

M E M O R

OUTGOING STUDENTS

A manual detailing the entire mobility process to help you gain a better understanding of the document submission procedure and clarify your obligations before your exchange studies.

Erasmus+ Mobility for Studies Activity: KA131, KA107

- "Erasmus+" partners in Program countries (KA103/KA131) - the opportunity to go to EU universities with an Erasmus+ scholarship for studies, without paying tuition fee(s) abroad;
- "Erasmus+" partners in Partner Countries (KA107/KA171) - the opportunity to go to non-EU universities with an Erasmus+ scholarship for studies, without paying tuition fees abroad.

STEPS:

1 International Office (IO) announces selection results.

2 Selected student agrees to be nominated to the university.

3 IO nominates the student to the hosting university.

4 Host university informs the student about the application procedure.

5 Student fulfils the application requirements and submits application.

6 Hosting university informs student about acceptance.

7 Student informs IO about acceptance.

8 Student submits documents to IO for formalizing mobility for studies.

9 IO prepares Erasmus+ grant agreement.

10 Student signs Erasmus+ grant agreement.

11 Student travels to hosting university to take part in mobility studies.

12 Student returns and submits after mobility documents to IO.

BEFORE THE MOBILITY

A step-by-step guide to help you navigate the application and documentation process of your exchange studies abroad.

STEP 1

APPLICATION FORM TO HOST UNIVERSITY

After completing the application form, the student sends a PDF or print screen to outgoing@mruni.eu

The host university takes care of the application procedure. The student must fulfil all application requirements and submit the application to the host university. In case of issues, the student must contact the host university's coordinator for incoming students.



STEP 2

OLA - ONLINE LEARNING AGREEMENT FOR STUDIES

The student must select the offered courses at the hosting university, intercommunicate pertinence of selected courses with academic Erasmus+ coordinator, fill in OLA/LA, and send a PDF copy of final OLA/LA with 3 signatures to outgoing@mruni.eu

The hosting university may not require the OLA document, but it must be approved by all 3 parties (student, your faculty Vice-Dean, and the coordinator at the host university), as a mandatory annex to the financial agreement.

Important: If your prechosen study subject is changed or no longer available, the Learning Agreement must be changed during the first month of studies abroad. These changes are made by completing the second part of the agreement "during the mobility" for both OLA and LA. The document must be confirmed by the student, Vice-Dean at MRU, and coordinator at host university, and be sent to International Office at outgoing@mruni.eu

STEP 3

ACCEPTANCE CONFIRMATION

The student must send a PDF copy or forward the acceptance e-mail to outgoing@mruni.eu

The acceptance confirmation may be an official acceptance letter, confirmed OLA or LA, or an e-mail sent to the student. In it, the hosting university confirms the student is admitted, indicates the duration of studies, and provides other information.



STEP 4

VALID TRP OF LITHUANIA AND VISA OF HOST COUNTRY

The student must send a PDF copy of valid TRP of Lithuania and valid VISA of the host country to outgoing@mruni.eu

- For Non-EU citizens: PDF copy of valid TRP of Lithuania and valid VISA of host country;
- For EU citizens: PDF copy of valid TRP of Lithuania/EU Card and valid VISA (for KA107)

Students going for any Erasmus+ mobility activity MUST have a Temporal Residence Permit of Lithuania (TRP) valid during the entire mobility for studies period.

You might also have to apply for relevant permission in the host country (e.g. visa), if such is a requirement of the host country for incoming students for longer than 90 days. Check if and when you need to apply for visa and temporary residence permits for studies at the Partner University.

If the Embassy requires you to provide a document that contains information on the amount of your Erasmus+ grant, please request it by e-mail outgoing@mruni.eu

STEP 5

HEALTH INSURANCE POLICY

The student must send a PDF of health insurance card or other suitable health insurance policy to outgoing@mruni.eu

The student is obliged to obtain health (first aid and medical expenses) insurance policy in the country of the host university for the entire period of mobility.

Basic coverage is provided for EU citizens through the European Insurance Card. Other country citizens must obtain a private health insurance. We strongly recommend to obtain the insurance policy that covers repatriation and specific medical intervention expenses.



STEP 6

BANK ACCOUNT DETAILS

The student sends their Lithuanian bank account details to **outgoing@mruni.eu** in PDF or .doc format.

In order for the International Office to draw up an Erasmus+ student grant agreement under which a student is paid an Erasmus+ study scholarship, the student must complete a personal and financial data form.

Your bank account and bank card should be valid throughout the entire mobility period.



STEP 7

REQUEST FORM FOR ERASMUS+ GRANT

The student must fill in the request, indicate the duration of the study mobility, sign the request, seek out the signature of the faculty's Vice-Dean, and send the request in PDF format to **outgoing@mruni.eu**

MRU shall provide a Grant for undertaking a physical mobility activity ONLY. Each student has to indicate study mobility dates as exact as possible. It is not recommended to indicate whole academic year. Since student's physical presence in Hosting university might be shorter than whole academic year and student may have to return grant.

The study period dates can include the beginning of the introductory week. The introductory week is included only if it does not exceed 7 days and is indicated in the acceptance confirmation.

The study period dates can include the beginning of the semester (lectures) and the end of the first examination session or the date of the last examination of subjects he/she chose on OLA/LA.

The request can be submitted only after signing by the vice-dean of the faculty!



