

# Information for students participating in Erasmus+ or bilateral exchange mobility outside of Europe

Erasmus+ Group  
International Relations Office (IRO)

## **3 main steps before going to Erasmus+ or bilateral exchange:**

- **Before the mobility**
- **During the mobility**
- **After the mobility**



# 3 main steps when participating in Erasmus+ or bilateral exchange:

- **Before the mobility**

1. Submit application to study at partner institution
2. Documents that might be required during the application process by the receiving institution
3. Receive the acceptance letter from receiving institution
4. Sign the Learning Agreement (LA)
5. Submit the request to study at another institution of higher education - KAM
6. Sign financial agreement
7. Find out which travel documents are required in the country where you will be studying during the mobility
8. Plan your finances and think about ways how you are going to manage your budget during the mobility
9. Find out about the conditions of accommodation at your receiving university, local currency, language.

- **During the mobility**

1. Get used to the new environment, take part in orientation week, get familiar with new city and university
2. Make sure that you are studying the subjects that were agreed on in your LA, and change them if necessary
3. Take part in the exam week at the receiving institution and make sure to get the required documents before returning from mobility

- **After the mobility**

1. After returning from study exchange make sure to submit all the required documents to IRO and fill EU survey
2. Send your faculty coordinator copy of Transcript of Records (TOR) over the email and fill the request to continue studies at VILNIUS TECH
3. Share your mobility experiences with the VILNIUS TECH community




# Before the mobility

## 1. Submit application to study at partner institution.

After the nomination by the sending institution (VILNIUS TECH), you will have to fill in the application form, which will be sent to you by the receiving university.

Every partner institution has a different application policy and can ask you to submit different types of documents e.g. CV, motivation letter, TOR from the home institution, etc. Some universities can also charge you an application fee, which must be paid by the applying student.

*Important-please keep in mind the application deadlines. Late applications might be rejected!*

**Kyungpook National University**  
**Application for International Admissions**

\*한글이든 영어로든 명확히 적거나 깨끗이 쓸 것 (Please TYPE or PRINT clearly in Korean or English)

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**인적사항(PERSONAL DATA)**

성명  
Legal Name \_\_\_\_\_  
(Last Name, etc.) (First, etc.) (Middle, etc.)

성별 (Sex)  여 (Female)  남 (Male)

생년월일  
Birth Date \_\_\_\_\_  
(Month) (Day) (Year)

결혼상태  
Marital Status  기혼 (Married)  미혼 (Single)

출생국  
Country of Birth \_\_\_\_\_

국적  
Nationality \_\_\_\_\_

여권번호  
Passport Number \_\_\_\_\_

외국인등록번호 (소지자에 한함)  
Alien Registration No. (if any) \_\_\_\_\_

영 거주지 주소  
Permanent Home Address \_\_\_\_\_  
Number and Street Apartment #

\_\_\_\_\_ City or Town \_\_\_\_\_ County \_\_\_\_\_ Postal Code

집 전화  
Permanent Home Phone (\_\_\_\_\_) \_\_\_\_\_  
Area Code

휴대전화  
Cell Phone \_\_\_\_\_

이메일  
E-mail Address \_\_\_\_\_

비상연락처  
Emergency Contact

국내 In Korea	이름 Name _____	지원자와의 관계 Relationship to applicant _____
	주소 Address _____	
	전화번호 Phone _____	휴대전화 Cell Phone _____
본국 Home Country	이름 Name _____	지원자와의 관계 Relationship to applicant _____
	주소 Address _____	
	전화번호 Phone _____	휴대전화 Cell Phone _____

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# Before the mobility

## 2. Documents that might be required during the application process by the receiving institution.

Depending on the receiving institution you are applying for, the following documents might be required:

- **Transcript of Records.** You can request the pdf form of the document via [mano.vilniustech.lt](http://mano.vilniustech.lt) webpage. It can also be ordered at International Study Center ([viktorija.pliuskiene@vilniustech.lt](mailto:viktorija.pliuskiene@vilniustech.lt)).
- **Language level certificate.** Prepared by Division of Foreign Languages. Your grade received at VILNIUS TECH will be converted into an adequate language proficiency level (B1, B2, etc.) Contact: [kiuks@vilniustech.lt](mailto:kiuks@vilniustech.lt) or doc. dr. Jolita Šliogerienė, tel. (8 5) 274 4864, email [jolita.sliogeriene@vilniustech.lt](mailto:jolita.sliogeriene@vilniustech.lt). Before submitting your application make sure that the receiving institution does not require additional proof of language level documents (i.e., IELTS or TOEFL)
- **Curriculum Vitae (CV)** or resume
- **Motivational letter** (to the receiving institution)
- **Passport photo**
- **Portfolio**
- **Letter of Recommendation.** Please contact your faculty Erasmus+ coordinator in case you will be required to submit this document
- Confirmation of Nomination for Erasmus+ or bilateral exchange. Prepared by coordinators of the IRO ([outgoing@vilniustech.lt](mailto:outgoing@vilniustech.lt))



# Before the mobility

## 3. Receive the acceptance letter from the receiving institution.

After submitting the application, you will have to wait for the answer from the partner institution. It might take around 2-3 weeks to receive the Letter of Acceptance after submitting the application.

