

# Information for outgoing students before Erasmus+ studies

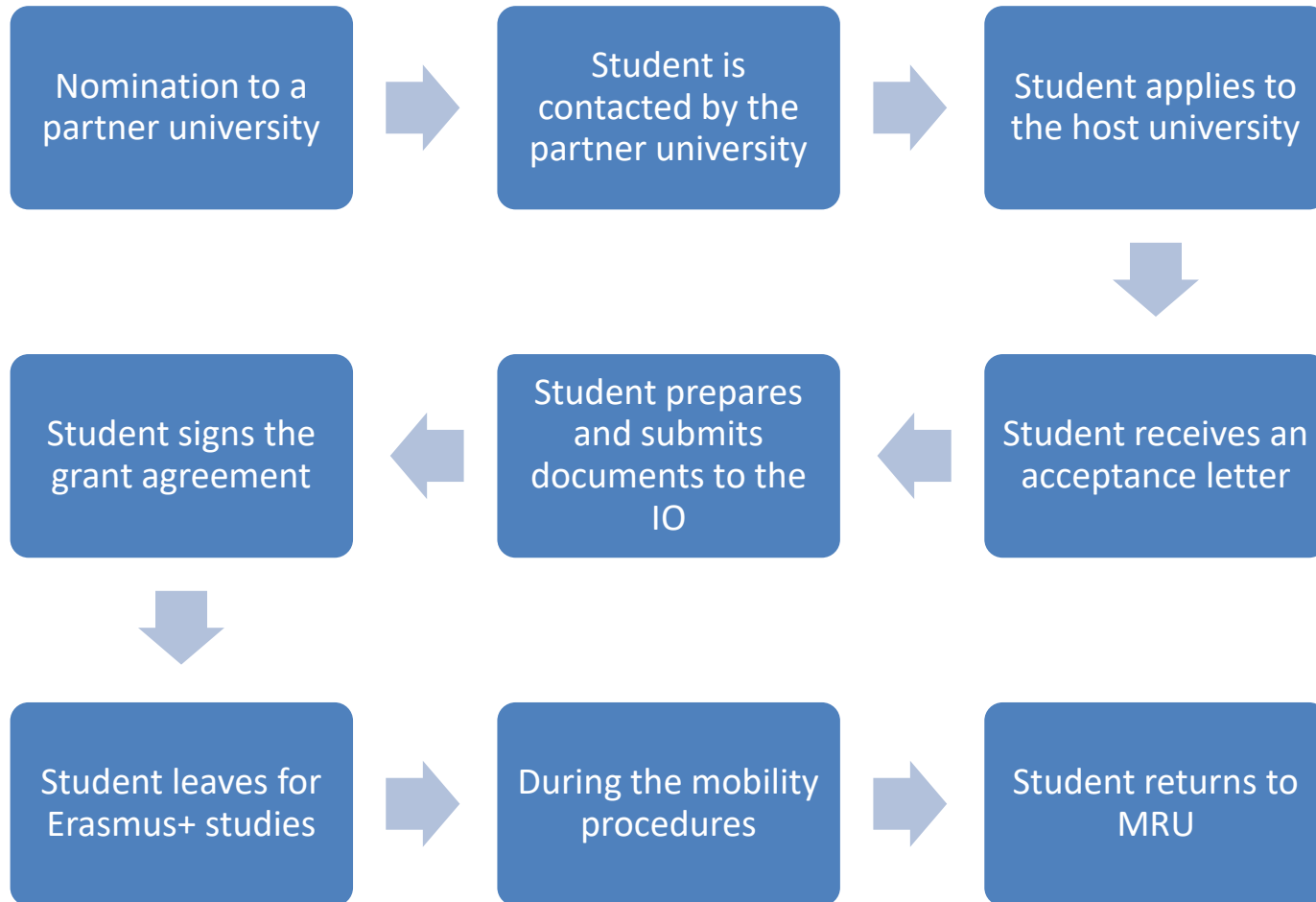


www.mruni.eu

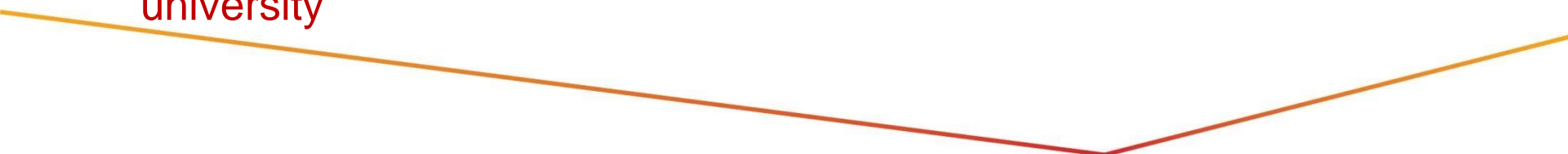
**International office (IO)**  
Coordinator of Outgoing Students  
**[outgoing@mruni.eu](mailto:outgoing@mruni.eu)**

  
MYKOLO ROMERIO  
UNIVERSITETAS

# Cycle of Erasmus+ Studies



# First steps

- Nominations
  - Receiving the information regarding the application process by the partner University (or on their webpage)
  - Student must
    - prepare and submit the application to the host university,
    - add the requested additional documents,
    - send copies to the International office (IO)
  - All the documents must be submitted by the deadline set by the host university
- 
- A decorative line consisting of an orange segment on the left and a red segment on the right, meeting at a point near the bottom center of the slide.

# The most common application documents

## Application form

- Paper form or application in the online system
- Accommodation form

## Learning agreement

- Fill in the agreement in the Dashboard
- Might require paper version
- LA must be signed by student and Vice-dean of the faculty before the submission

## Transcript of Records

- Ask responsible person in the Faculty to issue this document

## Other possible documents

- Confirmation of Erasmus+ status
- Motivational letter
- Proof of the Language skill

