



Mykolas Romeris
University

Congratulations on being selected for Erasmus+ mobility grant for traineeship

Laura Jakubsevičienė
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traineeships@mruni.eu

+370 659 60704

[Internationalization](#) | [International Traineeships for Outgoing](#) | [International traineeships for Incoming](#)

Towards Erasmus+ Traineeship

Selection results

(selected student must inform if agreed with results)



Preparation:
Linguistic: with the help of OLS
Practical: Insurance, Travel plan, Accommodation



Preparation:
Financial
With **help** of Erasmus+ Grant for Traineeship

Preparation:
Formalizing your outgoing for Traineeship status:



Undertaking Traineeship: learning through experience



FORMALISATON PROCEDURE consists of:

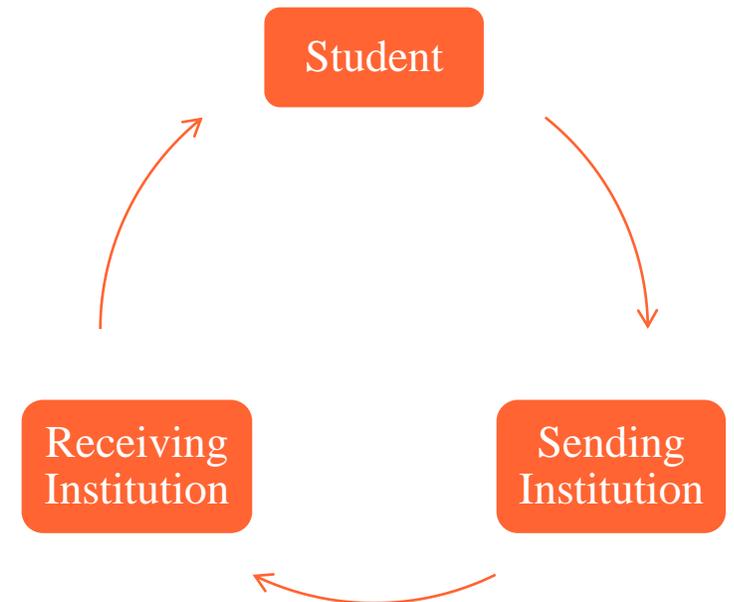
1. **Learning Agreement for Traineeship (LAT);**
2. Online Linguistic Support (**OLS**)
3. **Request** for Erasmus+ Grant;
4. Bank **account details**;
5. A copy of the Temporary Residence Permit (**TRP**) in the Republic of Lithuania/ VISA, or TRC (temporary residence certificate);
6. Copy of **Insurance Policy**;
7. Host organization info;
8. Diploma copy if graduate.

Learning Agreement for Traineeship (LAT)

The purpose of the **Learning Agreement for Traineeship** is to provide a transparent and efficient preparation of the traineeship period abroad and to ensure that the trainee will receive recognition in their degree for the traineeship successfully completed abroad.

Signing the Learning Agreement

All parties must sign the Learning Agreement before the start of the mobility. It is not compulsory to circulate original paper versions of the document. Scanned copies of signatures or electronic signatures may be accepted



Learning Agreement for Traineeship (LAT)

BEFORE THE MOBILITY

Administrative data

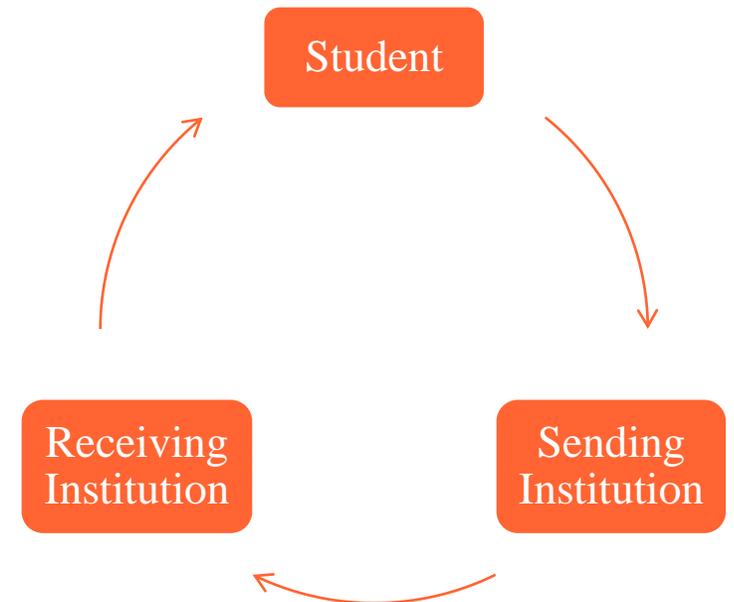
Traineeship Programme at the Receiving
Organisation/Enterprise (Table A)