In this letter, you should find the exact dates of the semester at the university you will be studying in. Letter of Acceptance should also be signed and stamped, however, sometimes coordinators at the receiving university might just send information regarding your studies in the email without attaching the official document.

Please send the Letter of Acceptance or other information received from the receiving university to [outgoing@vilniustech.lt](mailto:outgoing@vilniustech.lt)

**Important** — participation at the Erasmus+ or bilateral exchange program is confirmed only after receiving the acceptance letter from the receiving institution. Nomination by VILNIUS TECH does not guarantee that you will be accepted for the mobility!

Univerza v Ljubljani



DEAR ERASMUS STUDENT,

Greetings from the University of Ljubljana! With the present letter we would like to offer you some important information about academic calendar, application procedure, residence permit, medical insurance, accommodation. Information is also available on our website:

[http://www.uni-lj.si/international\\_cooperation\\_and\\_exchange/incoming\\_students/](http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/)

#### ACADEMIC CALENDAR 2014-2015

Semester 1/winter semester: **1 October 2014 - 23 January 2015**  
Examination period: **26 January 2015 – 20 February 2015**

Semester 2/summer semester: **23 February 2015 - 12 June 2015**  
Examination period: **15 June 2015 – 10 July 2015**

Lectures free period:

**29 December 2014 – 2 January 2015**  
**27 April 2015 – 1 May 2015**

#### APPLICATION DEADLINES FOR ERASMUS EXCHANGE:

**15 MAY 2014** – winter semester and full year  
**15 NOVEMBER 2014** – summer semester

#### APPLICATION PROCEDURE:

1. After your home university has nominated you to study at the University of Ljubljana as an exchange student, you should fill in an online application [https://studij.uni-lj.si/studexchange/tujci\\_prva.asp](https://studij.uni-lj.si/studexchange/tujci_prva.asp). We **don't need** paper copy of the application.
2. Your first step is to complete the FIRST TIME REGISTRATION FORM. When you confirm the form, the system will give you the unique code which will enable you to enter the Application form. Please save the code!
3. Please, type your data correctly and use capital letters only where it is necessary (e.g. Mary Novak). Please, enter your full name as it is written in your personal document. Once you enter and confirm the data you can't change them!
4. At the end of the online application you will find the necessary documents to upload to your application: Transcript of Records, Learning Agreement (new Erasmus+ form) and Language Certificate (B2 level of English). If you have



# Before the mobility

## 4. Sign the Learning Agreement (LA).

Congratulations! As you have received the acceptance letter from your chosen university, you can start preparing for your Erasmus+ or bilateral exchange. First step that you must take care now is to complete and sign your LA. In this document you will have to write down all the subjects which you are planning to study during the mobility. All the subjects written in the LA must be discussed with your faculty Erasmus+ coordinator. Your faculty coordinator will review the subjects and give you the confirmation that subjects you chose at the partner institution are compatible with your study program at VILNIUS TECH.

After discussing your LA with faculty Erasmus+ coordinator and receiving his/her signature, send the LA document to coordinator at the receiving university. Finally, sign the document yourself and send it to IRO via email [outgoing@vilniustech.lt](mailto:outgoing@vilniustech.lt)

Learning Agreement form for Erasmus+ study exchange could be found [here](#)  
Learning Agreement form for bilateral exchange could be found [here](#)

## Learning Agreement for Erasmus+ studies

Learning Agreement Student Mobility for Studies						
Student	Last name(s)			Study cycle <sup>1</sup>	Field of education <sup>1</sup>	
Sending Institution <sup>2</sup>	Name	Faculty/Department	Erasmus code <sup>3</sup> (if applicable)	Address	Country	Contact person name <sup>4</sup> ; email; phone
	Vilnius Gediminas Technical University		LT VILNIUS02	Saukietikio av. 11, LT-10223	Lithuania, LT	Gytis Grakauskas: <a href="mailto:gytis.grakauskas@vilniustech.lt">gytis.grakauskas@vilniustech.lt</a> ; 00370 5 274 4957
Receiving Institution <sup>5</sup>	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone
<b>Before the mobility</b>						
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 <sup>7</sup> )	Semester	Number of ECTS credits (or equivalent) <sup>8</sup> 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 <sup>9</sup> in ..... (indicate here the main language of instruction) that the student already has or expects to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>						
<b>Recognition at the Sending Institution</b>						
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	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)						
<b>Commitment</b>						
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 (in the principles agreed in the Inter-Institutional Agreement for Institutions located in Partner Countries). The Receiving 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 <sup>10</sup> at the Sending Institution			Faculty Erasmus Coordinator			
Responsible person <sup>11</sup> at the Sending Institution			Master Thesis Supervisor			
Responsible person at the Receiving Institution <sup>12</sup>						

## Learning Agreement for bilateral exchange studies

EXCHANGE STUDENT (only for students applying in the frame of a bilateral cooperation agreement)		
LEARNING AGREEMENT ACADEMIC YEAR 20__/20__		
Name of student:		
Home institution:		
Duration of your exchange period: <input type="checkbox"/> Autumn semester /__/20__ - __/__/20__ <input type="checkbox"/> Full academic year __/__/20__ - __/__/20__ <input type="checkbox"/> Spring semester /__/20__ - 27/06/20__ <input type="checkbox"/> Other please specify: _____ to _____		
Host institution:		
DETAILS OF THE PROPOSED STUDY PLAN		
<input type="checkbox"/> I would like to follow the following courses during my exchange period		
Course unit code	Course unit title	Number of ECTS credits
Total: .....		
<input type="checkbox"/> I would like to work on a research project during my exchange period		
Preliminary title of project, field of study and short summary of work to be done	Required number of ECTS credits	
Date and students signature		
We confirm that the proposed learning agreement is approved		
Home institution faculty/department representative responsible for the exchange:		
Name, Surname:		
Signature:	Stamp	
Date:		
Host institution faculty/department representative responsible for the exchange:		
Name, Surname:		
Signature:	Stamp	
Date:		



