

Please submit all documents not later than **7 working days before** the traineeship abroad starts. If you are not able to provide documents, please inform in advance or consider changing the begging date of your traineeship.

FORMALISATON PROCEDURE consists of:

1. **Acceptance Letter** from hosting organization, if it was not provided with selection application, or if there were changes made to previous confirmation.
2. **Learning Agreement for Traineeship (LAT);**
3. **Request** for Erasmus+ Grant;
4. **Bank account details;**
5. A copy of the **Temporary Residence Permit (TRP)** in the Republic of Lithuania;
6. Copy of **Insurance Policy;**
7. Your **language skills** to be evaluated by Erasmus+ Online Linguistic Support (**OLS**).
8. **Info about hosting** organization;
9. **Diploma copy** if recent graduate;

1. **Acceptance letter** if it was not received by term of application.

2. Finalizing your **Learning Agreement for Traineeship (LAT)**:

2.1. Manage filling the attached template “2_Annex1_Learning agreement traineeship”, do not miss yellow marked fields, tick empty boxes accordingly. For more instructions how to fill LAT please see slides in attachment “Traineeship before Info material.pdf”;

2.2. when LAT is prefilled, start communication with your Faculty Erasmus+ academic coordinator appointed Vice Dean at MRU and traineeship coordinators at hosting organization regarding detailed programme of the traineeship and expected Learning Outcomes;

2.3. When detailed programme of the traineeship and expected Learning Outcomes are set, all fields are filled and boxes ticked – please sign it by yourself and collect signatures of your Faculty Vice Dean at MRU and coordinator at hosting organization.

2.4. After student collects all signatures, LAT form must be formatted in to PDF and sent to traineeships@mruni.eu

3. **The Request for Erasmus+ Grant** - as soon as students LAT is signed, student must fill the Request template. Student must indicate exact duration of traineeship abroad. If traineeship is undertaken remotely - indicate its duration and if on site - indicate duration not exceeding 90-day VISA free regime (For NON-EU citizens). Indicate start and end days on business days because Erasmus+ traineeship cannot start or end on weekends or holydays.

The Request template needs to be filled, signed by (1) the student and confirmed by (2) the faculty's Vice-Dean.

After student collects signature of Vice Dean, **Request** must be formatted in PDF and sent to traineeships@mruni.eu

4. To the Request you are to add **Bank account details**. A student must be a HOLDER of a LOCAL bank account (friends or relatives won't be accepted) this form is accepted in docx/doc format. This form also asks to inform what means of transport you are planning to use and on what days. This will help preparing grant agreement and evaluating if at the end of the mobility period and upon submission of supporting documents by the participant for green travel, student may receive an additional fixed financial contribution of 50 EUR for [green travel](#) or not.

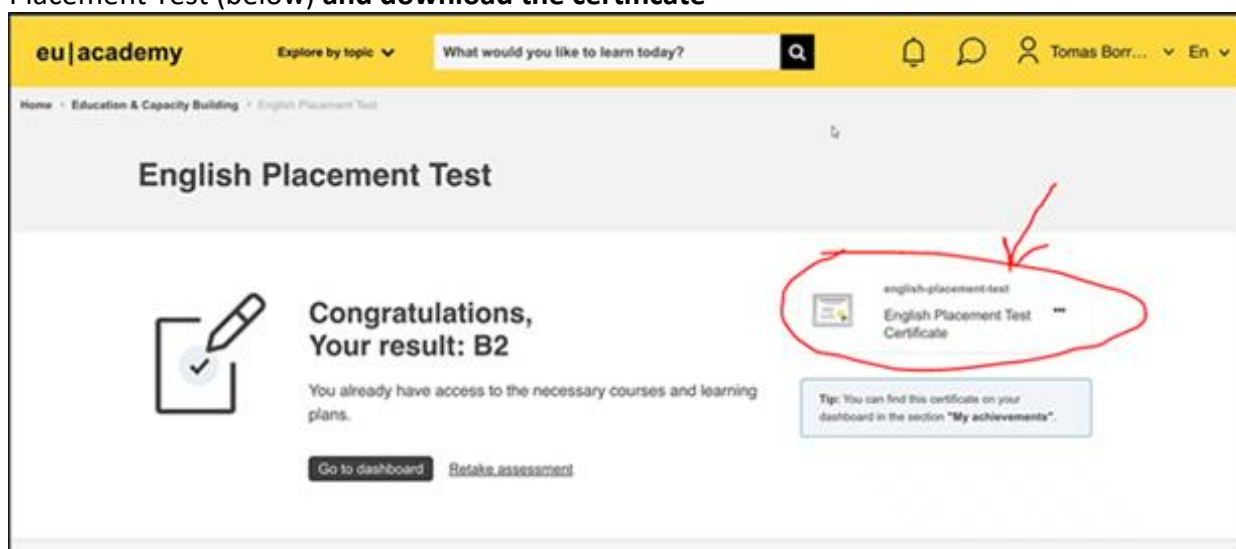
5. To the Request you are to add PDF copy of **valid TRP or TRC**

