

ERASMUS+ APPLICATION MANUAL (EUROPE)

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1 Before the Mobility

1.1 Online application

To apply for Erasmus+ study exchange please use the following link:

https://mobility.vilniustech.lt/mobility/BewerbungServlet?identifier=VILNIUS02&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMS&sprache=en

After you login the following screen will appear:

The screenshot shows a web form titled "Application for a student exchange" for the Erasmus+ studies (Europe) program. The form is powered by MOBILITY-ONLINE and is part of the Vilnius Tech system. It features a sidebar with six numbered steps: 1. Application details (selected), 2. Personal data, 3. Contact person in case of emergency, 4. Study details, 5. Stay details, and 6. Confirmations. The main content area is titled "Application details" and contains the following fields:

- Type of application *: Radio buttons for Incoming and Outgoing (Outgoing is selected).
- Type of person *: Radio buttons for Student and Teachers (Student is selected).
- Exchange programme *: A dropdown menu showing "Erasmus+ studies (Europe)".
- Academic year *: A dropdown menu showing "2024/2025".
- Semester *: A dropdown menu showing "<-- Please select -->".

At the bottom of the form, there are two buttons: "Cancel application" and "Continue".

You must fill out all the sections of the application.

! In case you do not finish filling your application and close the window, the data won't save and you will have to fill the application from the beginning.

After you submit your application you must see the following screen:

The screenshot shows a blue confirmation message box with the following text:

i Action successful!
Thank you for your application! You will receive an e-mail in a few minutes containing all necessary information regarding further steps.

At the bottom right of the message box, there is a "Close" button.

1.2 Login to Mobility Online system

You shall receive the following confirmation e-mail to your student mailbox:

Dear Student,

Thank you for applying for Erasmus+ studies using Mobility-Online.

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

In order to process your application further you need to complete additional steps in Mobility-Online like:

1. Completing your personal data
2. Providing certificate of english knowledge (optional)
3. Uploading your portfolio (only for architecture students)
4. Confirming your application for further review

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.

Please open and read full application manual [here](#).

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 receive this confirmation e-mail please read it carefully and login to Mobility Online using the link at the end of the e-mail to continue your application process.

1.3 Upload of documents, personal details, interview

After you login you shall see the following screen:

Workflow

For further help please expand this bar!

Last name	Test	Study field	Informatics Engineering
First name	Applicant	Country of host institution (1. choice)	Austria
Date of birth	2003-04-04	Host institution (1. choice)	GRAZ09 - FH Joanneum University of Applied Sciences
Country of the home institution	Lithuania	Stay from	2025-02-03
Home institution	VILNIUS02 - VILNIUS GEDIMINAS TECHNICAL UNIVERSITY...	Stay to	2025-06-22

Necessary steps	Done	Done on	Done by	Direct access via following link	2 / 38
Before the mobility 2 / 13					
Online application complete					
Confirmation e-mail received	<input checked="" type="checkbox"/>	2024-08-19	Automatically generated		
Online registration complete	<input checked="" type="checkbox"/>	2024-08-19			
Personal data complete	<input type="checkbox"/>			Complete personal data	
Please click on the button 'Complete personal data' and fill in further necessary information.					
Language certificate uploaded (optional)	<input type="checkbox"/>				
Application marked as complete by student	<input type="checkbox"/>				
Application marked as complete by IRO	<input type="checkbox"/>				
Application approved by the faculty coordinator	<input type="checkbox"/>				
Invitation to the interview received	<input type="checkbox"/>				
Application allocated to partner institution	<input type="checkbox"/>				
Application nominated at partner institution	<input type="checkbox"/>				
Letter of Acceptance received	<input type="checkbox"/>				
Semester dates indicated	<input type="checkbox"/>				
Please enter the corrected dates of your mobility which were indicated in your acceptance letter.					
Courses for the Learning Agreement 0 / 6					

