

Erasmus+ studies in Europe

Documents and processes

Greta Nekrošiūtė, VGTU IRO
International Study Programme Coordinator

PERIODS OF ERASMUS STUDIES

- AFTER YOUR NOMINATION
 - BEFORE THE MOBILITY
 - DURING THE MOBILITY
 - AFTER THE MOBILITY

AFTER YOUR NOMINATION

- 1) Required documents
- 2) Where to get the these documents?
- 3) Faculty Erasmus Coordinators

Needed documents can be found

- **Transcript of Records** - may be saved as a pdf file in mano.VGTU system. It can also be ordered at International Study Center (viktorija.pliuskiene@vgtu.lt).
- **Confirmation of the Erasmus status and scholarship** – prepared by International Relations Office (IRO) (outgoing@vgtu.lt).
- **A document proving a level of English language** – prepared by Division of Foreign Languages. Your grade received at VGTU will be ‘converted’ into adequate language proficiency level (B1, B2 ir etc.).

Contact: kiuks@vgtu.lt or doc. dr. Jolita Šliogerienė, tel. (8 5) 274 4864, el. p. jolita.sliogeriene@vgtu.lt

- **Reservation of your dormitory room** - If you live in the dormitory administrated by ‚Economus‘, Ltd., you can make a reservation of your room for studying abroad period. The document is prepared by IRO.

Additional contact information

Information you may need in order to complete filling in the documents:

Institutional Erasmus coordinator-

Dovilė Mackevičienė, +370 5 237 0556

dovile.mackeviciene@vgtu.lt

- VGTU Erasmus+ code: LT VILNIUS02
- VGTU address: Saulėtekio av. 11,
LT – 10223, Vilnius, Lithuania

- **Contact person/ International Relations coordinator, etc...** – Greta Nekrošiūtė, email address greta.nekrosiute@vgtu.lt; phone number +370 5 274 4957
- **Erasmus Departmental/ Faculty/ academic coordinator** – information about combination/suitability of modules, credits' number/shortage, etc.

FACULTY COORDINATORS FOR INTERNATIONAL RELATIONS



FACULTY OF ARCHITECTURE

Dr. Eglė Bazaraitė

Tel.: +370 5 274 5215

E-mail: egle.bazaraitė@vgtu.lt

Room SNR-4 2/8, Pylimo str. 26/2.



FACULTY OF ENVIRONMENTAL ENGINEERING

Doc. Dr. Rasa Vaiškūnaitė

Tel.: +370 5 274 5090

E-mail: rasa.vaiskunaitė@vgtu.lt

Room SRK II - 511, Saulėtekio av. 11.



ANTANAS GUSTAITIS AVIATION INSTITUTE

Alisa Stundaitė

Tel.: +370 5 274 4830

E-mail: alisa.stundaitė@vgtu.lt

Room TLK 121, Lūkomsų str. 28 - 4.



FACULTY OF ELECTRONICS

Doc. Dr. Raimondas Pomarnacki

Tel.: +370 5 274 4768

E-mail: raimondas.pomarnacki@vgtu.lt

Room ER-4 205, Naugarduko str. 41.



FACULTY OF FUNDAMENTAL SCIENCES

Doc. Dr. Nikolas Gerasim

Tel.: +370 5 237 0620

E-mail: nikolaj.gerasim@vgtu.lt

Room SRK-4 419, Saulėtekio av. 11.



FACULTY OF MECHANICS

Doc. dr. Justinas Gargasas

Tel.: +370 5 274 4744

E-mail: justinas.gargasas@vgtu.lt

Room MB IV 511, J. Basanavičiaus str. 28.



FACULTY OF TRANSPORT ENGINEERING

Prof. Dr. Edgar Sakalauskis

Tel.: +370 5 274 4794

E-mail: edgar.sakalauskis@vgtu.lt

Room S-202, J. Basanavičiaus str. 28B.



FACULTY OF CREATIVE INDUSTRIES

Angilė Tamulevičiūtė

Tel.: +370 5 251 2365

E-mail: angile.tamuleviciute@vgtu.lt

Room SNR-II 204, Trakų str. 1.



FACULTY OF CIVIL ENGINEERING

Doc. Dr. Jonas Šaparauskas

Tel.: +370 5 274 5245

E-mail: jonas.saparauskas@vgtu.lt

Room SRK-4, 419, Saulėtekio av. 11.



FACULTY OF BUSINESS MANAGEMENT

Dr. Agnė Vaiškūnaitė

Tel.: +370 5 274 4891

E-mail: agne.vaiskunaitė@vgtu.lt

Room SRK-4 414, Saulėtekio av. 11.

