Information for selected students before outgoing study mobility

International Office
International Student Mobility Unit
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https://www.mruni.eu/en/university/internationalization/erasmus-studies-outgoing/

Congratulations, now you are a selected participant of outgoing mobility for studies

Information material presented by International Office (IO) for selected participants (students) on instructions for outgoing mobility for studies:

- ✓ Nominations to receiving university; (IO step)
- ✓ Participant's application to the receiving university/organization (RO); (Student step)
- ✓ Acceptance confirmation; (RO step)
- ✓ Setting up the Learning Agreement for study mobility; (Student, MRU, RO step)
- ✓ Uploading necessary documents to Mobility Online workflow; (Student step)
- ✓ Formalizing outgoing mobility, preparing grant agreement; (IO step)
- ✓ Signing the grant agreement for study mobility; (Student, MRU step)
- ✓ Studying at the receiving university and implementing the commitments of the Learning Agreement; (Student, RO step)
- ✓ Return to MRU, Final report submission; (Student step)
- ✓ Embedding of studied subjects and transferring ECTS credits; (MRU step)
- ✓ Balance payment; (MRU step)

Outgoing mobility for studies

Outgoing ⊞

Erasmus+ studies (SMS) ⊞

Mobilities financed by Erasmus+ KA131, carried out in EU countries.

Erasmus+ KA171 studies (SMS) ⊞

KA171 is specifically designed for international mobilities with non-EU partner countries

Bilateral Exchange (Students) ⊞

Bilateral partner university waives tuition fees for the student. No mobility grant is offered, and the student is responsible for covering all mobility and living expenses independently.

MRU Mykolas Romeris University

Co-funded by the European Union

MOBILITY-ONLINE

MRU International students cannot carry out Erasmus+ study mobility in their home or country of origin

Outgoing mobility for studies - digitalization of the mobility process for students by using online tools. Key aspects include:

Digital Inter-Institutional Agreements (IIAs):	Universities can now **digitally manage agreements**, enhancing transparency and easier updates to cooperation terms. ***Before you start preparation of your Learning Agreement for European destination:** - Reach out to Coordinator of Outgoing Students (for studies) via outgoing@mruni.eu to clarify if your receiving university use the EWP and can sign online (digital) learning agreement. If yes, you go to a step "Before the Mobility: Digital Learning Agreement" and complete your learning agreement as DLA.
Erasmus Without Paper (EWP):	A platform allowing universities to exchange student data and documents electronically, improving efficiency in mobility management and communication between institutions.
Online Learning Agreement (OLA):	Enables students to create, sign, and manage their Learning Agreement online, reducing paperwork and speeding up the approval process between home and host institutions. **For MRU students its DLA**
Erasmus+ App:	**You can use this app** to gain essential information and tasks for participants, such as finding information, and accessing support services. RU may request you to download the app for managing mobility documents
MRU digitalization of the mobility process	using MOBILITY-ONLINE

Outgoing mobility for studies

Nominations from sending institution (MRU) to Receiving University/ Hosting organization /Partner institution about selected student. (IO step)

➢ e-mail nomination;
➢ online nomination;
  ➢ After Nominations student should receive the information regarding the application process at the Partner University (few hours to two weeks after nomination deadline).
  ➢ If not, student must be well aware of instructions provided on Partner University webpage for incoming exchange students.

Students mandatory step:
  ➢ Be well aware of instructions, deadlines for application to the Host University;
  ➢ prepare and submit the application to the Host University;
  ➢ add additional documents (if requested);
  ➢ Confirm that you sent application on your workflow of Mobility Online system;

MRU Mykolas Romeris University

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MOBILITY-ONLINE

| Before the mobility | 0 / 1 |

▶ Application documents sent to partner institution ☐

Please confirm that you sent application documents to the partner institution

The most common application documents:

Application form (Receiving University)	Online form or application in digitalized system of RU; Accommodation form;
Transcript of Records	Issued by the Study program Manager of your Faculty; If stamp not needed- can be downloaded from E –study book;
Confirmation of selected Erasmus+ student/MRU student status	Issued by Coordinator for Outgoing Student Mobility (for studies)
Other possible documents:	Motivation statement (student) CV (student) Proof of the language proficiency - English (use OLS certificate or request at IO Coordinator for Outgoing Student Mobility (for studies) Host Country VISA - apply at Embassies, consulates
Learning agreement for studies	Fill in the Digital learning agreement - DLA (Erasmus+ KA131). Erasmus+ KA171/Bilateral exchange – EU established template; DLA/LA must be signed by student (you), Departmental Erasmus+ coordinator of your faculty (MRU) and responsible person from Host Uni.

The most common application documents:

Part of Application form	Accommodation

Accommodation of Receiving University:
Check University Options First:
Contact the International Office or the Erasmus+ coordinator early to inquire about availability.
Apply Early: University accommodations can be limited, so it's important to apply soon
Deadlines and Procedures: Make sure you understand the process for reserving a room, including any required documents or deposits.

Private Accommodation:
Explore local listings: If university accommodation is not available, look into local real estate websites or Erasmus-specific platforms like: Erasmus Play (https://www.erasmusplay.com/en/): A platform that lists verified housing options for Erasmus students. HousingAnywhere (https://housinganywhere.com/): Offers short-term rentals specifically aimed at exchange students.
Join Erasmus+ Groups: Many cities have social media groups (on Facebook, for instance) where landlords and students advertise available housing. It's also a great way to connect with other students who may be looking for roommates.
Use Trusted Agencies: If you're searching independently, consider contacting local real estate agencies that specialize in student housing. This can provide more security compared to private listings.

Accommodation Budget: Be clear about your accommodation budget, considering factors like rent, utilities, and potential upfront costs (e.g., deposits).Check Erasmus+ Grant Coverage: **Understand what portion of your Erasmus+ grant can be allocated towards accommodation** and ensure your rent is within your budget.

Safety and Location: **Check the Location.** Ensure that the accommodation is in a safe area, ideally close to the university or with good public transport links. Research the neighborhood to understand the living conditions, grocery stores or medical facilities. View in Person or Virtually: If possible, arrange a virtual or in-person viewing of the property to **avoid scams.**

Contracts and Agreements **Read Contracts Carefully**. If you're signing a rental contract, make sure to read it thoroughly, understanding the terms, duration, and any liabilities (such as utilities or repair responsibilities).Watch Out for Scams: Be cautious of paying any deposits before verifying the legitimacy of the property and landlord.

