

International Relations
Office

ERASMUS+
studies in Europe
Documents and processes

Mobility steps

Application documents
after
Nomination



Preparation
for study
semester

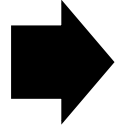


Documents
you may
need during
the study
semester

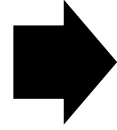


Coming
back to
VILNIUS
TECH

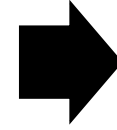
Application documents after Nomination



Preparation for study semester



Documents during the semester



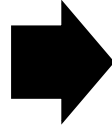
Coming back to VILNIUS TECH

Learning Agreement

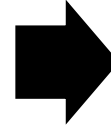


Other documents

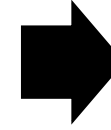
Application documents after Nomination



Preparation for study semester



Documents during the semester



Coming back to VILNIUS TECH

Learning agreement – [the sample*](#)

Please fill in the missing information. **Do not forget to fill the Tables:**

- **Table A** is for the list of courses that you would like to choose at the **PARTNER INSTITUTION**, semester (autumn/spring) and number of ECTS credits.
- **Table B** is for **the courses** that will be accepted from your study programme at **VILNIUS TECH**, semester (autumn, spring) and number of ECTS credits.

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

- The document must be signed by:
 - 1) Student;
 - 2) VILNIUS TECH Faculty Erasmus+ Coordinator;
 - 3) Coordinator of the Partner Institution;

- * Students going for Double-degree programme to Palermo University or Tallinn University of Technology, must receive a signature from the head of the programme – Rūta Banelienė (Faculty of Mechanics) ([Learning Agreement for DDP](#))

*For Master students – you have to receive a signature from your Master Thesis Supervisor.
*For PhDs – you also have to receive the signatures 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...

Erasmus+

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender: (Male/Female/Undefined)	Study cycle ²	Field of education ²
Sending Institution	Name Vilnius Gediminas Technical University	Faculty/Department	Erasmus code (if applicable) LT_VILNIUS02	Address Saulėtekio av. 11, LT-10223	Country Lithuania, LT	Contact person name ³ ; email; phone Greta Nekrošienė: greta.nekrosiene@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 ¹)	Semester	Number of ECTS credits (or equivalent) 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 ⁴ in _____ (indicate here the main 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

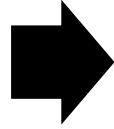
Table B Before the mobility	Recognition at the Sending Institution			
	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
				Total: ...
Provisions applying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

Commitment

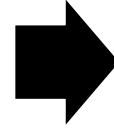
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies for the principles agreed in the Inter-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 ⁵ at the Sending Institution			Faculty Erasmus Coordinator		
Responsible person ⁶ at the Sending Institution			Master Thesis Supervisor		
Responsible person at the Receiving Institution ⁷					

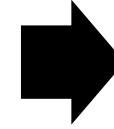
Application
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after
Nomination



Preparation
for study
semester



Documents
during the
semester



Coming back
to VILNIUS
TECH

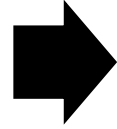
Learning Agreement

- Other necessary information you may need while filling the Learning Agreement or Application form:
 - Institutional Erasmus+ coordinator at VILNIUS TECH:
 - Erika Danienė, +370 5 251 2413, Erasmus@vilniustech.lt
 - Contact person/International relations coordinator):
 - Karolina Undzėnaitė, el. paštas outgoing@vilniustech.lt ; tel. +370 5 274 4958
 - Departmental/ Faculty/ academic/ Erasmus+ coordinator):
Your Faculty Erasmus+ coordinator can be found (here)
 - VILNIUS TECH Erasmus code: LT VILNIUS02
 - VILNIUS TECH address: Sauletekio al. 11, LT-10223, Vilnius Lithuania
 - All the information can be found: <http://www.vilniustech.lt/erasmus+>

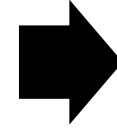
Application
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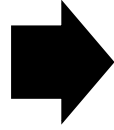
Other documents needed for the application procedure:

- **Transcript of Records** – Can be ordered at International Study Center. Contact **Viktorija Pliuškienė** (viktorija.pliuskiene@vilniustech.lt).
- **A document proving a level of English language** prepared by **Division of Foreign Languages**. Your grade received at VILNIUS TECH will be 'converted' into adequate language proficiency level (B1,B2 etc.).