- Documents are filled and sent by students. Consultations if needed at IRO.
- All the documents must be approved and signed - please check it carefully before sending them to partners.
- Please send **all the documents** together.
- When sending documents, please do not forget to put **outgoing@vgtu.lt** to cc, IRO must have your scanned documents.

Next steps after the documents are sent

- **IMPORTANT!** After the documents are sent, we will wait for the letter of invitation and/or signed learning agreement from receiving institution.
- You can plan your journey and buy tickets only after receiving the letter of acceptance/invitation and/or signed learning agreement from receiving institution.

It is a must to complete current semester successfully!

BEFORE

- 1) Acceptance/invitation letter (with an information about your exact studying abroad period)
- 2) OLS (angl. Online Language Support) test
- 3) A scanned copy of fully signed Learning Agreement
- 4) A request to continue your studies in another institution
- 5) Financial Agreement

1.ACCEPTANCE/INVITATION LETTER

- You have to send a received Acceptance/Invitation letter to IRO (email address: outgoing@vgtu.lt) with an information about your **exact studying abroad period**;

It might be that you will not find an exact dates of your mobility in Acceptance/Invitation letter. In this case, please contact a Coordinator from the Receiving Institution and ask this information. It will be needed for further process of your documents.

2. OLS TEST

ONLINE LINGUISTIC SUPPORT - it is a tool which helps to evaluate student's **foreign language, which will be used during studying abroad period**, proficiency level before the start of Erasmus+ study abroad. It is an obligatory test for all students who successfully finished the exchange students selection.

Without test completion, students will not be able to participate in exchange program.

*The result doesn't change anything, you just need to take that test after you receive a link.

**After the end of your studies exchange period, you will be asked to complete the test again. We hope that it will reflect your growing language proficiency.

Online Linguistic Support foreign language license

- Those, who will gain the test evaluation B2-C2 and express their willingness, will be able to use (during exchange semester(s)) online courses in order to improve their foreign language skills.
- To students, gained the test evaluation A1-B1 a licence will be given automatically.
- You can choose a license for one of following languages: **English, French, German, Dutch, Italian, Spanish, Czech, Danish, Greek, Polish, Portuguese** and **Swedish**. The test language and the language of licence can be different.

3. LEARNING AGREEMENT

Learning Agreement must be signed by:

1) Student

2) VGTU faculty Erasmus Coordinator

3) Coordinator of the Host Institution

*For Masters — also have to receive a signature from the thesis Supervisor.

*For PhDs – also have to receive the signatures from the thesis Supervisor and from the Head of Department for Doctoral Studies.

Please send a scanned copy of fully signed Learning Agreement to IRO by email outgoing@vgtu.lt.

You have to fill a request to continue your studies in another institution in mano.VGTU system.

In the Request form you will have to write the **exact** study abroad period, university name, country. University representatives, on the base of this request, will prepare VGTU rector's order on study break at VGTU and continuation in receiving institution.

5. FINANCIAL AGREEMENT

You have to sign Erasmus+ **financial agreement** (it is usually signed about 2-3 weeks before leaving).
Scholarship is paid after the financial agreement is signed.

Financial agreement can be signed only after IRO get all the required documents that were mentioned in a part „BEFORE“.

Contact person for scholarships - **Roberta Abramavičienė**, e-mail roberta.abramaviciene@vgtu.lt

Students with disadvantaged background are able to receive additional social scholarship (200 Eur/month). Students must submit document issued by responsible authorities which includes information that student receives social support. It also has to include time period for which student receives financial support and it has to overlap with Erasmus study period.

ERASMUS+ SCHOLARSHIP

- Amount of Erasmus+ grant=number of months*amount of grant for one month (which depends on country);
- Grant is transferred (in EUR) **to student's Lithuanian bank account** indicated in financial agreement;
- 80% of grant is transferred before your leave and residual 20% is paid when VGTU receives your final reports and documents (after the end of your study abroad period);
- **Grant cannot be transferred to anyone else's account or foreign bank account.**

You have to apply for a visa (for non EU citizens and/or for EU citizens travelling for non EU country).

EU citizens must find out if they need “EU citizen certificate” (the legal stay in a foreign country for a longer than 3 months period). Representatives of receiving institution will also help you to deal with all needed documents.

