistance to the International Partnerships and Accreditations Department activities. The final decision regarding the award of such points is made by the Committee on International Studies.
- 2.3.10. Received additional points that are described above can be used only once, and student may choose in which selection the points are to be used. The student may

distribute the points if they are planning to participate in the selection several times throughout their studies. The student must inform International Partnerships and Accreditations Department during the application for exchange selection about the fact.

- 2.3.11. During the exchange selection, students who belong to one or more Fewer Opportunities group(s), as defined in **Annex A**, and who provide valid supporting documentation before exchange selection deadline, shall be awarded an additional 0.5 points to their competitive score.
- 2.3.12. Points received from different activities can be summed up but can be used only once.
- 2.3.13.
- 2.3.14. Exchange places shall be allocated according to students' competitive scores. In the ranking and allocation process, priority shall be given by study level, with Doctoral students ranked first, followed by Graduate students, and then Undergraduate students.
- 2.3.15. A competitive score of contestants to the exchange programme for studies shall be calculated as follows:

$$CS = WGPA + AP1 + AP2 + AP3, :$$

Where:

CS– competitive score in a specific selection round;

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

AP1– additional points for Buddy activities or other;

AP2 – additional points for executive roles within the ISM Student Association

AP3 – additional points for students belonging to Fewer Opportunities group(s).

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

Doctoral students are ranked based on seniority, advancement in thesis process, GPA and documents mentioned in 2.3.2. section. ISM Doctoral School provides recommendations on the placements of Doctoral students in the competition line.

- 2.3.16. The final decision regarding the eligibility of participants, location of studies and timing as well as allocation of individual Erasmus+ scholarships shall be made by the Committee on International Studies ("the Committee") consisting of:
- Institutional coordinator of the Erasmus+ Programme / Head of International Partnerships and Accreditations Department;
 - Head of Study Service Department,
 - Coordinator of International studies,
 - Team Leader of Programmes Administration;
 - The designated member from ISM Student Association;

- The designated member from the ISM Doctoral School is required to participate in the Committee exclusively when there are Doctoral applicants participating in international exchange programme(s).
- 2.3.17. The competition ranking of candidates shall be drafted by the ISM International Partnerships and Accreditations Department to the members of the Committee.
 - 2.3.18. The selection results, scholarship allocations and other related decisions shall be confirmed by the meeting minutes of the Committee.
 - 2.3.19. All contestants shall be notified of the results of the competition via ISM e-mail not later than within 5 working days from the meeting of the Committee during which the selection results were approved.
 - 2.3.20. Within 5 days from the notification of the competition results, students who were allocated an exchange place shall approve or reject their participation in the programme under the proposed conditions. The acceptance or refusal may be submitted through my.ism or other related system. If the student hasn't accepted the provided proposal on time, it will be automatically considered that the student rejected the proposal.
 - 2.3.21. If a student who was awarded an exchange place and/or scholarship refuses to participate in the exchange programme after the deadline, they shall immediately submit a request to the coordinator of international studies at ISM to withdraw him/her from the list of participants of the International Student Exchange Programme.
 - 2.3.22. The following competition results: number of students who have been awarded an exchange place, period of studies and names of institutions shall be made available on the my.ism system and/or shared with all competition participants through email.
 - 2.3.23. Students who disagree with the results shall be entitled to file an appeal against the Committee within 3 working days after the competition results are announced to the students. The Committee must examine the appeal and provide their response within 5 days of the date of receipt of such an appeal.
 - 2.3.24. Students selected for exchange who accept their nomination may participate in the exchange programme only if they meet the requirements set by the ISM partner university after completing the last semester before departure. Students will be informed about any specific partner university requirements during seminars, in the e-learning system, and after the exchange selection results are published.
 - 2.3.25. In case a student no longer meets the eligibility requirements for participants of exchange programme for studies at any time prior the beginning of the exchange period, loses a status of the ISM full-time student or it turns out that there are other reasons for which they can no longer participate in the mobility programme (including but not limited insufficiency of the weighted average).), the student shall lose the right to participate in the International Student Exchange Programme.
 - 2.3.26. A final list of students participating in the International Exchange Programmes for studies shall be formed upon the completion of the last semester prior leaving for the International Student Exchange Programme and upon receipt of academic results of the last semester from the Data Management Department. A final list of outbound students shall be approved by the decree of ISM Rector.

