

Erasmus+ studies in Europe

Documents and processes

International Study Programme Coordinators, VilniusTech

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

A RECEIVING INSTITUTION MAY ASK:

- Learning agreement– the sample*

Table A is for the list of courses that you would like to choose at the HOST INSTITUTION, semester (autumn/spring) and number of ECTS.

Table B is for the courses that will be accepted from your your study programme at HOME INSTITUTION, semester (autumn,spring) and number of ECTS.

Document must be filled **in English only**.

It must be signed by:


- 1) Student
- 2) VilniusTech faculty Erasmus Coordinator
- 3) Coordinator of the Host Institution

*For Masters — also have to receive a signiture from you Master Thesis Supervisor.

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

Learning Agreement
Student Mobility for Studies

Higher Education
Learning Agreement form
Student's name
Academic Year 20.../20...



Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Gender: [Male/Female/ Undefined]	Study cycle ²	Field of education ³

Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone
	Vilnius Gediminas Technical University		LT-VILNIUS02	Saulėtekio av. 11, LT-10223	Lithuania, LT	Greta Nekrošinė; greta.nekrosute@vgtu.lt; 00370 5 274 4957

Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone

Before the mobility
Study Programme at the Receiving Institution

Table A Before the mobility	Planned period of the mobility: from [month/year] to [month/year]			
	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁶)	Semester	Number of ECTS credits (or equivalent) ⁷ to be awarded by the Receiving Institution upon successful completion
				Total: ...

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

The level of language competence⁸ in [indicate here the most language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 – A2 – B1 – B2 – C1 – C2 – Native speaker –

Recognition at the Sending Institution

Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) ⁹ to be recognised by the Sending Institution	
			Semester	
				Total: ...

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies for the principles agreed to in the Institutional Agreement for Institutions located in Partner Countries. The Beneficiary Institution and the student should also commit to what is set out in the Erasmus grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ¹⁰ at the Sending Institution			Faculty Erasmus Coordinator		
Responsible person ¹¹ at the Sending Institution			Master Thesis Supervisor		
Responsible person at the Receiving Institution ¹²					

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

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

- **Contact person/ International Relations coordinator, etc...** – Karolina Undzėnaitė, email address karolina.undzenaite@vgtu.lt ; phone number +370 5 274 4958
- **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 5211

E-mail: egle.bazaraite@vgtu.lt

Room SNR-I 2.8, Pytimo str. 26/1.



FACULTY OF ENVIRONMENTAL ENGINEERING

Doc. Dr. Rasa Vaiškūnaitė

Tel.: +370 5 274 5090

E-mail: rasa.vaiskunaite@vgtu.lt

Room SRK II – 511, Saulėtekio av. 11.



ANTANAS GUSTAITIS AVIATION INSTITUTE

Alisa Stunžaitė

Tel.: +370 5 274 4810

E-mail: alisa.stunzaite@vgtu.lt

Room TLK 121, Linkmenų str. 28 - 4.



FACULTY OF ELECTRONICS

Doc. Dr. Raimondas Pomarnacki

Tel.: +370 5 274 4769

E-mail: raimondas.pomarnacki@vgtu.lt

Room ER-I 205, Naugardukas str. 41.



FACULTY OF FUNDAMENTAL SCIENCES

Doc. Dr. Nikolaj Goranin

Tel.: +370 5 237 0620

E-mail: nikolaj.goranin@vgtu.lt

Room SRL-I 419, Saulėtekio av. 11.



FACULTY OF MECHANICS

Doc. dr. Justinas Gargasas

Tel.: +370 5 274 4744

E-mail: justinas.gargasas@vgtu.lt

Room MR-IV 111, J. Basanavičiaus str. 28.



FACULTY OF TRANSPORT ENGINEERING

Prof. Dr. Edgar Sokolovskij

Tel.: +370 5 274 4794

E-mail: edgar.sokolovskij@vgtu.lt

Room 5-202, J. Basanavičiaus str. 28B.



FACULTY OF CREATIVE INDUSTRIES

Angelė Tamulevičiūtė

Tel.: +370 5 251 2365

E-mail: angele.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-I, 419, Saulėtekio av. 11.



FACULTY OF BUSINESS MANAGEMENT

Dr. Agnė Vaiciukevičiūtė

Tel.: +370 5 274 4891

E-mail: agne.vaiciukeviciute@vgtu.lt

Room SRK-I 614, 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.it) 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.

A RECEIVING INSTITUTION MAY ASK:

- Learning agreement– the sample*

Some universities require to send this document with your application documents. Please fill this form of the Learning Agreement and collect all the needed signatures if you have not been required to do it yet.

Table A is for the list of courses that you would like to choose at the HOST INSTITUTION, semester (autumn/spring) and number of ECTS.

Table B is for the courses that will be accepted from your your study programme at HOME INSTITUTION, semester (autumn,spring) and number of ECTS.

Document must be filled **in English only**.