Mandatory application documents:
(Digital) Learning Agreement for studies (D)LA

The purpose of the (D) Learning Agreement:
- ➤ the educational components to be carried out by the student at the receiving institution;
- ➤ the educational components to be replaced in the student's degree at the Sending Institution upon successful completion of the study programme abroad;
- ➤ the rights and obligations of the various parties.

Student

Receiving Institution

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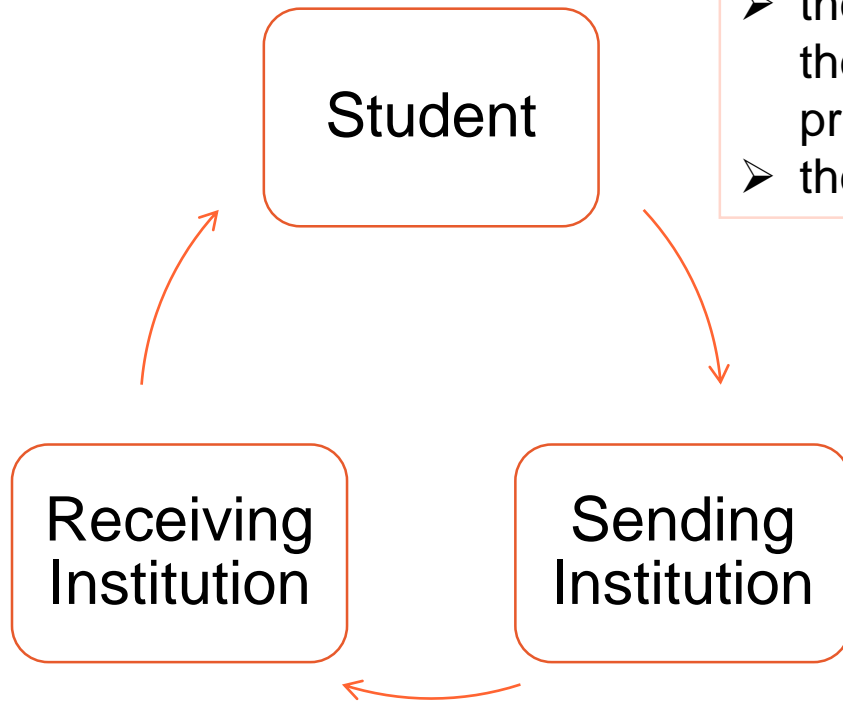
(D)LA must be prepared and approved by the student, signed by the sending and the receiving institution before the start of the studies.

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

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

(D) Learning Agreement for studies ((D)LA)

the Digital Learning Agreement (DLA) and the Learning Agreement (LA)
are identical in content and function,
with the DLA being the digital version used for Erasmus+ KA131 study mobility.
LA for Studies used for Erasmus+ KA171 study mobility in non-EU countries or for Bilateral exchange

Digital Learnin Agreement (DLA)	Learning Agreement (LA)
• DLA mandatory for Erasmus+ KA131 study mobility.	• LA used for Erasmus+ KA171 study mobility in non-EU countries or under Bilateral agreements. • A template is provided to you in DOCX format; • Also, if the Host (European) University does not use DLA yet.

Outgoing mobility for studies

What type of Learning Agreement I have to select for filling:
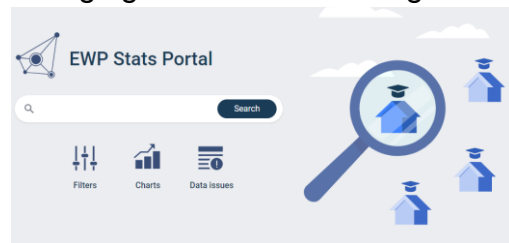Digital Learning Agreement (DLA) or Template of Learning Agreement (LA)?

Digital Inter-Institutional Agreements (IIAs):	Universities can now **digitally manage agreements**, enhancing transparency and easier updates to cooperation terms. ***Before you start preparation of your Learning Agreement <u>for European destination</u>:*** - **Search on <u>https://stats.erasmuswithoutpaper.eu/</u> EWP Stats Portal.** This portal allows users to search for institutions by name, Erasmus code, or location and see which tools they are using for managing inter-institutional agreements (IIAs) and learning agreements (LAs). - **Or Reach out to Coordinator of Outgoing Students (for studies)** via outgoing@mruni.eu to clarify if your receiving university use the EWP and can sign online (digital) learning agreement. If yes, you go to a step "Before the Mobility: Digital Learning Agreement" and complete your learning agreement as DLA.

EWP Stats Portal

Search: LT VILNIUS06

Results (1 / 5892)

#		EWP providers	SCHAC code	Erasmus code	PIC	OID	Name	City	Country
1		EWP Dashboard, Mobility-Online	mruni.eu	LT VILNIUS06	996876082	E10191520	MYKOLO ROMERIO UNIVERSITETAS	VILNIUS	Lithuania

Learning agreement for studies

View and provided help texts on your Mobility Online workflow

Before the Mobility: PDF Learning Agreement		0 / 1

Aplicable ONLY if:
- **your receiving university is outside Europe (non-EU countries, like South Korea, Japan, Canada etc.).**
OR
- your receiving European university does not use EWP (Erasmus Without Paper) functionality and can not sign online (digital) learning agreement yet.

Before you start preparation of your Learning Agreement for European destination:
- **Reach out to Coordinator of Outgoing Students (for studies) via** outgoing@mruni.eu **to clarify if your receiving university use the EWP and can sign online (digital) learning agreement. If yes, you go to a step "Before the Mobility: Digital Learning Agreement" and complete your learning agreement as DLA.**

Learning Agreement Signed by All parties uploaded (fully confirmed) ☐

Before the Mobility: Digital Learning Agreement		0 / 5

STEP IS NOT VALID IF YOUR RECEIVING UNIVERSITY IS OUTSIDE EUROPE!

Tip on completion of DLA:
Fill in the Digital (Online) Learning Agreement by writing **ONE course unit per a row**.

If your receiving university is OUTSIDE EUROPE, you must complete earlier worklow step "Before the Mobility: PDF Learning Agreement" and then proceed to "Before the Mobility: Acceptance letter and Grants" (below).

