

Information for outgoing students before Erasmus+ studies



International
Office

outgoing@mruni.eu



Mykolo Romerio
universitetas



Erasmus+



Types of mobility activities

KA131 (2022)

- Partners for Erasmus+ Intra-European Mobility

Bilateral Agreement Partners (without any scholarship from MRU side)

Important!

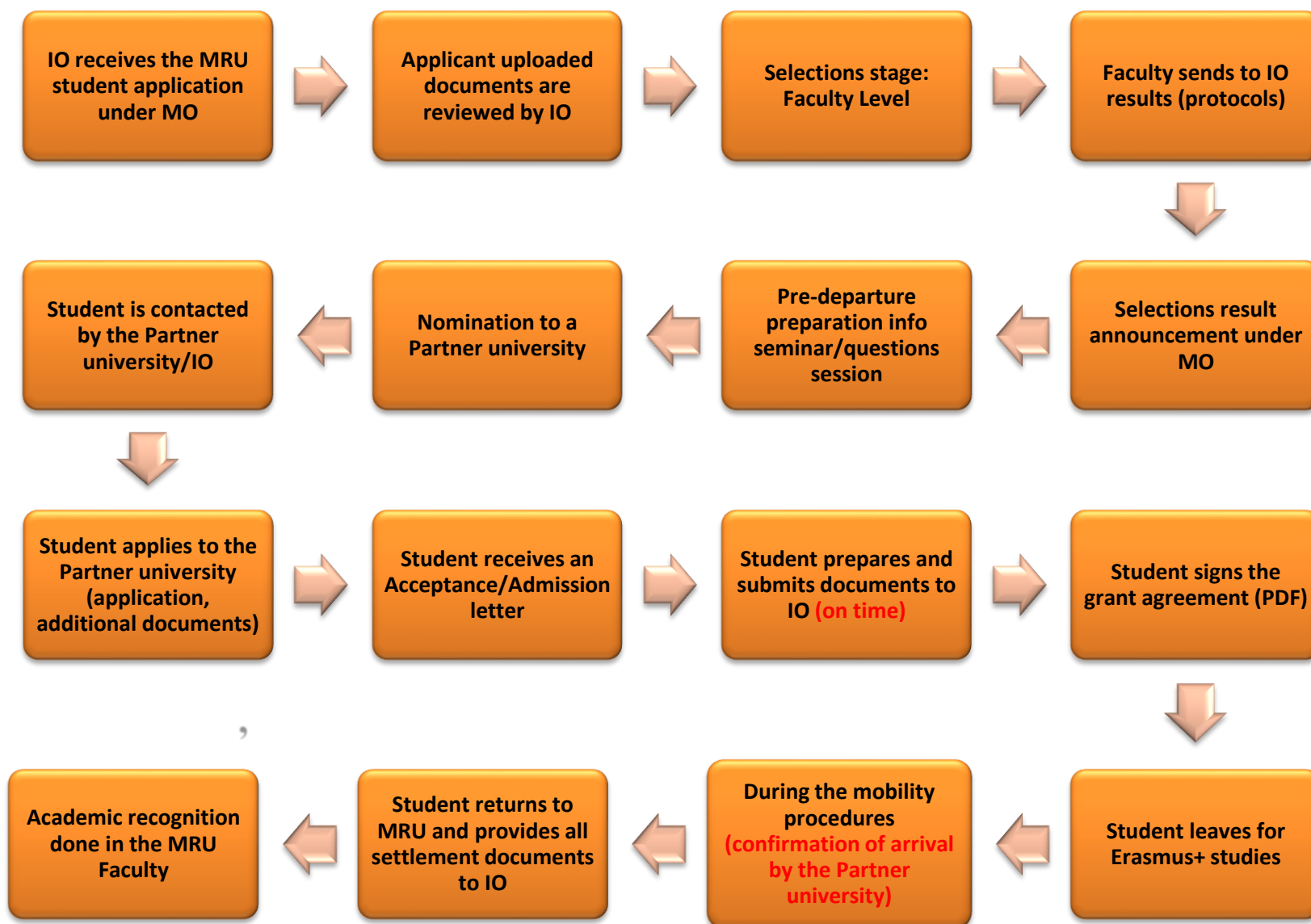
- Students cannot go on Erasmus+ studies to their home country!