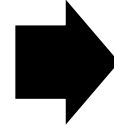
Contact: kiuks@vilniustech.lt or doc.dr. **Jolita Šliogerienė**, tel.(85)2744864, el.p. jolita.sliogeriene@vilniustech.lt

If you didn't have English language course at VILNIUS TECH during your study cycle, the language document can be prepared by International Relations Office (Outgoing coordinator). Please contact us via e-mail outgoing@vilniustech.lt

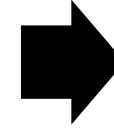
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Coming back
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Documents are filled and sent by students.

Consultations if needed are provided by Outgoing team of IRO.

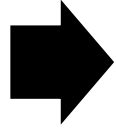
- All the documents must be approved and signed – please check it carefully before sending them to partner University.
- Please send **all the documents** together.
- When sending documents, please do not forget to put outgoing@vilniustech.lt to cc, IRO must have your scanned documents.

IMPORTANT! You must successfully complete your current semester in order to be able to go to your erasmus+ studies!

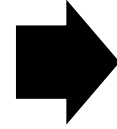
Application documents after Nomination



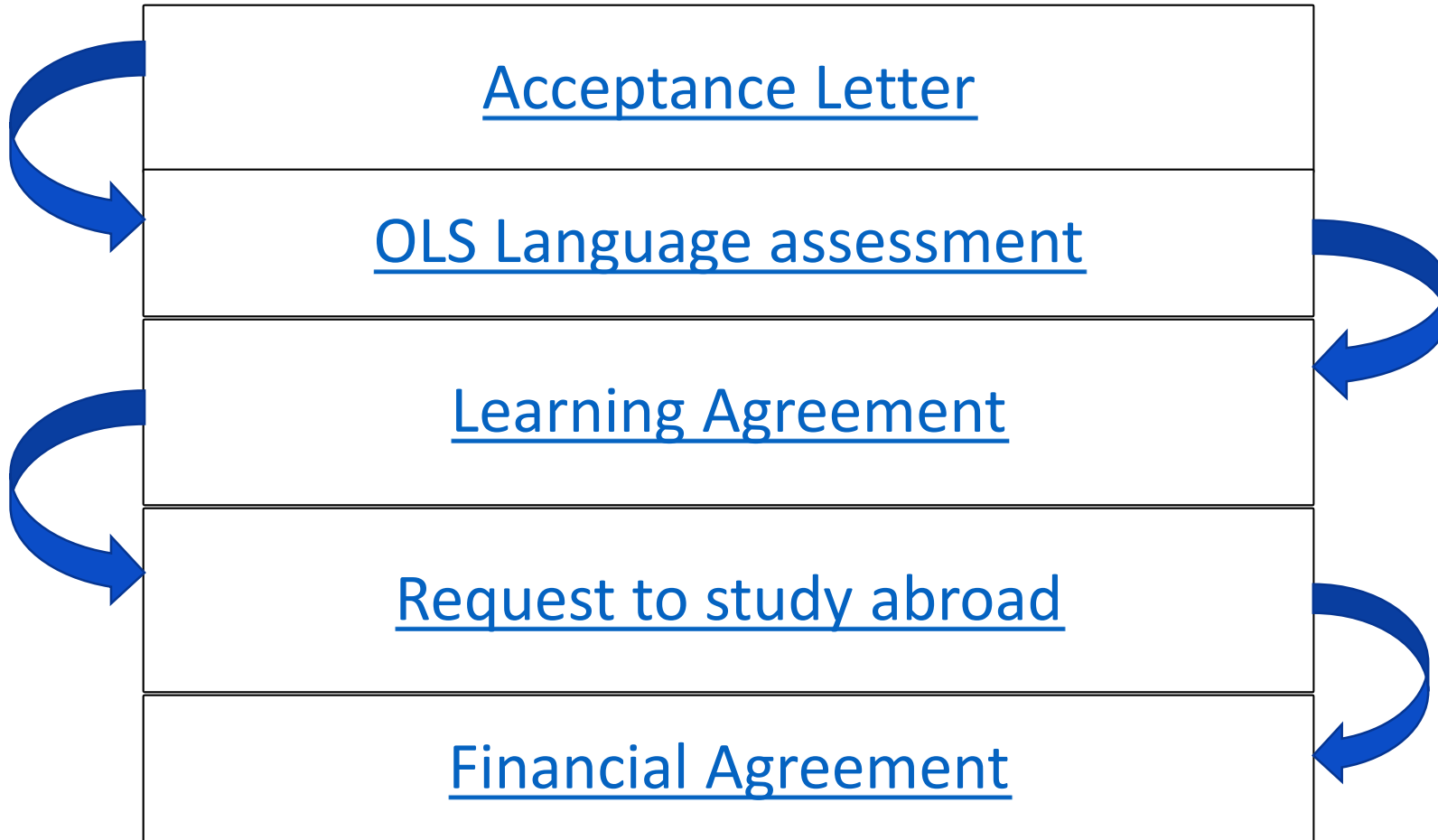
Preparation for study semester



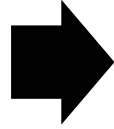
Documents during the semester



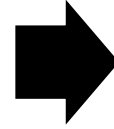
Coming back to VILNIUS TECH



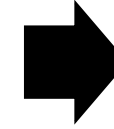
Application
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Preparation
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Coming back
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Acceptance Letter

You have to send a received Acceptance/Invitation letter to IRO outgoing@vilniustech.lt with an information about your **exact study 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 Partner Institution and ask this information. It will be needed for further process such as Request for study and your Financial agreement!



