

## **VILNIUS UNIVERSITY DESCRIPTION OF THE PROCEDURE FOR FINANCING TEACHING AND LEARNING INTERNATIONALISATION INITIATIVES**

### **SECTION I GENERAL PROVISIONS**

1. Vilnius University Description of the Procedure for Financing Teaching and Learning Internationalisation Initiatives (hereinafter – the Description) regulates the funding structure, funding allocation and reporting procedure of Vilnius University (hereinafter – the University) teaching and learning internationalisation initiatives (hereinafter – the initiatives).

2. The funds allocated for the financing of the initiatives are part of the funds provided for in the estimate of income and expenses of the University for the current year, approved by the University Council (hereinafter – the Council). The funding allocated for the initiatives contributes to the increase and development of the internationality of teaching and learning, provides a long-term perspective and a tangible impact on the entire University.

3. Initiatives may be proposed by the following organisational units of the University (hereinafter – the initiative proposers):

- 3.1. core academic units of the University, including the *sui generis* academic units;
- 3.2. core non-academic units of the University;
- 3.3. branches and representations of the University;
- 3.4. the University Students' Representation and other student organisations at the University.

4. Initiatives may be proposed to the initiative proposers by an individual employee/member or group of the initiative proposers.

### **SECTION II SOURCES OF INITIATIVE FINANCING AND CATEGORIES OF INITIATIVES**

5. The initiatives may be funded by:

- 5.1. state budget appropriations for the University;
- 5.2. other sources of funding obtained by the University.

6. Funding may be allocated for the initiatives of the following categories and subcategories:

6.1. cooperation with the University's social partners:

6.1.1. introductory and work visits of the University's academic and (or) non-academic employees to improve and develop academic mobility, attract foreign students, maintain existing contacts and (or) develop networking, carry out joint projects, programmes and other activities related to teaching and learning;

6.1.2. visits related to the preparatory work for the development of joint study programmes, double-degree programmes and individual modules;

6.1.3. participation in the activities of international networks related to the field of studies;

6.1.4. other activities in cooperation with social partners;

6.2. the University's academic and non-academic staff and student mobility:

6.2.1. visits of academic and (or) non-academic employees of foreign universities for the purpose of teaching and (or) consulting or performing expert activities in order to increase the quality of studies;

6.2.2. the University's academic employee visits to participate in various international events related to teaching and learning development;

6.2.3. the University's student visits to promote student research activities (e.g., delivering a presentation at international conferences, poster presentations, internships, workshops, etc.);

6.2.4. other activities related to the University's academic and non-academic staff and student mobility.

6.3. Internationalisation at the University (*Internationalisation at Home*):

6.3.1. internationalisation of the curriculum (e.g., introducing intercultural competences in a study programme, embedding mobility windows in the curriculum of the study programme(s), organising short-term internships or study visits, implementing digital learning modules, activities promoting interculturality, etc.);

6.3.2. organising short-term programmes and training (e.g., summer or winter schools, etc.);

6.4. other activities promoting internationalisation at the University.

### SECTION III

#### INITIATIVE SELECTION COMMITTEE AND ORGANISATION OF ITS WORK

7. The initiative proposer wishing to receive funding for the initiative has to submit a completed application (see Appendix I to the Description) (hereinafter – the application) signed by the manager of the initiative proposer. The application has to be submitted on the University's Document Management System to the Study Quality and Development Department of the University's Central Administration or another unit appointed by the Pro-Rector for Studies (hereinafter – the Department Responsible).

8. The applications submitted are assessed by the Teaching and Learning Internationalisation Initiative Selection Committee (hereinafter – the Committee).

9. The applications can be submitted continuously. The applications submitted are assessed by the Committee at least once a month, in accordance with the procedure set out in the Description.

10. Funding for the initiatives is allocated by a decision of the Committee, recorded in the minutes of the Committee meeting.

11. The Committee is formed by the order of the Pro-Rector for Studies of the University. The Committee consists of at least five members, at least one of whom must be a delegated representative of the University Students' Representation and at least one representative of the Department Responsible. The Committee is *ex officio* chaired by the Pro-Rector for Studies of the University. The Deputy Chair of the Committee is appointed by the Chair of the Committee, choosing from the members of the Committee.

12. The Committee performs the following functions:

12.1. considers the applications submitted and the initiatives proposed in them as well as takes decisions on initiative financing;

12.2. provides comments and (or) suggestions to the initiative proposers regarding the improvement of the initiatives;

12.3. analyses the reports of the initiative proposers on the implemented initiatives.

13. After examining the applications received, the Committee takes one of the following decisions:

13.1. to allocate funding for the initiative;

13.2. to decline funding for the initiative;

13.3. to return the application for clarification.