Language competence

Sending Institution (Table B)

Accident Insurance

Receiving Organisation/Enterprise (Table C)





Learning Agreement Student Mobility for Traineeships

Higher Education:
Learning Agreement form

Student's name

Academic Year 20.../20...

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Gender [Male/Female /Undefined]	Study cycle ²	Field of education ³

Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	Mykolas Romeris University	...	LT VILNIUS06	Ateities g. 20, LT-08303 Vilnius	LITHUANIA	Mrs. Audra Dargytė Burokienė, Head of MRU IO erasmus@mruni.eu +370 5 2714695 Mrs. Laura Jakobsevičienė, Manager for International Traineeships traineeships@mruni.eu	
Receiving Organisation/ Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
	<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

Administrative data

Before the mobility, it is necessary to fill in page 1 with information on the trainee, the Sending Institution and the Receiving Organisation/Enterprise and the three parties have to agree on the section to be completed before the mobility.



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	<u>www.mruni.eu</u>

ERASMUS INSTITUTIONAL COORDINATOR	Mrs. Audra DARGYTĖ BUROKIENĖ Room: I-317 Tel. +370 5 2714 695 Fax. +370 5 2714 695 E-mail: <u>erasmus@mruni.eu</u>
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ERASMUS CONTACT PERSON in CASE OF TRAINEESHIPS	Mrs. Laura Jakubsevičienė E-mail: <u>traineeships@mruni.eu</u>
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MRU Faculty	Academic Erasmus+ coordinator	Contacts
Law School	Vice-Dean : dr. Lina Mikalonienė	Room: V-340 Ph.: (370 5) 271 4519 E-mail: lina.mikaloniene@mruni.eu
Faculty of Public Governance and Business	Vice-Dean for Studies: prof.dr. Irmantas Rotomskis	Room: V-507 Ph.: (370 5) 271 4657 E-mail: irotom@mruni.eu
Public Security Academy	Vice-Dean for Studies: Danguolė Seniutienė	Room: V-106 E-mail: dseniutienė@mruni.eu
Faculty of Human and Social Studies	Vice-Dean for Studies: prof. dr. Linas Selmistraitis	Room: V-241 Ph.: (8 5) 2714529 E-mail: selmistraitis@mruni.eu



Learning Agreement Student Mobility for Traineeships

Higher Education:
Learning Agreement form
Student's name
Academic Year 20.../20...



Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Gender [Male/Female/Undefined]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	Mykolas Romeris University		LT VILNIUS06	Ateities g. 20, LT-08303 Vilnius	LITHUANIA	Mrs. Audra Dargytė Burokienė, Head of MRU IO erasmus@mruni.eu +370 5 2714695 Mrs. Laura Jakubseviciene, Manager for International Traineeships traineeships@mruni.eu	
Receiving Organisation/Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

MRU Faculty	Academic <i>Erasmus+</i> coordinator	Contacts
Law School	Vice-Dean : dr. Lina Mikalonienė	Room: V-340 Ph.: (370 5) 271 4519 E-mail: lina.mikaloniene@mruni.eu
Faculty of Public Governance and Business	Vice-Dean for Studies: prof.dr. Irmantas Rotomskis	Room: V-507 Ph.: (370 5) 271 4657 E-mail: irotom@mruni.eu
Public Security Academy	Vice-Dean for Studies: Danguolė Seniutienė	Room: V-106 E-mail: dseniutienė@mruni.eu
Faculty of Human and Social Studies	Vice-Dean for Studies: prof. dr. Linas Selmistraitis	Room: V-241 Ph.: (8 5) 2714529 E-mail: selmistraitis@mruni.eu

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

Commitment	Name	Email	Position	Date	Signature
Trainee	Trainee	...	
Responsible person ¹² at the Sending Institution@mruni.eu	Vice-dean, Faculty of	...	
Supervisor ¹³ at the Receiving Organisation@...	