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Conferma accettazione / Acceptance confirmation
Mobilità studentesca / Student mobility A.A. / A.Y. 2021 - 2022

Il seguente studente è stato accettato per un periodo di mobilità presso l'Alma Mater Studiorum - Università di Bologna, nell'A.A. 2021 - 2022
The following student has been accepted for a mobility period at the Alma Mater Studiorum - University of Bologna, during A.Y. 2021 - 2022

Cognome / Family Name :
Nome / Name :
Data di nascita (gg/mm/aaaa) / Date of birth (dd/mm/yyyy) :
Città e Paese di nascita / Place and Country of birth :

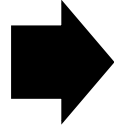
Programma di mobilità / Mobility programme : EPlus - Erasmus Studio
Università di provenienza / Sending institution : LT VILNIUS02, VILNIAUS GEDIMINO TECHNIKOS UNIVERSITETAS - Vilnius Gediminas Technical University (Vilnius Tech), Lituania
Università ospitante / Receiving institution : Alma Mater Studiorum - Università di Bologna, via Zamboni 33, 40126 Bologna, Italy - www.unibo.it
Codice Erasmus / Erasmus Charter : I BOLOGNA01
Contatti / Contacts : email incoming.diri@unibo.it, Tel./Ph. +39 051 2088101

Periodo di mobilità / Mobility period

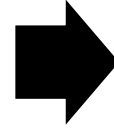
Durata prevista / Expected duration : 6 Months
Campus : Cesena

Data (gg/mm/aaaa) / Date (dd/mm/yyyy) :
Ufficio Relazioni Internazionali / International Relations Office
Cesena,

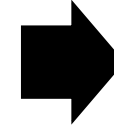
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OLS Assessment Test

ONLINE LINGUISTIC SUPPORT (OLS) - 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.

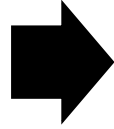
It is an **obligatory test** for all students who successfully finished the selection for exchange studies abroad.

Students will not be able to participate in exchange program unless they do the assessment!

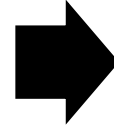
*Students who receive level B2-C2 have an option to choose any language they want to study during their mobility for free.