Remember to get a visa in the country's, in which you are going to study in the frame of Erasmus+ study programme, embassy. You will need to show/deliver your **passport/ID card**, official **letter of invitation** from receiving institution, signed **Learning Agreement**, **photo** to embassy.

For more details, please have a look at respective embassy webpage. If you need a confirmation from VGTU (that VGTU is sending you for Erasmus+ study abroad) you can get it in IRO but only after IRO receives the acceptance from partner organization.

You can stay in Schengen area for 3 months without visa but since you're going to study, you have two options to apply for a visa:

- Contact Embassy (of the country you are planning to study) for a visa while you are in Lithuania **OR**
- Travel there and go to Migration Office to get one.

Representatives of receiving institution will also help you to deal with all necessary documents.

Erasmus+ study scholarship amounts for VGTU students for 2019-2020 study year

ERASMUS+ groups of countries	Countries	Set scholarship for study month
1 group	Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Liechtenstein, Norway	520 Eur
2 group	Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal	470 Eur
3 group	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Macedonia, Turkey	420 Eur

Practical information. Do not forget it before leaving

- Find a place to stay;
- Journey planning (tickets, the need of household appliances, etc.)
- Preparing for a new culture (climate, culture, behavior norms, law system...)
- Remember that **you are the ambassador of Lithuania and VGTU ☺**



DURING:

- 1) LA changes
- 2) Extension of Erasmus+ studies

1 . LA CHANGES (1)

If you would like to change your study programme/number of subjects/number of credits you **are allowed to do this during one month after arrival** to your host institution. LATER CHANGES WILL NOT BE ACCEPTED!

If you want to change your learning agreement, you have to:

- Inform (i. e. via email) Erasmus+ coordinator of your faculty about changes to learning agreement;
- Change your learning agreement by filling in **CHANGES TO THE ORIGINAL LEARNING AGREEMENT**. This can be done only after you got permission from your faculty Erasmus+ coordinator to change the Learning Agreement

LA CHANGES (2)

- In the document you have to indicate only the subjects you are going to change (“old” subjects must be indicated as “deleted” and “new” ones as “added”).

DO NOT ADD THE SUBJECTS WHICH WERE IN ORIGINAL LEARNING AGREEMENT AND ARE NOT BEING CHANGED (ARE RELEVANT) TO CHANGES TO LEARNING AGREEMENT.

- Specify clear reason for changes to Learning Agreement, i. e.:

⁶ Reasons for exceptional changes to study programme abroad (choose an item number from the table below):

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

AFTER YOU FILL CHANGES TO THE LEARNING AGREEMENT:

1. Print a document and sign it;
2. Get a signature of representatives of receiving institution;
3. Scan the document and send it to your faculty Erasmus+ coordinator for a signature. After everything is done, final version of LA changes must be sent to outgoing@vgtu.lt as well.

2. Extension of your studies

If you would like to extend your study period in receiving organization for one more semester, you have to do this **not later than 1 month** before the end of your first study semester abroad.

It is possible to apply for the extension **only for a spring semester.**

AFTER

- 1) Certificate (original with stamp and signature)
- 2) Transcript of records
- 3) Online EU survey
- 4) OLS language test

1 . CERTIFICATE

There are 4 main steps/documents which must be delivered to IRO in 30 days after official end of your Erasmus+ studies:

1) Certificate – the hard copy (**copy/printed/scanned version of this document will not be accepted**).

Please find VGTU template of this document [here](#).

Signed and stamped original certificate confirming particular period of your Erasmus+ studies.

1 . CERTIFICATE

Important! If the fact period of your Erasmus studies in your certificate is shorter than the planned period which was confirmed in your financial agreement, your Erasmus scholarship will be recounted according to the fact dates of your mobility. It will change the amount of the remaining part (20 proc.) of your scholarship.

The minimum duration of the Erasmus studies is 3 months (90 days).

2. TRANSCRIPT OF RECORDS

This document is prepared by receiving institution.

Usually it is not ready before student leaves. Receiving institution sends it to IRO(outgoing@vgtu.lt) or to student. If the student receives it, please bring or send a copy to IRO.

The **hard copy** of this document (if it is provided) must be delivered to International Studies Center.

3. ONLINE EU SURVEY

Students get the link to fill on-line EU Survey, the link comes the last day of your studies abroad. Please do not forget to check „Spam“ box, sometimes the link goes there. Please do not print it, after you fill that Survey. Just let me know by the email outgoing@vgtu.lt after it is done.

4. Online Linguistic Support test for language evaluation after Erasmus+ studies

As you were already informed before your Erasmus+ studies, after the end of Erasmus+ studies exchange period, students will be asked to complete the test again.