2.4. Preparation for mobility for studies

- 2.4.1. If a student does not refuse to participate in the student exchange programme within the set time frame, ISM International Partnerships and Accreditations Department shall

submit the nomination of student to the receiving institution. Students shall follow all information sent by the receiving institution and published on the website as well as timely submit all requested admission documents to the receiving institution. "Admission letter" obtained from receiving institution should be submitted to the ISM coordinator of international studies.

2.4.2. Students intending to participate in the exchange programme shall follow all information related to the participation in a student exchange programme sent via e-mail or to other digital channels by the International Partnerships and Accreditations Department.

2.4.3. Students wishing to participate in the Erasmus+ mobility programme for studies may carry out the Online language assessment (OLS) test in the language of mobility (if available) before the mobility period via OLS platform established and monitored by the European Commission.

2.4.4. All students intending to leave shall have the Learning Agreement or Online Learning agreement approved and signed by relevant representatives of Receiving and Sending institutions prior the beginning of studies abroad. The course list for exchange programme should be in line with the student's study programme and approved by a relevant ISM representative as follows:

- For students of Undergraduate and Graduate degree programmes - by the Programme Director of their study programme;
- For students of Doctoral degree studies - by representative of International Partnerships and Accreditations Department and academic supervisor.
- If students leave for International exchange programmes during the Mobility Window (6th) semester, at least half of their study credits, chosen to study in the host institution, must be related to their respective study programme. The remaining credits can be related to other study fields. Students are not allowed to take subjects they already had before or introductory level courses, unless similar subjects haven't been studied before. Students are allowed to choose foreign language courses, except of the languages they already know.
- Prior leaving for Erasmus+ mobility programme for studies all students shall sign individual Erasmus+ grant agreement with the ISM irrespective of whether they have been awarded the Erasmus+ scholarship. The grant agreement shall be signed upon receipt of a certificate from the receiving institution certifying the student's admission to a respective study programme and indicating the start and end dates of studies, and upon receipt of Learning Agreement confirmed by Programme Director and the receiving institution. The start date should be the first day when the student needs to come to the Receiving institution (introductory course / first day at studies/ the first day of welcome event or language and culture courses). The end date should be the last day on which the student needs to be present at the host institution (the last day of the exam period / course / work / period of compulsory attendance of lectures).
- Students leaving for study exchange programmes shall take care of accommodation abroad, insurance, visa/temporary permit to reside in the country (if required) and all required travel documents.
- Student leaving for exchange must send the coordinator of the ISM international studies the Learning Agreement/ Online Learning agreement and amendments thereto (if any) signed by the receiving institution before the mobility starts and within the first two weeks of studies abroad if any changes to the Learning Agreement are made.
- Mobile students shall study according to the Learning Agreement/ Online Learning agreement approved by all parties – a student, receiving and sending Institutions – and shall follow the rules of the receiving institution.

- Outbound students under the Erasmus+ mobility programme for studies shall fulfil all obligations provided in the Erasmus+ grant agreement.
- Students, having returned from the programme of mobility for studies, shall submit the transcript of records on the followed subjects to the ISM international studies coordinator.
- Students, having returned from mobility programmes of, shall submit their feedback on an exchange period in the form requested by the International Partnerships and Accreditations Department.

