



BALTECH Student Body Exchange GUIDELINES

1. GENERAL REGULATIONS

- 1.1. BALTECH Student Body Exchange (further – Project) is a project carried out by BALTECH Student Body (co-operation body of partner Student Unions, members of the BALTECH Consortium Universities).
- 1.2. Aim of the Project is to enhance co-operation in Baltic Sea region by increasing communication and understanding between future specialists in different countries.
- 1.3. Within the framework of the Project student groups from the BALTECH Consortium Universities can be granted with financial support to fulfil two-way exchange within member Universities.
- 1.4. To fulfil the aim of the Project the following criteria for exchange program have been set:
 - 1.4.1. Program must include presentations of each other and at least one company visit (in specific field of study) or laboratory visit.
 - 1.4.2. Lectures, science club visits are campus tours are recommended.
- 1.5. Application for the grants is announced twice a year by BALTECH Student Body.

2. REQUIREMENTS FOR APPLICANTS

- 2.1. Applicants for the Project are informal student groups of at least four persons
 - 2.1.1. It is recommended to keep the number of participants up to ten persons. BSB will not provide higher provision than stated present in guidelines in article 4.2. and 4.2.1
- 2.2. All applicant group members must be students of BALTECH Consortium member Universities.
- 2.3. At least one person from the group must have strong connection with Faculty's Student Union (Strong connection means acting in Faculty's Student Union (Latvia, Lithuania, Estonia) or Guild (Finland, Sweden).
- 2.4. Applicant group and Partner group must be from appropriate field of study.

3. APPLICATION

- 3.1. Application for the grant is bilateral – Partner groups apply for the grant simultaneously in their Universities Student Union (The list of contact persons in Member University's Faculty's Student Unions – 1st Appendix).
- 3.2. Deadlines for application to the Project will be announced by BALTECH Student Body.
- 3.3. The exchanges should take place within of deadlines commonly agreed and announced as part of the promotion campaign. It should be kept in mind that Baltech Board will need the conclusions of the Project by 15th November present year.
- 3.4. To apply for the grant Partner groups must submit Application form (2nd Appendix) and budget (3rd Appendix)

3.5. Application form and budget must be submitted electronically to Project contact person in applicants Universities Student Union.

4. FINANCING PROCEDURE

4.1. For exchanges between following universities:

- 4.1.1. RTU-TUT
- 4.1.2. RTU-KTU
- 4.1.3. RTU-VGTU
- 4.1.4. KTU-TUT
- 4.1.5. TUT-AU

Baltech will support each applicant with up to 600 Euros per group for hosting expenses only.

4.2. For exchanges between following universities:

- 4.2.1. AU-RTU
- 4.2.2. AU-KTU
- 4.2.3. AU-VGTU
- 4.2.4. AU-KTH
- 4.2.5. AU-LTH
- 4.2.6. LTH-RTU
- 4.2.7. LTH-KTU
- 4.2.8. LTH-VGTU
- 4.2.9. LTH-TUT
- 4.2.10. KTH-RTU
- 4.2.11. KTH-KTU
- 4.2.12. KTH-VGTU
- 4.2.13. KTH-TUT
- 4.2.14. LIU-RTU
- 4.2.15. LIU-KTU
- 4.2.16. LIU-VGTU
- 4.2.17. LIU-TUT
- 4.2.18. VGTU-TUT

Baltech will support each applicant with up to 600 Euros per group for hosting expenses and up to 80 Euros per participant for travel expenses. The travel between the mentioned universities is reimbursed to maximum of 10 participants per group.

4.3. All claims for compensation should be sent to the BALTECH Secretariat not later than 30 working days after completion of project or travel. Payment is only effectuated upon presentation of an invoice, with checks and receipts in original submitted with the report.

5. SYSTEM OF APPRAISAL

- 5.1. All applications are appraised by BALTECH Student Body
- 5.2. Applications are appraised by following criteria:
 - 5.2.1. Application is consistent to Project's guidelines
 - 5.2.2. Planned activities of the exchange program are correspondent with the aim of the Project
 - 5.2.3. Planned expenses are requisite for implementation of planned activities of the exchange
 - 5.2.4. Proportion between planned expenses and prospective results of the exchange are reasonable
 - 5.2.5. Planned activities of the exchange are detailed, clear and feasible
- 5.3. The results of the appraisal will be announced no later than 10 working days after submitting the reports of both partners to their student unions.

6. REPORTING

- 6.1. Exchange report is bilateral – Partner groups submit report simultaneously in their Universities Student Union
- 6.2. Report has to be prepared according to Report form (4th Appendix)
- 6.3. Both Partner group reports have to be submitted within two weeks of the latest visit but no later than 7th November present year.
- 6.4. Budget Report must be submitted electronically (5th Appendix)
- 6.5. Pictures and/or videos from the exchange must be submitted together with the Report
- 6.6. Report must be submitted to Project contact person in applicants Universities Student Union

AU – Aalto University, Finland

KTH - Royal Institute of Technology, Stockholm, Sweden

KTU – Kaunas Technical University, Lithuania

LIU - Linköping Institute of Technology/Linköping University, Sweden;

LTH – Lund University, Faculty of Engineering, Sweden

RTU – Riga Technical University, Latvia

TUT – Tallinn University of Technology, Estonia

VG TU – Vilnius Gediminas Technical University, Lithuania