INFO material for outgoing students for Erasmus+ studies

International office (IO)
Coordinator of Outgoing Students
exchange@mruni.eu
Nomination to a partner University

Student prepares and sends documents to the host university

Student receives an acceptance confirmation from a host university (regular letter, or confirmed LA)

Confirmed LA

Student provides requested documents to the IO

Returns to MRU:
- provides after the mobility documents
- gets subjects and ECTS transferred

Student signs the grant agreement for Erasmus+ studies, takes OLS test

Studies at the host university
IMPORTANT!!!

Student cannot have any financial or academic debts when signing a grant agreement !!!

! All the tuition and accommodation fees at MRU must be paid;

! All failed exams must be passed.
Important steps:

1. **Nominations**
2. Receiving and Information regarding the application process by the partner University (or on their webpage)
3. **Student must**
   - prepare and submit the application to the host university,
   - add the requested additional documents,
   - before submitting the documents, student has to bring or send copies to the IO

   All the documents must be submitted by the deadline set by the host university:

4. The host university should send a confirmation of acceptance or confirmed LA within a month;
The most common application documents

1. Erasmus application form provided online/paper form
2. Preparation of the LA
   1. **Student** chooses suitable course units;
   2.1. the **vice-dean** of the Faculty has to sign the LA
   3. Gets signed LA from the host university
3. Other possible document:
   - Motivation letter
   - Confirmation of the Erasmus+ status
   - Proof of a language skill
4. Accommodation form
5. Proof of the Health/civil liability insurance
6. Transcript of records
   - order in the faculty,
   - or copy your prior diploma supplement.
DATA USUALLY REQUESTED WHILE FILLING AN APPLICATION FORM

Data of sending institution:

<table>
<thead>
<tr>
<th>FULL LEGAL NAME OF INSTITUTION</th>
<th>MYKOLAS ROMERIS UNIVERSITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERASMUS ID CODE</td>
<td>LT VILNIUS 06</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>ATEITIES str. 20, LT-08303 VILNIUS</td>
</tr>
<tr>
<td>WEB – SITE OF INSTITUTION</td>
<td><a href="http://www.mruni.eu">www.mruni.eu</a></td>
</tr>
</tbody>
</table>

ERAMUS INSTITUTIONAL COORDINATOR

<table>
<thead>
<tr>
<th>Mrs. Audra DARGYTĖ BUROKIENĖ</th>
<th>Room: I-317</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel. +370 5 2714 695 Fax. +370 5 2714 695</td>
<td>E-mail: <a href="mailto:adb@mruni.eu">adb@mruni.eu</a></td>
</tr>
</tbody>
</table>

ERAMUS CONTACT PERSON

<table>
<thead>
<tr>
<th>Ms. Diana Dulko</th>
<th>Room: I-302</th>
</tr>
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<tbody>
<tr>
<td>Tel. +370 5 2714 579</td>
<td>E-mail: <a href="mailto:exchange@mruni.eu">exchange@mruni.eu</a></td>
</tr>
</tbody>
</table>
DATA USUALLY REQUESTED WHILE FILLING AN APPLICATION FORM

<table>
<thead>
<tr>
<th>DEPARTMENTAL/FACULTY COORDINATORS</th>
</tr>
</thead>
</table>
| **Vice-Dean of the Mykolas Romeris Law School** | Assoc. prof. dr. Dovilė Gailiūtė  
Tel.: (370 5) 271 4597  
E-mail: dgailiute@mruni.eu |
| **Vice-Dean of the Faculty of ECONOMICS AND BUSINESS** | Prof. Dr. Irmantas Rotomskis  
Tel.: +370 5 271 4657  
E-mail: iratom@mruni.eu |
| **Vice-Dean of the Faculty of PUBLIC GOVERNANCE** | Dr. Aušra Šukvietienė  
Tel.: (370 5) 271 4656  
E-mail: ausra.sukvietiene@mruni.eu |
| **Vice-Dean of the Institute of PSYCHOLOGY** | Prof. Dr. Rasa PILKAUSKAITĖ-VALICKIENĖ  
Tel.: +370 5 274 0713  
E-mail: rvalick@mruni.eu |
| **Vice-Dean of the Academy of PUBLIC SECURITY** | Prof. Dr. Snieguolė Matulienė  
Tel.: +370 3 730 3641  
E-mail: m.sniega@mruni.eu |
| **Vice-Dean of the Institute of COMMUNICATION** | Assoc. Prof. Dr. Gražina Čiuladienė  
Tel.: +370 5 271 741  
E-mail: grazina.ciuladiene@mruni.eu |
| **Vice-Dean of the Institute of HUMANITIES** | Viktorija Mažeikienė  
Ph.: (370 5) 2714 529  
E-mail: vmazeikiene@mruni.eu |
| **Vice-Dean of the Institute of EDUCATIONAL SCIENCES AND SOCIAL WORK** | prof. dr. Irena Žemaitaitytė  
Tel.: (8 5) 271 4710  
E-mail: irene@mruni.eu |
DATA USUALLY REQUESTED WHILE FILLING AN APPLICATION FORM