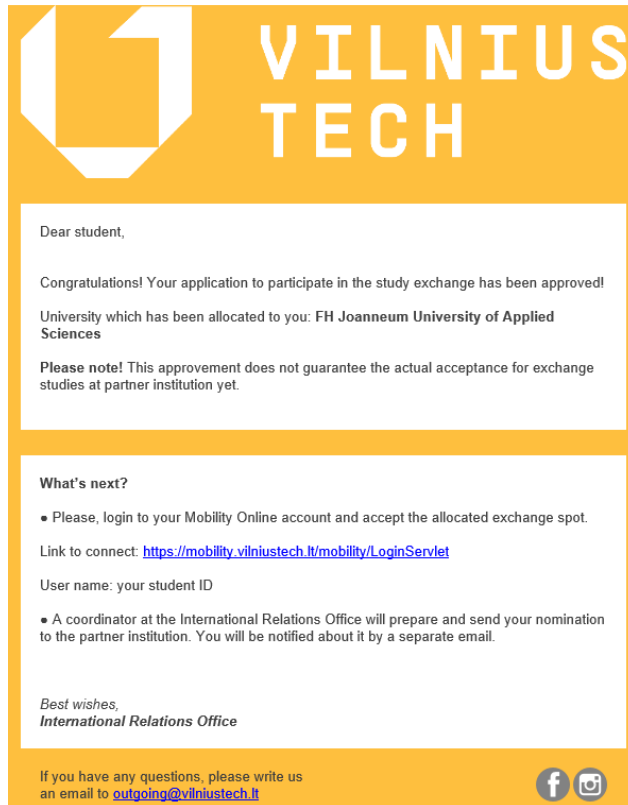
Complete the following steps:

- Press “*Complete personal data*”, fill permanent address details and press “*Update personal details*”;
- Upload language certificate in case you have it, **this step is optional unless the partner institution requires you to have it**;
- In case you are an architecture student upload your portfolio;
- After you are done press “*Mark as “complete”*”, confirm that your application is complete and press the “*update*” button;
- Wait until your application is approved by IRO and your faculty coordinator and the invitation to the interview is sent to you by e-mail.

1.4 Allocation, Nomination and Upload of Acceptance Letter with Semester Dates

After the interview the following steps must be complete:

- Wait until you are allocated to one of your selected institutions;
- After the allocation you will receive the following e-mail:



- After you receive an e-mail please login to Mobility Online using the link provided in it and confirm the allocated spot.

To submit please press “*Submit binding confirmation*”, accept the allocated spot and press the “*update*” button:

Application marked as complete by student	<input checked="" type="checkbox"/>	2024-08-19	Applicant Test
Application marked as complete by IRO	<input checked="" type="checkbox"/>	2024-08-19	Inga Mackevič
Application approved by the faculty coordinator	<input checked="" type="checkbox"/>	2024-08-19	Inga Mackevič
Invitation to the interview received	<input checked="" type="checkbox"/>	2024-08-19	Inga Mackevič
Application allocated to partner institution	<input checked="" type="checkbox"/>	2024-08-19	Inga Mackevič
Allocated exchange spot confirmed by the student	<input type="checkbox"/>		
Application nominated at partner institution	<input type="checkbox"/>		
Letter of Acceptance received	<input type="checkbox"/>		
Semester dates indicated	<input type="checkbox"/>		

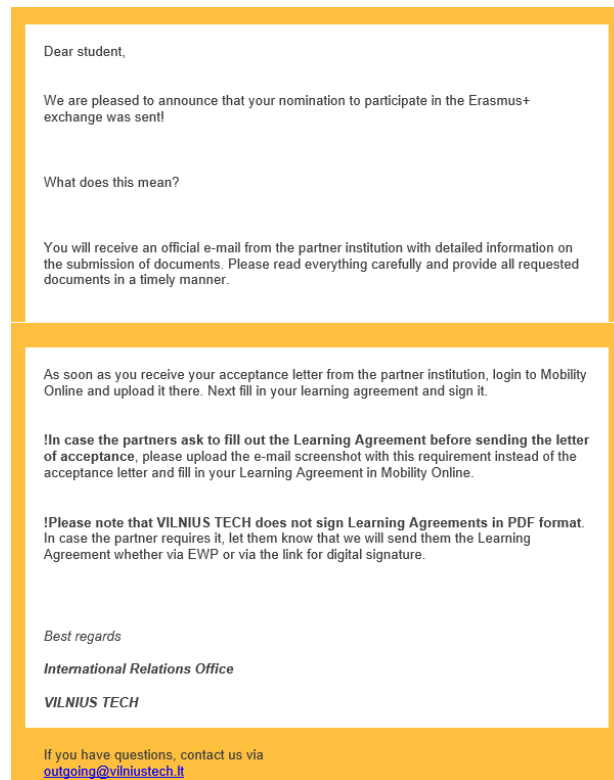
Submit binding confirmation

Please enter the corrected dates of your mobility which were indicated in your acceptance letter.