14. The Committee's activities take the form of meetings. The meetings of the Committee are organised in the following order:

14.1. The meetings of the Committee are initiated and chaired by the Chair of the Committee or, in his/her absence, by the Deputy Chair of the Committee. If necessary, a meeting of the Committee may be organised with the help of electronic means.

14.2. A Committee meeting is considered legitimate if at least two-thirds of the Committee members are present.

14.3. The Committee members are invited to the Committee meetings by the Department Responsible, specifying the agenda, place and time of the meeting and providing the members of the

Committee with the material for the meeting. Invitations to the meeting with all the material are sent to the members of the Committee by e-mail or other electronic means, no later than three working days before the meeting.

14.4. Decisions of the Committee are adopted when the majority of the Committee members are present in the meeting vote for the proposal. Each Committee member has one vote. In the event of a deadlock, the Chair of the Committee (or, in his/her absence, the Deputy Chair of the Committee) has the casting vote.

15. Minutes are to be taken at the meetings of the Committee. The minutes will be drawn up by the Secretary of the meeting appointed by the Chair of the Committee. The minutes will be signed by the Chair of the Committee (or, in his/her absence, by the Deputy Chair of the Committee) and by the Secretary of the meeting.

16. The Department Responsible performs the following functions:

16.1. gathers the necessary material and information on the matters on the Committee's agenda;

16.2. provides the Committee members with information on the Committee meeting and the material for it;

16.3. prepares the minutes of the Committee meeting and submits the document to the Chair of the Committee (in his/her absence – the Deputy Chair of the Committee) for signing;

16.4. informs the initiative proposers about the decisions taken by the Committee.

#### **SECTION IV PROCEDURE FOR ALLOCATING FINANCING FOR INITIATIVES**

17. The initiatives are funded partly, meaning that up to 50 per cent of the total amount needed to fund the initiative may be granted. The remaining part of the funding is covered by the initiative proposers or by external funding sources found by the initiative proposers. Personal funds of the University's employees and (or) students cannot be used for covering the said part of the funding.

18. Funding may be granted for those initiatives that are scheduled to start no later than one year after the date of application submission and meet at least one of the following conditions:

18.1. initiative proposers have addressed external funding sources to obtain the funding needed for the implementation of the initiative;

18.2. the initiative envisages the achievement of the teaching and learning internationalisation indicators set out in the Strategic Plan of the University;

18.3. the initiative has a continuous impact and provides for additional results for increasing teaching and learning internationalisation at the University;

18.4. the initiative is aimed at developing international cooperation with the University's strategic social partners.

19. Funding is not granted for:

19.1. research activities of the University's academic staff (e.g., participation in scientific conferences, research projects, research, preparation and publication of scientific articles, etc.);

19.2. organisation of or participation in conferences (unless the conference is related to teaching and learning issues or the University's students are participating in the conference);

19.3. student scholarships;

19.4. non-formal education activities;

19.5. activities for the implementation of which funding has already been received or is to be received from other funds of the University;

19.6. infrastructure development.

20. The University's academic and non-academic staff work visits and student visits under the Description are financed in accordance with the procedure established by the legal acts of the University and under the following conditions:

20.1. priority is given to visits of the University's employees for cooperation with strategic partners abroad;

20.2. the University's outgoing employees and students may get financing for travel (economy class) and accommodation expenses and daily allowances;

20.3. students may be granted additional funding for conference registration fees if they deliver a presentation at the conference.

21. Persons coming to the University to teach and (or) provide consultations and (or) expert services are subject to hourly wage rates that are no higher than the minimum hourly wage rate for the position of professor, approved by the order of the Rector of the University. Travel (economy class) and accommodation expenses may be covered for persons coming to the University.

22. Initiatives are financed on the basis of the actual costs incurred by the initiative proposers after the initiative proposers implement the activities provided for in the initiative application.

23. After the implementation of the initiative, the initiative proposers have to submit a report to the Department Responsible within one month (see Annex II to the Description).

24. The actual cost of implementing the funded initiatives may not exceed 20 per cent of the funding amount foreseen in the initiative application.

## **SECTION V FINAL PROVISIONS**

25. The accounting of the funds allocated for initiative financing will be carried out by the Finance Department of the Central Administration of the University.

26. The Pro-Rector for Studies of the University and the Department Responsible are responsible for the distribution of funding for the initiatives.

27. The recipient of funding is responsible for the use of the funds allocated for the purpose intended.

28. The Pro-Rector for Studies of the University and the Department Responsible report to the Chancellor of the University on the use of funds allocated for initiative financing.

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