- Home institution: Mykolas Romeris University (LT VILNIUS06)
- Host institution:
- Exchange programme: Erasmus+
- Name:
- Last Name:
- Gender:
- Date of birth:
- Nationality:
- Field of study*:
- Study level:
- Exchange period: Fall/Spring
- E-mail:
- Home address:

*ISCED codes

<table>
<thead>
<tr>
<th>ISCED Fields of Education and Training 2013</th>
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<tbody>
<tr>
<td>00 Generic programmes and qualifications</td>
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<tr>
<td>001 Basic programmes and qualifications</td>
</tr>
<tr>
<td>002 Literacy and numeracy</td>
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<tr>
<td>003 Personal skills and development</td>
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<td>01 Education</td>
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<td>011 Education</td>
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<tr>
<td>02 Arts and humanities</td>
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<tr>
<td>021 Arts</td>
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<tr>
<td>022 Humanities (except languages)</td>
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<td>023 Languages</td>
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<tr>
<td>03 Social sciences, journalism and information</td>
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<tr>
<td>031 Social and behavioural sciences</td>
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<tr>
<td>032 Journalism and information</td>
</tr>
<tr>
<td>04 Business, administration and law</td>
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<tr>
<td>042 Law</td>
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</table>
Other documents for an application

- **TRANSCRIPT OF RECORDS (ToR)**, document proving your status as MRU student and evaluation of passed exams. This document is issued by your faculty student manager. Ask for it individually and remind that ToR must be issued in EN;
- **Confirmation of Your Erasmus status and Erasmus grant**, issued by IO, order it by sending a request via e-mail exchange@mruni.eu
- **Proof of your language proficiency level** (if needed, IO will issue a certificate)
- **Copies of your health and life /civil liability insurances**;
Accommodation form

• The host university might help you in finding accommodation or at least provide information how and where to book it;

• Send requested forms as soon as possible, because usually accommodation is applied under motto “First come – First served”

• Consider other options if on campus housing is very expensive.
Learning Agreement for studies (LA)
### How to fill in the LA?

#### Personal information

<table>
<thead>
<tr>
<th>Student</th>
<th>Last name(s)</th>
<th>First name(s)</th>
<th>Date of birth</th>
<th>Nationality</th>
<th>Sex [M/F]</th>
<th>Study cycle</th>
<th>Field of education</th>
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<tbody>
<tr>
<td>Mykolas</td>
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<table>
<thead>
<tr>
<th>Sending Institution</th>
<th>Name</th>
<th>Faculty/Department</th>
<th>Erasmus code (if applicable)</th>
<th>Address</th>
<th>Country</th>
<th>Contact person name; email; phone</th>
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<tbody>
<tr>
<td></td>
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<td></td>
<td>LT VILNIUS06</td>
<td>Atsities g. 20, LT-08303 Vilnius</td>
<td>LITHUANIA</td>
<td>Mrs. Audra Dargytė Burokienė, <a href="mailto:erasmus@mruni.eu">erasmus@mruni.eu</a>, +370 5 2714695 Ms. Diana Duiko, <a href="mailto:exchange@mruni.eu">exchange@mruni.eu</a></td>
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#### Information about the host university

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#### ISCED Fields of Education and Training 2013

- 00 Generic programmes and qualifications
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  - 002 Literacy and numeracy
  - 003 Personal skills and development
- 01 Education
  - 011 Education
- 02 Arts and humanities
  - 021 Arts
  - 022 Humanities (except languages)
  - 023 Languages
- 03 Social sciences, journalism and information
  - 031 Social and behavioural sciences
  - 032 Journalism and information
- 04 Business, administration and law
  - 041 Business and administration
  - 042 Law
How to fill in the LA?

