

## 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\\_ar t=OUT&aust\\_prog=SMS&sprache=en](https://mobility.vilniustech.lt/mobility/BewerbungServlet?identifier=VILNIUS02&kz_bew_pers=S&kz_bew_ar t=OUT&aust_prog=SMS&sprache=en)

After you login, the following screen will appear:

The screenshot shows a web application interface for submitting an Erasmus+ student exchange application. The header is orange and contains the title 'Application for a student exchange' and the Vilnius Tech logo. Below the header, a yellow banner states: 'All fields marked with (\*) must be completed.' On the left, there is a vertical navigation menu with six steps: 1. Application details (highlighted in orange), 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 several form fields: 'Type of application \*' with radio buttons for 'Incoming' and 'Outgoing' (selected); 'Type of person \*' with radio buttons for 'Student' (selected) and 'Teachers'; 'Exchange programme \*' with a dropdown menu showing 'Erasmus+ studies (Europe)'; 'Academic year \*' with a dropdown menu showing '2024/2025'; and 'Semester \*' with a dropdown menu showing '<-- Please select -->'. At the bottom left, there is a logo for 'powered by MOBILITY-ONLINE'. At the bottom right, 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 out 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. It starts with an information icon and the text 'Action successful!'. Below this, it says 'Thank you for your application! You will receive an e-mail in a few minutes containing all necessary information regarding further steps.' In the bottom right corner of the box, there is a 'Close' button.

## 1.2 After submitting the application

You will receive **the confirmation e-mail** to your student mailbox:

After you receive the confirmation e-mail, **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 Before the interview

After you login, you will 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
∨	<b>Before the mobility</b>					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"/>			<a href="#">Complete personal data</a>	
	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.					
∨	<b>Courses for the Learning Agreement</b>					0 / 6

**Please note** that your application won't be accepted and you won't be invited to the interview until you 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**. Press *“Upload language certificate”*, then press *“Please enter the file”*, select the file and press *“Create”*.
- 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 you receive an invitation to the interview from International Relations Office (IRO).

## 1.4 After the interview

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 an e-mail to your student mailbox;
- After you receive an e-mail, please login to Mobility Online and confirm the allocated spot **as soon as possible**.

To confirm the allocated spot 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](mailto:outgoing@vilniustech.lt)

- Wait until your application is nominated at the partner institution

After you've been nominated at the partner institution, you shall receive the following e-mail, **read it carefully as it contains the most important information**:

Dear student,

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

What does this mean?

You will receive **an official e-mail 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.**

As soon as you receive your **acceptance letter** from the partner institution, **login to Mobility Online and upload it there.**

**In case the partners ask to fill out the Learning Agreement before sending the letter of acceptance**, please upload the e-mail screenshot with this requirement instead of the acceptance letter and fill in your Learning Agreement in Mobility Online.

### Learning Agreement

Please read all the information about the Learning Agreement very carefully:

- After you upload your Acceptance Letter/Confirmation e-mail, you must fill out your Learning Agreement in Mobility-Online by **July 1st** for Autumn semester and by **December 1st** for Spring semester.

- Your Learning Agreement **must be filled using our Mobility-Online system**. **VILNIUS TECH does not accept Learning Agreements filled out in PDF format and signed with a physical signature** (it is accepted only in exceptional cases).

- Fill out your Learning Agreement via Mobility-Online, sign it digitally and get the signatures of your faculty coordinator and of the receiving institution. Instructions on how to do this are available in the Mobility-Online manual.

- Please consult your Faculty Coordinator (you can find your Faculty Coordinator [here](#)) regarding the courses selected at the host institution. **Please note** that some institutions require to submit the study plan in their system before signing your Learning Agreement, so read all the e-mails sent by the receiving institution carefully.

- **If the receiving institution requires you to submit your Learning Agreement in PDF format or via their own platform**, please contact VILNIUS TECH IRO ([outgoing@vilniustech.lt](mailto:outgoing@vilniustech.lt) or [inga.mackevic@vilniustech.lt](mailto:inga.mackevic@vilniustech.lt)) first.

