


## Mobility Online Erasmus+ application outgoing manual

This step-by-step guide explains how to submit an application for Erasmus+ exchange at Vilnius Tech University, using Mobility-Online platform.

Link for application: [click here](#)

### Step 1: Application process

**Application for a student exchange**

All fields marked with (\*) must be completed.

**Application details** [Open all sub groups](#) [Close all sub groups](#)

Type of application	<input type="radio"/> Incoming <input checked="" type="radio"/> Outgoing *
Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teachers *
Exchange programme	Erasmus+ studies (Europe) *
Academic year	2024/2025 *
Semester	Spring 2025 *

**Personal data**

Matriculation number/ ID	<input type="text"/> *
Last name	<input type="text"/> *
First name	<input type="text"/> *
Gender	<input type="radio"/> Male <input type="radio"/> Female *
Date of birth	<input type="text"/> *
Country of birth	<-- Please select --> *
Place of birth	<input type="text"/> *
Nationality	<-- Please select --> *
University e-mail address	inga.mackevic@stud.vilniustech.lt * (?)
Same e-mail address for verification	<input type="text"/> *
Personal e-mail address	<input type="text"/> *

- Select the semester you are planning to go on exchange for.
- Enter your student ID, last name, first name and other personal data.
- University e-mail address comes from university database, please check if it is correct and repeat it.

Contact person in case of emergency	
Last name of your contact person	<input type="text"/> *
First name of your contact person	<input type="text"/> *
Relationship of contact person	<input type="text"/> *
Telephone number of contact person	<input type="text"/> *
E-mail address of contact person	<input type="text"/> *

Study details	
Country of the home institution	<input type="text" value="Lithuania"/> *
Home institution	<input type="text" value="VILNIUS02 - VILNIUS GEDIMINAS TECHNICAL UNI"/> *
Faculty	<input type="text" value="&lt;-- Please select --&gt;"/> *
Study field	<input type="text" value="&lt;-- Please select --&gt;"/> *
Study programme	<input type="text"/> *
Study level	<input type="text" value="&lt;-- Please select --&gt;"/> *
Number of academic years so far	<input type="text"/> *
Academic average (of all previous semesters)	<input type="text"/> *
Academic average (of the last semester)	<input type="text"/> *
Are you an international student?	<input type="radio"/> Yes <input type="radio"/> No * (?)

- Enter details of the person we can contact in case we are not able to contact you. It can be your family member or any close person.
- Select your faculty, study field and study level.
- Enter your study programme, number of academic years (already finished) and academic averages.
- Check if you are an international student or not.

Stay details

Country of host institution (1. choice)
<-- Please select --> \*
VILNIUS TECH Erasmus+ Partners

Host institution (1. choice)
<-- Please select --> \*

Name of the course/programme (1.choice)

ECTS Credits for the programme (1.choice)

Country of host institution (2. choice)
<-- No choice -->

Host institution (2. choice)
<-- No choice -->

Name of the course/programme (2.choice)

ECTS Credits for the programme (2.choice)

Country of host institution (3. choice)
<-- No choice -->

Host institution (3. choice)
<-- No choice -->

Name of the course/programme (3.choice)

ECTS Credits for the programme (3.choice)

Language skills (language of studies at the Host insitution)

☐ A1: Beginner
☐ A2: Elementary
☐ B1: Intermediate
☐ B2: Upper intermediate
☐ C1: Advanced
☐ C2: Proficiency \*

Language at the host institution
<-- Please select --> \*

Did you learn a technical foreign language at VILNIUS TECH?
☐ Yes ☐ No \*

Did you participate in Erasmus+ programme during the current study cycle?
☐ Yes ☐ No \*

Did you participate in other international mobility programmes?
☐ Yes ☐ No \*

Did you participate in ESN Mentor programme?
☐ Yes ☐ No \*

Are you a student with fewer opportunities?
☐ Yes ☐ No \*

For more information check For more information [check here](#)

Do you have any health-related individual needs
☐ Yes ☐ No \*

For more information [check here](#)


Letter of Motivation

There are still 2000 characters available
☐ \*

I consent to the processing of my personal data for the needs necessary to carry out the Erasmus+ mobility
☐ \*