# Before the mobility

While filling in the application documents for your Erasmus+ or bilateral exchange you might have to submit the contact details of VILNIUS TECH employees:

Head/Erasmus+ Institutional coordinator at VILNIUS TECH  
Erika Danienė, +370 5 251 2413, [erika.daniene@vilniustech.lt](mailto:erika.daniene@vilniustech.lt)

International relations coordinator/ contact person  
Gytis Grakauskas, el. paštas [gytis.grakauskas@vilniustech.lt](mailto:gytis.grakauskas@vilniustech.lt); tel. +370 5 274 4957

*Departmental/ Faculty/ academic/ Erasmus+ coordinator*  
Please fill in the contact details of your Erasmus+ faculty coordinator

*Faculty Erasmus+ coordinators list could be found [here](#)*

You might also need this information:

VILNIUS TECH Erasmus+ code: LT VILNIUS02  
VILNIUS TECH address:  
Saulėtekio al. 11, LT-10223,  
Vilnius  
Lithuania





# Before the mobility

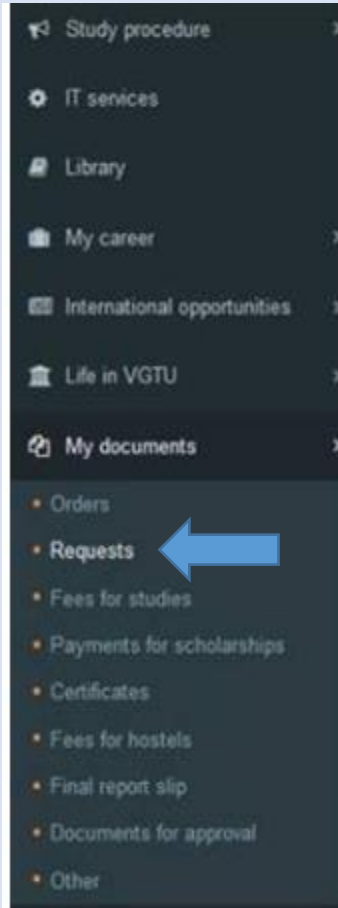
## 5. Submit the request to study at another institution to home university.

After completing the previously mentioned steps you can finally submit a request to study at another institution of higher education. You can submit the request via [www.mano.vilniustech.lt](http://www.mano.vilniustech.lt) website  
(*My documents/Requests/Application for rector/for permission to continue studies in another institution.*)

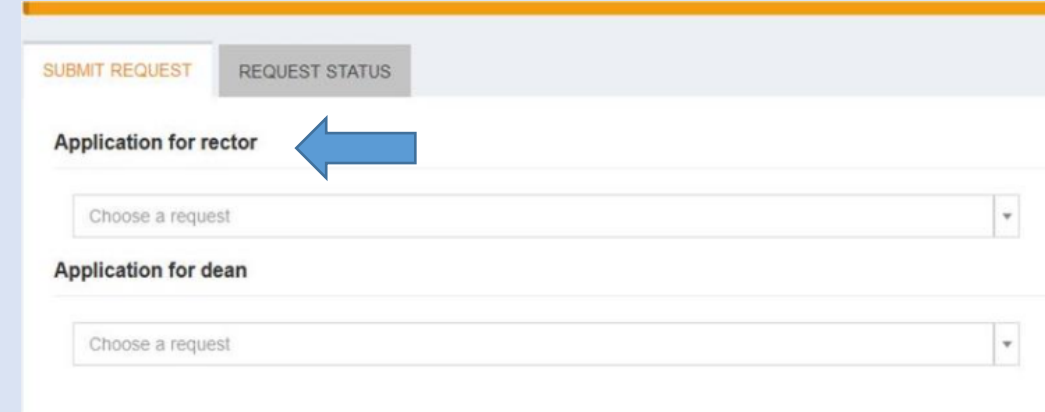
Download the draft version of the request, fill in the required information, upload the document and press submit the request.

The IRO coordinator will confirm your request via the system, so there is no need to submit a paper version of the request.