**Please note** that without the fully signed Learning Agreement:

- Your request to study abroad won't be accepted;

- You won't receive your Erasmus scholarship;

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

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

- Wait for a Letter of Acceptance/Confirmation e-mail from the receiving institution;
- After you receive an e-mail from the receiving institution, read carefully and provide all the requested data and documents in a timely manner;

- Login to Mobility Online and upload the Letter of Acceptance/Confirmation e-mail screenshot in the following step:

Letter of Acceptance received  Upload Letter of Acceptance

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

Semester dates indicated  Indicate semester start and end dates (for the scholarship)

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

**In case you are not sure about the dates, please clarify it with the receiving institution.** Those dates are final and will be used both in your Learning Agreement and Grant Agreement.

- Move to the following section “Courses for the Learning Agreement”:

Courses for the Learning Agreement  0 / 6

## 2 Digital Learning Agreement

**! Please note that VILNIUS TECH does not accept Learning Agreements in PDF format for European study exchange.** 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. If they still require a PDF Learning Agreement, contact us ([outgoing@vilniustech.lt](mailto:outgoing@vilniustech.lt)) first.

To complete your learning agreement please complete the following steps:

- Enter information on language skills, semester dates and contact person 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 the 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

The screenshot shows a web form for a digital learning agreement. It is divided into three main sections: 'Study details', 'Stay details', and 'Learning Agreement'.  
1. 'Study details': Contains a dropdown menu for 'Contact person at home institution' with 'Dragel, Lina' selected. Below it is a yellow box with the text 'For Outgoing students please select Lina Dragel'.  
2. 'Stay details': Contains two date pickers. 'Stay from' is set to '2025-02-03' and 'Stay to' is set to '2025-06-22'. Both have a 'Today' button. Below the dates is a dropdown for 'Language at the host institution' set to 'English'. Underneath is a list of language proficiency levels: 'A1: Beginner', 'A2: Elementary', 'B1: Intermediate', 'B2: Upper intermediate' (selected with a blue dot), 'C1: Advanced', and 'C2: Proficiency'.  
3. 'Learning Agreement': Contains a dropdown for 'Responsible person for learning agreement at partner institution' with 'Psonder, Tanja' selected. Below it is a yellow box with the text 'The following fields only need to be filled in case you don't find your responsible contact person in the dropdown list above!'.

- 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 entered separately**, do not enter all the courses together in one line. 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
Course unit title at the home institution	Test unit title 1
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](#)

- Repeat the same steps for all the courses.

- Next enter courses into Learning Agreement (at host institution). These are the courses which you want to study at the 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
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 correct, 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
Sending Institution	ESI	Faculty/Department	Erasmus code	Country	Field of education (clarification)
	urn:schac:personal/UniqueCode:int:esi:it:20211902	VILNIUS GEDIMINAS TECHNICAL UNIVERSITY (VILNIUS TECH) (Faculty of Fundamental Sciences)	LT VILNIUS02	Lithuania	Electronics and automation
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  A2  B1  B2  C1  C2  Native Speaker

Mobility type and duration	
Mobility type	Estimated duration (to be confirmed by the Receiving Institution)
<ul style="list-style-type: none"> <li>Semester(s) <input checked="" type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/></li> <li>Blended mobility with short-term physical mobility <input type="checkbox"/></li> <li>Short-term doctoral mobility <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/></li> </ul>	Planned period of the physical mobility: <ul style="list-style-type: none"> <li>from [day (optional)]/month/year] 03/02/2025</li> <li>to [day (optional)]/month/year] 22/06/2025</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
	Test unit code 2	Test unit title 2	1/1	5.00
				<b>Total: 5.00</b>

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**.
- After you sign your Learning Agreement **it is automatically sent** to your Faculty Coordinator. And after it is signed by the Faculty Coordinator, it is automatically sent to the partner institution, so please **do not send a PDF version of your agreement via e-mail**.
- Now your Learning agreement **must be signed both by the home and 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 for rejection and requirement to correct 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*":

- **Please note** that your request to study abroad and Grant Agreement won't be accepted and you won't receive your scholarship until your Learning Agreement is fully signed in Mobility-Online.
- **If you need to correct your Learning Agreement until it is signed by Receiving Institution:**  
If your Faculty Coordinator or Receiving Institution asks you to correct your Learning Agreement **after you have signed it**, but you see that it is not approved/rejected, **please ask them to reject your Learning Agreement first**. If you try to correct your Learning Agreement after you sign it without the rejection of your Faculty Coordinator/Receiving Institution, you will face errors.
- **If you need to correct your Learning Agreement after it is signed by all parties:**  
You will be able to do that in the "During Mobility (Changes to the DLA)" section.