Here you need to fill in the subjects that you are going to study during your semester abroad.

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Semester [e.g. autumn/spring; term]</th>
<th>Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion</th>
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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 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 ☐

Subjects that you are supposed to have at MRU during your semester abroad.

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Sending Institution (as indicated in the course catalogue)</th>
<th>Semester [e.g. autumn/spring; term]</th>
<th>Number of ECTS credits (or equivalent) to be recognised by the Sending Institution</th>
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<td>Total: …………………</td>
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Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]
LA preparation!!!

• Minimum **30 ECTS** (work load per semester);
• Course units **closely related to your study field and programme** at MRU;
• It is important to **consult with vice-dean** of your faculty at MRU;
• Agreed course units in LA (credits and grades) are **transferred to your future diploma supplement** for the semester when student was abroad for the study mobility;
ECTS – European Credit Transfer and Accumulation System

- ECTS is a standard for comparing the study attainment and performance of students of higher education across the European Union and other collaborating European countries.

- For successfully completed studies, ECTS credits are awarded.

- One academic year corresponds to 60 ECTS-credits that are equivalent to 1500–1800 hours of study in all countries respective of standard or qualification type and is used to facilitate transfer and progression throughout the Union.

- 30 ECTS – correspond to 1 semester of full time studies.

- Your ECTS are transferred according to LA and It‘s changes and Transcript of Records;

- Avoid subjects that are not related to your study field at MRU;

Avoid subjects that are evaluated on „pass/fail“ - it is not possible to count your average grade at MRU
How to fill in the LA?

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 (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Sending 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 4 are in line with its course catalogue and should be available to the student.

The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student’s degree as described in Table 8. 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.

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Name</th>
<th>Email</th>
<th>Position</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
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<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible person(^{10}) at the Sending Institution</td>
<td></td>
<td></td>
<td>Vice-dean, Faculty of...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible person at the Receiving Institution(^{11})</td>
<td></td>
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</table>

The LA has to be signed by all three parties: You, Vice-dean of your Faculty/Institute and the responsible person at the host university.
Learning Agreement (LA) - Important annex to the Financial Agreement

Before signing a financial agreement for Erasmus+ grant, student must provide a copy of LA with all the signatures.

In case if partner university will not require to prepare LA before the arrival, please note that LA is the most important annex to the student’s Financial Agreement, therefore student must prepare LA anyway and write a polite reminder to the host university asking to return a copy of confirmed LA to a student as soon as possible.
Changes in the learning agreement after the arrival

1. When a student makes changes in the LA, she/he has to fill in the „During the mobility“ part of the LA and discuss the changes with the vice-dean of the faculty

2. When the student receives a confirmed and signed „during the mobility“ part, he/she has to ask the host university to sign the document.

3. When the document is signed by all three parties, it has to send to the International office of MRU.
VISA

As soon as the acceptance at the host university is confirmed, the student must find out if he/she needs a VISA in order to study in the country of the host University.

– Where VISA could be issued, maybe other documents such as residence permit are acceptable?
– What documents are needed to get a VISA?
– What is the time period in order to get a VISA?

STUDENT IS PERSONALY RESPONSIBLE FOR SOLVING VISA QUESTIONS!

Student Support Manager: Ms. Rūta Guobužaitė
International Degree Seeking Students' Support Manager
Room No. I-404
Tel. +370 5 2714 673 Email: student.support@mruni.eu
Very important notes!!