# 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: Autumn/Spring**
- **E-mail:**
- **Home address:**

## \*ISCED codes

ISCED Fields of Education and Training 2013
00 Generic programmes and qualifications
001 Basic programmes and qualifications
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

# DATA THAT MIGHT BE REQUESTED WHILE FILLING AN APPLICATION FORM

## Data of sending institution:

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

ERASMUS INSTITUTIONAL COORDINATOR	Mrs. Audra DARGYTĖ BUROKIENĖ Room: I-317 Tel. +370 5 2714 695 Fax. +370 5 2714 695 E-mail: <a href="mailto:adb@mruni.eu">adb@mruni.eu</a>
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ERASMUS CONTACT PERSON	Room: I-302 Tel. +370 5 2714 579 E-mail: <a href="mailto:outgoing@mruni.eu">outgoing@mruni.eu</a>
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## DEPARTMENTAL/FACULTY COORDINATORS

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Vice-Dean of Law School

Dr. Ingrida Danėlienė  
Tel.: (370 5) 271 4597  
E-mail: [ingrida.daneliene@mruni.eu](mailto:ingrida.daneliene@mruni.eu)

Vice-Dean of the Faculty of Public Governance and  
Business

Dr. Aušra Šukvietienė  
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Prof. Dr. Linas Selmistraitis  
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Vice-Dean of Academy of Public Security

Prof. Dr. Danguolė Seniutienė  
E-mail: [dseniutiene@mruni.eu](mailto:dseniutiene@mruni.eu)