Once you finish the assessment and receive your level please inform the Outgoing team via email: outgoing@vilniustech.lt

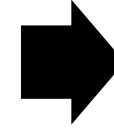
Application
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Preparation
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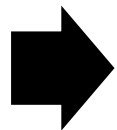
Learning Agreement (Fully signed)

If you have filled your Learning Agreement before Acceptance, you should have received a **fully signed agreement from Partner University. (If you haven't filled the form yet, please return to [slide 4!](#))**

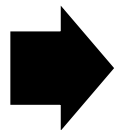
Please send **the fully signed** agreement to outgoing@vilniustech.lt

If you still didn't receive the final signature of Partner Institution, please send us your Learning Agreement with signatures from you and your Faculty Erasmus+ Coordinator. It will be a confirmation that you have agreed on subjects before your mobility.

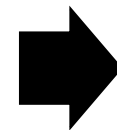
Application documents after Nomination



Preparation for study semester



Documents during the semester



Coming back to VILNIUS TECH

Request to study abroad

After completing previously mentioned steps you can finally submit request to study at another institution.

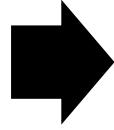
You can submit request via **mano.vilniustech** platform (*My documents/Requests/Application for rector/for permission to continue studies in another institution*).

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

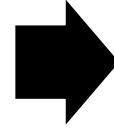
International relations office coordinator will confirm your request via the system, so there is no need to submit a paper version of the request.

The screenshot displays the 'mano.vilniustech' platform interface. On the left is a dark sidebar menu with 'Requests' highlighted by a blue arrow. The main content area shows the 'SUBMIT REQUEST' and 'REQUEST STATUS' tabs. Under 'SUBMIT REQUEST', there are two dropdown menus for 'Application for rector' and 'Application for dean', both with blue arrows pointing to them. Below these is a link: 'You can download the application For permission to continue studies/take internship in another Institution/Organisation form [here](#).' with a blue arrow pointing to the link. The main form area is titled 'Request: For permission to continue studies/take internship in another Institution/Organisation' and includes the instruction 'Add completed document (PDF)'. There is a 'Drag & drop files here ...' area with a 'Browse...' button below it. At the bottom right, there is a blue arrow pointing to the 'Submit request!' button.

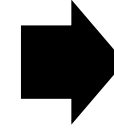
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Coming back
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Financial Agreement

Final document, that must be taken care of before leaving for mobility is **Financial Agreement**.

Draft version of the document will be sent to your email by the responsible coordinator **Viktorija Žukovskienė** (viktorija.zukovskiene@vilniustech.lt).

After filling information, you should print the document, sign it and bring to the coordinator at International relations office (VILNIUS TECH Central Administration, glass building, Saulėtekio al. 11, room C12).

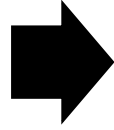
Also, do not forget to get a private health insurance, covering the full duration of your exchange studies!

Amount of Erasmus+ grant is calculated by number of months x amount of grant for one month (which depends on country. You can check it here);

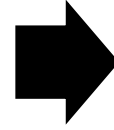
- Grant is transferred (in EUR) **to student's Lithuanian bank account** indicated in Financial Agreement;
 - **80% of grant** is transferred before your leave;
 - **Remaining 20%** is paid when VILNIUS TECH receives your final reports and documents (after your study mobility ends);
- Grant cannot be transferred to anyone else's account or foreign bank account!**

Contact person for Scholarship: Viktorija Žukovskienė e-mail: viktorija.zukovskiene@vilniustech.lt

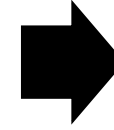
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Financial Agreement

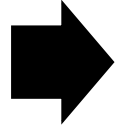
Students with disadvantaged background are able to receive additional social scholarship (200Eur/month).

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.

For more information please contact aldona.valatkeviciute@vsf.lt

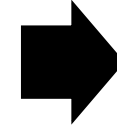
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Coming back
to VILNIUS
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Do not forget:

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

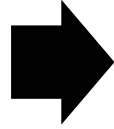
For more details, please have a look at respective embassy webpage.

If you need a confirmation from VILNIUS TECH(that University is sending you for Erasmus+ study abroad) you can get it in IRO but only after IRO receives the acceptance from partner organization.