! In case you don't want to confirm the allocated spot please reach out to outgoing@vilniustech.lt

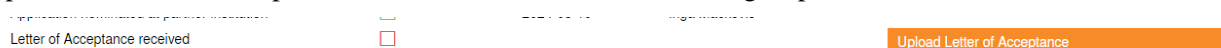
- Wait until your application is nominated at the partner institution

After you've been nominated at partner institution you shall receive the following e-mail:

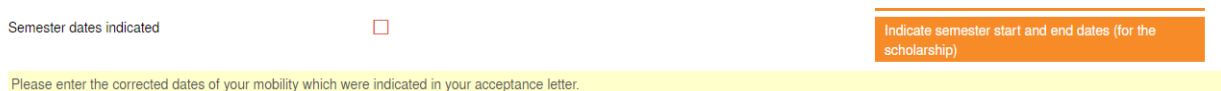


After you receive this e-mail complete the following steps:

- Wait for a letter of acceptance/e-mail from receiving institution;
- After you receive it please read carefully and provide all the requested data and documents as soon as you can;
- At the same time login to Mobility Online (using the same link which you received in previous e-mails) and upload the letter of acceptance/e-mail screenshot in the following step:



- Indicate the semester dates (enter the dates which are given to you in the e-mail received from receiving institution) in the following step:



In case you are not sure about the dates, please clarify it with the receiving institution.

- After entering the dates move to the following section "Courses for the Learning Agreement":



2 Digital Learning Agreement

! Please note that VILNIUS TECH does not sign learning agreements in PDF format for European study exchanges in case the receiving institution sends you a pdf learning agreement (also called OLA or DLA), do not fill it and tell the receiving institution that the DLA will be sent to them via EWP (Erasmus without paper) or via e-mail.

To complete your learning agreement please complete the following steps:

- Enter information on language skills, semester dates and contact persons in the following step:

Information on language skills, semester dates and contact persons for learning agreement entered

Enter information on language skills, semester dates and contact persons for learning agreement

As contact person **at home institution** select **Lina Dragel**

If required change the language information

As responsible person **at partner institution**:

- Select the same person which was mentioned as contact person in your acceptance letter
- In case the person is not in the drop-down list please enter his/her contact details manually

- After you complete all the data press the “*update*” button

Study details

Contact person at home institution *

For Outgoing students please select Lina Dragel

Stay details

Stay from *

Stay to *

Language at the host institution *

Language skills (language of studies at the Host institution)

A1: Beginner

A2: Elementary

B1: Intermediate

B2: Upper intermediate

C1: Advanced

C2: Proficiency *

Learning Agreement

Responsible person for learning agreement at partner institution *

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

- Next enter courses into learning agreement (at home institution). These are the courses which you would study at Vilnius Tech during your Erasmus+ mobility period, so just take the courses of the corresponding semester(s) from your study programme at Vilnius Tech and enter them into the learning agreement:

Courses entered into Learning Agreement (at home institution)

Enter courses into Learning Agreement

Each course must be created separately, to enter every course do the following:

- Press “Enter further courses”;

Enter further courses...

- Enter course unit code, title and number of credits;
- Press “Create”

Edit learning agreement

Host institution	FH Joanneum University of Applied... ?
Study area	Computer Sciences
Study field	Informatics Engineering
Academic year	2024/2025 ?
Semester	Spring 2025 ?