I confirm that the data presented in this application form is correct.
☐ \*

Cancel application


powered by  
MOBILITY-ONLINE

Send application

- Select at least one institution you are applying for. You can choose up to three, we recommend you to choose at least 2-3 institutions to increase your chances to be selected. Please check what study programmes are offered in the institution you want to apply for before selecting it.
- Select language at the host institution and check your language level.
- Select if you have learned a technical foreign language at Vilnius Tech.
- Select if you have participated in Erasmus+ programme or other international mobility programmes during the current study cycle.
- Select if you have participated in ESN Mentor programme.
- Select if you are a student with fewer opportunities (For more information about fewer opportunities [click here](#)).
- Select if you have any health-related individual needs (For more information about health-related individual needs [click here](#))
- Write a short motivation letter and describe why you want to apply for this programme.
- Mark that you consent to the processing of your personal data.
- Check the application data you entered and confirm that the data presented in this application is correct.
- Press „Send application“.

#### Confirmation of Registration



Vilnius Gediminas Technical University <noreply@vilniustech.lt>  
To: Inga Mackevič

Dear Test,  
Thank you for registering with Mobility-Online.

Please use the link at the end of this mail for future access to Mobility-Online.

In order to process your application further you **may** need to upload additional documents to Mobility-Online like:

1. Certificate of English knowledge
2. Provisional Learning Agreement (with chosen subjects from Host University)

Once your application is assessed, you will receive an invitation to an Interview with the coordinators from the International Relations Office and your faculty Erasmus+ coordinator. This interview is necessary for us to evaluate your motivation, explain all the details of the study exchange and answer all your questions regarding the mobility.

If you have further questions, please contact us by [outgoing@vilniustech.lt](mailto:outgoing@vilniustech.lt)

Best regards,  
International Relations Office  
VILNIUS TECH

Login: 20211902

[Login](#)  
[https://mobility.vilniustech.lt/mobility/LoginServlet?ben\\_login=20211902&sprache=en&is\\_sso=1&identifier=VILNIUS02](https://mobility.vilniustech.lt/mobility/LoginServlet?ben_login=20211902&sprache=en&is_sso=1&identifier=VILNIUS02)

- After you have sent an application you will get an email sent to your student email address with information how to continue to submit an application. Please press on the link and login with your usual credentials, which you use at Vilnius Tech.

	Necessary steps	Done	Done on	Done by	Direct access via following link	3 / 40
✓	Before the mobility					3 / 15
	Online application					?
	Confirmation e-mail online application	✓	2024-01-17	Automatically generated		
	Online registration	✓	2024-01-17			
	Please click on the button 'Complete personal data' and fill in further necessary information.					
	Complete personal data	✓	2024-01-11	Inga Test	Complete personal data	
	Language certificate uploaded (optional)	<input type="checkbox"/>			Upload language certificate	
▶	Application marked as complete	<input type="checkbox"/>			Mark as "complete"	
	Application marked as complete	<input type="checkbox"/>				
	Application approved by the faculty coordinator	<input type="checkbox"/>				
	Invitation to the interview received	<input type="checkbox"/>				

- After you login to Mobility-Online, you need to submit all mandatory steps (Complete personal data, upload language certificate (this step is optional), mark application as „complete“) to participate in the selection for exchange studies.
- After you complete mandatory steps, you need to wait for application to be marked as complete by international office and approved by the faculty coordinator. Then you will receive an invitation to the interview. You can always login to mobility online and check on which step is your application currently.

Dear Test,

**Congratulations!** Your application to participate in the study exchange has been approved!

University which has been allocated to you: FACHHOCHSCHULE VORARLBERG GMBH

**Please note!** This approval does not guarantee the actual acceptance for exchange studies at partner institution yet.

What's next?

- Please, log in to your Mobility Online account and accept the allocated exchange spot.  
Link to connect: <https://mobility.vilniustech.lt/mobility/LoginServlet>  
User name: your first name
- A coordinator at the International Relations Office will prepare and send your nomination to the partner institution. You will be notified about it by a separate email.

If you have any questions, please write us an email to [outgoing@vilniustech.lt](mailto:outgoing@vilniustech.lt) or contact your faculty Erasmus+ coordinator.

Best wishes,  
International Relations Office

- After the interview if everything is fine you will be allocated to the partner institution and receive an email with information about where you have been allocated.
- Login to Mobility-Online and accept the allocation by pressing „Submit binding confirmation“.
- After that you will need to wait until your application will be nominated at partner institution.

