

VILNIUS TECH Erasmus Plus Application For Student User Manual

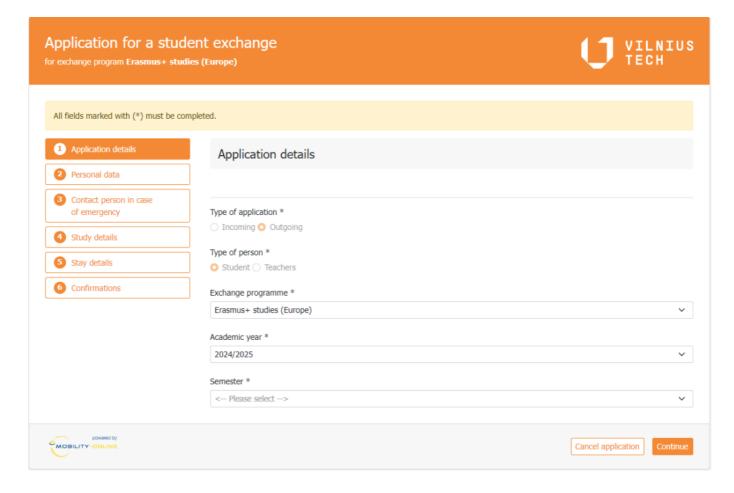
Home » VILNIUS TECH » VILNIUS TECH Erasmus Plus Application For Student User Manual

Contents

- 1 VILNIUS TECH Erasmus Plus Application For Student
- **2 Product Usage Instructions**
- 3 Before the Mobility
- **4 Digital Learning Agreement**
- 5 Grant agreement and Scholarship
- **6 During Mobility**
- 7 Extension Of Stay
- 8 After the Mobility
- 9 FAQ
- 10 Documents / Resources
 - 10.1 References



VILNIUS TECH Erasmus Plus Application For Student



Specifications

• Product Name: ERASMUS+ APPLICATION MANUAL (EUROPE)

Application Process: OnlineSystem: Mobility Online

Product Usage Instructions

Before the Mobility

Online Application

To apply for Erasmus+ study exchange, follow these steps:

- 1. Visit the link: https://mobility.vilniustech.lt/mobility/BewerbungServlet?
 https://mobility.vilniustech.lt/mobility/BewerbungServlet?
- 2. Login and fill out all sections of the application.
- 3. Submit your application.

Login to Mobility Online System

• Upon submission, you will receive a confirmation email. Read it carefully and login to Mobility Online to continue.

Upload of Documents, Personal Details, Interview

• Upload necessary documents and complete personal details as required.

Digital Learning Agreement

• Select contact persons, create courses, review learning agreement, and sign it.

Grant Agreement and Scholarship

• Complete relevant information for grant agreement and answer the questionnaire about Erasmus top-ups if needed.

During Mobility (Changes to the DLA)

• Edit courses as needed, including adding or deleting courses with appropriate reasons.

Extension of Stay

• If extending stay, follow the same process as in previous steps and select "Extension of stay" as the reason for change.

After the Mobility

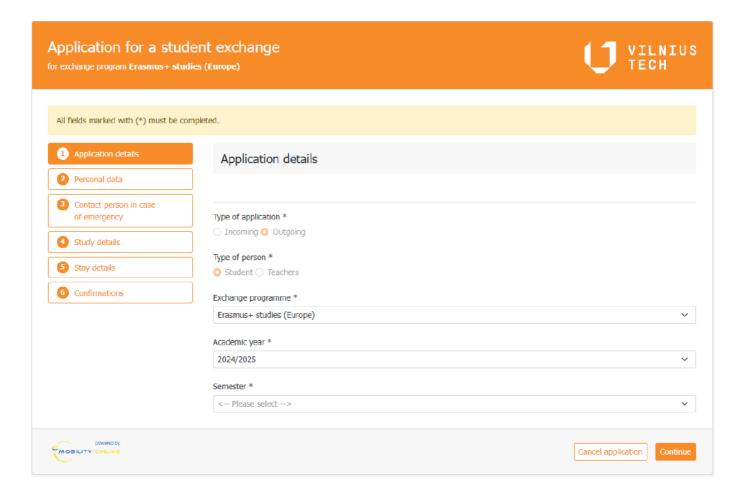
• Ensure all necessary documents are uploaded to receive the second part of your scholarship.