Learning Agreement for Traineeship (LAT)

Traineeship Programme at the Receiving Organisation/Enterprise (Table A) should include:

- **start and end months** of the agreed traineeship;
- the **traineeship title**;
- **number of working hours per week**;
- Tasks to be carried out by the trainee;
- If the traineeship can be considered a **Traineeship in digital skills**: digital marketing (e.g. social media management, web analytics);

digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

-indicate which knowledge, intellectual and practical skills and competences (**learning outcomes**) will be acquired by the end of the traineeship, e.g. academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability, etc.

- The **monitoring plan** should describe how and when the trainee will be monitored during the traineeship by the Receiving Organisation/Enterprise, the Sending Institution, and, if applicable, a third party.

- The **evaluation plan** should describe the assessment criteria that will be used to evaluate the traineeship and the learning outcomes.

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the physical mobility: from [month/year] to [month/year]
If applicable, planned period(s) of the virtual mobility: from [month/year] to [month/year]

Traineeship title:	Number of working hours per week:
Detailed programme of the traineeship:	
Traineeship in digital skills ^a : Yes <input type="checkbox"/> No <input type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of language competence ^a in [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

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>

Learning Agreement for Traineeship (LAT)



Learning Agreement Student Mobility for Traineeships

Higher Education:
Learning Agreement form
Student's name
Academic Year 20.../20...

Table B - Sending Institution
Please use only one of the following three boxes:¹⁰

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award <u>.....</u> ECTS credits (or equivalent) ¹¹	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's <u>Europass</u> Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS <u>credits</u> (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's <u>Europass</u> Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS <u>credits</u> (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's <u>Europass</u> Mobility Document (highly recommended): Yes <input type="checkbox"/> No <input type="checkbox"/>	

There are three different provisions for traineeships:

1. Traineeships **embedded in the curriculum** (counting towards the degree);
2. **Voluntary** traineeships (not obligatory for the degree);
3. Traineeships for **recent graduates**.

1 ECTS = ~27 hours.

1 week for 40 hours of Traineeship = 1,5 ECTS,

2 months of Traineeship = 12 ECTS; 3 months = 18 ECTS

ECTS for Traineeship are transferred to your future diploma supplement

Learning Agreement for Traineeship (TA)



Learning Agreement Student Mobility for Traineeships

Higher Education:
Learning Agreement form
Student's name
Academic Year 20.../20...

Table B - Sending Institution
Please use only one of the following three boxes:¹⁰

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

AwardECTS credits (or equivalent) ¹¹	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's <u>Europass</u> Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	



Higher Education:
Learning Agreement form
Student's name
Academic Year 20.../20...

¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

² **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).

³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm 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 trainee by the sending institution.

⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

⁵ **Contact person at the Sending Institution:** a 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 will work at the international relations office or equivalent body within the institution.

⁶ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

⁷ **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

⁸ **Traineeship in digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

⁹ **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>

¹⁰ **There are three different provisions for traineeships:**
1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

¹¹ **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.

¹² **Responsible person at the Sending Institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. 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.

¹³ **Supervisor at the Receiving Organisation:** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Learning Agreement for Traineeship (TA)



Learning Agreement Student Mobility for Traineeships

Higher Education:
Learning Agreement form
Student's name
Academic Year 20.../20...

Accident Insurance

the Sending Institution is not providing an insurance.