Contact persons and language knowledge for Digital Learning Agreement entered ☐

Courses for Digital Learning Agreement entered and digitally signed ☐

Course selection approved by the home institution ☐

Course selection approved by the partner institution ☐

Overview: Approved courses (DLA Before the Mobility) ☐

DATA usually required
while filling an Application or DLA/LA forms

✓ Home institution: Mykolas Romeris University
✓ **Home institution Erasmus code: LT VILNIUS06**
✓ Exchange programme: Erasmus+ / Bilateral
✓ Name:
✓ Middle name:
✓ Last Name:
✓ Gender:
✓ Date of birth:
✓ Nationality: (= citizenship)
✓ Field of study*:
✓ Study programme:
✓ Study level:
✓ Exchange period: 2024/2025 Autumn semester
✓ E-mail: **stud.mruni.eu**
✓ Home address (Home Country):

*ISCED codes

http://ec.europa.eu/education/international-standard-classification-of-education-isced_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 or DLA/LA: administrative staff

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 E-mail: erasmus@mruni.eu
ERASMUS CONTACT ADMINISTRATIVE PERSON	Ms. Daiva Braziulytė Room: I-302 Tel. +370 5 2714 695 E-mail: outgoing@mruni.eu

Data that might be required while filling an application form or DLA/LA: academic staff

MRU Faculty	Academic Erasmus+ coordinator	Contacts
Law School	Assoc. dr. Dovilė Gailiūtė-Janušonė	Room: V-344 Ph.: (370 5) 271 4597 E-mail: dgailiute@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	Kab.: V-241 Tel.: (8 5) 2714529 El. p.: selmistraitis@mruni.eu

Data that might be required while filling DLA: staff at Receiving University

Choose the correct responsible persons for the DLA and be ready to Enter contact details for Digital Learning Agreement

Fact sheet

Quick facts

Inbound exchange

Start using the Erasmus+ App

Available for Android, iOS and on the web.

The official App is available from

- Google Play ↗
- App Store ↗
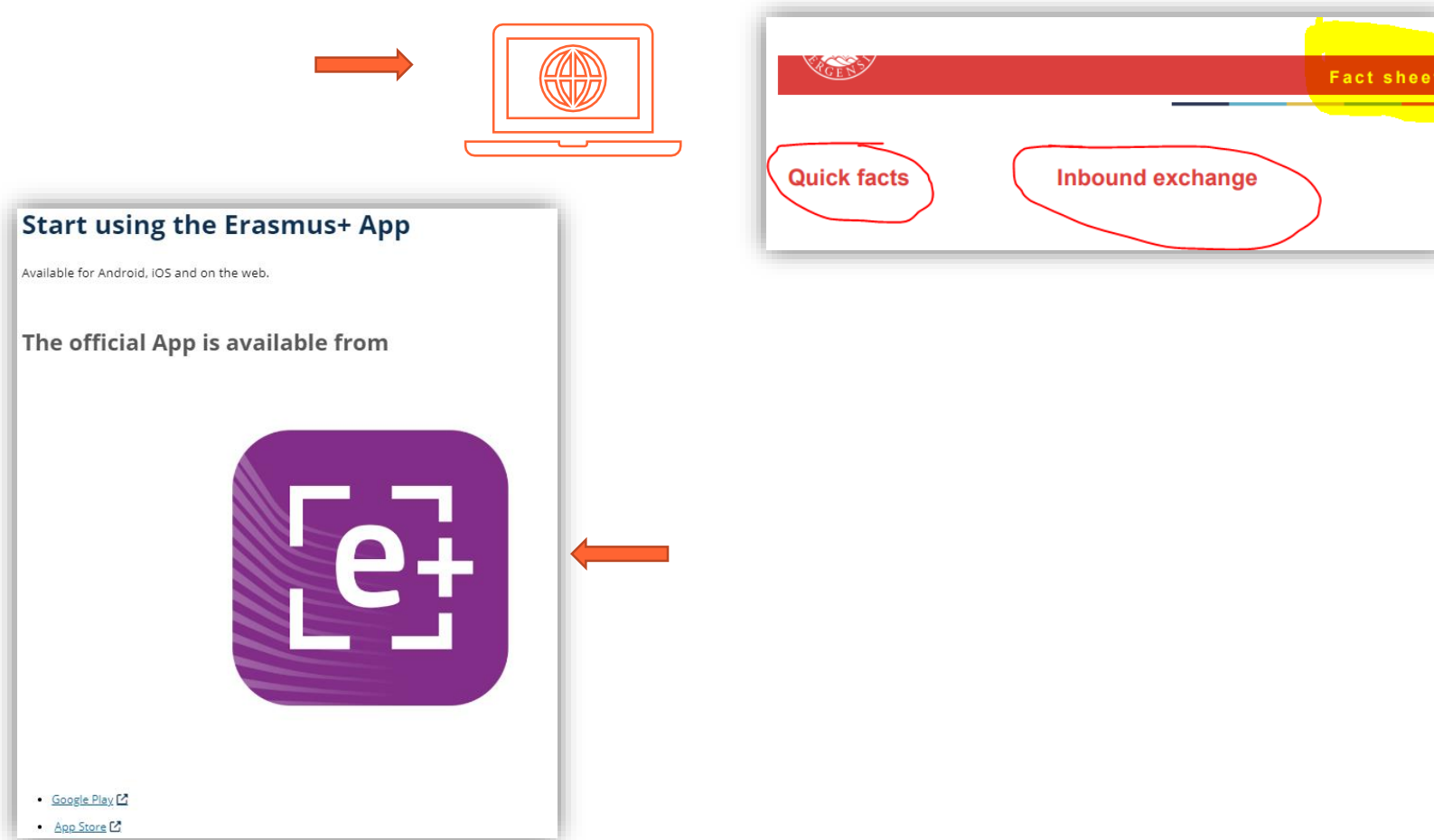
MRU Student Guideline Digital Learning Agreement (DLA)

Entering Information on DLA contact persons and your language knowledge

a. Click on "Enter contact persons and language knowledge for Digital Learning Agreement"

Before the Mobility: Digital Learning Agreement

STEP IS NOT VALID FOR THE OUTGOING STUDENT, WHO IS PREPARING TO GO ABROAD FOR THE STUDY EXCHANGE OUT OF THE EUROPE (NON-EU COUNTRIES)

Please fill in the Digital Learning Agreement steps ONLY if:
-you received the permission (confirmation from Coordinator of Outgoing Students (for studies)) that this is the right choice (in your Erasmus+ study mobility case).

Otherwise:
Please skip those steps and continue at the step go back to your worklow step tilted as "Before the Mobility: PDF Learning Agreement" along with "Before the Mobility: Acceptance letter and Grants" (below).

