



ERASMUS+ INTERNSHIP FAQs

CONTENTS



0 3

ABOUT COMPANY

0 5

ABOUT DOCUMENTS

0 9

ABOUT ELEGIBILITY

1 1

ABOUT LIVING

1 3

ABOUT SCHOLARSHIP

1 5

AFTER GRADUATION

2 0

TESTIMONY

3

ABOUT THE COMPANY

QUESTIONS

1. May I do internship in a company I found by myself?
2. May I do internship in the same company for the second time?
3. May I go to a company in Switzerland?
4. May the company send me on a business trip to other countries?
5. My company refuses to sign documents during internship. What can I do?
6. My company asks me to do totally different tasks than promised. What should I do?
7. May I do internship in 2 different companies during the same period?
8. If the company pays me a salary, do I lose Erasmus+ scholarship?



4

1. May I do internship in a company I found by myself?

-Yes, given it complies with the requirements, i.e. it is a legal entity registered in one of the [Programme countries](#) and provides you an internship place relevant to your field of study.

2. May I do internship in the same company for the second time?

-Yes.

3. May I go to a company in Switzerland?

-You may, but no Erasmus+ scholarship can be granted for internships in Switzerland as it is not a Programme country.

4. May the company send me on a business trip to other countries?

-Yes, no matter to which country. It is the company's internal rules how they manage the formalities regarding your business trip. Make sure your insurance is valid in the country you go to.

5. My company refuses to sign documents during internship. What can I do?

-Inform International Relations Office ASAP.

6. My company asks me to do totally different tasks than promised. What should I do?

-Inform International Relations Office ASAP. The tasks you will have to carry out during internship are described in learning agreement signed also by the company. For example, the company which invited you to work in hotel reception cannot ask you to clean rooms.

7. May I do internship in 2 different companies during the same period?

-No, you have to apply for 2 different internships with minimum requirement of 2 months each.

8. If the company pays me a salary, do I lose Erasmus+ grant?

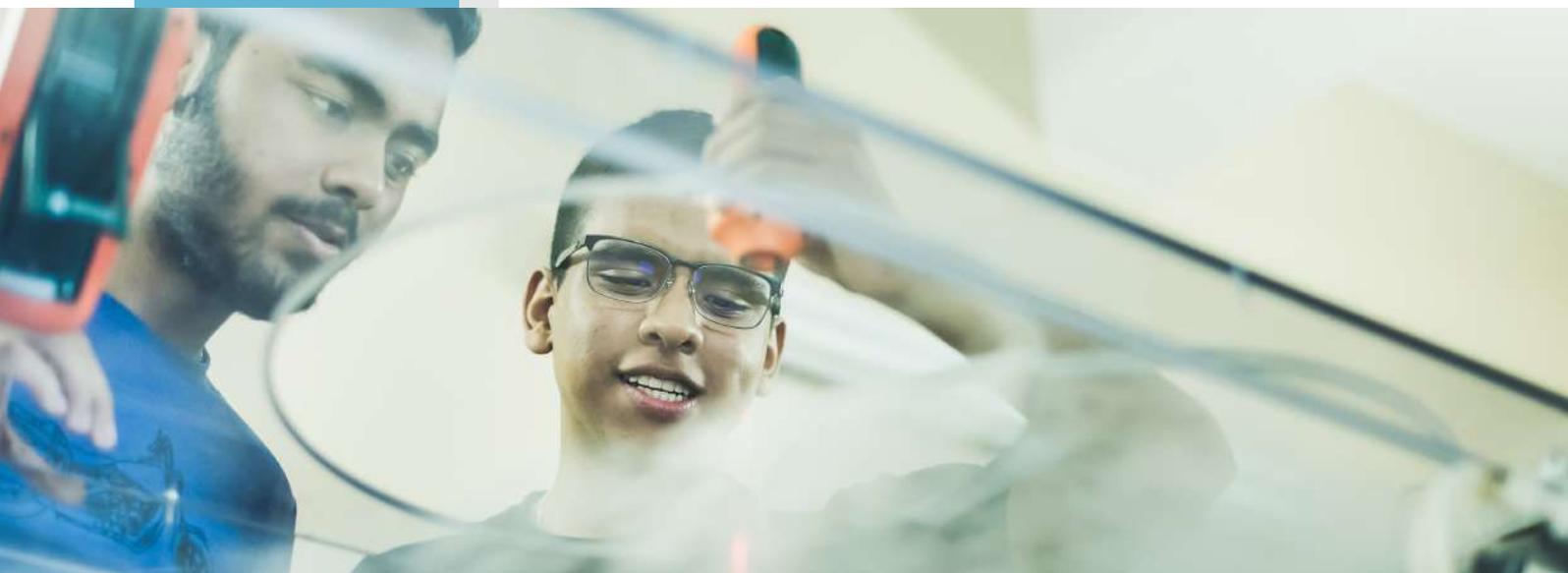
-No.