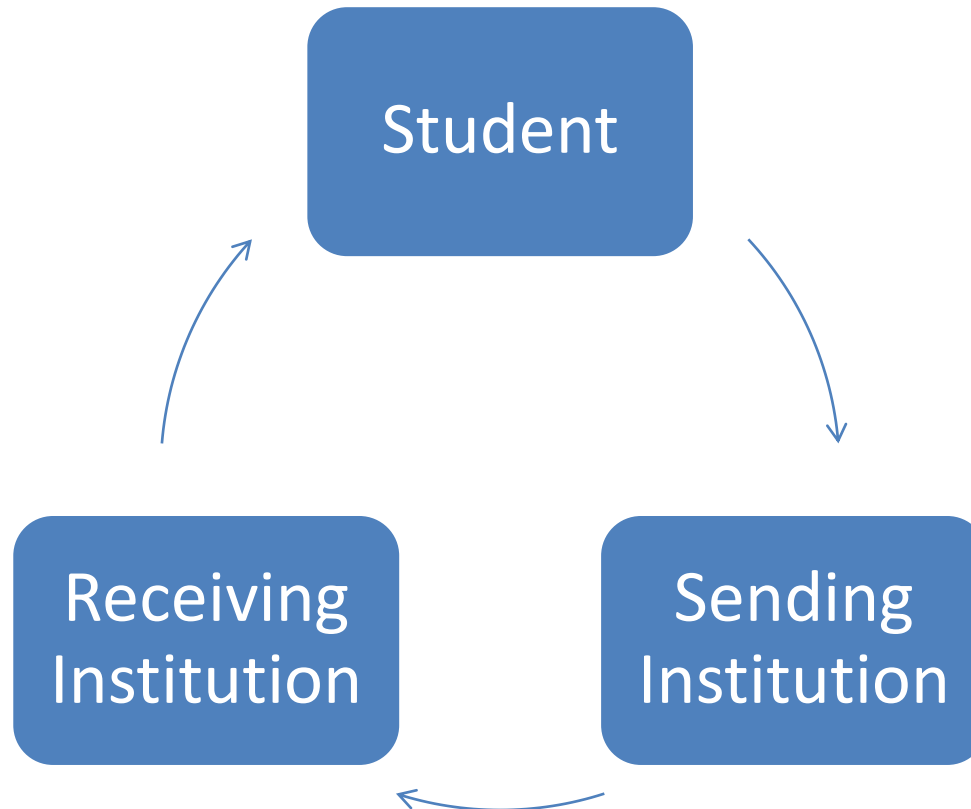
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# Accommodation form

- 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.
- Do not forget that you will be asked to pay for the dormitory!