2.5 Financial conditions of mobility for studies

- 2.5.1 Students leaving under Erasmus+ and/or Bilateral exchange programmes for studies shall pay the ISM tuition fee for a semester(s) of studying abroad under the general procedure of ISM, unless specified otherwise. Students participating in Double Degree exchange programmes shall be subject to specific financial conditions as stipulated in the respective Double Degree agreement.
- 2.5.2 Students leaving for Erasmus+ and/or Bilateral study exchange programmes in most cases are waived the tuition fee in the receiving institution according to the agreement concluded with the receiving institution. Financial conditions are defined in the agreement between the institutions and may vary depending on International exchange programme or partner institution.
- 2.5.3 Students engaged in international exchange programs will adhere to the financial terms applicable to their enrollment at ISM, including any discounts on tuition fees, etc.
- 2.5.4 A student shall incur all expenses related to leaving for the mobility programme for studies (including tickets, accommodation, visas, other travel documents and all other expenses) at his/her own risk, and the ISM shall not be liable for such expenses. Accordingly, if after occurrence of such expenses it turns out that a student can no longer participate in the study mobility programme for any reasons, such expenses shall not be reimbursed to the student.
- 2.5.5 An individual Erasmus+ scholarship for studies abroad may be allocated for outbound students for studies and for inbound students or staff coming from Partner countries. The scholarship budget and total number of available scholarships for outbound students shall be allocated every semester before each exchange selection considering the available funding granted by the National Agency and other financial sources.
- 2.5.6 In case the Erasmus+ scholarship is awarded for student mobility abroad, the following individual support scholarship amounts shall be applied depending on the receiving country (see Table 1).

Table 1.

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

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

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

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

Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu High income countries: Australia, New Zealand Sub-Saharan Africa (Region 9): Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe Latin America (Region 10): Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela Caribbean (Region 11): Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Suriname and Trinidad & Tobago US and Canada (Region 12): United States of America, Canada		
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- 2.5.7. ISM may use up to 20% of Erasmus+ funding for mobility with Programme countries from National Agency to grant Erasmus+ scholarships for student and/or staff mobilities to Partner Countries (Regions 1-14 of Table 1).
- 2.5.8. Erasmus+ scholarships can be granted for the full or partial duration of a student's exchange period (partial Erasmus+ scholarship) depending on available funding.

- 2.5.9. Students who are receiving an Erasmus+ scholarship are eligible to receive travel support according to unit costs based on the travel distance as defined in the Erasmus+ programme Guide (see Table 2). Students travelling with green travel options are entitled to receive a higher travel support rate. Green travel shall be considered as travel using low-emissions means of transport as defined by the European Commission. Non-green shall be considered as travel using aeroplanes.

Table 2

Travel distance	Green travel	Non-green travel	Rule of allocation: distance between the place of origin and the venue of the activity by using the distance calculator https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator Below 500 KM , participants will, as a general rule, travel with low-emissions means of transport (green travel)
10 – 99 km	56 EUR	28 EUR	
100 – 499 km	285 EUR	211 EUR	
500 – 1999 km	417 EUR	309 EUR	
2000 – 2999 km	535 EUR	395 EUR	
3000 – 3999 km	785 EUR	580 EUR	
4000 – 7999 km	1188 EUR	1188 EUR	
8000 km or more	1735 EUR	1735 EUR	

- 2.5.10. For mobilities where the travel distance is below 500 km, participants will have, as a general rule, travel with low-emissions means of transport (green travel).
- 2.5.11. The same student may participate in Erasmus+ mobility periods totaling for maximum 12 months (360 days) of physical mobility per each cycle of study, independently of the number and type of Erasmus+ mobility activities;
- 2.5.12. Double Degree students (applying for Double degree programmes within European Union / EEA countries) are also eligible to participate in the Erasmus+ scholarships competition.
- 2.5.13. Erasmus+ scholarships for Erasmus+ and Bilateral exchange programmes shall be allocated for one semester during each exchange selection depending on the competitive score in each exchange selection round.
- 2.5.14. When awarded, Erasmus+ scholarships for students selected for Double Degree programmes within the European Union / EEA countries shall be awarded for an entire academic year (2 semesters).
- 2.5.15. Erasmus+ scholarship budget shall be allocated as follows:
- 2.5.15.1. Before each exchange selection round institutional Erasmus+ coordinator decides upon the allocation of available Erasmus+ funding for scholarships taking into account the leftover funds from National Agency and other financial sources;
 - 2.5.15.2. Taking into account available funding, institutional Erasmus+ coordinator calculates how many Erasmus+ scholarships in total will be allocated in each selection round for Undergraduate, Graduate and Doctoral level students based

on the total number of students who are eligible to participate in the selection round from each level of studies. The number of scholarships is allocated to each level of studies in proportion to the total available budget during each selection round considering the total number of eligible applicants in each study level.