5

ABOUT DOCUMENTS

QUESTIONS

1. Does my CV have to be in Europass form?
2. What kind of learning agreement do I need to sign for Erasmus+ internship?
3. When do I need to sign all Erasmus+ internship documents?
4. What kind of insurance do I need for Erasmus+ internship?
5. May I cancel my internship?
6. My hosting company employs me. Do I still need health insurance?
7. May I change the duration of my internship after signing agreement?
8. If my company accepted me without CV and motivation letter, do I still need to write it?
9. I completed OLS test and got a license for online language course. Do I have to take it?
10. May I extend my internship period?
11. When applying for a grant, may I send all documents per e-mail?
12. What is Europass Mobility Document?
13. Should I send the certificate by e-mail or bring the original after the traineeship?
14. I've got a second OLS test too early. What should I do?
15. Who should sign the certificate?
16. What is Blended mobility and what kind of documents do I need?
17. I will carry internship for the purpose of final thesis. Should I get approval from my thesis supervisor?
18. I am a Phd student. Where do I get the order to go on internship?
19. Do I need all insurance indicated (travel, health, accidents, liability) or European Health Card is enough?



6

1. Does my CV have to be in Europass form?

-No, feel free to present your CV in any form as long it is clear, structured and without grammar mistakes.

2. What kind of learning agreement do I need to sign for Erasmus+ internship?

-You have to sign a specific Erasmus+ [learning agreement](#) which you can find on [VILNIUS TECH website](#).

3. When do I need to sign all Erasmus+ internship documents?

-There are 3 types of documents: 1. before starting internship, 2. during internship and 3. after internship. We recommend to start with [learning agreement](#) 1 month before starting your internship.

4. What kind of insurance do I need for Erasmus+ internship?

-Your insurance must cover the duration of the internship and include:
a) liability (including professional indemnity or insurance for responsibility);
b) accident and serious illness (including permanent or temporary incapacity, including death and repatriation in case of projects carried out abroad);
c) health.

5. May I cancel my internship?

-Yes, if you decide before the internship starts, inform VILNIUS TECH IRO. If you cancel before the end of the mobility period and the time spent in the host institution will be less than 60 days, then you will need to return the full Erasmus+ scholarship received. If you stay more than 60 days, then the scholarship will be recalculated according to the number of days.

6. My hosting company employs me. Do I still need health insurance?

-It does not matter how you manage to get all parts of the required insurance, thus formally you do not need to double health insurance paying taxes as an employee and paying to insurance company for private insurance. The issue is that besides health insurance you also need accidents, liability insurance. In most cases these are a part of travel insurance package (medical expenses) and not sold individually. Nevertheless, recent communication with insurance companies shows that they adapt to the needs of interns going abroad.

7. May I change the duration of my internship after signing agreement?

-Yes, but ensure the minimum duration remains 2 months. If you want to extend the period, you need to request extension. In case of approval, get amendments of learning agreement (exceptional changes) and grant agreement signed by all parties as the initial documents no later than 1 month before planned end date.

8. If my company accepted me without CV and motivation letter, do I still need to write it?

-Yes. Erasmus+ internship programme is dedicated to increase employability skills of young people thus writing a CV and motivation letter is a part of it. Use the opportunity to get advice from Career's office at VILNIUS TECH (you need to make an appointment first). You never know when you might need these documents in their perfect shape.

7

9. I completed OLS test and got a licence for online language course. Do I have to take it?

-Yes. Students who score A1 - B1 are automatically assigned the online language course and financial agreement obliges to use it. Students who speak the required language B2-C2 level may choose different language course from available: EN, DE, EN, DE, FR, ES, IT, NL, PL, CZ, DK, GR, PT, SW).

10. May I extend my internship period?

-Yes, if approved by VILNIUS TECH IRO, the Faculty Erasmus coordinator and the company. IRO will approve an extension if 1) you ask 1 month prior to the end date of your internship and 2) there is enough budget 3) the faculty agrees 4) you have days left of 360 maximum.

11. When applying for scholarship, may I send all documents per e-mail?

-Yes, most of them. The original paper documents will be your financial agreement and certificate.