	Invitation to the interview received	✓	2024-01-17	Inga Mackevič	
	Application allocated to partner institution	✓	2024-01-17	Inga Mackevič	
▶	Allocated exchange spot confirmed by the student	<input type="checkbox"/>			Submit binding confirmation
	Application nominated at partner institution	<input type="checkbox"/>			
		—			

Dear Test,

We are pleased to announce that **your nomination** to participate in the Erasmus+ exchange **was sent!**

What does this mean?

**You will receive an official email from the partner institution with detailed information on the submission of documents.** Please read everything carefully and provide all requested documents in a timely manner. If you have questions, contact us via [outgoing@vilniustech.lt](mailto:outgoing@vilniustech.lt)

Best regards  
International Relations Office  
VILNIUS TECH

*Please Log in to the Mobility-Online in order to download the Information slides for in-depth information about the mobility process and documentation!*

- You will receive a letter about your nomination to partner institution and you will need to wait some time until you receive the letter of acceptance from partner institution.

Download of Information Slides for mobility confirmed



2024-01-17

Test Three

Letter of Acceptance received



Semester dates indicated



[Upload Letter of Acceptance](#)

- When you receive the letter of acceptance, you will need to upload it in Mobility-Online.
- After uploading the letter of acceptance, indicate the semester dates for exchange (this information should be included in the letter of acceptance).

## Step 2: Digital Learning Agreement

Courses for the Learning Agreement				
Information on language skills and contact persons for learning agreement entered	<input checked="" type="checkbox"/>			Enter information on language skills and contact persons for learning agreement
Courses entered into Learning Agreement (at home institution)	<input checked="" type="checkbox"/>	2024-01-18	Test Three	Enter courses into Learning Agreement
Courses entered into Learning Agreement (at host institution)	<input checked="" type="checkbox"/>	2024-01-18	Test Three	Enter courses into Learning Agreement
Courses for the Learning Agreement accepted by home institution	<input type="checkbox"/>			
Courses for the Learning Agreement accepted by host institution	<input type="checkbox"/>			Optional: Display Learning Agreement

- After indicating semester dates you need to complete all the mandatory steps for digital learning agreement.
- Press „Enter information on language skills and contact persons for learning agreement“.

Applications outgoing

Update ?

Back

Update

Study details

Departmental coordinator at home institution

Tumasoniene, Inga

Stay details

Language skills (language of studies at the Host institution)

☐ A1: Beginner  
☐ A2: Elementary  
☐ B1: Intermediate  
☒ B2: Upper intermediate  
☐ C1: Advanced  
☐ C2: Proficiency \*

Language at the host institution

English

Learning Agreement

Responsible person for learning agreement at partner institution

<-- No choice -->

The following fields only need to be filled in case you don't find your responsible contact person in the dropdown list above!

First name of responsible person for learning agreement at partner institution

Last name of responsible person for learning agreement at partner institution

E-mail address of responsible person for learning agreement at partner institution

Gender of responsible person for learning agreement at partner institution

☐ Male
 ☒ Female

Back

Update

- Select your departmental coordinator from the list.
- Indicate your language skills.
- Select responsible person for learning agreement at partner institution.
- In case you don't see a responsible person at partner institution in the drop-down list, you need to enter their data manually:
  - Firstly check if you have the information about the person responsible for learning agreement in the email of acceptance, which you received from partner institution.
  - If not, then search for the contact person on partners web-page or contact the [internal office](#).
- Press “Update”.

	<b>Last name</b> <b>Home institution</b> <b>Host institution</b> <b>Academic year</b>	One Faculty of Fundamental Sciences FACHHOCHSCHULE VORARLBERG GMBH 2024/2025	<b>First name</b> <b>Country of the home institution</b> <b>Country of host institution/company</b> <b>Name of Semester</b>	Test Lithuania Austria Autumn 2024
All original courses	0,00 Credits total for 0 courses			
All added courses	0,00 Credits total for 0 courses			
All deleted courses	0,00 Credits total for 0 courses			

- After entering language and contact person information, you need to enter courses into learning agreement (both at home and host institution).
- Press “Enter further courses”.