2.5.15.3. Erasmus+ scholarships shall be allocated to students in descending order of their competitive score within each level of studies, starting with those who achieved the highest competitive score in the exchange selection.

2.5.15.4. If additional Erasmus+ funding becomes available or if any student declines their scholarship, the additional scholarships will be awarded to students from the existing ranking list based on their competitive scores.

2.5.15.5. During one cycle of studies, a student may receive an Erasmus+ scholarship for one long-term exchange for studies only. This limitation applies to long-term exchanges for studies under Erasmus+ programme with partners from Programme countries or Partner countries i It does not apply to scholarships for Erasmus+ internships or short-term programmes, including Erasmus+ Blended Intensive Programmes or other programmes outside the Erasmus+ funding framework.

2.5.15.6. If a student continues studies at ISM in another cycle of studies, they shall become eligible to apply for an Erasmus+ scholarship for studies again.

2.5.15.8. The rules set out in Clauses 2.5.15.5–2.5.15.7 shall apply from the exchange selection round for students leaving for exchange in the Autumn semester of 2027. These rules shall not apply to scholarships awarded for exchanges taking place in the Autumn semester of 2026 or the Spring semester of 2027.

The rules set out in Clauses 2.5.15.5–2.5.15.8 only accounts for the scholarship allocation and not exchange places. When allocating exchange places at ISM partner universities, ISM shall not consider whether the student has previously participated in an exchange programme. Exchange places shall be allocated based on students' competitive scores and the availability of places at partner universities.

2.5.16. The final decision regarding the allocation of Erasmus+ scholarships shall be confirmed by the meeting minutes of the Committee.

2.5.17. Students who were offered an Erasmus+ exchange opportunity but not a scholarship may participate in the Erasmus+ programme as zero-grant participants.

2.5.18. The Erasmus+ scholarship shall not cover all expenses for studies abroad. An individual support amount of Erasmus+ scholarship is determined by National Agency (see Table 1). Students shall be notified of the amount of scholarship and financial conditions prior leaving for studies abroad. A total amount of a scholarship, payment terms and conditions shall be laid down in the Grant agreement signed by both sides – student and sending institution.

2.5.19. The duration of Erasmus+ mobility for studies shall be calculated in months and/or days. The start and end dates of mobility shall be the dates indicated in the admission confirmation of the receiving Institution and in the Learning agreement/Online Learning agreement.