Before the Mobility

Online application

To apply for Erasmus+ study exchange please use the following link:
 https://mobility.vilniustech.lt/mobility/BewerbungServlet?
 identifier=VILNIUS02&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMS&sprache=en

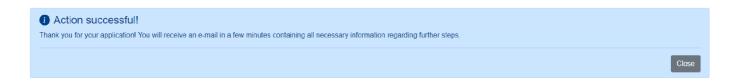
After you login the following screen will appear:



• You must fill out all the sections of the application.

INFO: In case you do not finish filling your application and close the window, the data won't save and you will have to fill the application from the beginning.

After you submit your application you must see the following screen:



Login to Mobility Online system

You shall receive the following confirmation e-mail to your student mailbox:

Dear Student,

Thank you for applying for Erasmus+ studies using Mobility-Online.

Please use the link at the end of this e-mail for future access to Mobility-Online.

In order to process your application further you need to complete additional steps in Mobility-Online like:

- 1. Completing your personal data
- 2. Providing certificate of english knowledge (optional)
- 3. Uploading your portfolio (only for architecture students)
- 4. Confirming your application for further review

Once your application is assessed, you will receive an invitation to an Interview with the coordinators from the International Relations Office and your faculty Erasmus+ coordinator. This interview is necessary for us to evaluate your motivation, explain all the details of the study exchange and answer all your questions regarding the mobility.

Please open and read full application manual here.

Login: 20211902

Login

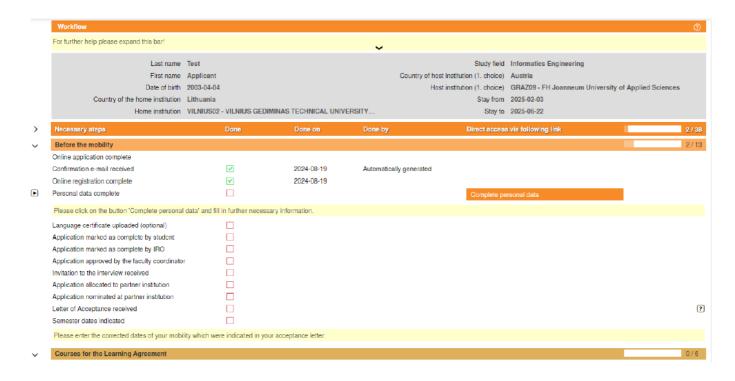
https://mobility.vilniustech.lt/mobility/LoginServlet?

ben_login=20211902&sprache=en&is_sso=1&identifier=VILNIUS02

• After you receive this confirmation e-mail please read it carefully and login to Mobility Online using the link at the end of the e-mail to continue your application process.

Upload of documents, personal details, interview

After you login you shall see the following screen:



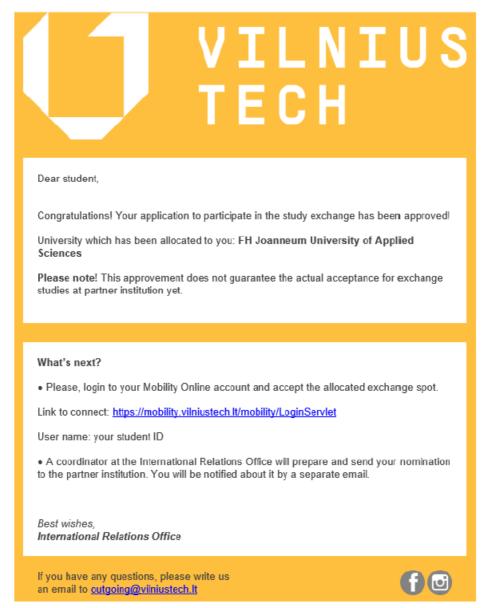
Complete the following steps:

- Press "Complete personal data", fill permanent address details and press "Update personal details";
- Upload language certificate in case you have it, this step is optional unless the partner institution requires you
 to have it;
- In case you are an architecture student upload your portfolio;
- After you are done press "Mark as "complete", confirm that your application is complete and press the "update" button;
- Wait until your application is approved by IRO and your faculty coordinator and the invitation to the interview is sent to you by e-mail.