Deadlines for MRU students

Twice per academic year:

- for the Autumn semester (February);
- for the Spring semester (September).

Proceeding of Erasmus+ Mobility for Studies



Plan finances

The *Erasmus+* grant for studies is a Grant awarded by the University for the student who participates in the *Erasmus+* mobility for studies (minimum eligible duration of physical mobility to another country than Lithuania is 2 months).

	Countries	Amount of <i>Erasmus+</i> Grant for Studies
1.	Ireland, Denmark, Iceland, Liechtenstein, Luxembourg, Norway, Finland, Sweden, 14 region: United Kingdom, Switzerland	600 EUR/month
2.	Austria, Belgium, Greece, Spain, Italy, Cyprus, Malta, Netherlands, Portugal, France, Germany	600 EUR/month
3.	Bulgaria, North Macedonia, Czech Republic, Croatia, Latvia, Estonia, Hungary, Latvia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	540 EUR/month



Proceeding of Erasmus+ Mobility for Studies

Nominations – e-mail or online nomination to Hosting University about selected student sent by IO MRU.

- After Nominations student should receive the information regarding the application process by the partner University within two weeks after nomination deadline.
- If not student must be well aware of instructions provided on their webpage for incoming exchange students.

Student must:

- prepare and submit the application to the Host University;
- add the requested additional documents (if requested);
- send copies to the International office (IO).

All the documents must be submitted by set deadline of Host University



The most common application documents

Application form (Host University)

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

Learning agreement

- Fill in the Online learning agreement - OLA (KA131). If you can't find you HostU in OLA, please use the paper version (docx) of LA
- Bilateral mobility - paper version (docx) of LA
- OLA/LA must be signed by student, Departmental Erasmus+ coordinator of the faculty and responsible person from HostU before the submission to IO

Transcript of Records

- Ask responsible Study office Manager in the Faculty to issue this document

Other possible documents

- Confirmation of Erasmus+ student status (ask me by outgoing@mruni.eu) – for Embassies, consulates (Host Country VISA)
- Motivation letter (student)
- Proof of the Language proficiency - English (ask me by outgoing@mruni.eu)

DATA USUALLY REQUIRED WHILE FILLING AN APPLICATION FORM

- ✓ Home institution: Mykolas Romeris University
- ✓ **Home institution Erasmus code:**
LT VILNIUS06
- ✓ Exchange programme: Erasmus+ / Bilateral
- ✓ Name:
- ✓ Last Name:
- ✓ Gender:
- ✓ Date of birth:
- ✓ Nationality: (= citizenship)
- ✓ Field of study*:
- ✓ Study level:
- ✓ Exchange period: 2023/2024 Autumn semester
- ✓ E-mail:
- ✓ Home address:

*ISCED codes

http://ec.europa.eu/education/international-standard-classification-of-education-iscd_en

ISCED codes for MRU students:

- 023 – Languages
- 0313 – Psychology
- 032 – Journalism and reporting (Communication)
- 0413 – Management and Administration
- 041 – Business and administration
- 0421 – Law
- 0311 – Economics
- 0312 – Political sciences and civics
- 0923 – Social work and counselling
- 103 – Security services

Data that might be required 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	www.mruni.eu

ERASMUS INSTITUTIONAL
COORDINATOR

Mrs. Audra DARGYTĖ BUROKIENĖ
Room: I-317
Tel. +370 5 2714 695 Fax. +370 5 2714 695
E-mail: erasmus@mruni.eu

ERASMUS CONTACT
PERSON FOR OUTGOING
STUDY MOBILITY

Ms. Anastasija Semenej
Room: I-302 Tel. +370 5 2714 579
E-mail: outgoing@mruni.eu

Data that might be required while filling an application form

Data of sending institution:

DEPARTMENTAL ERASMUS+ COORDINATORS

Representative from of Law School

Doc. dr. Dovilė Gailiūtė-Janušonė
Tel.: (370 5) 2714597
E-mail: dgailiute@mruni.eu

Vice-Dean
of the Faculty of
Public Governance and Business

Doc. dr. Irmantas Rotomskis
Tel.: (370 5) 271 4657
E-mail: irotom@mruni.eu

Vice-Dean
of the Faculty of Human and Social Studies

Prof. Dr. Linas Selmistraitis
Tel.: (370 5) 271 4529
E-mail: selmistraitis@mruni.eu