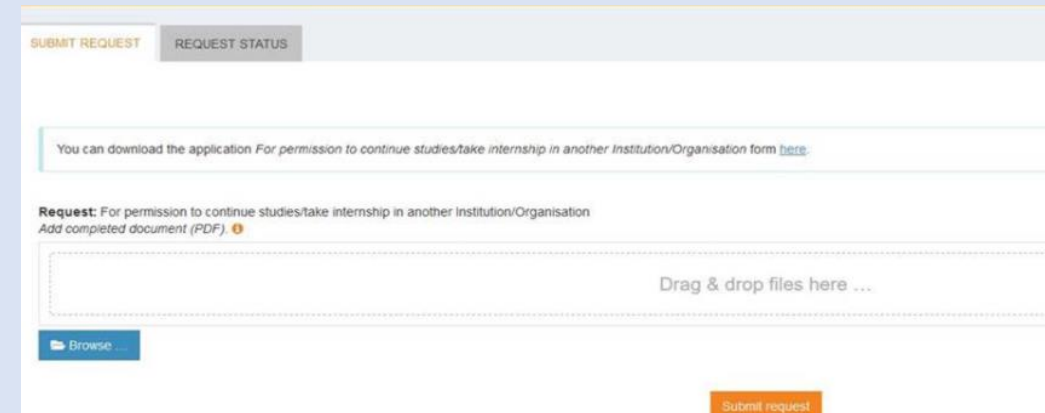
1



2



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# Before the mobility

## 6. Sign financial agreement.

The final document, that must be taken care of before leaving for mobility is a financial agreement. The draft version of the document will be sent to your email by the responsible coordinator Viktorija Žukovskienė, [viktorija.zukovskiene@vilniustech.lt](mailto:viktorija.zukovskiene@vilniustech.lt). After filling information, you should print the document, sign it and bring it to the coordinator at the IRO (VILNIUS TECH Central Administration building, Saulėtekio al. 11, C12 ground floor).

**Important** – depending on the mean of financing, you might have to fill in additional documents. You will be informed about it individually by the coordinator at the IRO. Also, before signing your financial agreement you must get private health insurance!

After signing the financial agreement, you can start preparing for your study exchange. The first part of the scholarship (70% for Erasmus+ exchange, 90% for bilateral exchange) will be paid within 2-3 weeks after the signing of the financial agreement. The remaining part of the scholarship will be transferred after mobility when you present all the required documents to the IRO.



**STUDIJŲ PAGAL ERASMUS+ PROGRAMĄ FINANSAVIMO SUTARTIS**  
Nr. 2015-1-LT01-KA107-013382-SMS-

201 m. \_\_\_\_\_ d.  
Vilnius

Vilniaus Cėdimino technikos universitetas (adresas: Saulėtekio al. 11, LT-10223 Vilnius, įmonės kodas: 111950243, Erasmus kodas: LT Vilnius 02), toliau šioje Sutartyje vadinamas „Institucija“, atstovaujamas tarptautinių ryšių **prodektorės**, Astos Radzevičienės, veikiančios pagal 2011 m. rugsėjo 21 d. rektorius įsakymą Nr. 855, ir studentas/(-ė)

ir studentas/(-ė) p. \_\_\_\_\_  
(vardas pavardė)

Gimimo data: \_\_\_\_\_ Asmens kodas: \_\_\_\_\_  
Adresas: \_\_\_\_\_  
Pilietybė: \_\_\_\_\_  
Tel. +(370) 6 \_\_\_\_\_ El. paštas: \_\_\_\_\_  
Lytis:  V  M  
Fakultetas : Statybos  
Akademiniai metai: 20\_\_\_\_/20\_\_\_\_  
Studijų pakopa: :  Pirmoji/  Antroji/  Trečioji/  Vientisosios studijos  
Dalyko sritis: (laipsnį suteikiančioje siunčiančiojoje institucijoje) \_\_\_\_\_  
Kodas: (ISCED-F kodas) \_\_\_\_\_  
Baigtų aukštojo mokslo studijų metų skaičius: \_\_\_\_\_  
Dabartinėje studijų pakopoje buvo išvykęs(-usi) Erasmus studijoms ir/arba praktikai:  
 Erasmus studijoms: nuo 20\_\_\_\_ iki 20\_\_\_\_, trukmė \_\_\_\_ mėn. \_\_\_\_ d.  
 Erasmus praktikai: nuo 20\_\_\_\_ iki 20\_\_\_\_, trukmė \_\_\_\_ mėn. \_\_\_\_ d.

Studentas, gaunantis: finansinę paramą iš „Erasmus+“ ES lėšų   
nulinę stipendiją   
kitą finansinę paramą, išskyrus „Erasmus+“ ES lėšas  (šaltinio pavadinimas \_\_\_\_\_)  
Finansinė parama apima: lėšas specialiesiems poreikiams

Banko sąskaita, į kurią pervedama finansinė parama:  
Banko sąskaitos turėtojas (jeigu skiriasi nuo Dalyvio): \_\_\_\_\_  
Banko pavadinimas: \_\_\_\_\_  
Kliringo / BIC / SWIFT numeris: \_\_\_\_\_  
Sąskaitos / IBAN numeris: LT \_\_\_\_\_

toliau – Dalyvis,

susitarė dėl toliau išdėstytų Specialiųjų sąlygų ir Priedų, kurie sudaro neatskiriama šios sutarties dalį (toliau – sutartis):

1



# Before the mobility

## 7. Find out which travel documents are required in the country where you will be studying during the mobility.

Before planning your journey make sure that you have all the required travel documents for your stay in the country where your mobility will take place. You will have to apply for a visa, which might be time-consuming so try taking care of it way in advance. You can find all the information about visa requirements on the official websites of respective embassies.

**Important** – many countries do not have their embassies in Lithuania. For example, if you plan your mobility in South Korea, you will have to apply for a visa outside of Lithuania (the nearest embassy can be found in Warsaw).