Course unit code at the home institution	Test unit code 1
	There are still 184 characters available
Course unit title at the home institution	Test unit title 1
	There are still 238 characters available
Number of lessons at the home institution	
Number of credits at the home institution	3.00
Information about/Link to course at the home institution	
	There are still 2147483647 characters available

Close Create

- Next enter courses into learning agreement (at host institution). These are the courses which you want to study at receiving institution during your Erasmus+ exchange period.

Courses entered into Learning Agreement (at host institution)

Enter courses into Learning Agreement

To enter the courses complete the same steps as described above for courses at home institution.

- After you enter the courses (both at home and host institution) in the same step “Courses entered into Learning Agreement (at host institution)” press the “Final check before signing” button:

All original courses					5,00 Credits total for 1 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	
Test unit title 2	Test unit code 2	2024/2025	Spring 2025	5,00	

Show 20 entries Display all records Showing 1 to 1 of 1 entries First Previous 1 Next Last

All added courses	0,00 Credits total for 0 courses
All deleted courses	0,00 Credits total for 0 courses

[Back](#)
[Enter further courses...](#)
[Final check before signing](#)

Review your Learning agreement carefully and if the data is right sign it by pressing the “Sign and Transfer” button:

Release courses for EWP: Test, Applicant

English

General information					
Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	Test	Applicant	14.04.2003	LT	Female
	ESI		Study cycle	Field of education (ISCED)	Field of education (clarification)
	urn:sehac:personal:UniqueCode:int:esi:it:20211902		Bachelor	0714	Electronics and automation
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	Lina Drageļ; lina.drageļ@vilniustech.lt
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name, email, phone
	FH Joanneum University of Applied Sciences	-	A GRAZ09	Austria	Name Lastname; email@email.com;
The level in the language en [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 checked="" 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"> Semester(s) [X] / Virtual component (only if applicable) [] Blended mobility with short-term physical mobility [] Short-term doctoral mobility [] / Virtual component (only if applicable) [] 			Planned period of the physical mobility: <ul style="list-style-type: none"> from [day (optional)]/month/year] 03/02/2025 to [day (optional)]/month/year] 22/06/2025 		
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	
	Test unit code 2	Test unit title 2	1/1	5,00	
				Total: 5,00	
Web link to the course catalogue at the Receiving Institution describing the learning outcomes:					
Recognition at the Sending Institution					
Mobility type: Semester(s)					
	Component Code	Component title at the Sending Institution	Semester	Number of ECTS credits (or equivalent) to be recognised by the	Automatic recognition

[Close](#)
[Sign and Transfer](#)

- After you sign the learning agreement **please do not make any changes to the course selection** (both at home and host institution) unless your Learning Agreement is rejected.
- Now your learning agreement must be signed both by home and by host institution, in case something will be wrong with the agreement, it will be rejected and you will receive an automatic e-mail with the reason of rejection and requirement to make the changes to your learning agreement.
- **! In case your learning agreement is rejected**, don't forget to sign it again after you make the changes, otherwise the new version won't be sent to your faculty coordinator and to the partner institution.

- While waiting for your Learning Agreement to be signed by all parties, you can submit the request to study abroad and fill the data relevant for the grant agreement. To do that move to the next section “*Preparation for Mobility*”:

3 Grant agreement and Scholarship

To be able to go for your Erasmus+ exchange and receive your scholarship please complete the following steps:

- Submit the request to study abroad via mano.vilniustech.lt (please enter the dates from the acceptance letter in the request, otherwise it will be rejected) and after you do that mark it as submitted in Mobility Online as well:

Preparation for Mobility 0 / 9

Request to study abroad submitted via "Mano VILNIUS TECH" [Mark as complete](#)

Firstly submit the "Request to continue studies in another institution" via mano.vilniustech.lt

After login in the left menu select:

EN: My documents -> requests -> Application for rector -> For permission to continue studies/take internship in another Institution/Organisation
LT: Mano dokumentai -> Studento prašymai rektoriumi -> Del leidimo tęsti studijas/atlikti praktiką kitoje institucijoje/organizacijoje

After you submit the request, mark it as submitted in this Mobility-Online step.

You will not be able to complete your grant agreement until your request is marked as complete by International Office.