It could happen that the host institution uses different template of this document. You do not to fill this form if only othr template has a place to insert the titles of the courses from your HOME UNIVERSITY. In all other cases you need to fill both templates.

Higher Education
Learning Agreement form
Student's name
Academic Year 20.../20...

Learning Agreement Student Mobility for Studies

Erasmus+

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Gender: [Male/Female/ Undefined]	Study cycle ²	Field of education ³
Sending Institution	Name Vilniaus Gediminas Technical University	Faculty/Department	Erasmus code ⁴ (if applicable) LT/VILNUS02	Address Saulėtekio av. 11, LT-10223	Country Lithuania, LT	Contact person name ⁵ ; email; phone Greta Nekrošūnė; greta.nekrosute@vgtu.lt ; 00370 5 274 4957	
	Receiving Institution						

Before the mobility Study Programme at the Receiving Institution				
Planned period of the mobility: from [month/year] to [month/year]				
Table A Before the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁶)	Semester	Number of ECTS credits (or equivalent) ⁷ to be awarded by the Receiving Institution upon successful completion
				Total: ...
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]				
The level of language competence ⁸ in (indicate here the most language of instruction) that the student already has or agrees to acquire by the start of the study period is: A1 – A2 – B1 – B2 – C1 – C2 – Native speaker – ...				

Recognition at the Sending Institution			
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
			Total: ...
Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]			

Commitment

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Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ⁹ at the Sending Institution			Faculty Erasmus Coordinator		
Responsible person ¹⁰ at the Sending Institution			Master Thesis Supervisor		
Responsible person at the Receiving Institution ¹¹					

3. LEARNING AGREEMENT

Learning Agreement must be signed by:

1) Student

2) VilniusTech 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 VilniusTech rector's order on study break at VilniusTech 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 – **Viktorija Žukovskienė**, e-mail viktorija.zukovskiene@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 VilniusTech 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 VilniusTech (that VilniusTech 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 VilniusTech 😊**



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.

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 VilniusTech in mano.VGTU system after you come back.

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!

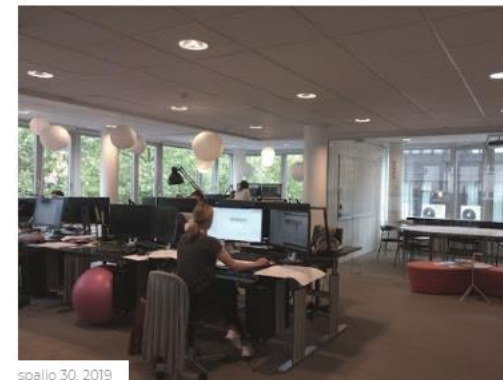
Bendrinti Rašyti komentarą



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+
@misijaerasmus

Pradžia

Irašai

Peržiūros

Valzdo įrašai

Nuotraukos

Apie

Bendruomenė

Sukurti puslapį



Patiko Prenumeruojama Bendrinti Siųsti žinutę

Irašai

Misija Erasmus+
Spalio 21 d., 21:21

Hello! Like I said, I will post more, so this is what I did. Last week I saw a lot of Porto, it was amazing! I'm really happy! I explored a lot of places here. I believe soon I will know this city well! Now, what I need to do is to try their delicious dishes! Still don't have any homework, that is good! More and more students are communicating with me and it's a good thing! Weather is 50/50, some times rains some times sun is shining! 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!



Dar neįvertintas

Our Story

Misija ERASMUS is a project made by students from Vilnius Gediminas Technical University to show eve...

Žiūrėti daugiau

Bendruomenė

Rodyti visus

Pakvieskite savo draugus pamėgti šį Puslapį

1 002 žmonės(-ų) tai mėgsta.

996 people follow this

Indrė Kasputytė ir 7 kiti draugai tai mėgsta.

Apie

Paprastai atsako per valandą

Siųsti pranešimą

Asmeninis tinklaraštis

Siųsti rakelitus



Misija Erasmus+
@misijaerasmus

Pradžia

Irašai

Peržiūros

Valzdo įrašai

Nuotraukos

Apie

Bendruomenė

Sukurti puslapį



Patiko Prenumeruojama Bendrinti Siųsti žinutę

Irašai

Misija Erasmus+
Balandžio 12 d., 17:10

Hiii!
I want to start everything by saying happy eastern! Today I'm going to tell you about my last huge trip, why last, well because it's a lockdown in Malaysia and we have to stay inside, but

Dar neįvertintas

Our Story

Misija ERASMUS is a project students from Vilnius Gediminas Technical University to show eve...



Misija Erasmus+ atnaujino savo viršelio nuotrauką.
2018 m. sausio 31 d.

Trumpai apie Kazachstaną:

Valstybė vidurio Azijoje

Sostinė - Astana

Didžiausias miestas - Almata... Žr. daugiau



Patinka 3



Patinka 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.it/erasmus>

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