Vice-Dean of Public Security Academy

Mrs. Danguolė Seniutienė
E-mail: dseniutiene@mruni.eu



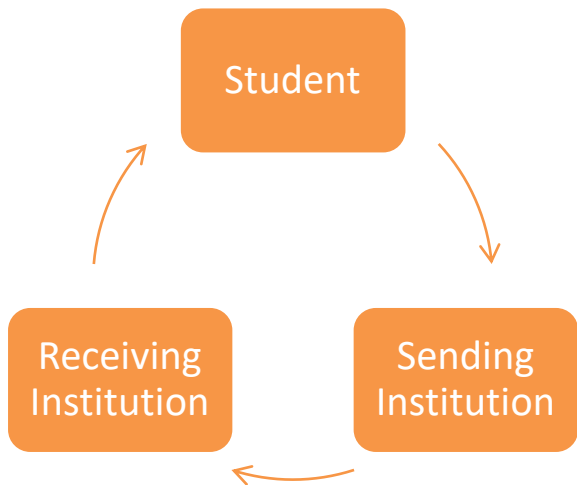
Accommodation form

- The host university might help you in finding accommodation (dormitory) or at least provide information where you can book it;
- **Find out about accommodation options and book as soon as possible,** because very often accommodation is available on a “First come – First served” basis;
- Consider other options only if on campus housing is very expensive.
- **HOST UNIVERSITY is responsible for providing information – STUDENT is responsible for choosing, booking and complying with accommodation conditions.**
- **Do not forget that you have to pay for your accommodation!**

(Online) Learning Agreement for studies ((O)LA)

The purpose of the Learning Agreement:

- to make sure that students **receive recognition** for the activities **successfully completed abroad**.
- It **sets out the programme of the studies** to be followed abroad.



((O)LA must be prepared and approved by the student, signed by the sending and the receiving institution before the start of the studies.

((O)LA is the key instrument of transparent academic recognition.

All course units approved in ((O)LA and successfully completed are recognized and will be written in your diploma supplement.



Learning Agreement for studies (LA)

Online Learning Agreement (OLA)

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



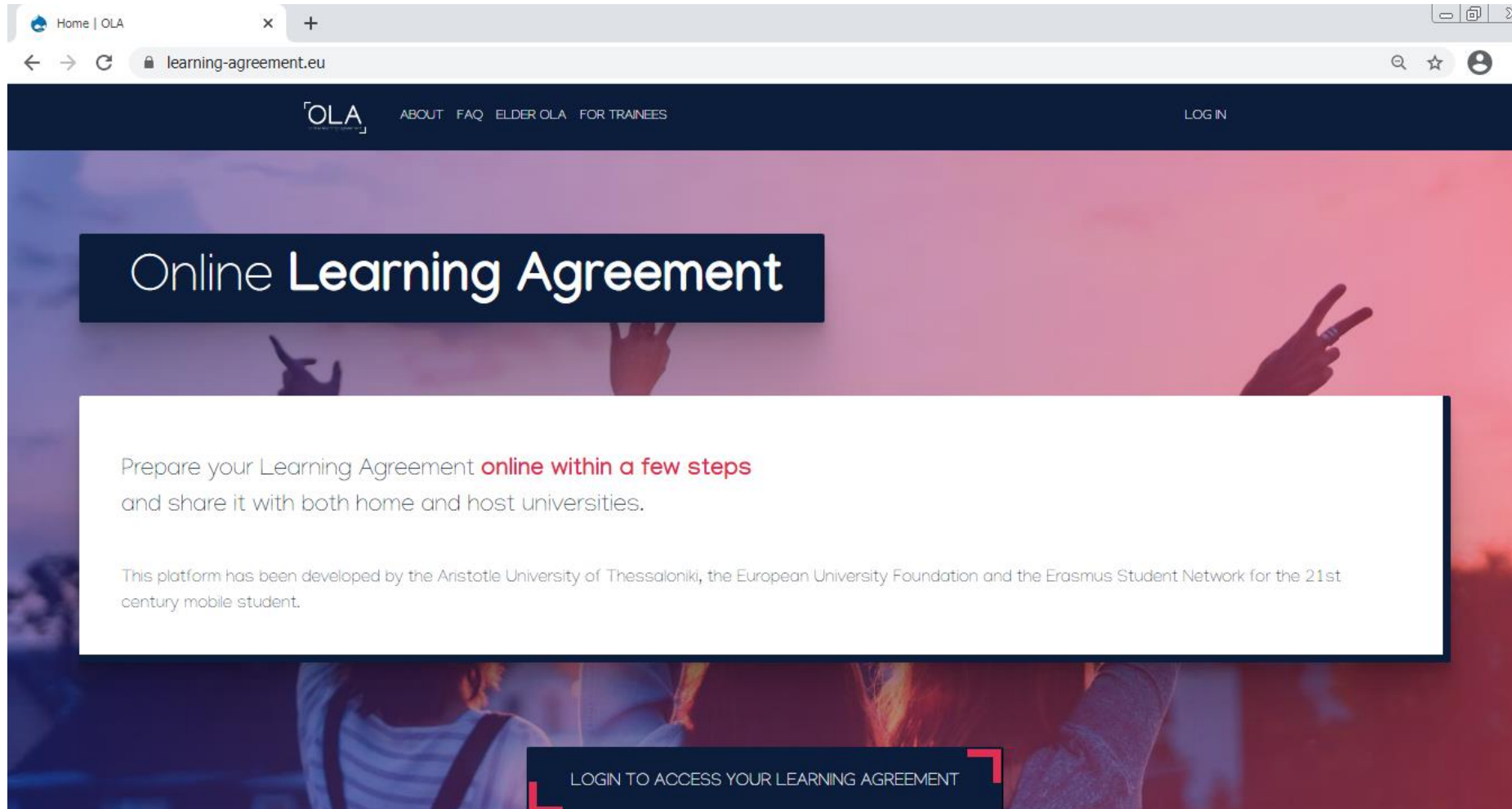
Learning Agreement (LA)