2.5.20. The basic principles of the procedure for paying Erasmus+ scholarships shall be as follows:

- 2.5.20.1. pre-financing payment - 80 per cent of the total scholarship amount shall be made to the student prior leaving for studies abroad. If the student did not provide the supporting documents in time, according to the sending institution's timeline, a later payment of the pre-financing payment can be exceptionally made.
 - 2.5.20.2. The remaining scholarship amount shall be made to the student after a student fulfils all requirements provided for in the grant agreement and provides international studies coordinator with a Statement of Period of Studies indicating the start and end day of the mobility signed and stamped by the receiving institution.
 - 2.5.20.3. Pre-financing payment conditions for Blended intensive programmes (BIP) or other short-term mobilities may differ.
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- 2.5.21. In case of long-term physical mobility, if the confirmed period of stay exceeds the period specified in the grant agreement by more than 5 days, the total scholarship amount may be recalculated only if the participant has formally requested the extension no later than the final day of the original mobility period and if additional funding is available. If no request is made in time, an amendment will not be issued and any additional days will be considered a zero-grant period and will not be financially supported.
 - 2.5.22. If the confirmed period of stay is shorter than the period specified in the grant agreement by more than 5 days, the scholarship amount will be recalculated accordingly, and the participant may be required to partially repay the grant. No amendment to the agreement will be issued in such cases; the Statement of Period of Studies shall serve as the basis for recalculation. If the difference is 5 days or less, no recalculation will be made.
 - 2.5.23. If the mobility period falls short of the minimum 2-month limit required for long-term physical mobility eligibility, the student will be obligated to repay the entire scholarship amount.
 - 2.5.24. The Erasmus+ scholarship's pre-financing payment may be transferred to a student only after the grant agreement for mobility is signed by both sides. Students who terminate the mobility before it ends or fail to comply with other terms of the grant agreement shall return the amount of the scholarship already paid, except if agreed differently with the sending institution.
 - 2.5.25. Students going abroad may apply to public and private funds for loans and other financial support.
 - 2.5.26. The Erasmus+ programme provides inclusion support to students with fewer opportunities whose personal, physical, mental or health-related conditions is such that his/her participation in the mobility action would not be possible without extra financial or other support. Selected students shall notify ISM International Partnerships and Accreditations Department well in advance about eligibility for such support. ISM can apply for additional grant support to the National Agency in order to cover the supplementary real costs for student participation in the mobility activities. The request for additional funding must be justified by the student and approved by the National Agency. The final contribution towards costs incurred in connection with inclusion needs shall be based on the supporting documents provided by the participant upon return from the mobility.
 - 2.5.27. According to the priorities of the Erasmus+ programme, ISM supports the implementation of the Inclusion and Diversity program in higher education institutions. Students and recent graduates (other than those described in article 2.5.23) with fewer opportunities are eligible to receive a top-up amount in addition to the granted Erasmus+ scholarship. The top-up amount is 250 EUR per month for long-term student

mobility for studies. For short-term physical mobility students receive an additional amount of EUR 100 on top of the individual support for the duration of the physical mobility activity for a period of 5-14 days and EUR 150 for a period of 15-30 days. More detailed criteria and eligible fewer opportunities groups at ISM is defined in Annex A of this document.

2.6. Recognition of the exchange programme's study results

- 2.6.1. Normally a full academic semester at a foreign university must correspond to a workload of at least 30 ECTS credits or equivalent, if not agreed differently before the exchange.
- 2.6.2. Excess credits received during exchange studies abroad cannot be used to cover academic debts or other mandatory or elective ISM modules. Exceptions may be granted only if approved by the Commission of Studies upon the student's request.
- 2.6.3. Having returned from studies abroad, students shall provide the International Partnerships and Accreditations Department with a Transcript of Records, signed by a foreign university indicating learning results, received credits, and marks with respect to the attendance and recognition of credits.
- 2.6.4. The recognition of credits and period of exchange programmes shall be carried out under the procedure effective in the ISM, namely "Recognition of periods of study at other higher education institutions". If a student fulfilled all formal requirements (concluded the Learning Agreement, had amendments (if any) approved in due time) and completed the entire study programme, then all received credits shall be fully recognized and accredited by the ISM and recorded in the Diploma supplement.
- 2.6.5. If a student fails to comply with subject(s) foreseen in the Learning Agreement during studies abroad, subjects included therein shall not be recognized, unless the Commission for Studies decides otherwise.
- 2.6.6. If a student is not satisfied with positive evaluations received during studies abroad and has collected more than 30 ECTS during a respective semester abroad or has collected additional credits at ISM, they may request not to transfer a part of credits received during studies abroad. The Commission for Studies shall accept or decline the request.
- 2.6.7. If a student fails the exam(s) of the subjects outlined in the Learning Agreement and the total credits earned from passed subjects is below 30 ECTS, upon returning to ISM, the student must complete the missing subjects and take the respective exams at ISM. The student is also required to pay the established tuition fee unless exempted by the decision of the Commission for Studies.
- 2.6.8. If a student receives a negative evaluation in a subject(s) at the receiving institution during their studies abroad and cannot retake the exam there, such student may be allowed to retake the exam at ISM. This is possible only if written consent is obtained from both the receiving institution and ISM's International Partnerships and Accreditations Department.
- 2.6.9. Recognition requirements for Doctoral students who are working on their research during the period of study exchange at a foreign university:
 - 2.6.9.1. Within two weeks after returning from exchange studies abroad, a Doctoral student must submit a report on the completion of the study abroad assignments

and a study abroad report. The scope of the study abroad report should be at least 13 300 characters, if the duration of exchange lasted 1 month. For longer periods of studies abroad, the scope of the report should be calculated accordingly.