STEP 8

PROJECT PARTICIPANT QUESTIONNAIRE

The questionnaire is only obligatory for KA107 activity participants.

The student must print out a template of the questionnaire and fill it in by hand in blue ink. Then, the student must sign it and bring the original document (filled in by hand) to the International Office Room No. I-302.

The Grant for outgoing students for Erasmus+ studies might be paid from the European Structural Funds project. Each scholarship recipient must complete a participant questionnaire and bring the original to the International Office (I-302 Room).



STEP 9

GRANT AGREEMENT SIGNED BY STUDENT

The student must read the grant agreement, sign it with a qualified e-signature, and send it in PDF format to **outgoing@mruni.eu**

We recommend signing the Grant agreement with e-qualified signatures. It can also be signed directly to PDF with „fill and sign“ tool.



AND... THAT'S IT!

You have successfully completed all the steps required for the documentation of your mobility studies!

Next, the International Office will confirm the signed agreement and submit it for signature of MRU Authorities.

DURING THE MOBILITY

A three-step guide to help you navigate the documentation process after your arrival to the host university.

STEP 1

CERTIFICATE OF ATTENDANCE

The student must present themselves to the hosting university, submit the Certificate of Attendance template to the coordinator of the hosting university to be confirmed and signed, and then send the Certificate of Attendance to outgoing@mruni.eu

Pre-financing payment (90 percent of Grant shall be made to Student after Grant agreement is signed by Authorities and no later than upon receipt of confirmation of arrival by the Hosting University)



STEP 2

OLA/LA CHANGES OF LEARNING AGREEMENT

Within one month of studies at the host university the student selects new courses, intercommunicates pertinence of changed courses with academic Erasmus+ coordinator at MRU, fills OLA/LA "During the Mobility" part, and sends PDF with 3 signatures to outgoing@mruni.eu

The Learning Agreement can be changed only during the FIRST month from the beginning of studies abroad. If due to reasonable situations changes cannot be made WITHIN ONE MONTH, the student must inform an advance his VICE DEAN and International Office outgoing@mruni.eu

STEP 3

BOARDING PASSES (ONLY FOR KA107)

All you need for this step are photos of the boarding passes, so take them, and send them to outgoing@mruni.eu as soon as possible after your arrival to the host university.

AND... THAT'S IT!

In only 3 steps you have submitted all the required documentation for your ongoing mobility!

Enjoy your exchange studies!

AFTER THE MOBILITY (KA131)

The required documentation for KA131 participants following the exchange mobility.

STEP 1

LETTER OF CONFIRMATION (DEPARTURE PART)

The student must seek confirmation of study duration from the hosting university and then send the Certificate of Attendance to outgoing@mruni.eu

Letter of Confirmation can be in the form provided by Hosting University. Document must indicate actual duration spent for studies at Hosting University. The Letter of Confirmation needs to be signed by the Erasmus+ coordinator and stamped.



STEP 2

TRANSCRIPT OF RECORDS WITH CREDIT CONVERSION

The student must send the Transcript of Records with the description of ECTS Credit Conversion System to outgoing@mruni.eu

The Transcript of Records confirms the completed studies and contains the list of the exams passed (or failed) during your Erasmus+ studies, results received and credits awarded. The list of courses in the Transcript of Records should match the courses in the OLA/LA. Otherwise, the courses will not be recognized.

STEP 3

EU SURVEY

The student receives an automatic invitation by e-mail from the European Commission Mobility Tool, to fill and submit a survey called "EU Survey". After completing it, the student must send an e-mail to the International Office at outgoing@mruni.eu



STEP 4

FEEDBACK WITH PHOTOS

The student must send a short, but informative feedback message with at least one photo from the host university. Students' feedback will be posted on MRU Erasmus+ Facebook

AND... THAT'S IT!

You have submitted the entire necessary documentation for the formalization of your mobility.

We hope you have enjoyed your exchange studies!

AFTER THE MOBILITY (KA107)

The required documentation for KA107 participants following the exchange mobility.

STEP 1

LETTER OF CONFIRMATION (DEPARTURE PART)

The student must seek confirmation of study duration from the hosting university and then send the Certificate of Attendance to outgoing@mruni.eu

Letter of Confirmation can be in the form provided by Hosting University. Document must indicate actual duration spent for studies at Hosting University. The Letter of Confirmation needs to be signed by the Erasmus+ coordinator and stamped.



STEP 2

TRANSCRIPT OF RECORDS WITH CREDIT CONVERSION

The student must send the Transcript of Records with the description of ECTS Credit Conversion System to outgoing@mruni.eu

TRANSCRIPT OF RECORDS (ToR) confirms the completed studies and contains the list of the exams passed (or failed) during your Erasmus+ studies, results received and credits awarded. The list of courses in the Transcript of Records should match the courses in the OLA/LA. Otherwise, the courses will not be recognized.



STEP 3

BOARDING PASSES

All you need for this step are photos of the boarding passes, so take them, and send them to outgoing@mruni.eu as soon as possible after your arrival to the host university.



STEP 4

FEEDBACK WITH PHOTOS

The student must send a short, but informative feedback message with at least one photo from the host university. Students' feedback will be posted on MRU Erasmus+ Facebook



AND... THAT'S IT!

You have submitted the entire necessary documentation for the formalization of your mobility.

We hope you have enjoyed your exchange studies!