Contact persons and language knowledge for Digital Learning Agreement entered	☐	**Enter contact persons and and language knowledge for Digital Learning Agreement**
Courses for Digital Learning Agreement entered and digitally signed	☐	**Enter courses for Digital Learning Agreement and digitally sign your course selection**
Course selection approved by the home institution	☐	
Course selection approved by the partner institution	☐	
Overview: Approved courses (DLA Before the Mobility)	☑	2024-03-20 Stark Tony **Show digital learning agreement**

In case you would like to make changes to your fully signed DLA, please proceed to the "learning agreement changes" section, request changes and enter your changes there!

b. Make sure that the pre-filled information is correct and choose the correct responsible persons for the DLA at MRU as well as at the partner from the drop-down lists.
c. Click on "Update" when done.

Applications outgoing   **Update**

Data concerning planned stay

Language of studies at host institution (1. choice) [English ▼] *

Language proficiency (1. choice) ○A1 ○A2 ○B1 ○B2 ●C1 ○C2 ○Native Language *

Stay from (1. choice) [2024-09-01] * 📅 Today

Stay to (1. choice) [2025-01-31] * 📅 Today

Learning Agreement

Responsible person for Learning Agreement at Mykolas Romeris University [<-- No choice --> ▼]

Responsible person for Learning Agreement at Partner institution [Peternel, Ivona ▼]

Attention: In case you enter the wrong contact person at the partner institution, your DLA cannot be signed!
Please contact your host institution and make sure who is resopnsible for signing your DLA there.

[Back] [Update]

MRU Student Guideline Digital Learning Agreement (DLA)

•Entering courses into the DLA

a) Click on "Enter courses for Digital Learning Agreement and digitally sign your course selection"

STEP IS NOT VALID FOR THE OUTGOING STUDENT, WHO IS PREPARING TO GO ABROAD FOR THE STUDY EXCHANGE OUT OF THE EUROPE (NON-EU COUNTRIES)

Please fill in the Digital Learning Agreement steps ONLY if:

-you received the permission (confirmation from Coordinator of Outgoing Students (for studies)) that this is the right choice (in your Erasmus+ study mobility case).

Otherwise:
Please skip those steps and continue at the step go back to your worklow step tilted as "Before the Mobility: PDF Learning Agreement" along with "Before the Mobility: Acceptance letter and Grants" (below).

Contact persons and language knowledge for Digital Learning Agreement entered	☑	**Enter contact persons and and language knowledge for Digital Learning Agreement**
Courses for Digital Learning Agreement entered and digitally signed	☐	**Enter courses for Digital Learning Agreement and digitally sign your course selection**
Course selection approved by the home institution	☐	
Course selection approved by the partner institution	☐	
Overview: Approved courses (DLA Before the Mobility)	☑ 2024-03-20 Stark Tony	**Show digital learning agreement**

In case you would like to make changes to your fully signed DLA, please proceed to the "learning agreement changes" section, request changes and enter your changes there!

b) Add the course (for each course new row) at your receiving institution on the left side and the courses at MRU on the right side.

c) When you're finished, click on "Final check before signing".

Information on MRU Degree Programmes
Description of Individual Course Unit

To assit you filling Table B/Courses at Home (MRU) University of your LA/DLA

https://stdb.mruni.eu/studiju_programu_katalogas.php?l=en

MRU Student Guideline Digital Learning Agreement (DLA)

d) Make sure all the information in your DLA is correct and digitally sign your course selection by clicking on "Sign and Transfer".

Your DLA is now sent to your coordinator for signature.

MRU Student Guideline Digital Learning Agreement (DLA)

• **Overview steps**

In the following steps, you can track the signature status of your learning agreement.
Please note that you cannot make changes to your course selection after your coordinator at MRU has signed your DLA,
unless your DLA is rejected by your partner institution.
By clicking on "Show digital learning agreement", you can always view and optionally print your current DLA.

Before the Mobility: Digital Learning Agreement				4 / 5

Please fill in the Digital Learning Agreement steps ONLY if:
-you received the permission (confirmation from Coordinator of Outgoing Students (for studies)) that this is the right choice (in your Erasmus+ study mobility case).

Otherwise:
Please skip those steps and continue at the step go back to your worklow step tilted as "Before the Mobility: PDF Learning Agreement" along with "Before the Mobility: Acceptance letter and Grants" (below).

Contact persons and language knowledge for Digital Learning Agreement entered	☑			Enter contact persons and and language knowledge for Digital Learning Agreement
Courses for Digital Learning Agreement entered and digitally signed	☑	2024-03-20	Stark Tony	
Course selection approved by the home institution	☑	2024-04-04	admin (JoKa)	
Course selection approved by the partner institution	☐			
Overview: Approved courses (DLA Before the Mobility)	☑	2024-03-20	Stark Tony	Show digital learning agreement

In case you would like to make changes to your fully signed DLA, please proceed to the "learning agreement changes" section, request changes and enter your changes there!

How the DLA looks like in the Mobility Online system?

M R U

Learning Agreement: ~~[redacted]~~ Sergei

General information

English ▼ | 🖶 ▼

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	~~[redacted]~~	Sergei	20.03.19~~[redacted]~~	~~[redacted]~~	Male
	ESI	**Study cycle**	**Field of education (ISCED)**		**Field of education (clarification)**
	sekarmazin@stud.mruni.eu	Bachelor	0313		Psychology

Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	Mykolas Romeris University (Faculty of Human and Social Studies)	Faculty of Human and Social Studies	LT VILNIUS06	Lithuania	Linas Selmistraitis; selmistraitis@mruni.eu;

Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	University of Mannheim	-	D MANNHEI01	Germany	Janina Heker; international.sowi@uni-mannheim.de;

The level in the language en [indicate here the main language of instruction] which the student has already mastered or will master by the start of the stay:

A1 ☐   A2 ☐   B1 ☐   B2 ☑   C1 ☐   C2 ☐   Native Speaker ☐

Mobility type and duration

Mobility type	Estimated duration (to be confirmed by the Receiving Institution)
• Semester(s) [X] / Virtual component (only if applicable) [] • Blended mobility with short-term physical mobility [] • Short-term doctoral mobility [] / Virtual component (only if applicable) []	Planned period of the physical mobility: • from [day (optional)/month/year] 26/08/2024 • to [day (optional)/month/year] 31/01/2025

Study Programme at the Receiving Institution

Mobility type: Semester(s)

Table A	Component Code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	A3	Techniques for Academic Work	1/2	4,00
	C2	Computerized Data Analysis	1/2	2,00
	G3	Special Issues in Cognitive Psychology II: Special issues in Experimental psychology: Milestones of Memory Research	1/2	2,00
	G3	Special Issues in Cognitive Psychology II: Learning and Motivation	1/2	2,00
	H2	Special Issues in Biological Psychology and Neuropsychology: Neurobiology of Trust	1/2	6,00
	I2	Special Issues in Developmental Psychology: Socio-emotional Development	1/2	2,00
	M1/Q2 (PO 2021); M1 (PO 2017)	Selected Topics in Work and Organizational Psychology I/II (VM I / VM II); Selected Topics in Work and Organizational Psychology I	1/2	4,00
	O1/O2/S1/S2/S3 (PO 2021);	Selected Topics in Consumer Psychology I/II/III (VM I / VM II); Seminar Consumer Psychology	1/2	4,00

More MRU Student Guidelines of on Changes to Digital Learning Agreement (DLA)

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

For Selected Students

https://www.mruni.eu/wp-content/uploads/2024/10/MRU-Student-Guidline-Digital-Learning-Agreement-1.pdf

ONLY AFTER THE DLA is fully signed by three parties, changes to the learning agreement can be requested.