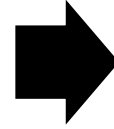
- **EU citizens** must find out if they need "EU citizen certificate" (the legal stay in a foreign country for a longer than 3 months period).

Representatives of receiving institution will also help you to deal with all needed documents. **Please contact them.**

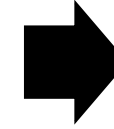
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Coming back
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Do not forget:

- **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+ 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.

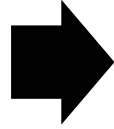
- **Find out about the accommodation at your Partner University and if not provided, search for it as early as possible!**

Before departing from Lithuania to your study exchange destination country you should **check if accommodation is being offered by your Partner University**. Even though most institutions do offer an opportunity to stay at the university's dormitory, you should confirm your stay in advance. **During pandemic situation the accommodation offers have become hard to find so please start looking for it in advance!**

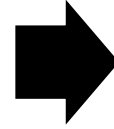
Do not forget that during your study exchange you will be an ambassador of VILNIUS TECH! :)



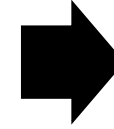
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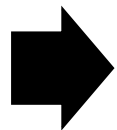


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to VILNIUS
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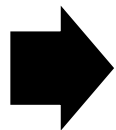
Changes to Learning Agreement

Extension of Stay

Application documents after Nomination



Preparation for study semester



Documents during the semester



Coming back to VILNIUS TECH

Changes to Learning Agreement

- If you would like to change your study programme/number of subjects/number of credits you **are allowed to do that during one month after arrival** to partner institution.

LATER CHANGES WILL NOT BE ACCEPTED!

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

- Inform 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 received permission from your faculty Erasmus+ coordinator to change the Learning Agreement
- 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.**

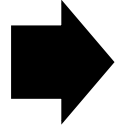
After receiving the signatures (like for original Learning Agreement) please send the final version to your faculty Erasmus+ coordinator and outgoing@vilniustech.lt

Do not forget to add the reasons for your subject/programme change!

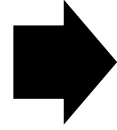
⁶ Reasons for exceptional changes to study programme abroad (choose an item number from the table below):

Reasons for deleting a component	Reason for adding a component
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)	

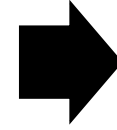
Application
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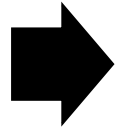
Extension of Stay

- If you would like to extend your stay in receiving organization for one more semester, you have to do this **no 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.**