Before sending the application documents to the host university, submit the copies of them to the IO.
Legalizing your outgoing process

As soon as nominated student receives acceptance confirmation, (it may be an official acceptance letter or confirmed LA)

Student MUST provide to IO these documents:

1. Copy of LA and copy of Acceptance letter

(if you did not receive Acceptance letter, confirmed LA is acceptable as acceptance confirmation)
Legalizing your outgoing process

2. Completed and signed Request form for Erasmus grant,

- A template of Request is provided to you in word (.doc).
  Complete it and it must be signed by student and by student‘s faculty Vice-Dean!!!
- In the form of Request student must precisely indicate his length of study mobility (according to letter of acceptance):
  - Introductory week not longer then 7 days;
  - Period of lectures/classes;
  - First session of exams, if possible to indicate date of final exam;
    * (!!! 2nd session of exams (re-sit period) cannot be included);
    *(!!! All academic calendar can be included only if other dates are not known);
- Language courses can be included.
**Very important note**

!!! The dates indicated in the Request form for the Erasmus+ grant must match your documents of the final report (duration certificate).

!!! If length do not match and overall study mobility is shorter – student is requested to return part of his Erasmus grant. !!!! Erasmus grant is payable ONLY FOR PHYSICAL and CONFIRMED by the host university (not virtual) mobility period.
Very important note

!!! Your studies must end and you must be back to Lithuania not later than 15 days before YOUR Temporary Residence Permit expires.

!!! If needed, You must come back For the residence permit validity extension.
3. Personal data and Data of your Bank account in a bank established in LITHUANIA (spec. form)

- Special form of Data is provided to you in word, as soon as prepared, must be renamed by your names and sent to exchange@mruni.eu

Student is responsible for account validity during all exchange period.
Legalizing your outgoing process

4. Copy of Lithuanian TRP
5. Copy of Visa to Hosting Country;
6. Copy of Health insurance at the hosting country
   (insurance offers can be found at:
   https://www.aonstudentinsurance.com/
   http://www.studentsinsured.com/ips/

   Student is responsible for VISA and For Health insurance;
   If needed IO can issue confirmations of student’s Erasmus status;
Summary of Legalizing your outgoing process

Student must provide to the IO:
• Copy of Acceptance confirmation (1.1.);
• Copy of signed LA (1.2.);
• Concrete Request form for Erasmus grant signed by student and by student’s faculty Vice-Dean (2);
• Personal data and Data of your Bank account in LITHUANIA (3);
• Copy of your Lithuanian TRP (4);
• Copy of Visa to Hosting Country (5);
• Copy of Health insurance at hosting country (6).

If there is no possibility to provide document 1 month before, you must inform IO coordinator by e-mail Exchange@mruni.eu

FORMS of Documents will be sent to you by e-mail. They can also be found on the MRU Erasmus+ website.
Legalizing your outgoing process

• Erasmus grant is given for the concrete length of studies of each student individually for student‘s study mobility period (only physical mobility is possible);
• Study mobility period cannot be shorter than 3 months
Erasmus grant is allocated and paid by Mykolas Romeris University

- Erasmus grant is paid ONLY AFTER:

  1. Rectors decree of your outgoing process is signed;

  2. After student signs his Financial agreement and provides CERTIFICATE OF ARRIVAL and completes Erasmus OLS language assessment test;
Erasmus+ grant is allocated and paid in EUROS

90% of the grant is paid at the beginning of your studies

Within 30 days after all sides sign the Financial agreement

(and Certificate of arrival is provided)

The remaining part of the Erasmus grant is paid to the student as soon as he provides all the documents of Final report!!!
Preparing for the departure

• Valid Passport;
• Visa;
• If needed permission to study;
• Insurance (Health Insurance, Life Insurance, Liability insurance);
• Vaccination;
• Tickets;
• Accommodation;
As you are getting ready to leave

Preparation;
- Language and Cultural preparation;
- Preparing for the departure;
Online Linguistic Support

erasmusplusols.eu

KEEP CALM and ASSESS YOUR LANGUAGE LEVEL

https://www.youtube.com/watch?v=jaKCuwilyLg
Documents of the final Report:

1. Transcript of Records from the Host organization

2. Confirmation of study period
   If lengths do not match and are shorter – student is required to return part of his Erasmus grant

3. Online EU survey and Erasmus OLS language assessment test

4. Description of ECTS at Hosting Organization
LIKE!

- Erasmus+
- MRU Erasmus+
- Mov’in Europe
- Erasmus Student Network

ERASMUS+
2014 - 2020 programme for Education, Training, Youth, and Sport
Have more questions?

Contact us!

E-mail: exchange@mruni.eu

Student visiting hours from Monday to Thursday from **14:00 to 16:00 H.**
Room No. I-302