DO NOT request changes, if your original Digital (online) learning agreement **is NOT YET signed by all three parties.**

Learning agreement for studies

View and provided help texts on your Mobility Online workflow

LA (template version)?

Erasmus+ Online Learning Agreement
Student Mobility for Studies

IMPORTANT INFORMATION: For the Erasmus+ 2021-2027 programme, Learning Agreements must be managed online. Higher Education Institutions can do this by using the Online Learning Agreement platform or an equivalent system connected to the Erasmus Without Paper Network. Therefore, this template is provided by the European Commission for information purposes only and must not be used to manage Learning Agreements for studies. Please visit the Erasmus Without Paper Competence Centre for a more detailed data standard, to which all equivalent systems need to adhere. For further guidance on how to manage Online Learning Agreements – Please read the Guidelines on how to use the Learning Agreement for studies.

General information

Student	Last name(s)	First name(s)	Date of birth	Nationality		Gender
	ESI		Study cycle	Field of education (ISCED)		Field of education (clarification)

Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone

The level of language competence 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 □

Mobility type and duration

Mobility type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
• Semester(s) □ / Virtual component (only if applicable) □ • Blended mobility with short-term physical mobility □ • Short-term doctoral mobility □ / Virtual component (only if applicable) □	Planned period of the physical mobility: • from [day (optional)/month/year] .... • to [day (optional)/month/year] ....

Please note: Based on the above selection, the relevant tables will be generated in the Online Learning Agreement to describe the study programme and recognition. Only applicable tables and fields below will be visible to the student, sending and receiving institution.

Study Programme at the Receiving Institution
Mobility type: Semester(s)

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion

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

Recognition at the Sending Institution
Mobility type: Semester(s)

Table B	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	Automatic recognition
					Yes □ No □
					Yes □ No □
					Yes □ No □
					Yes □ No □
					Yes □ No □
					Yes □ No □
					Yes □ No □
				Total: ...	

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

If applicable, description of the virtual component at Receiving Institution and recognition at the Sending Institution
Mobility type: Semester(s)

Table C	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (obligatory field):	Number of ECTS credits to be awarded	Automatic recognition
					Yes □ No □
					Yes □ No □
					Yes □ No □
				Total: ...	

Study Programme at Receiving Institution and recognition at the Sending Institution
Mobility type: Blended mobility with short-term physical mobility

	Component code (if any)	Component title or description of the mobility programme	Short description of the virtual component (obligatory field):	Number of ECTS credits to be awarded	Automatic recognition
					Yes □ No □
					Yes □ No □
					Yes □ No □
				Total: ...	

Study Programme at Receiving Institution and recognition at the Sending Institution
Mobility type: Short-term doctoral mobility

	Component code (if any)	Component title or description of the mobility programme	Short description of the virtual component (optional field):	Number of ECTS credits to be awarded	Automatic recognition
					Yes □ No □
					Yes □ No □
					Yes □ No □
				Total: ...	

Commitment of the three parties
Any Mobility type

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Online 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 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 or as agreed otherwise 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.

Commitment	Name	Email	Position	Date	Digital Signature
Student			Student		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Changes to the learning agreement
Mobility type: Semester(s)

Table A2	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)
			□	□	Choose an item.	
			□	□	Choose an item.	

Exceptional changes to Table A (to be digitally approved by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

Table B2	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)	Automatic recognition
			□	□	Choose an item.		Yes □ No □
			□	□	Choose an item.		Yes □ No □

Exceptional changes to Table B (if applicable) (to be digitally approved by the student and the responsible person in the Sending Institution)

Outgoing mobility for studies

✓ Minimum **30 ECTS** (full-time student workload per semester), **masters – additional ECTS for MA paper and +** workload per semester**;**

✓ Course units - must be **closely related to your study field and program** at MRU;

✓ Before choosing - **consult with Academic Erasmus+ coordinator** of your faculty at MRU;

✓ Agreed course units in (D)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 !!!

After setting the learning agreement – you are consider as accepted (acceptance received) apply for grant

Grant

Size of the grant is set by the European Commission and is equal to all students outgoing from Lithuania to a particular country group under 2023 Call KA131 mobility project:

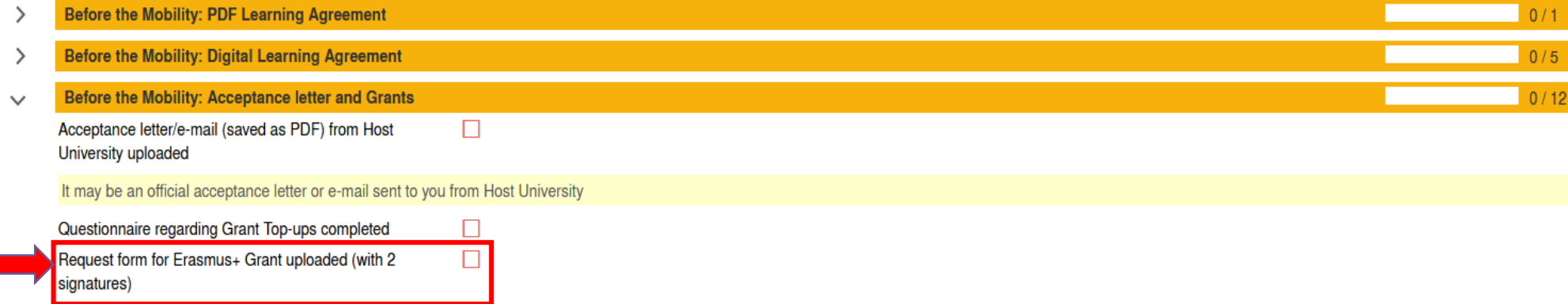|	Countries	Amount of Erasmus+ Grant for Studies
1.	Ireland, Austria, Belgium, Denmark, Iceland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, France, Finland, Sweden, Germany. Partner countries (Region No. 14) – Faroe Islands, Switzerland, United Kingdom, (Region No. 13) – Andorra, Monaco, San Marino, Vatican City	674 EUR/month
2.	Czech Republic, Estonia, Greece, Spain, Latvia, Cyprus, Malta, Portugal, Slovakia, Slovenia	674 EUR/month
3.	Bulgaria, Croatia, Poland, Romania, North Macedonia, Serbia, Turkey, Hungary	606 EUR/month
4.	Third countries that are not associated (KA171)	700 EUR/month + top-up to cover travel expenses (fixed amount according to distance band)