For NON-EU citizens PDF copy of valid TRP of Lithuania (and VISA of the Host Country if duration is exceeding 90 days);

For EU citizens: (except citizens of Lithuania): PDF copy of valid certificate confirming your right of temporary residence in the Republic of Lithuania (TRC or PRC - temporary residence certificate) and valid VISA – if you are going by KA107 activity).

6. To the Request you are to add **Copy of Insurance Policy** valid in a host country with all obligatory elements: 1. Emergency medical assistance and repatriation insurance 2. Insurance against accidents abroad and 3. Civil liability insurance. N.B. To obtain these types of insurance you are allowed to contact any insurance company in Lithuania or abroad. When seeking for insurance, please see description what it should be covering in attachment “adequate insurance coverage info.pdf”.

7. It is recommended for participant to have proven language skills and here Erasmus+ Online Linguistic Support (OLS) comes handy. You can receive certificate by undertaking **ON-LINE LANGUAGE ASSESSMENT TEST** as described in attachment “OLS - invitation_mru_webpage.pdf”. OLS platform requires to register and follow the steps: Create the account à Log in à Join the Community à Resume à English Learning Community and Resources (below) à Resume à English Placement Test (below) **and download the certificate**



If choosing to collect the certificate with help of OLS, please send the certificate formatted in PDF to traineeship@mruni.eu

8. Also, future trainee is asked to provide **info about hosting organization, template** in word format attached.

After receiving the above-mentioned documents IO Manager for International Traineeships (me) shall prepare your financial **Grant Agreement for Erasmus+ Traineeship** and send it to you by e-mail with instructions how it is to be confirmed.

You may get acquainted with a typical template of the Grant Agreement

Below are the provided (or explained) Annexes listed in the Grant agreement:

Annex I: Learning Agreement for Erasmus+ mobility for traineeships;

Annex II: GENERAL CONDITIONS;

Annex III: Erasmus student charter.

Please be prepared in advance that the first part of payment of Erasmus+ grant is transferred only after sending prove of traveling to traineeship country and the Arrival confirmation (enclosed as Certificate of Attendance) is issued by the hosting organization and send to MRU International office traineeships@mruni.eu

Amounts of student grants for KA131 mobility

Groups of countries	Applicable for training mobility activities, EUR/month
Group 1: Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Liechtenstein, Norway Partner countries (Region 14: Faroe Islands, Switzerland, United Kingdom)	670 EUR/month
Group 2: Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal Partner countries (Region 5: Andorra, Monaco, San Marino, Vatican City)	670 EUR/month
Group 3: Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Macedonia, Turkey	600 EUR/month
Partner countries Regions 1-4, 6-13	700 EUR/month

For selected students we organize informational meeting therefore we enclose slides of it to this letter. And if such meeting will be planned in the nearest future, we will inform you about the date.

STRICT NOTE:

Due to suspicion that the selected students might misuse Erasmus+ grant for traineeship mobility, and actually not undertake traineeship, the prove of traveling to traineeship country (copy of tickets/boarding passes together with certificate of attendance) will be required.

Only duration of physical mobility to traineeship country is financed, grant is counted for the duration of physical presence. Students might undertake traineeship remotely from traineeship country but they would have to provide a prove of accommodation in traineeship country. Also, student must send a picture taken near the organization office where the logo of organization would be seen.