Visa requirements might be different in each case but you most likely will be asked to submit an official acceptance letter from the receiving institution, signed LA, passport photo. If you will be asked to submit an official confirmation from VILNIUS TECH regarding your study exchange status, please send an email to the IRO coordinator [outgoing@vilniustech.lt](mailto:outgoing@vilniustech.lt)



# Before the mobility

## 8. Plan your finances and think about ways how you are going to manage your budget during the mobility.

Before starting your mobility, it is important to plan how much money you might need during the exchange. Erasmus+ or bilateral exchange scholarship will only cover basic expenses, so it is recommended to have some savings, discuss financial support possibilities with your parents or have some other source of income.

Every student who participates in the Erasmus+ study exchange program receives a scholarship (700 Eur/month) and compensation to cover travel expenses.

Every student who participates in the bilateral exchange study exchange program receives a scholarship (800 Eur/month, academic year 2021-2022) and but **does not receive a grant to cover travel expenses.**

The study exchange period must be no less than three months (90 days). The scholarship is counted by multiplying the number of months and the size of the scholarship (per month).

The scholarship is transferred in Euro to the student's bank account which was indicated in the financial agreement. It cannot be transferred to the other person's bank account or to the non-Lithuanian bank account.

Compensation of travel expenses depending on the distance when participating in Erasmus+ exchange program

Travel distance	Compensation for travel expenses, EUR
From 10 to 99 km	20,00
From 100 to 499 km	180,00
From 500 to 1999 km	275,00
From 2000 to 2999 km	360,00
From 3000 to 3999 km	530,00
From 4000 to 7999 km	820,00
8000 km and further	1500,00

*Distance to the partner university can be checked using the official European Commission tool [here](#)*



# Before the mobility

## 9. Find out about the conditions of accommodation at your receiving university, local currency, language.

Before departing from Lithuania to your study exchange destination country you should check what conditions of accommodation are being offered by your receiving university. Even though most institutions do offer an opportunity to stay at the university's dormitory, you should confirm your stay in advance. Please keep in touch with the coordinators at the receiving institution and inform them about your preferred place of stay during the mobility.

It is also worth considering which items you should bring along when traveling to exchange destination country. Find out in advance if your dormitory will be able to provide a bedding set, towels. Set aside some money to purchase necessary items for the first weeks of mobility.

Learn more about the country of your study exchange. Before the mobility it could be useful to know learn basics of local language, specifics of local culture, find out how to use public transport. Before arriving in mobility country, it could be worth buying an additional internet plan, as the internet connection might be important to find information about the receiving university or checking local transport schedules.



*Do not forget – you are the ambassador of VILNIUS TECH during your mobility!*

# During the mobility

**1. Get used to the new environment, take part in orientation week, get familiar with the new city and university.**

**Congratulations!** After patiently planning your mobility, submitting all the documentation, and completing a long journey you have finally arrived at your study exchange destination country. Before diving into this new life stage, we suggest spending some time to get familiar with the new environment.

Learn about the rules in your place of stay, make sure you are aware of all the requirements regarding the COVID-19 pandemic.

Do not miss an opportunity to participate in the orientation week. In most universities participation in the *orientation* week is mandatory, as you will be getting all the information regarding your study schedule, order of exams, campus plan, various activities, etc.

*Orientation* week is also a perfect opportunity to make new friends and develop connections with other exchange students.



# During the mobility

## 2. Make sure that you are studying the subjects that were agreed on in your LA, and change them if necessary

In case if you are not happy with the subjects you chose to study during your exchange semester, you can change them **during the first month of your exchange mobility.**

In order to change the subjects, you must:

- Inform your VILNIUS TECH Erasmus faculty coordinator
- Inform the responsible coordinator at the receiving university where you are studying during the mobility period
- After receiving permission from both coordinators, you will have to fill the document below:
  - [Changes to the original learning agreement](#) (For the Erasmus+ program students)
  - [Changes to the original learning agreement](#) (For the bilateral exchange students)

In this document you should only write these subjects that will be removed (“deleted”) and those subjects, that will be included instead (“added”). You do not have to write down subjects, that remain in your original LA in case you are not going to change them.

*In case of making changes to your original LA please shortly comment why are you changing the subject*

<sup>6</sup> 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 completing the document, you should:

- Sign it yourself;
- Send it to the coordinator at your receiving university for signature;
- Send it to your VILNIUS TECH Erasmus faculty coordinator for signature.
- **After receiving all signatures, you must send the document to [outgoing@vilniustecch.lt](mailto:outgoing@vilniustecch.lt)**



# During the mobility

## 3. Take part in the exam week at the receiving institution and make sure to get the required documents before returning from mobility

Before starting your journey back to Lithuania, it is important to:

- Take part in the examination week at the receiving institution.
- After the semester ends, the coordinator at the receiving institution has to sign a **Certificate of Attendance** form to confirm the period you've participated in the mobility.

Please find the required form below:

[Certificate of Attendance form for the Erasmus+ students](#)

[Certificate of attendance form for the bilateral exchange students](#)

- The coordinator of receiving institution also has to issue the **Transcript of Records** document to you, which includes the subjects and marks of your exchange semester.
- Not all receiving institutions give the required mobility documents before your (student's) departure. In such a case, please make sure to discuss this with the receiving institution coordinator and ask them to send hard paper originals of the required documents to VILNIUS TECH IRO via post.