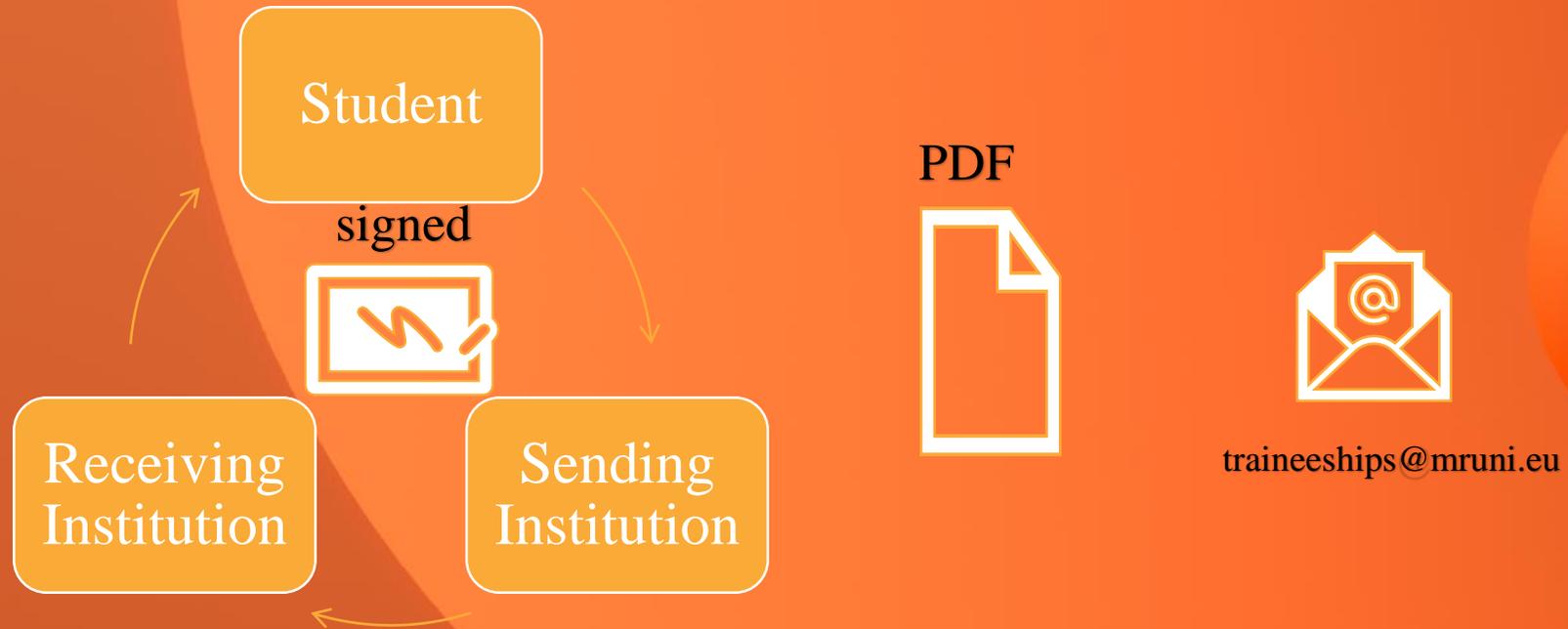
The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

If the Receiving Organisation/Enterprise provides an insurance coverage to the trainee fill in the information in Table C accordingly.

The participant is **mandatorily obliged to obtain health** (first aid and medical expenses) insurance policy valid in the country of host university/organization for the entire period of mobility. The participant may additionally obtain any other health or travel related insurance coverage. For a period of stay in hosting country, a minimum insured amount of the medical insurance contract (policy) needs to be at least 30.000,00 Eur, and the insurance contract must guarantee that all basic medical assistance costs and travel expenses which may arise in connection with the return, for health reasons, of a foreigner to homeland (medical transportation, including escort by medical brigade or a doctor) will be covered. The participant is strongly recommended to obtain the insurance policy which covers repatriation and specific medical intervention expenses.