- Wait until your request is checked by IRO. When it is checked you will receive an automatic e-mail;
- After you receive an e-mail login to Mobility Online and complete the bank details, insurance details, data relevant for grant agreement and answer the questionnaire about Erasmus top-ups:

Bank details complete	<input checked="" type="checkbox"/>	2024-08-19	Applicant Test	Complete bank details
Insurance details complete	<input type="checkbox"/>			Complete insurance details
Data relevant for Grant agreement complete	<input type="checkbox"/>			
Questionnaire about Erasmus top-up grants answered	<input type="checkbox"/>			

! In case you want to apply for a top-up:

- For fewer opportunities you must upload a confirmation document (Ukrainian citizenship, social benefits etc.). If you mark that you want to receive this top-up but do not upload any documents your request will be rejected and grant will be calculated without a top-up;
- For green travel top-up (travelling sustainably by car, bus, train) you must to provide a proof of green travel after you return from your host institution, otherwise you won't receive the top-up;
- For top-up based on real costs due to disability the IRO will contact you directly.

In case you are not a student with fewer opportunities, don't plan to travel sustainably and don't have a disability please select "no" in every step of the questionnaire;

- After you complete the steps above, wait until your grant is calculated by IRO. When it is done you will receive an e-mail to your student mailbox notifying that your grant agreement is ready;

! Please note that you won't receive your grant agreement and the grant won't be paid to you until your Digital Learning Agreement is signed by host institution.

- When you receive an e-mail about the readiness of your grant agreement, please login to Mobility Online, download your grant agreement, review it and sign digitally in the step "*Confirmation and signing Grant*

Agreement”:

Grant Agreement downloaded



Download Grant Agreement

Your grant agreement will be available after the grant is calculated by International Office and only after your Digital Learning Agreement is approved by receiving institution.

Confirmation and signing Grant Agreement



In case some data (bank data, insurance data, dates, etc.) are wrong in the Grant Agreement just change it in previous Mobility Online steps and it will change automatically in the grant agreement.

! You won't be able to make any changes after you sign the Grant agreement;

- Next step groups “*During Mobility*” and “*Extension of stay*” must be **completed only after your Erasmus+ mobility starts.**

4 During Mobility (Changes to the DLA)

- After you arrive at the partner institution you must select whether DLA (Digital Learning Agreement) changes are required, to do that go to the following step:

The screenshot shows a progress bar at the top with the label 'During mobility'. Below it, there are four columns: 'Information about changes to the Learning Agreement entered' with a green checkmark, '2024-08-19', 'Applicant Test', and 'Enter information' in an orange button.

In case the partner institution requires you to make the changes select “yes”, otherwise select “no”:

Digital Learning Agreement Changes

Would you like to make changes to your Learning Agreement (during the mobility)? * Yes No

[Back to the application workflow](#) [Forward to update](#)

If changes are required go to the next 2 steps:

OPTIONAL: Changed courses entered into Learning Agreement (at home institution)
Changed courses entered into Learning Agreement (at host institution)

[OPTIONAL: Enter changed courses](#)

[Enter changed courses](#)

- Changing courses at home institution is optional, you can complete this step only if partner or home university requires that, otherwise skip it;
- Enter changes courses at host institution, press “Enter changed courses” and then press “Enter further courses”, you shall see this screen:

The screenshot shows the 'Edit learning agreement' form. At the top, there is a header 'Edit learning agreement'. Below it, there are several dropdown menus: 'Host institution' (FH Joanneum University of Applied...), 'Study area' (Computer Sciences), 'Study field' (Informatics Engineering), 'Academic year' (2024/2025), and 'Semester' (Spring 2025). Below these are several input fields: 'Course unit code at the host institution' (with a character count of 200), 'Course unit title at the host institution' (with a character count of 255), 'Number of lessons at the host institution', 'Number of credits at the host university', and 'Link to course at the host institution' (with a character count of 2147483647). At the bottom, there is a 'Reason for change' dropdown menu with the option '<- Please select ->'. At the very bottom, there are 'Close' and 'Create' buttons.

- Enter every course separately and select the reason for change:

Reason for change

<-- Please select -->

<-- Please select -->

ADD_CAUSE_ERROR - Because of the system error

ADD_CAUSE_TIME_CONF - Timetable conflict

EXTENSION - Extension of stay

OTHER - Other

DO NOT SELECT “Extension of stay” as it is used only in the later steps for extension of stay.