12. What is Europass Mobility Document?

-It is a document signed by the company and university, describing your mobility and competencies gained during the mobility. A letter of recommendation is similar and useful document for career starters like yourself. Student is responsible for filling this document and getting it signed.

13. Should I send the certificate by e-mail or bring the original after the internship?

-Only original document is accepted, bring it to IRO office or send per registered post. Failing to provide this document with original signatures means your internship will not be approved and you have to pay back the scholarship.

14. I've got second OLS test too early. What should I do?

-The second OLS test is send automatically on the 15th or 16th day of the end month of your internship. F.e., if your internship ends on September 30 and you indicated September as the end month, the second test will be send to you on the 15th of September. If the month you indicated is not your end month, login to your OLS account and change the month. If the month is correct and you have ~2 more weeks of internship, take the test. The invitation is valid for 15 days and then your account is closed. Failing to take both tests (prior and after internship) may result in problems approving your internship and paying the scholarship.

15. Who should sign the certificate?

-A representative of the company bearing the right to do so. It can be manager, your mentor, HR manager, etc.

16. What is Blended mobility and what kind of documents do I need to provide?

-Blended mobility is the combination of physical (go abroad) and virtual (stay in home country) mobility during the same period of internship. Minimum duration of physical mobility is 2 months (60 days). The scholarship is awarded only for the period of physical mobility. The documents are the same, just you need to specify the dates of physical and virtual mobilities.

8



17. I will carry internship for the purpose of final thesis. Should I get approval from my thesis supervisor?

-Yes, ask your supervisor if she/he agrees and get extra signature on your learning agreement.

18. I am a PhD student. Where do I get the order to go on internship?

-You have to fill a standard VILNIUS TECH request to go on internship and submit it to the department of Doctoral studies.

19. Do I need all insurance indicated (health, accidents, liability) or European Health Card is enough?

-You must have all insurance indicated, this is a requirement established by Erasmus+ programme.

9

ABOUT ELEGIBILITY

QUESTIONS

1. What is the difference between terms "practice", "internship" and "traineeship" ?
2. What are "Erasmus months"?
3. May I do internship during gap year (academic vacation)?
4. May I do internship twice during an academic year?
5. I already did the obligatory internship at VILNIUS TECH. May I go on Erasmus+ internship?
6. I am full degree international student at VILNIUS TECH. May I do Erasmus+ internship?



10

1. What is the difference between terms "practice", "internship" and "traineeship" ?

European Commission uses the term "traineeship" to define internship, therefore all three terms mean exactly the same when referring to Erasmus+ internships.

2. What are "Erasmus months"?

-Each student has 12 months per study cycle to be enrolled in Erasmus+ mobility programme. It means, you have 12 months during bachelor studies, 12 months during master's studies and 12 months during PhD studies. One month is calculated as 30 calendar days. These so called "Erasmus months" can be used for studies and/or internship in the Programme countries. We advise students to manage them well. For example, if you spend 10 months and 4 days in studies abroad, you may no longer apply for internship because the minimum duration of internship is 2 months. "Erasmus months" are recorded in EC database based on the certificates you bring from studies and/or internship.

3. May I do internship during gap year (academic vacation)?

-No, this is not allowed. You would have to finish internship before your gap year starts officially (or postpone it after the gap year). Nevertheless, you may apply during gap year.

4. May I do internship twice during an academic year?

-Yes. Only students are allowed to carry Erasmus+ internship twice during one academic year given they submit applications for both internships separately. Also, if Erasmus+ coordinator at the faculty agrees.

5. I already did the obligatory internship at VILNIUS TECH. May I go on Erasmus+ internship?

-Yes, given you will not exceed the limit of 12 Erasmus+ months during your study cycle.

6. I am full degree international student at VILNIUS TECH. May I do Erasmus+ internship?

-Yes, all students enrolled in studies leading to a recognized degree or another recognized tertiary level qualification (up to and including the level of doctorate) are eligible for Erasmus+ internship. Future graduates must apply for an internship during their last year of study. The graduates must implement their internship abroad within one year after obtaining the degree.

11

ABOUT LIVING

QUESTIONS

1. Does VILNIUS TECH help students to find accomodation during internship abroad?
2. Does VILNIUS TECH buy tickets or cover travel expenses?



12

**1. Does VILNIUS TECH help students to find accommodation during internship abroad?**

-That is students' responsibility. We advise to ask receiving institution if they can suggest an accommodation. If your internship will be at the university, it can be possible to stay at the dormitory.