- OLA compulsory for Erasmus + KA131 study mobility
- This is one of the results towards digitization of the Erasmus + programme .

- LA used for study mobility in the UK, Switzerland or under Bilateral agreements
- A template is provided to you in DOCX format;
- Also, if the Host (European) University does not use OLA yet.

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:



[ABOUT](#) [FAQ](#) [ELDER OLA](#) [FOR TRAINEES](#)

[MY LEARNING AGREEMENTS](#) [MY ACCOUNT](#) [LOG OUT](#)

Academic year *

2023/2024

Student

First name(s) *

Last name(s) *

Email *

Date of birth *

Gender *

Nationality *

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

Field of Education *

Field of education: The ISCED-F 2013 search tool available at 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 *

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

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Student Information

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Sending Institution
Information

3

Receiving Institution
Information

4

Proposed Mobility
Programme

5

Virtual Components

6

Commitment

Academic year *

2023/2024

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.

Contact information of
your Departmental
Erasmus+ coordinator

Ms. Anastasija Semenej
Phone. +370 5 2714 579
E-mail: outgoing@mruni.eu

Academic year *

2023/2024

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

Contact information of the person
who is responsible for OLA singing
from the Host Uni side

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

Planned mobility period: find the 2023/2024 semester academic calendar in the Host Uni web-site

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

- Course catalog throughout the teaching and a people to contact
- This must be available

Table A: add names of study subjects/units which you are planning to study at Host Uni during the 2023/2024 autumn semester (welcoming e-mail or find them (courses for incoming students) on Host Uni web-site)

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://europa.eu/eu-ropa/education-and-culture/european-language-levels-efr>

Table B - Recognition at the Sending institution *

No Component added yet.

Add Component to Table B

Table B: add names of study subjects/units which you would be studying during the 2023/2024 autumn semester at MRU (MRU Student Study Book)

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

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Virtual Components

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Commitment

Academic year *

2023/2024

Commitment Preliminary

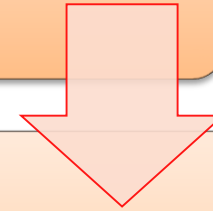
By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of 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

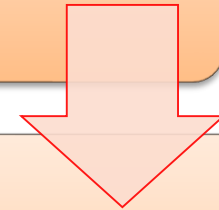
Don't forget to sign it!

(O)Learning Agreement for studies ((O)LA)

Document must be 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 (paper/docx version)?