- In case you need to delete the course just press the bin button near the course:



And select the reason for deletion:

Reason for change

<-- Please select -->

<-- Please select -->

DELETE_CAUSE_ERROR - Because of the system error

DELETE_CAUSE_LANGUAGE_MISMATCH - Language mismatch

DELETE_CAUSE_NOT_AVAILABLE - Course not available

- After you make all the changes press “*Final check before signing*” and then press “*Sign and transfer*”;
- Wait until your changes are signed both by home and by host institution;
- Move to the next steps group “*Extension of stay*”.

5 Extension of Stay

Extension of stay is only available for students who want to extend their stay for a spring semester. In case you want to extend for an autumn semester, you must fill a new online application.

- Go to the step “*Information on extension filled in*” and in case you want to extend your Erasmus+ mobility for another semester select “yes”, otherwise select “no”:

The screenshot shows a progress bar for the 'Extension of stay' step. The current step is 'Information on extension filled in', which is marked as completed with a green checkmark. The date '2024-08-20' and the name 'Applicant Test' are visible. A button labeled 'Fill in information on prolongation' is on the right. Below the progress bar, a yellow box contains the text: 'This step should be executed during your mobility. In case you want to extend your stay please select "yes". Otherwise select "no".'

If you want to extend your stay and you have selected “yes”:

- Go to the step “*Confirmation on extension provided*”:

The screenshot shows the 'Confirmation on extension provided' step. It features a checkbox that is currently unchecked and a button labeled 'Submit confirmation' on the right.

Here you must upload a document from the host institution confirming that they agree to extend your stay;

- Wait until your extension is approved both by International Office and by your Faculty Coordinator;
- After your extension is approved you must enter courses into learning agreement for the extended semester (both at home and at host institution).

The entering process is the same as in the [previous steps](#).

As a reason for change always select “*Extension of stay*”:

The screenshot shows a dropdown menu for 'Reason for change'. The menu is open, displaying several options: '<-- Please select -->', 'ADD_CAUSE_ERROR - Because of the system error', 'ADD_CAUSE_TIME_CONF - Timetable conflict', 'EXTENSION - Extension of stay' (which is highlighted in orange), and 'OTHER - Other'.

- After you sign the Learning Agreement enter new semester end date in the following step:

The screenshot shows the 'New study period confirmed' step. It features a checkbox that is currently unchecked and a button labeled 'Indicate semester start and end dates (for the scholarship)' on the right.

- Next complete the EU survey (You shall receive it to your e-mail) and upload the following documents:

New study period confirmed	<input checked="" type="checkbox"/>	2024-08-20	Applicant Test
I confirm that I completed the EU Survey	<input checked="" type="checkbox"/>	2024-08-22	Inga Mackevič
Confirmation of stay (signed by the host institution) uploaded	<input checked="" type="checkbox"/>	2024-08-20	Applicant Test
Transcript of records uploaded	<input checked="" type="checkbox"/>	2024-08-20	Applicant Test
Request to study abroad submitted via "Mano VILNIUS TECH"	<input checked="" type="checkbox"/>	2024-08-20	Applicant Test

- Submit the request to study abroad via mano.vilniustech.lt and after you do that mark it as submitted in Mobility Online;
- Wait until your request and documents are checked by International Office;
- When your documents and request are accepted wait until your scholarship is recalculated and new grant agreement is generated;
- Sign new grant agreement;
- Move to the final steps group "*After the Mobility*".

6 After the Mobility

! Please note that you will receive the second part of your scholarship only after you upload all necessary documents

- Upload all the documents which are listed in Mobility Online:

Confirmation of stay (signed by the host institution)
uploaded

Transcript of records uploaded

- Complete the EU Survey (You shall receive it to your e-mail) and mark it as complete in Mobility Online;
- Submit the request to continue your studies at VILNIUS TECH via mano.vilniustech.lt
- Upload the final report;
- Wait until your documents are checked by International Office;
- After your documents are accepted you shall receive the second part of your scholarship.