- 2.6.9.2. The report must include the Doctoral student's research output, i.e. the part of the PhD thesis (theoretical and/or empirical research) written during the study abroad period. The report cannot include work previously carried out by the Doctoral student. The report should be signed by the Doctoral student and a supervisor of the Doctoral student.

- 2.6.10. The Research committee of ISM shall evaluate the Doctoral student's study abroad report.

2.7. Extension of a period of studies abroad

- 2.7.1. Extension of mobility period after the start of the mobility is possible only if confirmed by sending and receiving institutions.
- 2.7.2. The student shall submit a request concerning the extension of the physical mobility period within the limits of total duration that is set out in the Erasmus+ Programme guide.
- 2.7.3. If both sending and receiving institutions agree to extend the duration of the mobility period, the grant agreement and other relevant documents will be amended accordingly.
- 2.7.4. The application for the extension of exchange studies shall be submitted at least one month prior to the end of the current mobility period.
- 2.7.5. Students whose studies abroad are extended shall have the subject list of studies abroad approved by a respective employee in charge of relevant ISM study programme prior the beginning of a new period of studies abroad.
- 2.7.6. Financial conditions for the extension of the Erasmus+ mobility period are defined in the grant agreement for mobility. Students may request an extension of their Erasmus+ mobility period; however, no Erasmus+ scholarship funding will be provided for the extended period. Any approved extension shall be carried out on a zero-grant basis, and students are responsible for covering all additional costs related to the extended stay.

3. STUDENT MOBILITY FOR TRAINEESHIPS

3.1. Eligibility criteria for participants in mobility for traineeships

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

3.2. Requirements for the location and timing of traineeships

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

3.3. Notification and selection of students

- 3.3.1. The Career Centre shall provide information on a possibility to carry out traineeship abroad on the ISM platforms and social media, via e-mail and during individual consultations.
- 3.3.2. Students shall be selected for traineeships abroad by way of competition. Students who are compliant with the selection criteria and who have timely submitted the following documents via my ism platform may participate in the competition:
 - 3.3.2.1. selection participant's application form;
 - 3.3.2.2. motivation letter (in English);
 - 3.3.2.3. consent of a receiving foreign organisation to receive a student/graduate for traineeship (if a student/graduate has arranged his/her traineeship in a foreign organisation).