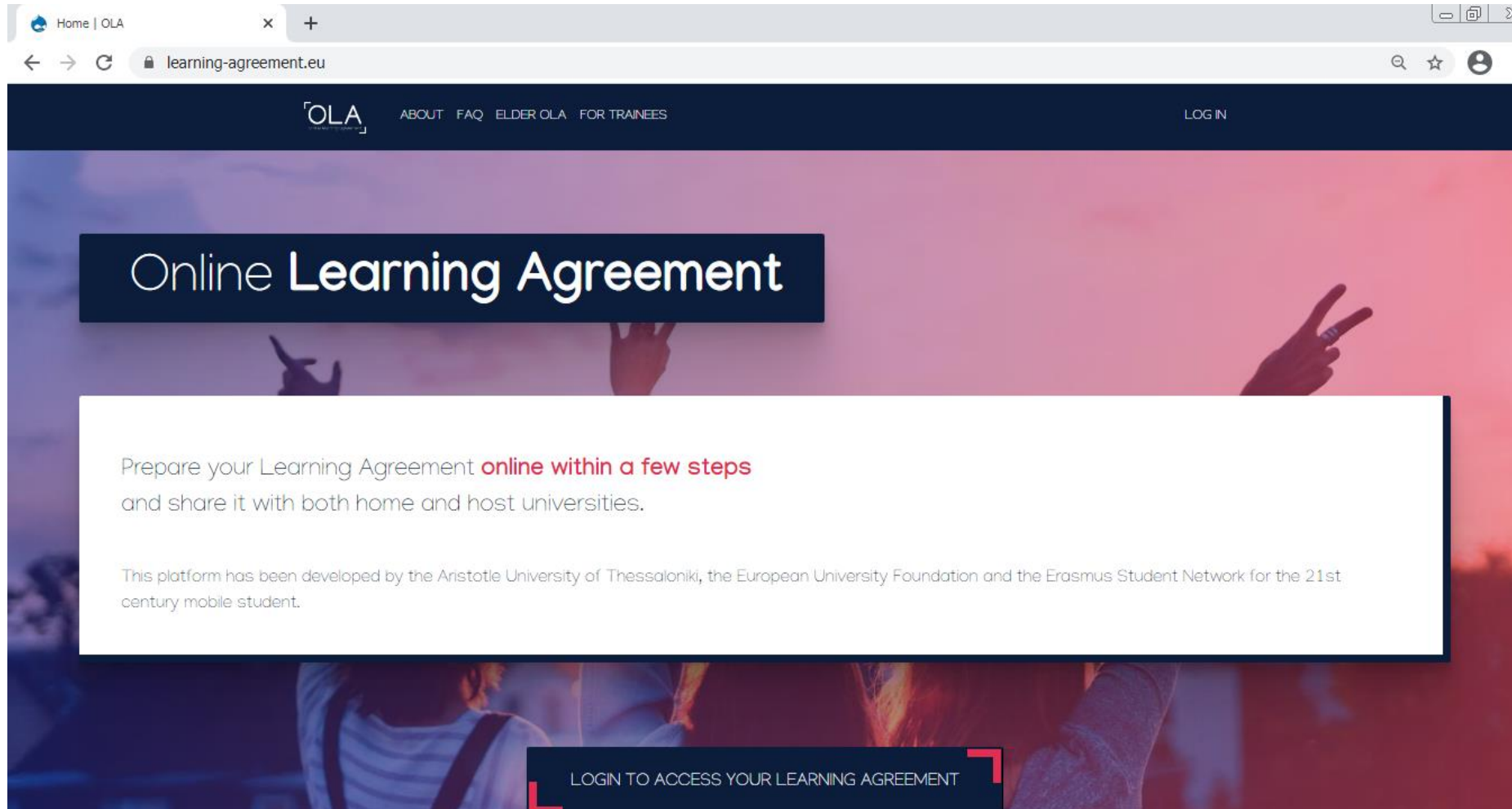


# Learning Agreement for studies (LA)



# Online Learning agreement

<https://www.learning-agreement.eu/>



# My account

VIEW


EDIT

## My Personal Information

Firstname \*

Lastname \*

Date of birth \*

Gender \*

Nationality \*

Field of education \*

Study cycle \*

☐ I have read and agree to the Terms and Conditions and Privacy Policy \*[Terms and Conditions and Privacy Policy](#)

Save

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

### Semester Mobility

Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.

### Blended Mobility with Short-term Physical Mobility

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component**.

### Short-term Doctoral Mobility

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

## EXAMPLE:

Academic year \*

2020/2021

### Student

First name(s) \*

Diana

Last name(s) \*

Dulko

Email \*

dianad@mruni.eu

Date of birth \*

.. 

Gender \*

Female

Nationality \*

Lithuania (332)

Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education \*

Humanities (except languages) (022) (748) 

Field of education: The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/international-standard-classification-of-education-isced\\_en](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Field of Education Comment

Study cycle \*

Bachelor or equivalent first cycle (EQF level 6) 

Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

Next

1

Student Information

2

Sending Institution  
Information

3

Receiving Institution  
Information

4

Proposed Mobility  
Programme

5

Virtual Components

6

Commitment

Academic year \*

2021/2022

## Sending

## Sending Institution

Country \*

Lithuania x

Name \*

MYKOLO ROMERIO UNIVERSITETAS x

Faculty/Department

Faculty of Human and Social Studies

Address \*

Vilnius

Erasmus Code \*

LT VILNIUS06

### Sending Responsible Person

First name(s) \*

Last name(s) \*

Position \*

Email \*

Phone number

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

### Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

[Previous](#)

[Next](#)

Academic year \*

2020/2021

## Receiving

### Receiving Institution

Country \*

Country of the institution

Name \*

Name of the institution

### Receiving Responsible Person

First name(s) \*

Last name(s) \*

Position \*

Email \*

### Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email



## Preliminary LA

Planned start of the mobility \*

mm/dd/yyyy



Planned end of the mobility \*

mm/dd/yyyy



## Table A - Study programme at the Receiving institution \*

No Component added yet.

Add Component to Table A

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less
- This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution \*

- Select a value -



The level of language competence \*

- Select a value -



Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

## Table B - Recognition at the Sending institution \*

No Component added yet.

Add Component to Table B

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

1

Student Information

2

Sending Institution  
Information

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Programme

5

Virtual Components

6

Commitment

Academic year \*

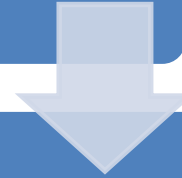
2020/2021

## Commitment Preliminary

By digitally 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 Beneficiary 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 are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. 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.