Insurance coverage shall include at minimum a **health insurance, a liability insurance and an accident insurance.**

Learning Agreement for Traineeship (LAT)



Request for Erasmus+ Grant



signed



PDF



traineeships@mrni.eu

Student

Vice
Dean

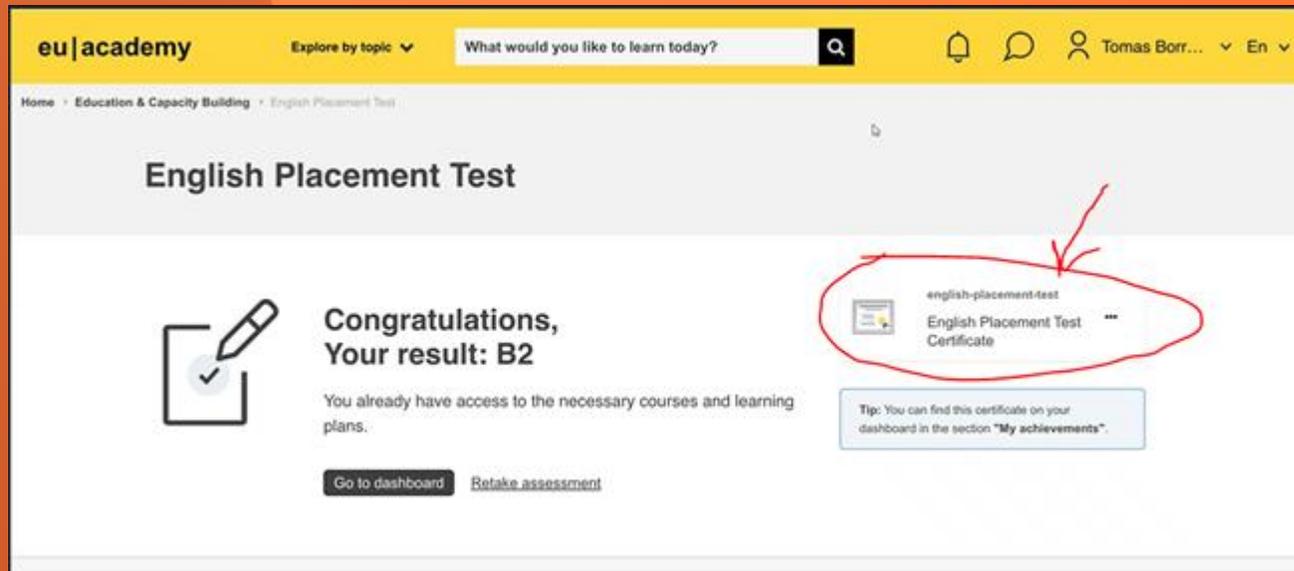
- A template of Request is provided to you in word (.docx)
- In the form of Request student must precisely indicate his length of Traineeship mobility (according to letter of acceptance or only for 90 days due to MIGRATION RULES)

Online Linguistic Support (OLS)

Erasmus+ Online Linguistic Support (OLS) - **ON-LINE LANGUAGE ASSESSMENT TEST** must be implemented as described in document invitation to OLS.