- 3.3.3. Documents required for the competition can be changed by sending institution no later than 1 week before the competition takes place.
- 3.3.4. The competition for traineeship abroad shall be conducted twice a year – in April-May and October-November. In the event of vacancies and/or received additional funding, additional competition for traineeship shall be advertised. Funding is allocated in the following proportions: 50% of all grants are allocated in the first round, other 50% - during the second round. Unused grants (if any) are allocated during the next round.
- 3.3.5. Selections for short-term exchange traineeship programmes can be carried out by Career Centre any time during the academic year. Eligibility and selection criteria for short-term exchange programmes may be different as compared to selection for long-term exchange.
- 3.3.6. The main selection criteria for traineeship shall be as follows:
 - 3.3.6.1. results of an academic activity;
 - 3.3.6.2. traineeship provided for in the study programme;
 - 3.3.6.3. intention to carry out traineeship after graduation;
 - 3.3.6.4. ability to independently find a traineeship place;
 - 3.3.6.5. students studying in Doctoral studies;
 - 3.3.6.6. motivation to carry out traineeship abroad, active participation in the activity of Erasmus mentors and assistants of the international studies department (if additional points for mentorship have not been used in the competition of Erasmus studies);
 - 3.3.6.7. previous participation in an exchange programme.
- 3.3.7. Selection criteria, their weight and sequence as well as regulations of the competition may be amended and supplemented. Explicit criteria and selection regulations shall be published on the ISM platforms at least 2 weeks before the competition takes place.
- 3.3.8. The activity and efficiency of contestants' participation in the mentors' activity shall be evaluated by coordinators of international relations of ISM ESN and ISM Student Association. The activity and efficiency of students' participation in the activity of assistants of the International Partnerships and Accreditations Department shall be evaluated by the employees of the International Partnerships and Accreditations Department in charge of appropriate activities. During the competition one student may score up to 0.5 of an additional point for the participation in the activity of mentors (buddy programme) and/or assistants provided that additional points for mentorship or the activity of assistants have not been used in the competition of mobility for studies.
- 3.3.9. The ISM Career Centre shall advertise, organise and coordinate the competition for traineeships abroad.
- 3.3.10. The competitive score of the candidates shall be calculated by adding additional points to the average of academic results of all semesters for:
 - 3.3.10.1. finding of a traineeship place (4 points);
 - 3.3.10.2. carrying out compulsory traineeship (2 points);
 - 3.3.10.3. intending to carry out traineeship after graduation (2 points);
 - 3.3.10.4. students studying in Doctoral studies (2 points)
 - 3.3.10.5. in order to provide as many students as possible with an opportunity to participate in the Erasmus+ programme at least once, 1 point shall be added to participants

who did not participate in any programme of International Study or traineeship Exchange before;

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

3.4. Preparation for traineeship

- 3.4.1. The Career Centre shall provide students/graduates who won the competition with the information on mandatory documents to be filled out for the Erasmus+ programme.
- 3.4.2. Prior the beginning of traineeship abroad all students/graduates who are selected during the competition shall have the programme of traineeship in the receiving organisation approved by the Head of Partnerships and Career Center and sign the Learning Agreement for Erasmus+ Traineeship Mobility.

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

3.5. Responsibilities of outbound students

- 3.5.1. Outbound students/graduates shall follow all information related to traineeship abroad sent via e-mail by the Career Centre.
- 3.5.2. Outbound students shall timely submit all required documents to the Career Centre.
- 3.5.3. Outbound students shall timely have their traineeship programme and amendments (if any) approved by the Career Centre Manager.
- 3.5.4. Outbound students who may no longer participate in the programme shall immediately notify the Career Centre thereof.
- 3.5.5. Students wishing to participate in the Erasmus+ mobility programme for traineeships may carry out the Online language assessment (OLS) test in the language of mobility (if available) before the mobility period via OLS platform established and monitored by the European Commission.
- 3.5.6. Students/graduates shall spend the entire period in the receiving organisation as specified in the Grant agreement. If a student/graduate terminates traineeship in a company without the reasonable grounds, the whole amount of Erasmus+ scholarship or its portion paid up to that moment shall be repaid. If a student/graduate wishes/has to terminate traineeship prior to the deadline for reasonable grounds (illness, termination of the activity of the organisation or force majeure), they shall immediately apply to the Career Centre with a document certifying the reason.
- 3.5.7. Outbound Erasmus+ students/graduates shall fulfil all obligations provided for in the Grant Agreement.
- 3.5.8. Outbound students/graduates shall take care of accommodation abroad, insurance, visa/temporary permit to reside in the country (if required) and all necessary travel documents.
- 3.5.9. The Erasmus+ participants, having returned from traineeship abroad, shall provide the Career Centre with the last part of the Learning Agreement filled out after the completion of mobility and signed by the receiving institution as well as fulfil all requirements provided for in the Grant Agreement.