Clear

Document gets signed by  
the student



Document gets signed by  
the Vice-dean of the Faculty



Document gets signed by  
the Host university

# How to fill in the LA?



Erasmus+

## Higher Education Learning Agreement for Studies

Student's name  
Academic Year 20.../20...

Personal  
information



Student	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
	Mykolas Romeris University		LT VILNIUS06	Ateities g. 20, LT-08303 Vilnius	LITHUANIA	Mrs. Audra Dargytė Burokienė, <a href="mailto:erasmus@mruni.eu">erasmus@mruni.eu</a> , +370 5 2714695 Ms. Diana Dulko, <a href="mailto:exchange@mruni.eu">exchange@mruni.eu</a>	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

Information  
about the host  
university



### ISCED Fields of Education and Training 2013

- 00 Generic programmes and qualifications
  - 001 Basic programmes and qualifications
  - 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



### ***Commitment***

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 A 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 B. 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.

<b>Commitment</b>	<b>Name</b>	<b>Email</b>	<b>Position</b>	<b>Date</b>	<b>Signature</b>
Student			<i>Student</i>		
Responsible person <sup>10</sup> at the Sending Institution			<i>Vice-dean, Faculty of</i> ...		
Responsible person at the Receiving Institution <sup>11</sup>					



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

- 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;



# **Documents to submit to the International Office at MRU**





1. Copy of the Application form to the host university (if possible)
2. An acceptance confirmation, (it may be an official acceptance letter or email)
3. Copy of signed (online) Learning agreement (LA is accepted only when it is signed by all 3 parties)



## 4. 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 than 7 days;
  - Period of lectures/classes;
  - First session of exams, if possible to indicate date of final exam;
    - \* **2<sup>nd</sup> 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 has to return part of his Erasmus grant. **Erasmus grant is payable ONLY FOR PHYSICAL and CONFIRMED by the host university (not virtual) mobility period.**
- **Physical Erasmus+ mobility have to be at least 3 months**

# 5. Personal data and Data of your Bank account in a bank established in LITHUANIA (spec. form)

- **Student is responsible for account validity during all exchange period.**
- If you need to open a new bank account and a bank requires to provide a document regarding your Erasmus+ grant, please contact [outgoing@mruni.eu](mailto:outgoing@mruni.eu) .Do not forget to indicate the approximate dates of your stay in the host university.

Full name(s) and last name of student (as in your passport)	
Citizenship	
Home address in Lithuania Name of Street No of house/flat Postal code City	
Phone No.	
E-mail address:	
Faculty at MRU	
Number of MRU student ID:	
Name of the MRU study programme	
Study year	
Date of birth	

Data about bank account of Erasmus+ scholarship holder in the Bank, established in Lithuania	
Name of the Bank:	
Account number (IBAN format):	LT_ _ _ _ _ _ _ _ _ _
Personal Code/Number (Asmens kodas) as allocated by the bank:	

# 6. Temporary Residence Permit of Lithuania

- 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.



# 7. 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?
- Contact [outgoing@mruni.eu](mailto:outgoing@mruni.eu) regarding document proving your Erasmus+ status.

**STUDENT IS PERSONALY RESPONSIBLE FOR SOLVING VISA QUESTIONS!**

# Rest of the documents...

8. Copy of HEALTH/MEDICAL INSURANCE POLICY

9. Project Participant Questionnaire (original document)

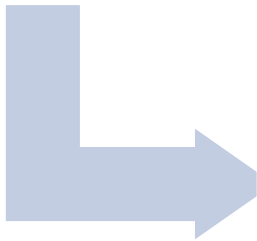
10. Online language support test (OLS)

11. Boarding passes (**ONLY** for students going to a Partner country)

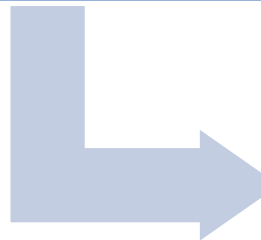


# Grant agreement

Submit all of the  
required  
documents



Receive and sign  
the grant  
agreement



Receive 90% of the  
grant





# *Erasmus+ mobility during Covid-19*

- Online mobility
- Travel to the host country
- Self-isolation



# *Change of plans?*

In case you decide to cancel your Erasmus+ mobility make sure to inform International Office !!