2. Does VILNIUS TECH buy tickets or cover travel expenses?

- No in case of internship in EU. Yes, in case of internship in non-EU country. More information [here](#).

ABOUT SCHOLARSHIP

QUESTIONS

1. How big is the scholarship for Erasmus+ internship?
2. Does scholarship differ if I go on internship in summer or in autumn?
3. I get social benefit from the state. Will I get extra scholarship for internship?
4. I have health related special needs which increase my expenses abroad so I cannot afford to do the mobility. Is there any additional funding?
5. My company pays me salary. Will you deduct it from scholarship?
6. When is the scholarship paid?



14

1. How big is the scholarship for Erasmus+ internship?

-The size of Erasmus+ scholarship depends solely on the country of your destination. Programme countries where you can carry out internship are divided into 3 blocks:

- 1) Austria, Denmark, Finland, France, Ireland, Italy, Lichtenstein, Norway; Sweden, UK (scholarship 700 Eur/month);
- 2) Belgium, Croatia, Cyprus, Czech Republic, Germany, Greece, Iceland, Luxembourg, the Netherlands, Portugal, Slovenia, Spain, Turkey (scholarship 600 Eur/month);
- 3) Bulgaria, Estonia, Hungary, Latvia, Macedonia, Malta, Poland, Romania, Slovakia, (scholarship 600 Eur/month).

-For non - European countries the scholarship is 700 Eur plus travel expenses (it depends on the distance between countries).

2. Does scholarship differ if I go on internship in summer or in autumn?

-Absolutely not. The size of the scholarship is the same and depends only on the country of destination.

3. I get social benefit from the state. Will I get extra scholarship for internship?

-Sorry, but no. Extra scholarship for economically less advantaged students is possible only in the case of Erasmus+ study exchange. Scholarships for internships are 200 EUR/month bigger than those for studies.

4. I have health related special needs which increase my expenses abroad so I cannot afford to do the mobility. Is there any additional funding?

-Yes. Students having special needs (physical, mental or any other health related conditions) which will cause additional expenses may apply for additional funding. In such case, the application is submitted by IRO to the National Agency depending on the start of student's internship. We kindly ask students to contact IRO for more details.

5. My company pays me salary. Will you deduct it from scholarship?

-No. Additional income from the company does not impact your scholarship. We encourage students to negotiate with companies at least a symbolic payment.

6. When is the scholarship paid?

-University pays 80% of the whole scholarship in approx 2 weeks after you sign financial agreement and deliver the original to IRO. The remaining 20% is paid in 1 month after you deliver reporting documents at the end of your internship.

15

AFTER GRADUATION

QUESTIONS

1. I will do internship after graduation. Do I still have a student status?
2. I planned to do internship after graduation but I failed to defend my final theses. What should I do?
3. Can I still use European Health Insurance Card for health insurance if I do internship after graduation?
4. Is it true that if I go on Erasmus+ internship after graduation I am not allowed to apply for master's studies on the same year?
5. I was selected to do internship after graduation. May I apply for 2 internships?
6. How long is Erasmus+ internship after graduation valid?
7. When is the earliest time possible to start internship after graduation?
8. I was selected for internship after graduating Bachelor studies but I started master's studies. May I still do the internship?
9. Will Erasmus+ pay my social security (PSD) while I am abroad?
10. When do I need to apply for Erasmus+ internship if I graduate that year?
11. I have 6 Erasmus+ months remaining and want to use them for internship after graduation. Is that possible?
12. Will I receive a scholarship if I carry out internship after graduation?
13. I want to carry out internship after graduation. What should I do?
14. May I do Erasmus+ internship after graduation if my company is not in one of the Programme countries?
15. I will graduate this year, and applied for reserve list. What's next?
16. What is the difference between applying with a company and applying for a reserve list?
17. Given I am selected for reserve list, when can I carry out internship after graduation?



16

1. I will do internship after graduation. Do I still have a student status?

-No. Your student status stops on the day you receive your diploma.

2. I planned to do internship after graduation but I failed to defend my final theses. What should I do?

-It depends on when your internship after graduation was planned and what you will do with your final theses. In most cases students postpone the graduation till end of summer. If your internship falls in this period, you may implement it as planned just have a different status (a voluntary internship during studies instead of after graduation). If you decide to take academic vacation, you will have to postpone your internship as Erasmus+ mobility is not allowed during academic vacation. Always contact IRO for a solution of your case.