After setting the learning agreement – you are considered as accepted (acceptance received) apply for grant

⟩	**Before the Mobility: PDF Learning Agreement**	0 / 1
⟩	**Before the Mobility: Digital Learning Agreement**	0 / 5
⌄	**Before the Mobility: Acceptance letter and Grants**	0 / 12

Acceptance letter/e-mail (saved as PDF) from Host University uploaded ☐

It may be an official acceptance letter or e-mail sent to you from Host University

Questionnaire regarding Grant Top-ups completed ☐

Request form for Erasmus+ Grant uploaded (with 2 signatures) ☐

Top-Ups – additional support to grant amount pet month. Request by filling Questioner

➢ Top-up support for students with fewer opportunities on long-term mobilities, **250 EUR**

➢ Top-up support for students with fewer opportunities on short-term mobilities, **100 EUR**

➢ Green travel individual support top-up (single contribution), **50 EUR**

➢ Travel support (standard (fewer) travel or green travel)

➢ Additional travel days (additional individual support days), green (ex: carpooling)

➢ Inclusion support (based on real costs), additional application to LT Nacional Agency

After setting the learning agreement – you are considered as accepted (acceptance received) apply for grant

>	**Before the Mobility: PDF Learning Agreement**	0 / 1
>	**Before the Mobility: Digital Learning Agreement**	0 / 5
⌄	**Before the Mobility: Acceptance letter and Grants**	0 / 12

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Questionnaire regarding Grant Top-ups completed ☐

Request form for Erasmus+ Grant uploaded (with 2 signatures) ☐

minimum eligible duration **of physical mobility** for studies to another country is 2 months

The dates in the request for grant **must comply with the academic calendar of the receiving university (as indicated in the acceptance confirmation).**

Your start day of physical mobility is **always your actual day of presence for studies** at the receiving university.
It can be the first day of the introductory week (if it takes place before the start of your studies at the receiving university), **provided that you will actually attend.** If you attend the introductory week, your first day of mobility will be the first day of the introductory week.
Otherwise, your **first day of mobility will be the first day of your studies** at the receiving university.

The end date of mobility is the **end of the exam session** at the receiving university and **your actual last day of presence for studies at the receiving university.**

After setting the learning agreement – you are considered as accepted (acceptance received) apply for grant

> **Before the Mobility: PDF Learning Agreement** — 0 / 1

> **Before the Mobility: Digital Learning Agreement** — 0 / 5

∨ **Before the Mobility: Acceptance letter and Grants** — 0 / 12

Acceptance letter/e-mail (saved as PDF) from Host University uploaded ☐

It may be an official acceptance letter or e-mail sent to you from Host University

Questionnaire regarding Grant Top-ups completed ☐

Request form for Erasmus+ Grant uploaded (with 2 signatures) ☐

Erasmus+ outgoing mobility programme (for studies)

Do you want to gain international experience? Improve your foreign language skills? Boost your self-confidence? Or perhaps you'd like to diversify your studies and explore a new culture?

If you answered YES to any of these questions, then Erasmus is right for you! Choose your desired country, create an individual study plan, and participate in the Erasmus+ selection today!

The Erasmus+ selection for studies is held twice a year:
- In February – for the autumn semester
- In September – for the spring semester

First year students can only apply for Erasmus studies from the 2nd semester and take part in the program during the 2nd semester of the 2nd year.

Main call for the Erasmus+ spring semester of the 2024/2025 academic year: 01/09/2024 20:00 – 01/10/2024 23:59.

Applications for the Additional Selection Call for Erasmus+ mobility for the spring semester of the 2024/2025 academic year will be open from from 18/10/2024 until 04/11/2024, 23:59 LT time.

For the 2024/2025 academic year (spring semester) call students may apply to Erasmus+ studies (SMS) KA131 EU universities and Erasmus+ KA171 non-EU universities. List of universities is available in the Mobility-Online application when Faculty and study programme of the student are specified.

When applying, please use the e-mail provided by MRU

- Selection Results for 2024/2025 Spring Semester
- Selection Conditions and Procedure
- Participating in the Selection Process
- Which countries and universities can I choose for my Erasmus+ studies?
- Amounts of Erasmus+ Grant for Studies (under 2023 Call KA131 funding conditions)
- Additional Erasmus+ Financial Support for long-term/short-term mobilities
- For Selected Students
- Student Tips for Living Abroad
- For Returning Students
- Documents (Checklist and templates for download)
- Feedbacks of Outgoing Students' about their experiences under Erasmus+ mobility programme
- Contacts

STUDENT NO. ____
(Name, Surname) (from „My Studies")
PROGRAMME ____ CYCLE
(Title of the Study Programme) (Bachelor/Master)
FACULTY/ SCHOOL/ ACADEMY OF ____
(Title of the Academic unit)
____ YEAR OF STUDIES IN THE PROGRAMME
Year of studies (1,2,3...)

To Rector of Mykolas Romeris University

REQUEST

____
(Date)
Vilnius

I am hereby requesting to send me for Erasmus+ KA131 mobility for studies to ____ university (country: ____) **and allocate Erasmus+ KA131 grant for mobility period.**

Total amount includes [delete non-applicable options] [mark applicable options]:
☐ For long-term **physical mobility** from Date: ____ until Date: ____

☐ Top-up support for **students with fewer opportunities** on long-term mobilities
Reason for qualifying as fewer opportunities' participant ____

☐ Top-up amount for **green travel** [Applicable if traveling both ways by bus, carpooling with another MRU student, train, or other sustainable means of transportation];
Specify mode of transportation ____

☐ Travel days [additional individual support days applicable if traveling by bus, carpooling with another MRU student, train, or other sustainable means of transportation].
Travel date [yyyy-mm-dd] from Vilnius/LT to receiving uni. [city/country]
Travel date [yyyy-mm-dd] from receiving uni. [city/country] to Vilnius/LT (traveling from other cities of other countries not covered with top up).