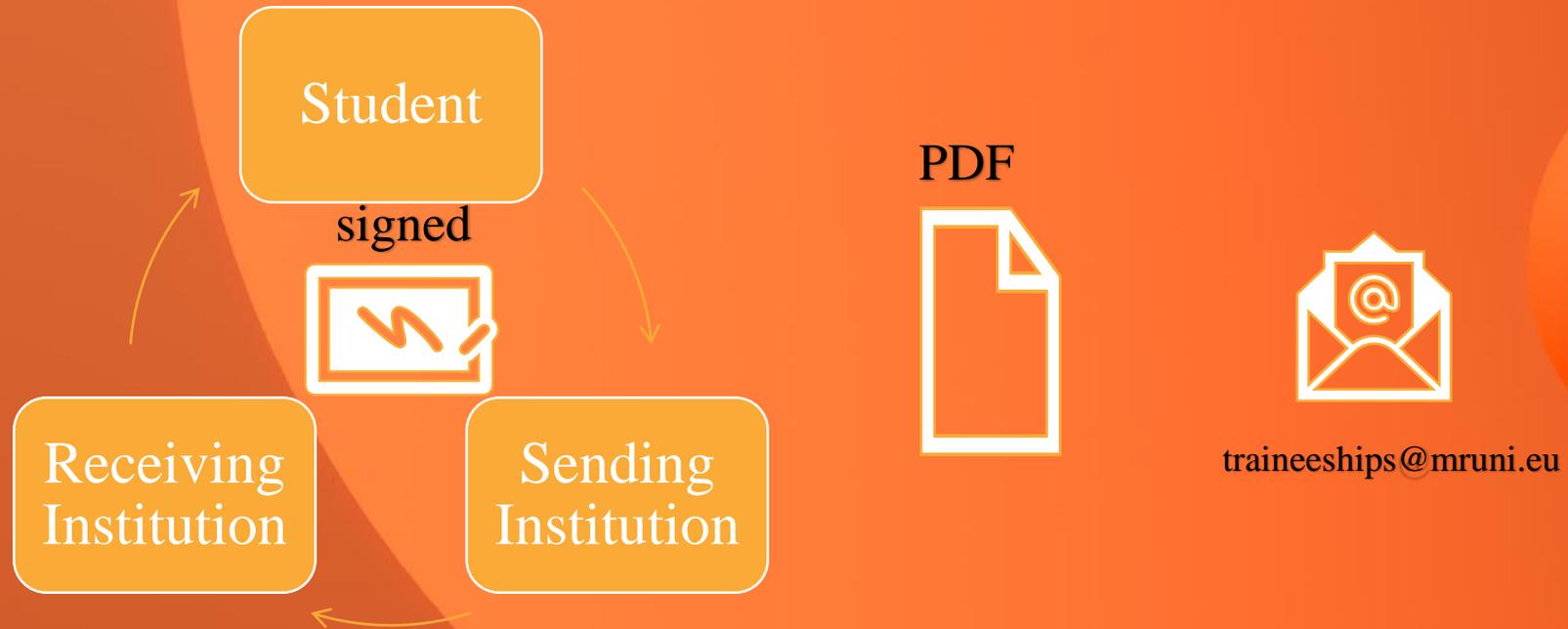
Shortly informing you that recently advances OLS platform requires to register and follow the steps.

Create the account → Log in → Join the Community → Resume → English Learning Community and Resources (below) → Resume → English Placement Test (below). and download the certificate



As soon as you are assessed, please send the certificate formatted in PDF to traineeship@mruni.eu

Learning Agreement for Traineeship (LAT)



If you need certificate proving your selected students status please order such certificate as soon as possible after selection, not later then 10 working days before needing to submit it to concerned institution/person.

- Please double check with the requirements what does certificate must contain of?
- our standard form is
- on **letter headed paper** with an official **stamp**,
- **signed** and **dated** by the appropriate signatory.
- It details what **faculty** the participant belongs to, and the **degree** being studied.
- It contains the name of the **host organization**.
- It contains the **start and end dates** of the placement.
- It contains the **grant amount in euros allocated per month** to the participant.

- **So as soon as you order your certificate it may take 5 to 10 days to prepare and get approved such document. If it is needed for VISA, make sure to order it asap two minimum two months before appointments at embassies.**



traineeships@mruni.eu

TRP/VISA

Copy of the valid Temporary Residence Permit (TRP) in the Republic of Lithuania/ national **VISA**;

Valid permit to reside in the Republic of Lithuania temporarily **during the whole planned period of mobility for traineeship.**

If student applies for a longer period of traineeship (e.g. 4 months) then student must have both – a valid permit to reside in the Republic of Lithuania during the whole planned period of mobility for traineeship AND a national visa of the receiving country (where the host organization/company/university is located).

Please plan to have sufficient time to apply for national visa of the receiving country;

- It is recommended not to undertake Traineeship till the last day of your TRP validity. Your Traineeship duration must be planned in the way that you would be back to Lithuania not later than 15 days before YOUR Temporary Residence Permit expires.

Check what travel documents you'll need to cross the border into another EU country.

More on:

[Travel documents for EU nationals](#)

[Travel documents for non-EU nationals](#)



TRP/VISA

The student must find out if he/she needs a VISA in order to undertake Traineeship in the country of the host Organization.

- 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 regarding document proving your Erasmus+ status.

STUDENT IS PERSONALY RESPONSIBLE FOR SOLVING VISA QUESTIONS!