3. Can I still use European Health Insurance Card for health insurance if I do internship after graduation?

-If you are a Lithuanian citizen, you have state provided social and health insurance while you study at the university. After you graduate, your national insurance stops as you are not a student anymore (if you do not get employed, your status after graduation is "unemployed"). Since you are obliged by law to pay voluntary insurance each month, you may have European Health Insurance Card after you make the payments (the card will be valid for as long as you pay).

4. Is it true that if I go on Erasmus+ internship after graduation I am not allowed to apply for master's studies on the same year?

-Not true. You can have at least 2 months of internship between graduating bachelor's and starting master's studies.

5. I was selected to do internship after graduation. May I apply for 2 internships?

-As a graduate, you may apply for 1 internship, later if you have days left and there is a budget you can ask for another one.

6. How long is Erasmus+ internship after graduation valid?

-Erasmus+ rules foresee that internship after graduation must be carried out and completed abroad within one year of obtaining graduation, i.e. in 12 months from the date of your diploma.

7. When is the earliest time possible to start internship after graduation?

-After you defend your final theses.

8. I was selected for internship after graduating Bachelor studies but I started master's studies. May I still do the internship?

-Yes, but it will be internship during your master's studies and sum up in 12 Erasmus+ months you have for master's cycle.

17

9. Will Erasmus+ pay my social security (PSD) while I am abroad?

-No, insurance after graduation is students' responsibility. All students who take part in the Programme must have health, accidents and liability insurance. If you choose European Health Insurance card as your health insurance abroad, make sure you made obligatory payments, otherwise your health insurance is not valid.

10. When do I need to apply for Erasmus+ internship if I graduate that year?

-Only those graduates who are selected for Erasmus+ internship while they are students may take part in the programme. See the deadlines depending on when you graduate (January or June). Graduates of the year who do not have company yes, may apply for reserve list. They re-apply again when they find a company and submit a letter of confirmation.

11. I have 6 Erasmus+ months remaining and want to use them for internship after graduation. Is that possible?

-All students and graduates can apply for minimum 2 months Erasmus+ internship and maximum for remaining Erasmus+ months (6 months as in the question). It is up to the student how s/he will reason why needed for a longer period what will be gain.

12. Will I receive a scholarship if I carry out internship after graduation?

-Yes, all the same Erasmus+ rules apply.

13. I want to carry out internship after graduation. What should I do?

-Graduates of the year, if they are eligible, have to apply for Erasmus+ internship before they graduate for one of the deadlines submitting the application form. Erasmus+ internship after graduation is organised in a standard way - find a hosting company, apply for a scholarship, get through selection procedure. The major difference between Erasmus+ internship during studies and after graduation is that graduates can carry out Erasmus+ internship only if they were selected for it while they were students. You lose your student status on a day you get diploma.

14. May I do Erasmus+ internship after graduation if my company is not in one of the Programme countries?

-No.

15. I will graduate this year and applied for reserve list. What's next?

-Next we put you in a list which grants you the right to find an internship place and carry out Erasmus+ internship within 12 months from the date of receiving diploma. Getting on the reserve list does NOT mean you are granted a scholarship. Once you find a company, you apply again.

18



16. What is the difference between applying with a company and applying for a reserve list?

-Only graduates of the year may apply for reserve list in order to have an opportunity to carry out internship after graduation. Being on reserve list does not mean you are granted a scholarship. You will have to apply for the second time once you find a company and present signed Learning of Agreement. All other terms & conditions are the same. If you graduate this year and want to have opportunity to carry out internship after graduation but don't have a company, you must apply for reserve list, otherwise you will lose the opportunity.

17. Given I am selected for reserve list, when can I carry out internship after graduation?

-You must find, carry out and finish your internship after graduation in 12 months from the date of your diploma.

20

"Erasmus+ is one of those adventures which can't be forgotten. It makes students to improve personal and soft skills, self-confidence, intercultural understanding and maturity due to their time spent abroad. The whole time of the internship was full of new experiences, discoveries, exploring the country – its culture, people's character, the beauty of the country, and of course, making new friends who helped with some issues too."

Nino Tabatadze



“

I've stepped out
of my comfort zone.



CONTACT INFORMATION

Ms Deimantė Vedegytė

Senior Erasmus+ Programme Manager
internship@vilniustech.lt
+370 5 237 0692

International Relations Office

Vilnius Gediminas Technical University
(VILNIUS TECH)
Saulėtekio al. 11, Central building, room 206
LT-10223 Vilnius
LITHUANIA



[VILNIUS TECH ERASMUS+](#)



[VILNIUSTECH_ERASMUS](#)