Higher Education Learning Agreement for Studies

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

Accurate info
about student

Info about sending
institution

Info about
Receiving
institution

Detailed
explanations in
footnotes at the
end of template

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	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	
	Mikolas Romeris University		LT VILNIUS06	Ateities g. 20, LT-08303 Vilnius	LITHUANIA	Mrs. Audra Dargytė Burokienė, erasmus@mruni.eu , +370 5 2714695 Anastasija Semenej outgoing@mruni.eu	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

3 Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/tools/isced-f_en.htm

Learning Agreement for studies (LA)

Here you need to fill in the subjects (courses) which you are planning to study at Host Uni during the 2023/2024 autumn semester (welcoming e-mail or find them (courses for incoming students) on Host Uni web-site)

Subjects (courses) you would be studying during the 2023/2024 autumn semester at MRU (MRU Student Study Book)

Before the mobility

Study Programme at the Receiving Institution				
Planned period of the mobility: from [month/year] to [month/year]				
Table A Before the mobility	Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion
				Total: ...
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^a 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 ☐

Recognition at the Sending Institution				
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
				Total: ...
Provisions applying if the student does not complete successfully some educational components: <i>[web link to the relevant information]</i>				

Learning Agreement for studies (LA)

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.

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ¹⁰ at the Sending Institution			Vice-dean, Faculty of ...		
Responsible person at the Receiving Institution ¹¹					



The LA has to be signed by all three parties:

You, Departmental Erasmus+ coordinator and the responsible person at Host University



(O)Learning Agreement for studies ((O)LA)

- ✓ Minimum **30 ECTS** (full-time student workload per semester), **masters – by study plan at MRU, BUT....;**
- ✓ Course units **closely related to your study field and programme** at MRU (HomeU);
- ✓ It is important to **consult with Departmental Erasmus+ coordinator** of your faculty at MRU (HomeU);
- ✓ Agreed course units in (O)LA (credits and grades) after successful completion are **transferred to your future diploma supplement** for the semester when student was abroad for the study mobility.

!!! Failed exams at Host Uni are considered as academic debts at MRU !!!



Documents to submit to the MRU International Office before the mobility

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 by all 3 parties (Online) Learning agreement ;
4. Filled and signed by all 2 parties Request form for Erasmus+ grant (Erasmus + programme countries – KA131 activity
5. Certificate of OLS assessment test result;
- 6. Copy of HEALTH / MEDICAL INSURANCE POLICY;**
7. Copy of Temporary Residence Permit (for non-EU)/Certificate (for EU) of Lithuania **(MUST VALID DURING THE WHOLE EXCHANGE PERIOD)**;
8. Copy of VISA of Hosting country (if applicable) – Bilateral, non-EU;
9. Template with info about bank account;



Documents to submit to the MRU International Office before the mobility

Request form for Erasmus+ grant

- A template of Request is provided to you in Word;
- Complete it, sign it, send to sign for **faculty Departamental Erasmus+ coordinator** !
- In the Request form student must precisely indicate his/her 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;
 - * **2nd session of exams (re-sit period) cannot be included;**
 - * **The academic calendar of exchange semester can be included only if other dates are not known.**
- **Intensive language courses before the semester can be included IF the Host University agrees to include the period of the language course in the overall mobility period in the supporting document .**



Important notes

- ✓ Dates indicated in the Request form for the Erasmus+ grant must match your documents of the final report (duration certificate – **Certificate of Attendance**). A template is provided to you in DOCX format;
- ✓ If length do not match and overall study mobility is shorter **(in total more our equals 5 days)** – 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 2 months.**
- ✓ **Erasmus grant is the financial support for your study mobility abroad, it will definitely not cover all your expenses abroad.**
- ✓ **Communication only by stud.mruni.eu e-mail**

MUST BE THE SAME DATES

- 1) Duration of studies abroad under the Erasmus mobility programme (Letter of Acceptance from Host University);
- 2) Filled and signed by 2 parties request form for Erasmus+ grant (Erasmus + programme countries – KA131 activity/Bilateral)

Responsible IO:

- 3) Rector decree (Įsakymas);

4) GRANT AGREEMENT ERASMUS+ STUDY MOBILITY (DOTACIJOS SUTARTIS „ERASMUS+“ AUKŠTŲJŲ MOKYKLŲ STUDENTŲ STUDIJŲ MOBILUMUI (KA131))

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

- Student is responsible for bank account validity during all exchange period. **ONLY** your personal bank account is accepted for Erasmus grant transfer.
- A template is provided to you in DOCX format;
- 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 and write the estimated 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:	

Temporary Residence Permit of Lithuania

Students going for Erasmus+ mobility **MUST have TRP** of Lithuania valid during the entire study mobility period.