# DURING THE MOBILITY

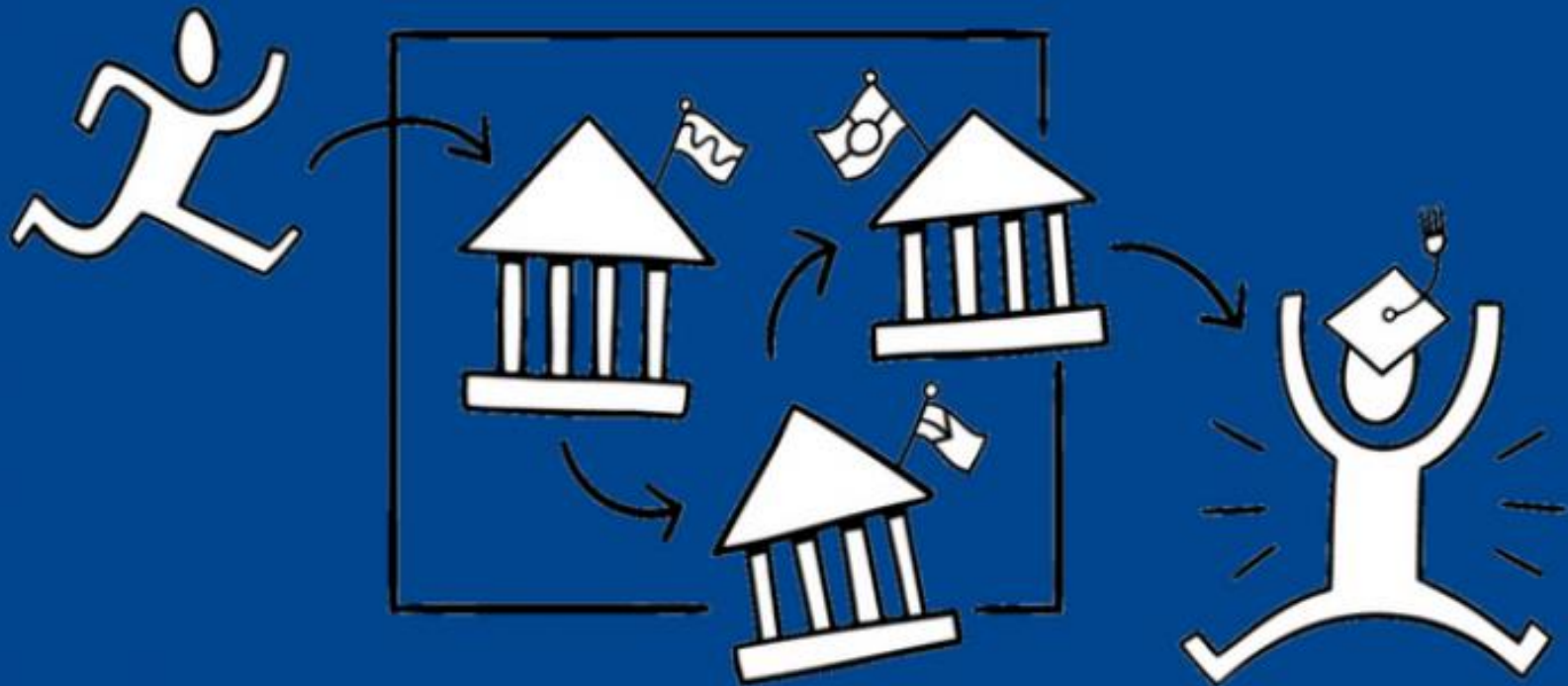
## ARRIVAL

- Submit the Arrival Certificate
- Receive 90% of the grant

## Changes in Learning agreement

- Fill in the „During the mobility“ part of the LA and discuss the changes with the vice-dean of the faculty
- Get the document signed by you, vice-dean of your faculty and the host university
- Send a copy to [outgoing@mruni.eu](mailto:outgoing@mruni.eu)

*Enjoy your Erasmus+ studies!*



# Have more questions?

## Contact us!

E-mail: [outgoing@mrui.eu](mailto:outgoing@mrui.eu)

Facebook: MRU ERASMUS+

Instagram: mru.erasmus

