

# **THE IMPLEMENTATION PROCEDURE FOR INCOMING STUDENTS**

**PROJECT NUMBER 2016-1-PL01-KA107-025959**

## **PARTNER COUNTRIES MOBILITY**

(Balkans, The Eastern Partnership, Africa, Russia, Asia, Latin America),  
under Erasmus + Programme

1. Qualified students under Erasmus + Programme must have 1<sup>st</sup> or 2<sup>nd</sup> degree status (depending on the Sending institution) during the whole stay. The mobility of students does not involve participants of doctoral studies.
2. The purpose of the student's arrival is to participate in the courses at LUT. The project does not provide internship mobility.
3. After arrival to LUT students must report themselves directly to the International Exchange Office of LUT in order to confirm the arrival to LUT. Next, the student must fill in the declaration of bank account number and sign an agreement. On that basis, scholarship will be paid, after signing the agreement by all parties and issuing an order to pass scholarship (the order to scholarship payment).
4. The student shall have adequate insurance (treatment expenses insurance) coverage during both the journey and the stay at LUT. It is recommended that the participant should take out additional third party liability insurance. The participant is obliged to provide the copy of this insurance contract on the day of signing the financial agreement.
5. Possible changes to Learning Agreement must be completed within 1 month from the beginning of the semester at LUT.
6. Students must settle the mobility at the International Exchange Office of LUT until the last day of mobility specified in the Financial Agreement.
7. In order to settle the mobility, students must submit at the International Exchange Office of LUT the Letter of Confirmation stating the dates of mobility at LUT and complete an on-line EU survey no later than 10 days from receiving the request to do it.
8. In the case of resignation from awarded scholarship, the student must hand in a written resignation to the sending university no later than 14 days from announcing the list of qualified students by sending institution.
9. A request to the Sending institution and to LUT to extend the period of stay should be introduced before 30 November 2016. The decision about prolonging the stay is made by a

representative of LUT (vice dean for student affairs), on the basis of previously mentioned request, an initial acceptance of sending and receiving universities and proposed changes in *Learning Agreement* concerning the prolonged stay. The students who will receive a permission from both universities for a prolonged mobility, have to immediately submit documents which are obligatory in the procedure of students exchange in IEO. Rules of financing the prolonged mobility are available on the IEO website and are applied equally to each student who receives the scholarship.

10. The other rules concerning incoming students from partner countries (Balkans, The Eastern Partnership, Africa, Russia, Asia, Latin America) under Erasmus + Programme, are regulated by the Rector of LUT Regulation No. R 25/2015 of 13 April 2015 on the conditions and procedures of accepting foreign students under Erasmus + Programme, other international programs and bilateral agreements.
11. LUT reserves the right to change regulations concerning the process of incoming students from partner countries (Balkans, The Eastern Partnership, Africa, Russia, Asia, Latin America) under Erasmus + Programme in case of receiving additional guidelines from the Foundation for the Development of the Education System.