Address of the VILNIUS TECH IRO:

*Vilnius Gediminas Technical University  
International Relations Office  
Saulėtekio al. 11, room C12  
LT-10223 Vilnius, Lithuania*

VILNIUS GEDIMINAS  
TECHNICAL UNIVERSITY

Erasmus+

**CERTIFICATE**

*We hereby certify that the student of the Vilnius Gediminas Technical University (LT VILNIUS02)*

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*Name, surname*

*has been enrolled at the*

---

*Name of Host institution and Educational Unit*

*as an ERASMUS programme student during the academic year 20\_\_/20\_\_.*

*From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_*  
*(please specify the full date; day, month, year)*

*totally .....months.*

Responsible person (name, surname):  
Position:  
Signature:

Stamp:                      Date:                      Place:





# After the mobility

**1. After returning from the study exchange make sure to submit all the required documents to the IRO and fill EU survey.**

On your return to the home institution make sure you present to the IRO the following mobility documents:

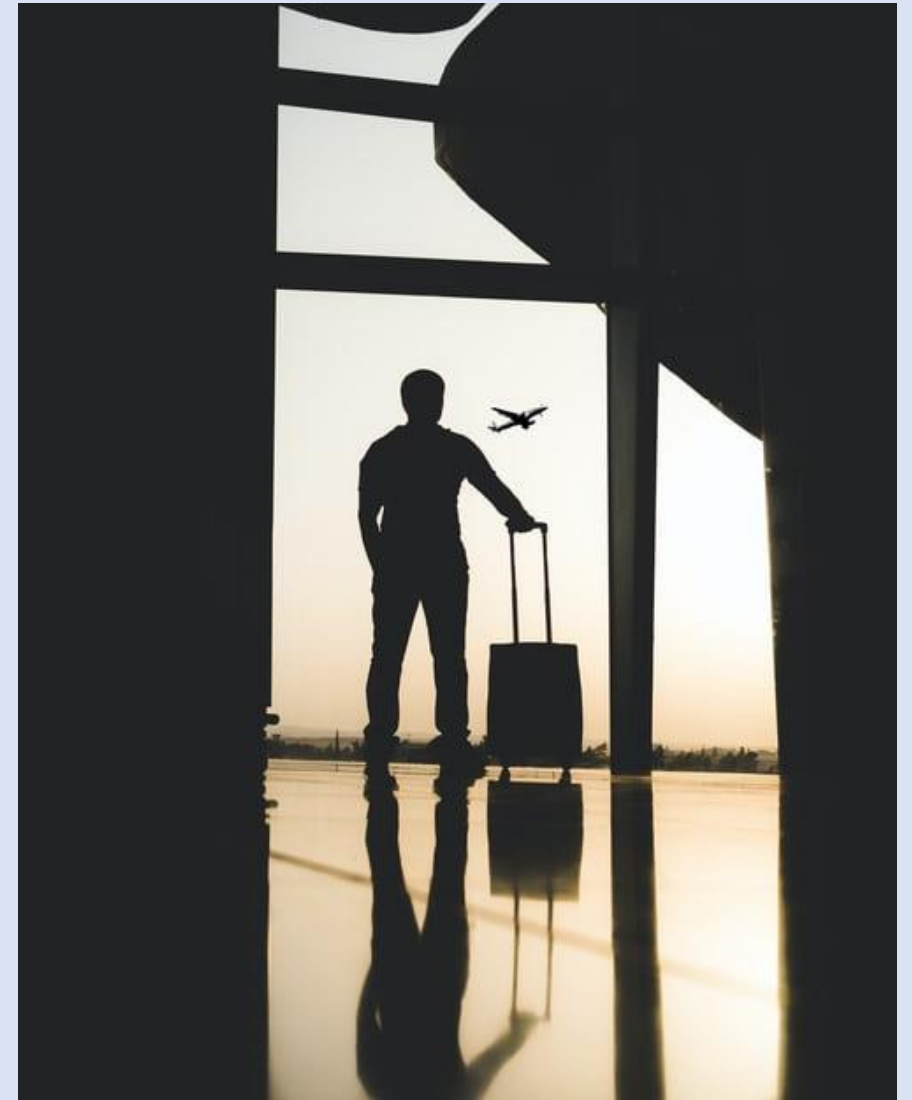
**Certificate of Attendance**

**Transcript of Records**

**Important** - without these documents, not only will you not receive the remaining part of the scholarship, but you will also have to return the grant you have already paid, and your mobility will not be counted!

After mobility, you will also have to complete the EU Online Survey. The link for the survey will be sent to your email address. Please inform the IRO coordinator once you complete the survey. *Students who went to bilateral exchange do not have to complete this survey.*

Please inform IRO in case the receiving university refuses to provide you with the required documents or if you are not able to complete the EU Online survey.



# After the mobility

## 2. Send your faculty coordinator a copy of the Transcript of Records over the email and fill the request to continue studies at VILNIUS TECH.

After finishing your study exchange and returning to VILNIUS TECH do not forget to contact your faculty Erasmus+ coordinator and send them the scanned version of your TOR document so that marks of your exchange semester would be entered into the system. The original of your TOR stays at IRO.