☐ By signing this request, I understand that the support provided for the green travel top-up will require supporting documents provided by me, as the participant.

☐ By signing this request, I understand that the support provided as for fewer opportunities' participant will require supporting documents provided by me, as the participant.

☐ By signing this request I understand that Erasmus+ mobility grant will be paid only for a period of my physical presence for the studies at the host organization in the host country, which will be proved by the Duration certificate issued by the host organization at the end of mobility period.

☐ By signing this request I understand that I must pay the tuition fee for the semester when implementing mobility to Mykolas Romeris University according to the terms of my study agreement, the Host University will exempt me from the registration fee and the fee for studies under the Erasmus+ mobility programme, I have read and agree to these terms and conditions for participation in the mobility under the Erasmus+ mobility programme.

Student: ____
(Signature of student) (Name and Surname of student)

Confirmed by:
Departmental
Erasmus+ coordinator ____
(Signature) (Name and Surname)

☐ Hereby I confirm that I do not have any financial debts to Mykolas Romeris University.

Student: ____
(Signature of student) (Name and Surname of student)

Request form for Erasmus+ Grant uploaded (with 2 signatures) ☐

Should be with signature **2 signatures**:
- Student (you)
- Responsible person at the Sending Institution (Departmental/Academic Erasmus+ coordinator at your faculty).

Contacts:

MRU Faculty	Academic Erasmus+ coordinator	Contacts
Law School	Doc. dr. Dovilė Gailiūtė-Janušonė	Room: V-344 Ph.: (370 5) 271 4597 E-mail: dgailiute@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: dseniutiene@mruni.eu
Faculty of Human and Social Studies	Vice-Dean for Studies: prof. dr. Linas Selmistraitis	Kab.: V-241 Tel.: (8 5) 2714529 El. p.: selmistraitis@mruni.eu

<u>Request form for Erasmus+ grant:</u>

A template of Request is provided to you in Word;

Complete it, sign it, send to sign for **faculty Departmental Erasmus+ coordinator (MRU)**!

In the Request form student must precisely indicate his/her length of study mobility **(according to Letter of Acceptance/Host Uni academic calendar):**

•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 <u>IF</u> the Host University agrees to include the period of the language course in the overall mobility period in the supporting document <u>(Letter of Acceptance).</u>

Other documents to upload

OLS Language assessment test certificate uploaded ☐	Create the account at https://academy.europa.eu/ → Log in → Join the Community → Resume → English Learning Community and Resources (look below) → Resume → English Placement Test (look below). After completing the test, make sure to **download the certificate** More info https://academy.europa.eu/local/euacademy/pages/faq/question.php?id=30
Final dates of mobility updated/confirmed ☐	**specify the mobility dates** as they are in your request that you have already uploaded.
Copy of Temporary Residence Permit (for non-EU)/Certificate (for EU) of Lithuania Traveling permitting documents ID Cards, Passports	MUST VALID DURING THE WHOLE EXCHANGE PERIOD;
Visa of host county uploaded ☐	If the duration of study mobility is **longer than 90 days**, the hosting country may require a visa. This applies particularly to non-EU citizens participating in programs like Erasmus+ KA171. The visa requirement is based on national immigration rules, and the student must apply for a long-term visa (usually referred to as a "student visa") before departure.
Bank data (account details) completed ☐	VALID DURING THE WHOLE EXCHANGE PERIOD and at least 45 days after ToR final report provided. Bank Account Details in the Bank, established in Lithuania. The IBAN must commence with LT. Also Aaccepted other IBANs if the Country of your bank belongs to the SEPA zone.
Health/medical insurance policy OR European Health Insurance Card uploaded ☐	Mandatory to have adequate insurance coverage. Health (first aid and medical expenses) insurance policy valid in the country of host university/organization for the entire period of mobility. In the case of intra-European mobility, the participant's national health insurance will include a basic coverage during their stay in another EU country. in case of international mobility complementary private health insurance may be needed. Liability and accident insurances.

Temporary Residence Permit of Lithuania

✓ Students **(non-EU)** going for Erasmus+ mobility **MUST have TRP (TRC (non-LT)** 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 <u>outgoing@mruni.eu</u> for documents required of the Embassy (Letter of Confirmation – Erasmus student status).

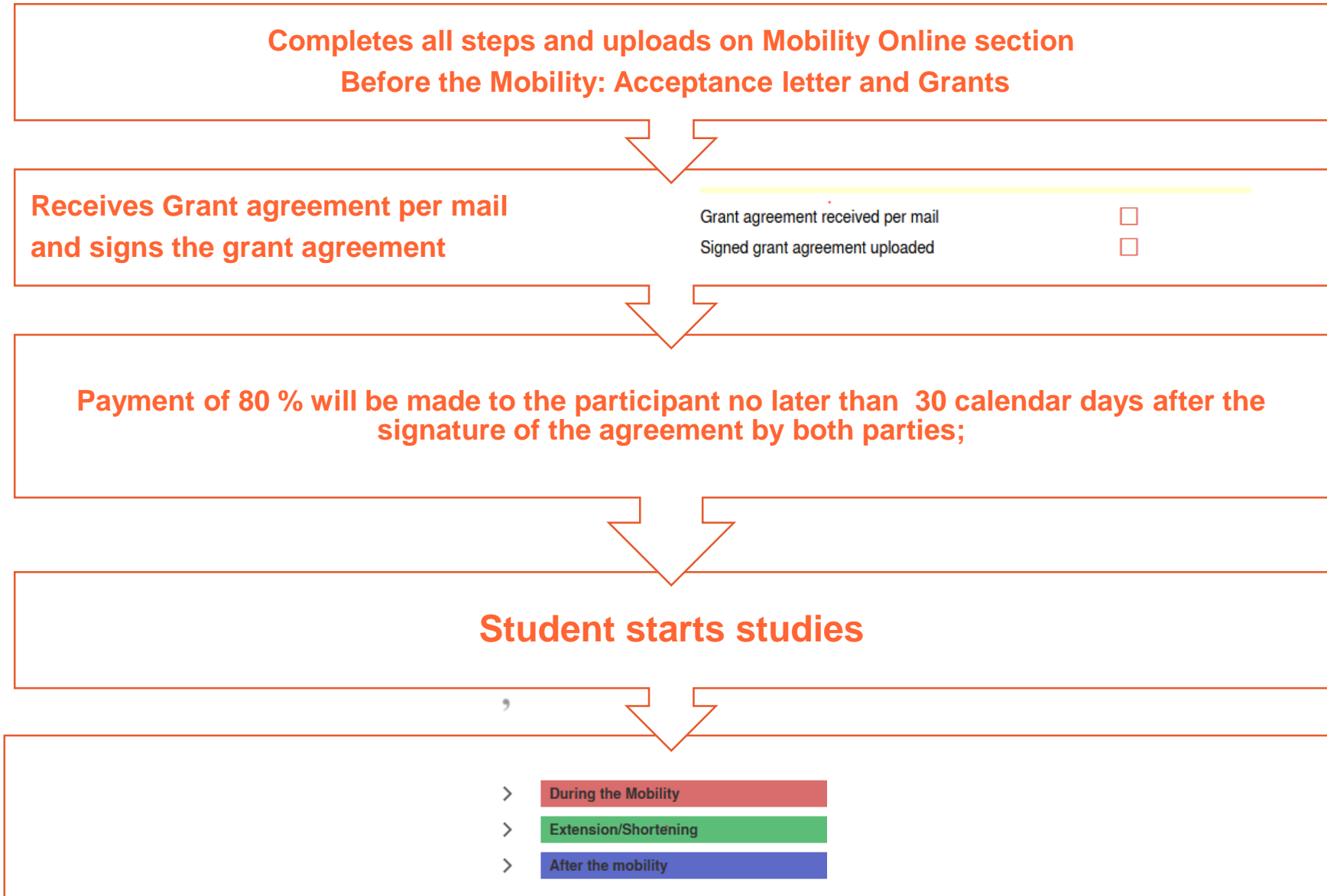**HOST COUNTRY VISA**
(non-EU/Bilateral/Erasmus+ KA171)