For more information, contact outgoing@vilniustech.lt

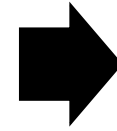
Application documents after Nomination



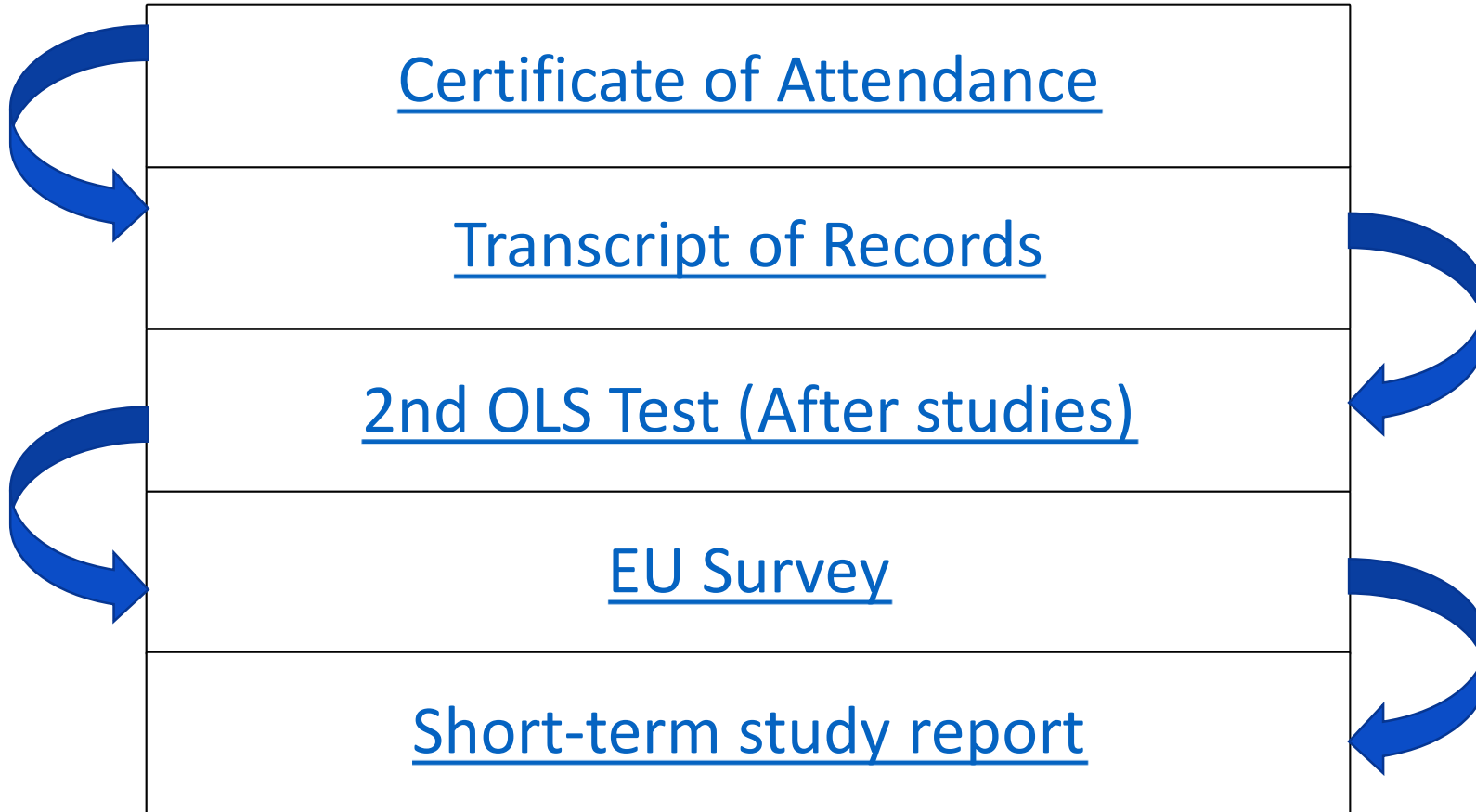
Preparation for study semester



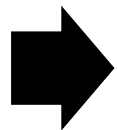
Documents during the semester



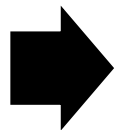
Coming back to VILNIUS TECH



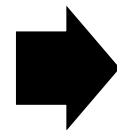
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Certificate of Attendance

- **Certificate shows your study validity. It is signed by the partner university's incoming student coordinator at the end of your study exchange.**

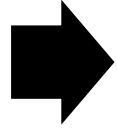
Please find VILNIUS TECH template of this document [here](#).

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 recalculated according to the fact dates of your mobility. It will change the amount of the remaining part (20 proc.) of your scholarship.

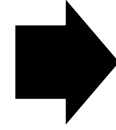
The minimum duration of the Erasmus+ studies are 3 months (90 days).

The image shows a template for an Erasmus+ Certificate of Attendance. At the top left is the Vilnius Gediminas Technical University logo, and at the top right is the Erasmus+ logo. The title "CERTIFICATE" is centered. Below it, a line of text reads: "We hereby certify that the student of the Vilnius Gediminas Technical University (LT VILNIUS02)". There are three horizontal lines for text entry: the first is for "Name, surname" with the note "has been enrolled at the"; the second is for "Name of Host institution and Educational Unit" with the note "as an ERASMUS programme student during the academic year 20__/20__"; the third is for dates "From ___/___/___ to ___/___/___" with the note "(please specify the full date; day, month, year)" and "totallymonths." Below these are fields for "Responsible person (name, surname):", "Position:", and "Signature:". At the bottom, there are three fields for "Stamp:", "Date:", and "Place:".