- 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.

While having a TRP of Lithuania you might also have to apply for relevant permission in the host country (e.g. VISA):

- mind the **requirements of the host country**;
- **mind the rule** for longer than 90 days;
- Check if and when you need to apply for VISA and/or Temporary residence permits for studies at the Partner University.
- Contact MRU IO by e-mail outgoing@mruni.eu for documents required of the Embassy (Letter of Confirmation – Erasmus student status).
 - document that contains information on the amount of your Erasmus+ grant.



HOST COUNTRY VISA

(non-EU/Bilateral)

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 regarding document proving your Erasmus+ status.

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



Rest of before the mobility documents...

Copy of HEALTH/MEDICAL INSURANCE POLICY which is valid in the **Host Country** with all **obligatory elements**:

1. Emergency medical assistance and repatriation insurance;
2. Insurance against accidents abroad;
3. Civil liability insurance.

To obtain these types of insurance you need to contact any insurance company in Lithuania or abroad.

Grant agreement

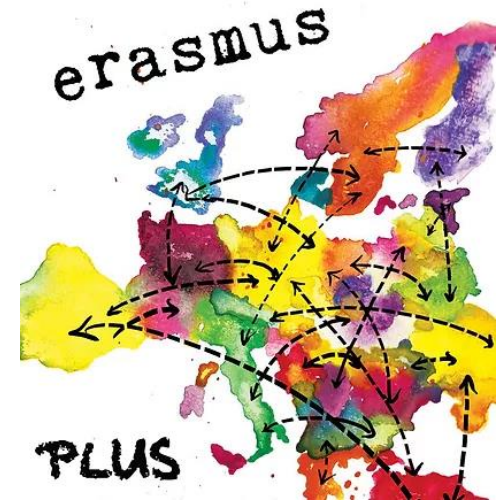
Submit all of the required *before the mobility* documents

Receive (e-mail) and sign the grant agreement

Receive 90% of the grant **AFTER** arrival confirmation is submitted

Student returns to MRU and provides all settlement documents to the IO

Receive 10% of the grant (if everything is good with the fact mobility duration – Certificate of Attendance)



Erasmus+ mobility during Covid-19

- Rules and regulations of traveling to the Host country;
- Rules and regulations of Hosting University.



Change of plans?

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

outgoing@mruni.eu





DURING THE MOBILITY



ARRIVAL

- Submit the Certificate of Attendance (arrival part).
- Receive 90% of the Erasmus grant.



Changes in Learning agreement

- Fill in the „During the mobility“ part of the (O)LA and discuss the changes with the Departmental Erasmus + coordinator of the your faculty.
- Get the document signed by you, Departmental Erasmus + coordinator of your faculty and the Host University responsible person
- Send a copy to outgoing@mruni.eu

Visit

<https://www.mruni.eu/en/university/internationalization/erasmus-studies-outgoing/>



SUPPORT TO UA COVID-19 PROSPECTIVE STUDENTS FOR STUDENTS ALUMNI PARTNERS FOR EMPLOYEES



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Erasmus+ studies (outgoing)

Erasmus+ studies (outgoing)

Choose the information you are interested in:

BEFORE THE SELECTION FOR ERASMUS+ STUDIES



SELECTION FOR ERASMUS+ STUDIES



PREPARATION FOR ERASMUS+ STUDIES



DURING THE ERASMUS+ STUDIES



AFTER THE ERASMUS+ STUDIES



Slides and a detailed description with document forms - will be sent to the selected student by e-mail.



**Enjoy your Erasmus+
studies!!!**





CONTACT ME



E-mail

- outgoing@mruni.eu



Visit

- **International Office Room No. I-302** (Ms. Anastasija Semenej, coordinator of outgoing students)
- DURING CONSULTATION HOURS from 14:00 till 16:00