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 PERSONALY RESPONSIBLE FOR SOLVING VISA QUESTIONS!

Before the Mobility: Acceptance letter and Grants

Completes all steps and uploads on Mobility Online section

Before the Mobility: Acceptance letter and Grants

Receives Grant agreement per mail

and signs the grant agreement

Grant agreement received per mail	☐
Signed grant agreement uploaded	☐

Payment of 80 % will be made to the participant no later than 30 calendar days after the signature of the agreement by both parties;

Student starts studies

> During the Mobility
> Extension/Shortening
> After the mobility

MR U Mykolas Romeris University

Co-funded by the European Union

MOBILITY-ONLINE

During the Mobility

Completes all steps and uploads on Mobility Online section

Arrival confirmation

During the Mobility

Certificate of Arrival template downloaded	☐
Certificate of Arrival uploaded	☐

The dates specified in the student's grant agreement for the Erasmus+ study period (indicating arrival and departure at the host university) must be identical in the Certificate of Attendance.

A deviation of up to 5 days is permissible. if the durations is smaller or exceeds for more than 5 days, the grant will be recalculated accordingly.

Boarding passes uploaded	☐
Optional: Changes to Learning Agreement requested	☐

You can request changes to your DLA once you already have a DLA Before the Mobility which has been signed by all parties (you, MRU, partner). Guidelines provided https://www.mruni.eu/wp-content/uploads/2024/10/MRU-Student-Guidline-Digital-Learning-Agreement-1.pdf

MRU Mykolas Romeris University

Co-funded by the European Union

MOBILITY-ONLINE

After Mobility workflow based on explanation at webpage tab „For Returning Students"

After Mobility workflow based on explanation at <u>webpage</u> tab „For Returning Students" also

Help texts provided

After the mobility				1 / 7
Duration Certificate uploaded	☑	2024-09-16	~~[redacted]~~	<u>Upload Duration Certificate</u>

> **Certificate of Attendance** (arrival part + departure part, upload to the step: *Duration Certificate uploaded*).
>
> * Svarbu pabrėžti, jog datos nurodytos (atvykimo – arrival į UU ir išvykimo – departure iš UU) studento finansinėje sutartyje PRIVALO SUTAPTI su datomis nurodytomis (turi jas patvirtinti UU) Certificate of Attendance formoje (galima 5 dienų paklaida).
>
> * The dates indicated (arrival and departure to and from Host university) in the student's grant agreement for studies, MUST MATCH the dates indicated (must be confirmed by Host university) in the Certificate of Attendance form (a 5-day difference is possible and will be accepted).

▶	Feedback document uploaded	☐		<u>Upload feedback document</u>

> **Free form feedback (PDF)** about your Erasmus+ experience abroad (pros, cons, recommendations…) **with several photo(s)** (upload to the step: *Feedback*). Please note that best ones will be published:
> - <u>https://www.facebook.com/MRUErasmus</u>
> - <u>https://www.mruni.eu/en/university/internationalization/erasmus-studies-outgoing/</u>

If you received a top-up for green or distance travel, please upload proof of your round-trip.	☐

> **European Commission Questionnaire on the Erasmus+ Experience – EU survey,** you will receive an automatic invitation to your stud.mruni.eu e-mail. Please download it from the **European Commission** system and upload it to the step titled as: *Confirmation on submitted travel report in the Mobility-Tool of the EC.*

EU survey in PDF format uploaded	☐
Transcript of Records uploaded	☐

> **Transcript of Records with ECTS Credit Conversion System, get from Host University** (upload to the step: *Transcript of Records uploaded*).

Your mobility documents are successfully transferred to your MRU faculty	☐
Application closed	☐

MOBILITY-ONLINE

Change of plans?

✓ In case of any changes of your plans related to outgoing mobility, such as cancelling the mobility, changing the duration, changes of traveling methods or modifying the study subjects, you must inform the International Office in writting.

✓ Phone calls are not considered valid proof of communication.

✓ If written notice of changes is not provided in a timely manner, it will not be accepted.

✓ If you decide to cancel your Erasmus+ mobility, make sure to notify the International Office immediately to avoid any complications with your grant or study arrangements.

Change of plans notify - outgoing@mruni.eu

Great TEAM to enrich leves, open minds

✓ Erasmus+ mobilities and other international mobilities are administered by Mykolas Romeris University (MRU),

✓ Grants provided by the European Union.

✓ The primary tools used for managing these mobilities include
 the Mobility Online platform

and an MRU EDVS - electronic document management system to ensure efficient processing and administration of all necessary documents.

Enjoy your outgoing mobility for studies!!!

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

International Office
International Student Mobility Unit
Contact Persons - Daiva Braziulytė (Coordinator for Outgoing Student Mobility (for studies))
Email.: outgoing@mruni.eu
Room: I-302; Ph.: (370 5) 271 4579;
Mobile ph. (WhatsApp) : +370 610 69397