3.6. Financial conditions of traineeship abroad

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

Destination country Erasmus+ Programme countries	Individual support amount for long- term traineeships EUR/ month	Individual support amount for short- term traineeships
1 group: Iceland, Ireland, Denmark, Liechtenstein, Norway, Luxembourg, Finland, Sweden, France, Germany, Austria, Belgium, Italy, the Netherlands Third countries not associated with the Programme from Regions 13 and 14. (Region 13: Andorra, Monaco, San Marino, Vatican City State; Region 14: Faroe Islands, Switzerland, United Kingdom)	674 EUR/month	Up to the 14th day of activity 79 EUR per day From 15th to the 30th day of activity 56 EUR per day
2 group: Czech Republic, Estonia, Greece, Spain, Latvia, Cyprus, Malta, Portugal, Slovakia, Slovenia.	674 EUR/month	Up to the 14th day of activity 79 EUR per day

		From 15th to the 30th day of activity 56 EUR per day
3 group: Bulgaria, Croatia, Poland, Romania, North Macedonia, Serbia, Türkiye, Hungary.	606 EUR/month	Up to the 14th day of activity 79 EUR per day From 15th to the 30th day of activity 56 EUR per day
Destination country		
Erasmus+ Partner countries		
Western Balkans (Region 1): Albania; Bosnia and Herzegovina; Kosovo; Montenegro Neighbourhood East (Region 2): Armenia; Azerbaijan; Belarus; Georgia; Moldova; Ukraine South-Mediterranean countries (Region 3): Algeria; Egypt; Israel; Jordan; Lebanon; Libya; Morocco; Palestine; Syria; Tunisia Asia (Region 5): Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, Vietnam High income countries and territories: Brunei, Hong Kong, Japan, Republic of Korea, Macao, Singapore and Taiwan Central Asia (Region 6): Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan Middle East (Region 7): Iran, Iraq, Yemen	700 EUR/month	Up to the 14th day of activity 79 EUR per day From 15th to the 30th day of activity 56 EUR per day

High income countries: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates

Pacific (Region 8): Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu

High income countries: Australia, Cook Islands, New Zealand

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

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

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

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

- 3.6.5. Erasmus+ scholarships shall be allocated to students who have the highest passing score.
- 3.6.6. The Erasmus+ grant shall not cover all expenses for traineeship abroad. Students shall be notified of the amount of grants prior to their leaving for traineeship abroad. An exact amount of a grant, payment terms and conditions shall be laid down in the Grant Agreement for Traineeship.

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

- 3.6.14. Students receiving Erasmus+ scholarship and top-up for fewer opportunities for mobility with any Partner country (region 1-12) shall receive travel support according to the unit costs as defined in the Erasmus+ Programme guide.
- 3.6.15. Students who are receiving an Erasmus+ scholarship are eligible to receive travel support according to unit costs based on the travel distance as defined in the Erasmus+ programme Guide (see Table 3). Students travelling with green travel options are entitled to receive a higher travel support rate. Green travel shall be considered as travel using low-emissions means of transport as defined by the European Commission. Non-green shall be considered as travel using aeroplanes.

Travel distance	Green travel	Non-green travel	Rule of allocation: distance between the place of origin and the venue of the activity by using the distance calculator https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator
10 – 99 km	56 EUR	28 EUR	
100 – 499 km	285 EUR	211 EUR	
500 – 1999 km	417 EUR	309 EUR	
2000 – 2999 km	535 EUR	395 EUR	
3000 – 3999 km	785 EUR	580 EUR	
4000 – 7999 km	1188 EUR	1188 EUR	
8000 km or more	1735 EUR	1735 EUR	

- 3.6.16. Students and recent graduates who participate in a long-term mobility traineeships are granted an additional top-up amount of 150 EUR.

3.7. Recognition of the results of traineeship abroad

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

5. AUTHORITY TO SIGN DOCUMENTS

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

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

6.2. Head of International Partnerships and Accreditations Department and Institutional Erasmus+ coordinator have the authority to sign and confirm the following documents related to ISM international mobility programmes:

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

6.3. Head of Partnerships and Career Center has the authority to sign and confirm the following document related to ISM international mobility programmes:

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

7. STORING OF DOCUMENTS

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