Edit learning agreement		Insert
Host institution	FACHHOCHSCHULE VORARLBERG	
Study area	Computer Sciences	
Study field	Informatics	
Academic year	2024/2025	
Semester	Autumn 2024	
Course unit code at the home institution	FMISB16500	
Course unit title at the home institution	Informatic systems software engineering basics	
Number of lessons at the home institution		
Number of credits at the home institution	6,00	
Information about/Link to course at the home institution		

There are still 2147483647 characters available

- Firstly you need to enter courses at home institution (**you need to enter courses which you would study at Vilnius Tech during the semester you have chosen for exchange program**).
- You can find all the courses with details on vilniustech.lt web page:
  - **LT** Stojantiesiems -> Bakalauro ir vientisos/Magistrantūros studijos -> Studijų dalykai -> Jūsų studijojamo dalyko pavadinimas -> Studijų dalykai
  - **EN** Studies -> Study programmes -> Bachelors/Masters studies -> Name of your study programme -> Modules
- Fields “Number of lessons at the home institution” and “Information about/Link to course at the home institution” are optional.



For further help please expand this tab:

<b>Last name</b>	One	<b>First name</b>	Test
<b>Home institution</b>	Faculty of Fundamental Sciences	<b>Country of the home institution</b>	Lithuania
<b>Host institution</b>	FACHHOCHSCHULE VORARLBERG GMBH	<b>Country of host institution/company</b>	Austria
<b>Academic year</b>	2024/2025	<b>Name of Semester</b>	Autumn 2024

— All original courses 30,00 Credits total for 6 courses

Search  [Reset all filters](#)

Search	Search	<-- Select all <-->	<-- Select all <-->	Search
Course unit title at the host institution	Course no./host	Acad.year	Semester	Credits
<input checked="" type="checkbox"/> <input type="checkbox"/> <a href="#">Advanced Data Management</a>	024717050601	2024/2025	Autumn 2024	5,00
<input checked="" type="checkbox"/> <input type="checkbox"/> <a href="#">Competition</a>	024717050609	2024/2025	Autumn 2024	5,00
<input checked="" type="checkbox"/> <input type="checkbox"/> <a href="#">Computergraphics</a>	024717050603	2024/2025	Autumn 2024	5,00
<input checked="" type="checkbox"/> <input type="checkbox"/> <a href="#">dotNet</a>	024717050602	2024/2025	Autumn 2024	5,00
<input checked="" type="checkbox"/> <input type="checkbox"/> <a href="#">Mobile Application Development</a>	024717050604	2024/2025	Autumn 2024	5,00
<input checked="" type="checkbox"/> <input type="checkbox"/> <a href="#">React Web Applications</a>	024717050605	2024/2025	Autumn 2024	5,00

Show 20 entries [Display all records](#) Showing 1 to 6 of 6 entries [First](#) [Previous](#) [Next](#) [Last](#)

All added courses 0,00 Credits total for 0 courses

All deleted courses 0,00 Credits total for 0 courses

- When you enter all the courses, it should look similar as on the screenshot above. You can always delete or modify entered courses.
- Complete the same steps for courses at the host institution. You can find them either in the acceptance letter from partner institution or on the partners website.

Release courses for EWP: Two, Test

General information					
Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	Two	Test	05.03.2003	LT	Male
	ESI		Study cycle	Field of education (ISCED)	Field of education (clarification)
um.schac:personal/UniqueCode:int:esi:lt:20211902		Bachelor	0613	Software and applications development and analysis	
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name, email, phone
	VILNIUS GEDIMINAS TECHNICAL UNIVERSITY (VILNIUS TECH) (Faculty of Fundamental Sciences)	Faculty of Fundamental Sciences	LT VILNIUS02	Lithuania	Inga Tumasoniene; inga.tumasoniene@vilniustech.lt
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name, email, phone
	FACHHOCHSCHULE VORARLBERG GMBH	-	A DORNBIRO1	Austria	Katharina Devich; katharina.devich@fhv.at
The level in the language on [indicate here the main language of instruction] which the student has already mastered or will master by the start of the stay: 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"/>					
Mobility type and duration					
Mobility type			Estimated duration (to be confirmed by the Receiving Institution)		
<ul style="list-style-type: none"> <li>Semester(s) [X] / Virtual component (only if applicable) []</li> <li>Blended mobility with short-term physical mobility []</li> <li>Short-term doctoral mobility [] / Virtual component (only if applicable) []</li> </ul>			Planned period of the physical mobility: <ul style="list-style-type: none"> <li>from [day (optional)/month/year] 01/01/2025</li> <li>to [day (optional)/month/year] 31/05/2025</li> </ul>		
Study Programme at the Receiving Institution					
Mobility type: Semester(s)					
Table A	Component Code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)		Semester	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	745736	course1		1/1	5,00
	5326316	course2		1/1	5,00
	64262	course3		1/1	5,00
	64376437	course4		1/1	6,00
					<b>Total: 21,00</b>
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: <a href="https://www.fhv.at/course-descriptions">https://www.fhv.at/course-descriptions</a>					
Recognition at the Sending Institution					