- **Important!** You will get the second part (20%) of your scholarship only after the implementation of all these steps!

Do not forget to fill the Request to continue studies at VGTU in mano.VGTU system after you come back.

YOUR STORIES 😊

We are waiting for your stories!

Write a testimonial in which university have you been, what kind of things you have learnt/experiences gained and your recommendations for students who feel not ready to choose Erasmus+ studies.

Please send your stories and the photo to IRO and we will make sure that other students could see it and use your experience for encouragement.

Check your friends' stories [here](#).

INTERNSHIP AT GREEN POWER SOLUTIONS SRL - LET'S TRAVEL TO THE BEAUTIFUL ITALY!

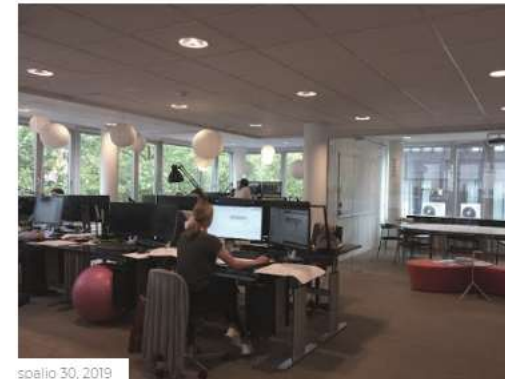
Bendrinti Rašyti komentarą



spalis 30, 2019

MARIAS' INTERNSHIP AT ÉCU - FRANCE

Bendrinti Rašyti komentarą



spalis 30, 2019

spalis 30, 2019

NEXT STOP - THE NETHERLANDS!

Bendrinti Rašyti komentarą



spalis 30, 2019

FIRST IMPRESSION FROM MALTA: "OH THIS SUMMER IS GOING TO BE INTERESTING AND HOT"

Bendrinti Rašyti komentarą



MISIJA ERASMUS+



MISIJA ERASMUS+ VOTULY

Misija Erasmus+
@misijerasmus

Pradžia
Įrašai
Pildymas
Viešo įrašo
Nuotraukos
Apie
Bendruomenė

Patinka +
Pranešimus +
Bendrinti

Įrašai

Misija Erasmus+
2018 m. sausio 31 d. · 🌐

Heidi! Like I said, I will post more, as life is what I do. Last week I did a lot of things, it was amazing! (in english) I finished a lot of projects. Yes, I believe you will know the city well! Yes, what I need to do is to try their delicious dishes! 😊 We don't have any homework, that is good! 😊 And more students are communicating with me and it's a good thing! (in english) I suggest you to check all the photos I took, you won't regret it! If you have any questions or something, please write me! 🙏



Our Story

Misija Erasmus+ is a project made by students from Vilnius Gediminas Technical University to show you...

Bendruomenė

1. Paprašyti savo draugų patarimų & Poveikio

2. 1000 žmonių, kurie patinka

3. 1000 patarimų

4. 1000 patarimų

Apie

1. Paprašyti savo patarimų

2. 1000 žmonių, kurie patinka

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MISIJA ERASMUS+ VOTULY

Misija Erasmus+
@misijerasmus

Pradžia
Įrašai
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Misija Erasmus+ atnaujino savo viršelio nuotrauką.
2018 m. sausio 31 d. · 🌐

Trumpai apie Kazachstaną:
Valstybė vidurio Azijoje
Sostinė - Astana
Didžiausias miestas - Almata... Žr. daugiau



Misija Erasmus - Kazachstane!

👍 3



SOUTH KOREA

👍 16 2 komentarai

Patinka Komentuoti Bendrinti

📄 Aktualiausi ▾

- **Please read carefully all emails from IRO;**
- Check if the emails with important information from IRO are not in SPAM folder;
- Read twice the information you receive from IRO – maybe all answers for your questions are already answered ;) if you still have some questions, please introduce yourself and specify what kind of help you would expect.

You can find all the updated information, links and templates of the documents in you website:

www.vgtu.lt/erasmus

Erasmus+ studies in EU				▼
Erasmus+ studies in non EU				▼
Erasmus+ internship in EU				▼
Erasmus+ internship in non EU				▼
Summer and Winter schools				▼

Just pick needed tab and click on it.

Thank you for your attention!

IRO **consultation hours for students:**

I-IV 13:00 - 15:00

V 09:00 - 11:00

<http://www.vgtu.lt/erasmus>

Contact us via email: **outgoing@vgtu.lt**