In addition, after completing the mobility please submit the request to continue studies at VILNIUS TECH. You can do this using the [mano.vilniustech.lt](http://mano.vilniustech.lt) website  
*(My documents/ Requests/ Applications for Rector/ for permission to continue studies after returning from another institution).*

The screenshot shows a web interface for submitting a request. At the top, there are two tabs: 'PATEIKTI PRAŠYMĄ' (highlighted in orange) and 'PRAŠYMO STATUSAS'. Below the tabs, there is a text box containing the text: 'Dokumento šablona [Dėl leidimo tęsti studijas grįžus iš kitos aukštosios mokyklos galite atsisiųsti paspaudę čia.](#)'. Below this, there is a section titled 'Prašymas: Dėl leidimo tęsti studijas grįžus iš kitos aukštosios mokyklos' with a sub-label 'Pridėkite užpildytą dokumentą (PDF)' and an information icon. A large dashed-line box contains the text 'Failus nutempkite čia ...'. Below this box is a blue button labeled 'Pasirinkite dokumentą'. At the bottom right of the form is an orange button labeled 'Pateikti prašymą'.



# After the mobility

## 3. Share your study exchange experiences with the VILNIUS TECH community.

As you have been the ambassador of VILNIUS TECH in the most different parts of the world during your study exchange, we highly expect you to share your experiences with the whole academic community of VILNIUS TECH. We are sure that the adventures and challenges you faced during the mobility could be a great source of inspiration for other students who are considering their participation in the study exchange program.

You can send your study exchange story to [outgoing@vilniustech.lt](mailto:outgoing@vilniustech.lt). We will share your story in the VILNIUS TECH Erasmus+ BlogSpot <http://vilniusteherasmus.blogspot.com/>. This blog is regularly updated with the fresh stories of our Erasmus+ exchange alumni.

## VILNIUS TECH TARPTAUTINIŲ PATIRČIŲ TINKLARAŠTIS

IEŠKOTI

SU SAVYBEMIS



lapkričio 19, 2020

### GRADUATES INTERNSHIP EXPERIENCE IN BARCELONA DURING COVID-19: I BROUGHT MUCH VALUE TO THIS COMPANY

I arrived in Barcelona for my internship after Spain opened up its borders for traveling. The first week in the company was really challenging, because I saw how emotional and impatient my employer is I got scared on the second day, because another intern girl quit because the employer shouted aggressively at her because she printed some papers wrongly. I thought the same would happen for me as well, so I started to think about going back to Lithuania. However, the next day the employer with other employees explained the situation and apologized in advance if that would ever happen to me ...

Bendrinti Rašyti komentarą

SKAITYTI DAUGIAU



# Follow VILNIUS TECH Erasmus+ on social media and share your study exchange experiences with community

If you like to see the experiences of previous VILNIUS TECH students who participated in study exchange, you should check out the **Misija Erasmus+** account on Facebook. Every semester one of our university students shares his/her best moments of the study exchange.

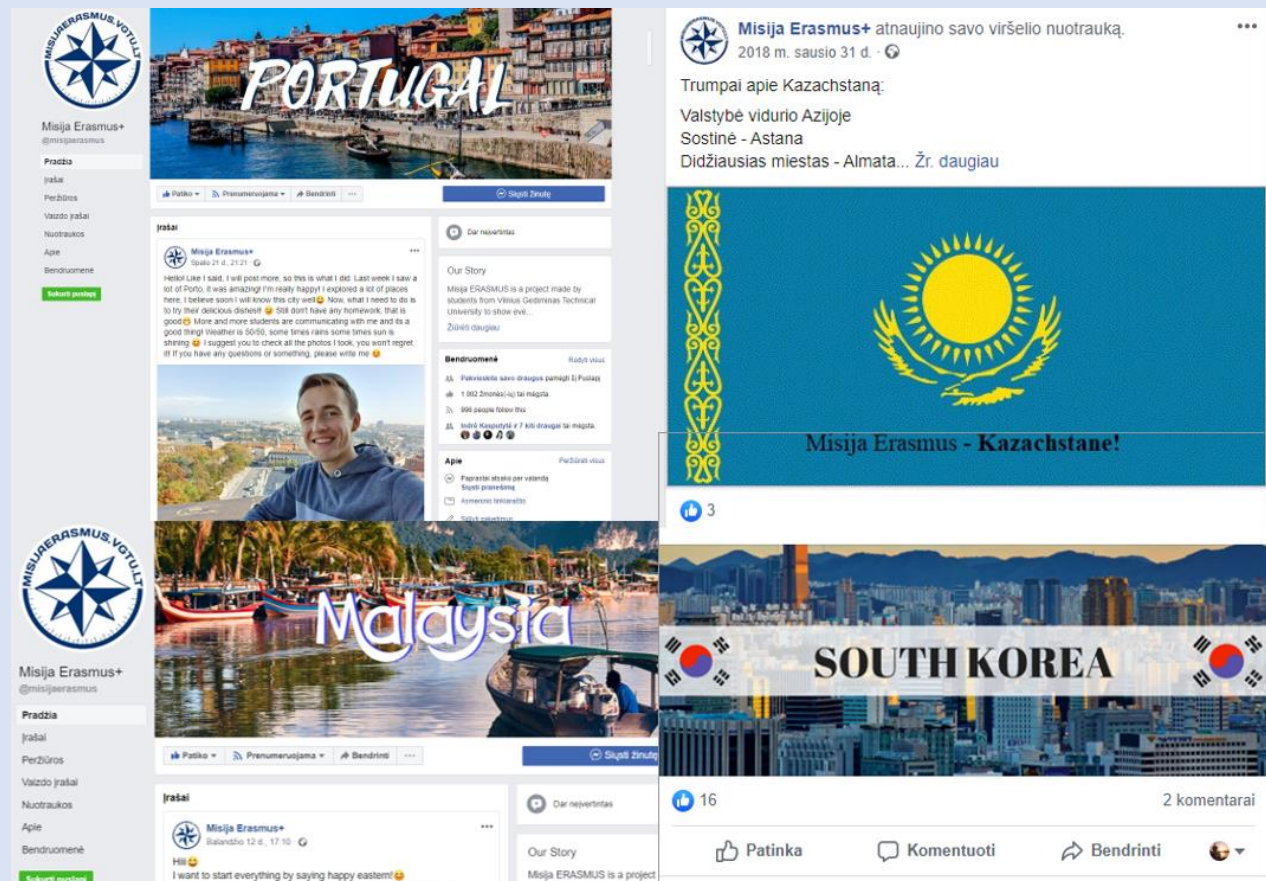
Would you like to take part in this initiative and share the best moments of your exchange? At the beginning of each study semester IRO is announcing a search for students who would be taking over the administrative rights for the **Misija Erasmus+** account, so please follow our emails and do not miss a chance to participate!