Allocation, Nomination and Upload of Acceptance Letter with Semester Dates

After the interview the following steps must be complete:

- Wait until you are allocated to one of your selected institutions;
- After the allocation you will receive the following e-mail:

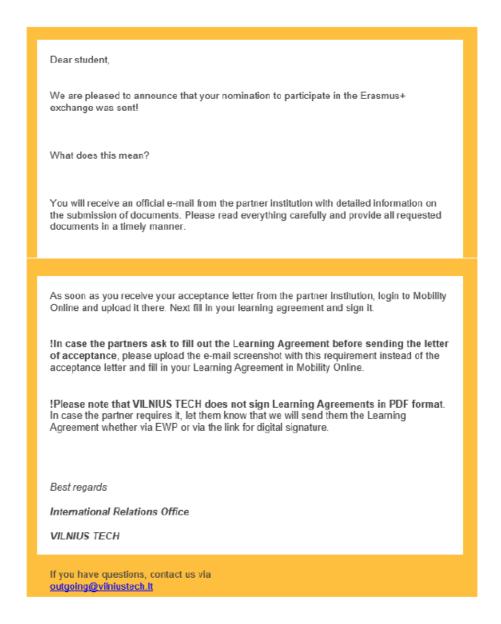


- After you receive an e-mail please login to Mobility Online using the link provided in it and confirm the allocated spot.
- To submit please press "Submit binding confirmation", accept the allocated spot and press the "update" button:

Application marked as complete by student	✓	2024-08-19	Applicant Test	
Application marked as complete by IRO	~	2024-08-19	Inga Mackevič	
Application approved by the faculty coordinator	✓	2024-08-19	Inga Mackevič	
Invitation to the interview received	✓	2024-08-19	Inga Mackevič	
Application allocated to partner institution	✓	2024-08-19	Inga Mackevič	
Allocated exchange spot confirmed by the student				Submit binding confirmation
Application nominated at partner institution				
Letter of Acceptance received				
Semester dates indicated				
Please enter the corrected dates of your mobility which	were indicated in y	rour acceptance letter.		

- INFO: In case you don't want to confirm the allocated spot please reach out to outgoing@vilniustech.lt
- Wait until your application is nominated at the partner institution

After you've been nominated at partner institution you shall receive the following e-mail:



After you receive this e-mail complete the following steps:

- Wait for a letter of acceptance/e-mail from receiving institution;
- After you receive it please read carefully and provide all the requested data and documents as soon as you can;
- At the same time login to Mobility Online (using the same link which you received in previous e-mails) and upload the letter of acceptance/e-mail screenshot in the following step:

· pre	-			
Letter of Acceptance received				Upload Letter of Acceptance
Indicate the semester dates (er	iter the dates	which are give	en to you in the e-ma	ail received from receiving
institution) in the following step				
Semester dates indicated				Indicate semester start and end dates (for the scholarship)
Please enter the corrected dates of your mobility which	vere indicated in your ac	ceptance letter.		

In case you are not sure about the dates, please clarify it with the receiving institution.

· After entering the dates move to the following section "Courses for the Learning Agreement":

ourses for the Learning Agreement

Digital Learning Agreement

Please note that VILNIUS TECH does not sign learning agreements in PDF format for European study exchanges

in case the receiving institution sends you a pdf learning agreement (also called OLA or DLA), do not fill it and tell the receiving institution that the DLA will be sent to them via EWP (Erasmus without paper) or via e-mail.

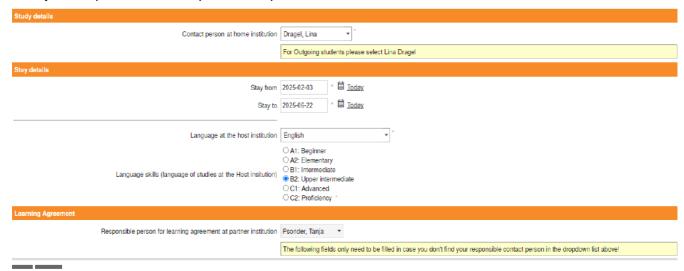
To complete your learning agreement please complete the following steps:

• Enter information on language skills, semester dates and contact persons in the following step:

Information on language skills, semester dates and contact	Enter information on language skills, semester
persons for learning agreement entered	dates and contact persons for learning agreement

As contact person at home institution select Lina Dragel If required change the language information As responsible person at partner institution:

- Select the same person which was mentioned as contact person in your acceptance letter
- In case the person is not in the drop-down list please enter his/her contact details manually
- After you complete all the data press the "update" button

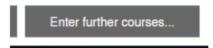


Next enter courses into learning agreement (at home institution). These are the courses which you would study
at Vilnius Tech during your Erasmus+ mobility period, so just take the courses of the corresponding semester(s)
from your study programme at Vilnius Tech and enter them into the learning agreement:

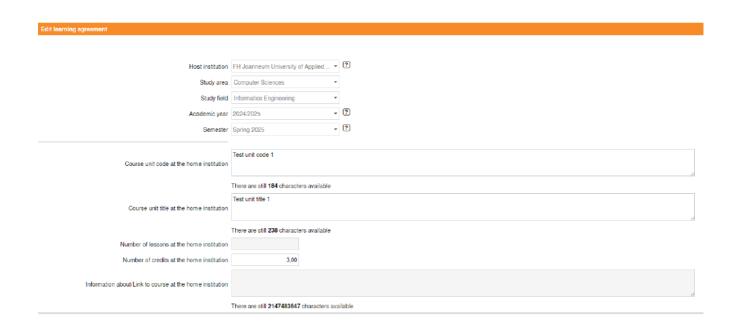
Courses entered into Learning Agreement (at home	Enter courses into Learning Agreement
inetitution)	

Each course must be created separately, to enter every course do the following:

Press "Enter further courses";



- Enter course unit code, title and number of credits;
- · Press "Create"

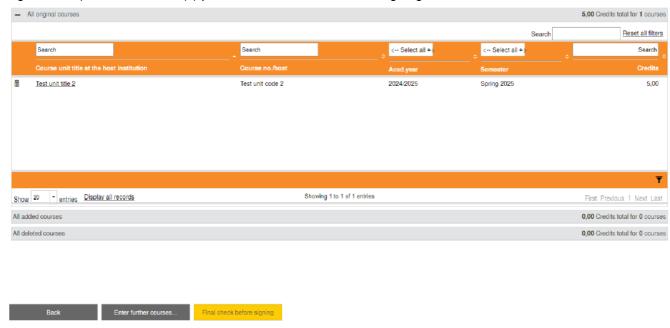


Close Create

• Next enter courses into learning agreement (at host institution). These are the courses which you want to study at receiving institution during your Erasmus+ exchange period.

Courses entered into Learning Agreement (at host institution)

- To enter the courses complete the same steps as described above for courses at home institution.
- After you enter the courses (both at home and host institution) in the same step "Courses entered into Learning Agreement (at host institution)") press the "Final check before signing" button:



Review your Learning agreement carefully and if the data is right sign it by pressing the "Sign and Transfer" button:



- After you sign the learning agreement please do not make any changes to the course selection (both at home and host institution) unless your Learning Agreement is rejected.
- Now your learning agreement must be signed both by home and by host institution, in case something will be
 wrong with the agreement, it will be rejected and you will receive an automatic e-mail with the reason of
 rejection and requirement to make the changes to your learning agreement.
- In case your learning agreement is rejected, don't forget to sign it again after you make the changes, otherwise the new version won't be sent to your faculty coordinator and to the partner institution.
- While waiting for your Learning Agreement to be signed by all parties, you can submit the request to study abroad and fill the data relevant for the grant agreement. To do that move to the next section "Preparation for Mobility":

Preparation for Mobility 0 / 9

Grant agreement and Scholarship

To be able to go for your Erasmus+ exchange and receive your scholarship please complete the following steps:

• Submit the request to study abroad via mano.vilniustech.lt (please enter the dates from the acceptance letter in the request, otherwise it will be rejected) and after you do that mark it as submitted in Mobility Online as well:



- Wait until your request is checked by IRO. When it is checked you will receive an automatic e-mail;
- After you receive an e-mail login to Mobility Online and complete the bank details, insurance details, data relevant for grant agreement and answer the questionnaire about Erasmus top-ups:

Bank details complete	✓	2024-08-19	Applicant Test	Complete bank details
Insurance details complete				Complete insurance details
Data relevant for Grant agreement complete				
Ougationnaire about Fragmus ton up grants anguared				

In case you want to apply for a top-up:

- For fewer opportunities you must upload a confirmation document (Ukrainian citizenship, social benefits
 etc.). If you mark that you want to receive this top-up but do not upload any documents your request will
 be rejected and grant will be calculated without a top-up;
- For green travel top-up (travelling sustainably by car, bus, train) you must to provide a proof of green travel after you return from your host institution, otherwise you won't receive the top-up;
- For top-up based on real costs due to disability the IRO will contact you directly. In case you are not a student with fewer opportunities, don't plan to travel sustainably and don't have a disability please select "no" in every step of the questionnaire;
- After you complete the steps above, wait until your grant is calculated by IRO. When it is done you will receive
 an e-mail to your student mailbox notifying that your grant agreement is ready; ! Please note that you won't
 receive your grant agreement and the grant won't be paid to you until your Digital Learning Agreement is signed
 by host institution.
- When you receive an e-mail about the readiness of your grant agreement, please login to Mobility Online, download your grant agreement, review it and sign digitally in the step "Confirmation and signing Grant Agreement":

Grant Agreement downloaded		Download Grant Agreement
Your grant agreement will be available after the g	rant is calculated by Interna	ational Office and only after your Digital Learning Agreement is approved by receiving institution.
Confirmation and signing Grant Agreement		

- In case some data (bank data, insurance data, dates, etc.) are wrong in the Grant Agreement just change
 it in previous Mobility Online steps and it will change automatically in the grant agreement. ! You won't be
 able to make any changes after you sign the Grant agreement;
- Next step groups "During Mobility" and "Extension of stay" must be completed only after your Erasmus+ mobility starts.