Close Sign and Transfer

- After you fill in the courses you need to sign the learning agreement.
- Check if all the data is correct. If so – press “Sign and Transfer” button.

✓ Courses for the Learning Agreement 5 / 5

Information on language skills and contact persons for learning agreement entered	<input checked="" type="checkbox"/>			Enter information on language skills and contact persons for learning agreement
Courses entered into Learning Agreement (at home institution)	<input checked="" type="checkbox"/>	2024-01-18	Test Five	
Courses entered into Learning Agreement (at host institution)	<input checked="" type="checkbox"/>	2024-01-18	Test Five	
Courses for the Learning Agreement accepted by home institution	<input checked="" type="checkbox"/>	2024-01-18	Inga Mackevic	
Courses for the Learning Agreement accepted by host institution	<input checked="" type="checkbox"/>			Optional: Display Learning Agreement

- After you have signed the learning agreement, you need to wait until it is checked and signed both at home and partner institutions.

### Step 3: Preparation for Mobility

- Complete “Preparation for Mobility” steps. You can do it while waiting for learning agreement to be signed.
- If you have not uploaded language certificate, you need to complete the OLS test (You will get the link in email).
- If you have uploaded language certificate, just mark OLS test as completed.
- Complete the request to study abroad via “Mano Vilnius Tech” and after doing that, mark it as complete in Mobility-Online. **You will not be able to go for Erasmus if you don’t complete this step.**

- You can find the request under:
  - **EN:** My documents -> Requests -> Student requests to the rector -> For permission to continue studies/practice in another institution/organization
  - **LT:** Mano dokumentai -> Prašymai -> Prašymai rektoriui -> Dėl leidimo tęsti studijas/atlikti praktiką kitoje institucijoje/organizacijoje.
- Download the request template, fill it and upload.

- Complete your bank details.

Create

\_\_\_\_\_

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Create

- Complete your insurance details.

Please open [Mano VILNIUS TECH](#)

Complete bank details	<input checked="" type="checkbox"/>	2024-01-18	Test Five	Complete bank details
Insurance details completed	<input checked="" type="checkbox"/>	2024-01-18	Test Five	Complete insurance details
Questionnaire about Erasmus top-up grants answered	<input type="checkbox"/>			Answer questionnaire about Erasmus top-up grants
Grant calculated	<input type="checkbox"/>			
Grant Agreement downloaded	<input type="checkbox"/>			
Signed Grant Agreement uploaded	<input type="checkbox"/>			

During mobility 0 / 1

- Answer questionnaire about Erasmus top-up grants. Please read and answer it carefully. If you have any questions while answering – contact the international office.

Please open [Mano VILNIUS TECH](#)

Complete bank details		2024-01-17	Test Five	Complete bank details
Insurance details completed		2024-01-18	Test Five	Complete insurance details
Questionnaire about Erasmus top-up grants answered		2024-01-18	Test Five	Answer questionnaire about Erasmus top-up grants
Grant calculated		2024-01-18	Lina Dragel	
Grant Agreement downloaded		2024-01-18	Test Five	Download and sign Grant Agreement
Signed Grant Agreement uploaded		2024-01-18	Test Five	Upload signed Grant Agreement

- After answering the questionnaire, you need to wait until your grant will be calculated. When it is calculated, download the grant agreement.
- Read the grant agreement carefully, almost all the data will be completed automatically, but you will need to confirm your insurance and fill the agreement date (At the bottom near the signature).
- If you have read the agreement and entered the required fields, please sign the agreement and upload it in Mobility-Online.
- Before leaving to the host institution, you will receive the 1-st instalment (1-st and bigger part of your grant).