Facebook: [Misija Erasmus+](#)

Also, we constantly share news and updates on our other social media accounts:

Facebook: [VILNIUS TECH Erasmus+](#)

Instagram: [vilniustech Erasmus](#)



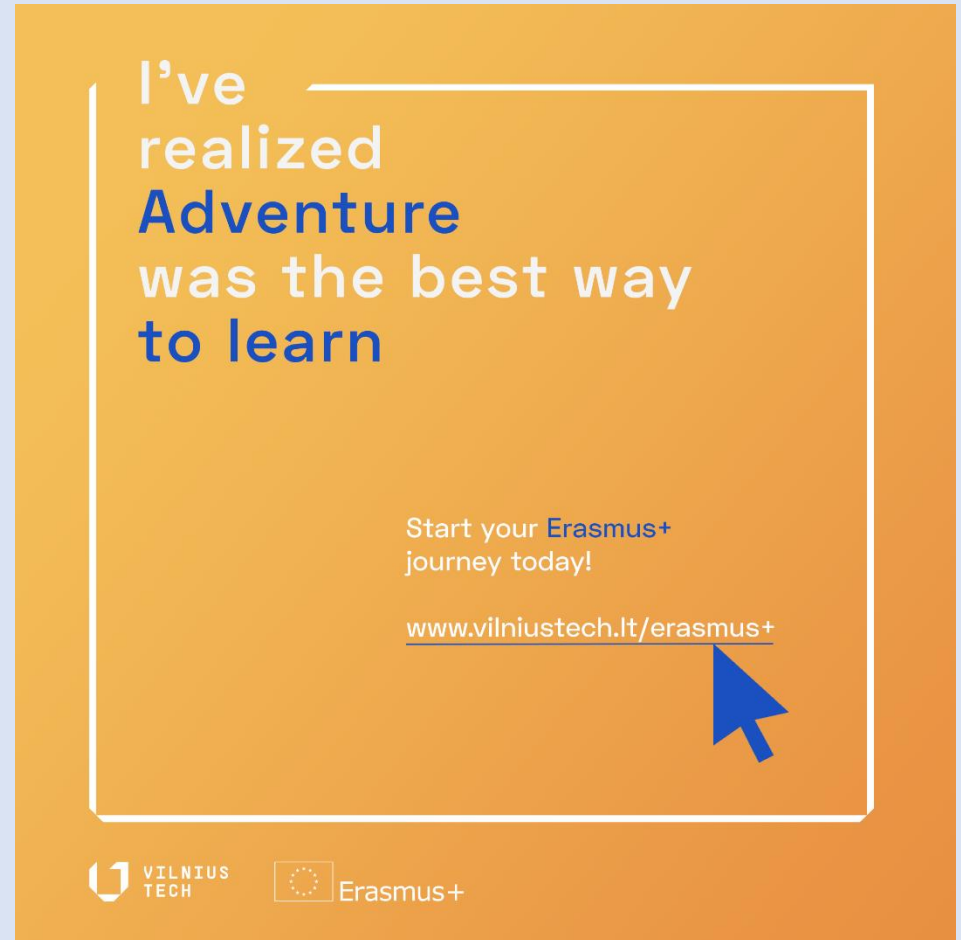
# Final remarks

Please follow all the emails from IRO as well as the latest information on VILNIUS TECH internet website and the notifications in mano.vilniustech.lt system.

If you have any questions about the Erasmus+ or bilateral exchange program or would like to have a consultation, please write us an email to [outgoing@vilniustech.lt](mailto:outgoing@vilniustech.lt)

You can also reach us by phone:  
+370 5 274 4957

**The team of the International Relations Office wishes you luck and hopes that Erasmus+ or bilateral exchange studies will be an amazing experience for a lifetime!**



I've realized  
**Adventure**  
was the best way  
to learn

Start your Erasmus+ journey today!

[www.vilniustech.lt/erasmus+](http://www.vilniustech.lt/erasmus+)

VILNIUS TECH Erasmus+