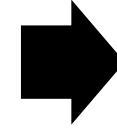
Application
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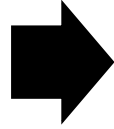
Coming back
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Transcript of Records

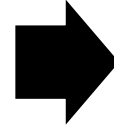
- This document is prepared by receiving institution.
- **Usually it is not ready before student leaves.** Receiving institution sends it to IRO(outgoing@vilniustech.lt) or to the student himself. If the student receives it, please bring or send a copy to IRO.
- The **hard copy** of this document(if it is provided) must be delivered to **International Studies Center.**

If so happens, that the student comes back with **an academic debt** of some subject, he or she can clear it **during one academic year's time free of charge!**

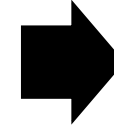
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Coming back
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2nd OLS language test

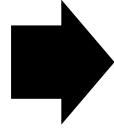
The link for the 2nd test will be sent after your mobility to the same e-mail address.

If you have scored C2 during your first test (before studies) you are exempt of this test.

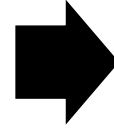
After finishing the test, please inform outgoing@vilniustech.lt

Do not forget to fill the Request to continue studies at VilniusTech in mano.vilniustech platform after you come back.

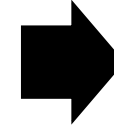
Application
documents
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Nomination



Preparation
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Documents
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semester



Coming back
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EU Survey

The link for survey will be sent to your e-mail (which you have provided in your Financial Agreement) **on the last day of your mobility.**

If you cannot find the e-mail, please check *SPAM* folder as well. The e-mail sometimes goes there.

After filling up the survey, you do not need to send us the copy of it. Just inform us via outgoing@vilniustech.lt

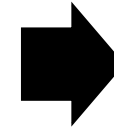
Application documents after Nomination



Preparation for study semester



Documents during the semester



Coming back to VILNIUS TECH

Short-term study report

- Student's who participate in Erasmus+ mobility **must fill a report (you can find the draft [here](#)) and after choosing the type of report, send it altogether to outgoing@vilniustech.lt**

Possible report types:

- **Essay** (at least 1 page long with two pictures from mobility) answering the questions provided or adding your own content.
- **Instagram Take-over** (Answering the questions from students and sharing your experience) If checked, **you will be contacted by our Communication Manager for further information.**
- **Other** (Add yourself) It can be participation in annual VILNIUS TECH Student's International Day event by sharing your experience and other things.



Financial Agreement supplement for short-term study.No. 3.

SHOR-TERM STUDY REPORT

Within 30 days after your mobility ends you must present the report with the chosen form of content:

<u>Form</u>	<u>Notes</u>
<input type="checkbox"/> <u>Essay</u> (at least 1 page long with two pictures from mobility)	
<input type="checkbox"/> <u>Instagram Take-over</u>	
<input type="checkbox"/> <u>Video content</u> (during exchange studies) about studies, country, etc.	
<input type="checkbox"/> <u>Other</u> (write here)	

The content of the report must include:

- Studies in the Partner Institution (Ex: study modules, language, your favorite study module(s) and why..)
- Practical advice for students (Ex: financial, for accommodation, travel, visa, insurance and etc..)
- What the study exchange gave me? (positive/negative influence?)
- Would I recommend my study peers to go for Erasmus+ to this country/Partner Institution?

Additional (optional) report content can include:

- Freetime
- Cultural differences
- Additional professional development opportunities (Ex: internship, visits to companies..)
- Other (write):

*Consent: Yes/No (underline)

I agree for my feedback to be shared on the vilniustecherasmus.blogspot.com international experience blog: Yes / No.

I agree for my feedback to be shared on VILNIUS TECH social networks (Facebook and Instagram): Yes / No.

I agree that my personal photos (in the report), name and surname as well as Faculty, be shared together with my content on VILNIUS TECH: Yes / No.

I certify that the above information is correct:

(Student's name and surname)

(Signature)

(Date)



**VILNIUS
TECH**

Vilniaus Gedimino
technikos universitetas

International Relations
Office

Students' Consultation Hours:

I-IV from 13:00 till 15:00

V from 09:00 till 11:00

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

Thank You!