INSURANCE



traineeships@mruni.eu

Copy of **Insurance Policy**;

1. It is mandatory to obtain **health** (first aid and medical expenses) **insurance policy** valid in the country of Traineeship.
2. **Liability insurance coverage** (covering damages caused **by the student** at the workplace)
3. **Accident insurance coverage** related to the student's tasks (covering the damages caused **to the student** at the workplace).

Formatted to PDF sent to

Copy of Diploma if graduate



traineeships@mruni.eu

Copy of Diploma if graduate

Personal data and Data of your Bank account in a bank established in LITHUANIA

- A template of **Data of your Bank** is provided to you in word (.doc)
- **Student is responsible for account validity during all Traineeship period.**
- If you need to open a new bank account and a bank requires to provide a document regarding your Erasmus+ grant, please contact traineeships@mruni.eu

1. FILL-IN THIS FORM BY COMPUTER, 2. RENAME DOCUMENT INTO YOUR NAMES AND 3. SEND TO: traineeships@mruni.eu	
DATA ABOUT STUDENT	
Full name(s) and last name of student (as in your passport)	
Date of birth	
Residence address in Lithuania No of house/flat Name of Street City Postal code	
Phone No. for contacting you during your mobility period abroad	
Phone No. that you use in Lithuania	+370
E-mail address:	
Faculty at MRU	
Number of MRU student ID:	
Name of the study programme	
Level (Bachelor or Master)	
Year and semester	
Data about your personal bank account (IN A BANK ESTABLISHED IN LITHUANIA)	
Name of the Bank:	
Account number:	
Personal ID No. (personal number as allocated by the (PLEASE check your agreement with the bank - it may be either your personal number in your Lithuanian Temporary residence permit, in your passport or a special number generated by the bank):	
Name of the bank account owner (as written in your bank account agreement - PLEASE check your agreement with the bank):	

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 does not match and traineeship mobility was shorter – student has to return part of his Erasmus+ grant.

Erasmus grant is payable **ONLY FOR PHYSICAL** being at the Traineeship country and **CONFIRMED** by the host organization.

- Physical Erasmus+ mobility have to be at least 2 months

Grant agreement

Submit all of the
required
documents

Receive and sign
the Grant
Agreement

Confirm Arriving
to the Host
country

Receive 90% of
the grant



DURING THE MOBILITY

ARRIVAL

- Submit the Arrival Certificate
- Prove of traveling to Organization country
- Receive 90% of the grant

Changes in Learning agreement for Traineeship

- 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 organization.
- This is applicable in case of extension of Traineeship.
- Send a copy to traineeships@mruni.eu

Change of plans?

- In case you decide to cancel your Erasmus+ mobility make sure to inform International Office traineeships@mruni.eu



Erasmus+ Traineeship gained value



1. **LETTER OF CONFIRMATION** showing the traineeship period abroad. The Letter of Confirmation has to be signed by the supervisor of the host organization and sealed.
2. **TRAINEESHIP CERTIFICATE.** Third part of the LEARNING AGREEMENT FOR TRAINEESHIPS (Section "AFTER THE MOBILITY") filled in, signed and sealed, sent.
3. **ON-LINE QUESTIONNAIRE (EU SURVEY).** At the end of the traineeship period, the student will receive a link to the on-line report by e-mail from the Mobility Tool.
4. **FEEDBACK:** the student will be required to write a feedback about their traineeship in order to encourage other students to apply for Erasmus+ and send it with a picture to traineeships@mruni.eu; The feedback and the picture will be published on the [MRU Erasmus+ Facebook page](#) if agreed in not on MRU webpage.

Important



signed



copy



PDF



traineeships@mruni.eu

Laura Jakubsevičienė

Manager for International Traineeships

Working remotely – consultations via TEAMS or phone

International Office

Mykolas Romeris University

Ateities g. 20, LT-08303 Vilnius

E-mail: traineeships@mruni.eu;

[Internationalization info on MRU page](#)

[MRU International Office on Instagram \(mru.erasmus\)](#)

[Facebook \(MRU Erasmus+\)](#)



Mykolas Romeris
University