### 3 Grant Agreement and Scholarship

To receive your scholarship please complete the following steps:

- Submit the request to study abroad via [mano.vilniustech.lt](http://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:

mano.vilniustech.lt'. It then provides instructions on login and navigation: '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'. A note at the bottom states: '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.' A 'Mark as complete' button is visible in the top right corner of the yellow area."/>

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](http://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. Please note that it won't be accepted until your Learning Agreement is fully signed in Mobility-Online;
- 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 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 scholarship won't be paid until your Digital Learning Agreement is signed by the 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 **complete 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, a table lists the steps: 'Information about changes to the Learning Agreement entered' (checked), '2024-08-19', and 'Applicant Test'. An orange button labeled 'Enter information' is on the right.

In case the partner institution requires you to make the changes or you want to make them yourself, 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 changed 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. It includes dropdown menus for '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 input fields for 'Course unit code at the host institution' (200 characters available), 'Course unit title at the host institution' (255 characters available), 'Number of lessons at the host institution', 'Number of credits at the host university', and 'Link to course at the host institution' (2147483647 characters available). A 'Reason for change' dropdown is at the bottom, and 'Close' and 'Create' buttons are at the very bottom.

- 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 the 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 the home and host institution;
- Move to the next steps group “*Extension of stay*”.

**If you have completed the changes and changed Learning Agreement is fully signed, but you need to change it again:**

- Confirm that you need an additional round of changes in Mobility-Online step “IN CASE ADDITIONAL ROUND OF CHANGES IS REQUIRED: Additional round of changes confirmed”.
- Complete the changes and sign them.
- Confirm that you have complete the additional round of changes in step “IN CASE ADDITIONAL ROUND OF DLA CHANGES IS REQUIRED: Additional round of DLA changes complete”.

## 5 Extension of Stay

It is mandatory to mark whether extension is required or not. Until you mark it, you won't be able to upload your documents after mobility.

**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 application.

**Please note** that applying for an extension does not guarantee that it will be approved and financed.

- 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' section. The first step, 'Information on extension filled in', is marked as complete with a green checkmark. The current step is '2024-08-20 Applicant Test', which has a 'Fill in information on prolongation' button. Below the progress bar, a yellow box contains instructions: '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 with an unchecked checkbox and a 'Submit confirmation' button.

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 Relations Office and by your Faculty Coordinator;
- If your extension is approved you must enter the 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 selected option is 'EXTENSION - Extension of stay', which is highlighted in orange. Other options include 'ADD\_CAUSE\_ERROR - Because of the system error', 'ADD\_CAUSE\_TIME\_CONF - Timetable conflict', and 'OTHER - Other'.

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

New study period confirmed



Indicate semester start and end dates (for the scholarship)

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](http://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 re-calculated and new Grant Agreement is generated;
- Sign the 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.**

**If you do not upload your documents after mobility you might get an academic debt as well.**

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

After the mobility		0 / 8
Confirmation of stay (signed by the host institution) uploaded	<input type="checkbox"/>	
The transcript of records provides an overview of the learning outcomes of the student at the receiving institution, including the educational components, number of ECTS credits completed, and the grades awarded.		
Transcript of records uploaded	<input type="checkbox"/>	
The Erasmus Participant Report (EU Survey) is the EU Commission's electronic feedback form, which is sent automatically at the end of the mobility period from the Commission's Beneficiary Module to the students e-mail.		
<b>Please note</b> that the second instalment of your scholarship will be paid only if the EU Survey is complete.		
I confirm that I've complete the EU Survey	<input type="checkbox"/>	
I confirm that I've complete the request to continue my studies via "Mano VILNIUS TECH"	<input type="checkbox"/>	
Travel report questionnaire answered	<input type="checkbox"/>	
Documents accepted by IRO	<input type="checkbox"/>	
2nd instalment paid	<input type="checkbox"/>	
Application complete	<input type="checkbox"/>	

- 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](mailto:mano.vilniustech.lt)
- Complete the questionnaire;
- Wait until your documents are checked by International Office;
- After your documents are accepted you shall receive the second part of your scholarship.