

ANNEX A

Guidelines for Participants with Fewer opportunities at ISM University of Management and Economics

1. Erasmus+ inclusion support

- 1.1. Priorities of the Erasmus+ programme¹ seek to promote equal opportunities and access, inclusion, diversity, and fairness across all its actions. Organizations and the participants with fewer opportunities themselves are at the heart of these objectives and with these in mind, the programme puts mechanisms and resources at their disposal.
- 1.2. To increase the qualitative impact of inclusive approach actions and ensure equal opportunities to people with fewer opportunities in Erasmus+ programme ISM University of Management and Economics (ISM) implements guidelines for additional funding for students and/or staff members that are going on Erasmus+ exchange abroad. There are two types of funding mechanisms for inclusion support of Erasmus+ participants:
 - 1.2.1. **An individual top-up support** for mobile Erasmus+ students from groups of participants with fewer opportunities (see article 2.);
 - 1.2.2. **An individual support for mobile Erasmus+ participants based on real costs** when a participant faces personal, physical, mental or health-related conditions that make participation in the mobility action (for studies or traineeships) not possible without extra financial or other support (see article 3.).

2. Individual top-up support

- 2.1. Students meeting the following eligibility criteria are eligible to apply for individual top-up support:
 - 2.1.1. All ISM undergraduate, graduate, doctoral students, and recent graduates who are leaving for international exchange programme (for studies or traineeships) with Erasmus+ grant (scholarship);
 - 2.1.2. All ISM undergraduate, graduate, doctoral students, and recent graduates who belong to at least one of the below-mentioned group of participants with fewer opportunities (see article 2.3).
- 2.2. Students who meet the above-mentioned eligibility criteria are eligible to receive a top-up amount (additional to the individual support of their Erasmus+ grant (scholarship)) of **250**

¹ Implementation guidelines - Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy: <https://erasmus-plus.ec.europa.eu/document/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity-strategy>

EUR/month in case of long-term mobility for studies or traineeships; or 100 EUR for a physical mobility activity period of 5-14 days and 150 EUR for the one of 15-30 days in case of short-term mobility for studies or traineeships.

2.3. Groups of participants with fewer opportunities at ISM :

2.3.1. Students who meet at least one of the eligibility criteria for a social scholarship established by the State Studies Foundation (VSF) (<https://vsf.lrv.lt/lt/studentams/soc-stipendijos>);

2.3.2. Students receiving the ISM social-incentive scholarship;

2.3.3. Students with a refugee background;

2.3.4. Students holding Ukrainian citizenship;

2.3.5. Students with children (under the age of 12 years).

2.4. For students meeting the VSF social scholarship eligibility criteria, actual receipt of a social scholarship is not required. Students may provide certification or other official proof that they are receiving a VSF social scholarship, or relevant official documentation confirming that they meet at least one of the eligibility criteria established by VSF, e.g. a valid decision, certificate or SPIS confirmation of entitlement to or receipt of social subsidy (*socialinė pašalpa*); a valid document confirming the required disability/participation level; or official documents confirming guardianship or the death of parent(s), as applicable.

2.5. For other fewer-opportunities groups, relevant documents may include certification or other proof of receiving the ISM social-incentive scholarship; certification or other proof of refugee status; a passport copy (for Ukrainian citizens); or certification or other proof that the student has children under the age of 12 years.

2.6. The fewer opportunities status may have two separate purposes: (i) assessment in the mobility selection process and (ii) eligibility for the Erasmus+ individual top-up support.

2.7. For the mobility selection process, students who wish to receive the additional pre-determined score that awarded to participants with fewer opportunities must declare their status and submit the required supporting documents by the exchange application deadline. Documents submitted after the application deadline shall not result in a retrospective recalculation of the competitive score or modification of the mobility selection results.

2.8. For Erasmus+ individual top-up support, students selected for mobility may declare and provide evidence of their fewer opportunities status to ISM International Partnerships and Accreditations Department after the mobility selection has been completed, even if they did not declare such status during the selection process. In such cases, recognition of the status may entitle the student to the applicable Erasmus+ top-up support but shall not affect the competitive score, mobility destination allocation, or completed selection results.

2.9. The individual top-up support for students with fewer opportunities is supplementary to the Erasmus+ individual support grant and cannot be awarded as a stand-alone grant. It may only be granted to students who are eligible for and receive regular grant from Erasmus+ funds for the mobility period, in accordance with the applicable Erasmus+ funding rules.

3. An individual support based on real costs

- 3.1. An additional grant can be awarded to participants with a physical, mental or other disability based on the real costs. It is intended to cover additional costs where the individual top-up support would not be able to cover these costs. It is specifically intended to cover the extraordinary financial support required for participants with physical, health, mental disabilities to enable them to participate in a mobility as well as for preparatory visits and accompanying persons.
- 3.2. Participants meeting the following eligibility criteria are eligible to apply for individual support based on real costs:
 - 3.2.1. All ISM undergraduate, graduate, doctoral students, administrative staff and academic staff who are leaving for international exchange programme (for studies/traineeship/teaching/training)) with Erasmus+ grant (scholarship);
 - 3.2.2. All ISM undergraduate, graduate, doctoral students, administrative staff and academic staff with any physical, health or mental disabilities or any other related condition.
- 3.3. Expenses that can be funded:
 - 3.3.1. Additional costs for facilities and /or services, depending on the nature of the illness/disability and/ or condition.
 - 3.3.2. Subsistence and travel expenses of the person accompanying the participant, if justified.
 - 3.3.3. Preparatory visit costs. The costs can be allocated to: the subsistence and / or travel expenses of the participant, the subsistence and / or travel expenses of the person accompanying the participant, etc., if justified.
- 3.4. Participants meeting the criteria shall provide additional documents before the start of the mobility. Such documents have to validate requirements for additional costs depending on the nature of the illness and/or disability. The need for these expenses must be based on medical documents, i.e. confirmed in an extract from medical documents issued by medical institution. Participant has to include the prices of the facilities and/or services in the country of the mobility.
- 3.5. Documents justifying the participant's diagnosis or relevant condition must be sent to International Studies Office as soon as possible after accepting selection results but no later than 6 weeks before the participant's study/traineeship/teaching or training visit.
- 3.6. On behalf of the participant, ISM International Partnerships and Accreditations Department shall submit the application requesting the additional grant to the Education Exchanges Support Foundation and inform participants of the results.
- 3.7. Up to 80 per cent of the confirmed individual support amount based on real costs shall be paid prior leaving for mobility abroad or as soon as the confirmation from Education Exchanges Support Foundation is received. The remaining amount shall be paid after participant's return and upon the submission of requested documents.
- 3.8. After the mobility period ends, participant must submit all related documents about his/her expenses related to the granted individual support based on real costs (copies of invoices, rental housing contracts, payment orders, etc.) to the International Partnerships and Accreditations department via email.