During Mobility

During Mobility (Changes to the DLA)

• After you arrive at the partner institution you must select whether DLA (Digital Learning Agreement) changes are required, to do that go to the following step:



In case the partner institution requires you to make the changes select "yes", otherwise select "no":

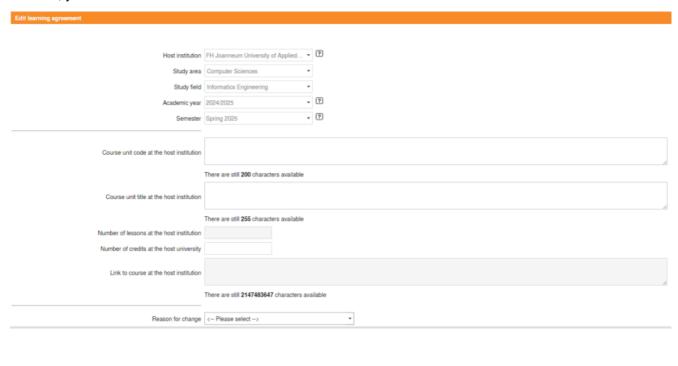
Back to the application workflow

Forward to update

If changes are required go to the next 2 steps:

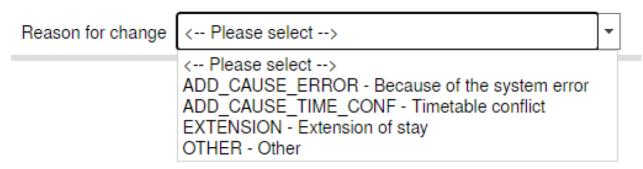


- Changing courses at home institution is optional, you can complete this step only if partner or home university requires that, otherwise skip it;
- Enter changes courses at host institution, press "Enter changed courses" and then press "Enter further courses", you shall see this screen:



• Enter every course separately and select the reason for change:

Create



- DO NOT SELECT "Extension of stay" as it is used only in the later steps for extension of stay.
- In case you need to delete the course just press the bin button near the course:



And select the reason for deletion:

```
Reason for change 

<-- Please select -->

<-- Please select -->

DELETE_CAUSE_ERROR - Because of the system error
DELETE_CAUSE_LANGUAGE_MISMATCH - Language mismatch
DELETE_CAUSE_NOT_AVAILABLE - Course not available
```

- After you make all the changes press "Final check before signing" and then press "Sign and transfer";
- Wait until your changes are signed both by home and by host institution;
- · Move to the next steps group "Extension of stay".

Extension Of Stay

Extension of stay is only available for students who want to extend their stay for a spring semester. In case you want to extend for an autumn semester, you must fill a new online application.

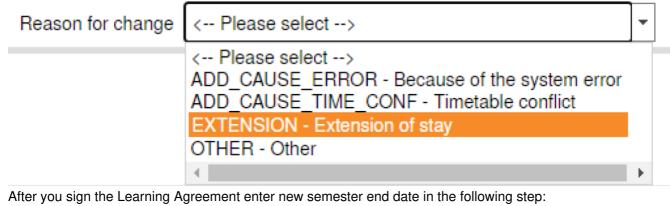
Go to the step "Information on extension filled in" and in case you want to extend your Erasmus+ mobility for another semester select "yes", otherwise select "no":

	<u> </u>			
Extension of stay				
Information on extension filled in	✓	2024-08-20	Applicant Test	Fill in information on prolongation
This step should be executed during your mobility	y.			
In case you want to extend your stay please select "no".	ct "yes".			

If you want to extend your stay and you have selected "yes":



- Go to the step "Confirmation on extension provided": Here you must upload a document from the host institution confirming that they agree to extend your stay;
- Wait until your extension is approved both by International Office and by your Faculty Coordinator;
- After your extension is approved you must enter courses into learning agreement for the extended semester (both at home and at host institution). The entering process is the same as in the previous steps. As a reason for change always select "Extension of stay":



After you sign the Learning Agreement enter new semester end date in the following step:

• Next complete the EU survey (You shall receive it to your e-mail) and upload the following documents:

New study period confirmed	~	2024-08-20	Applicant Test
I confirm that I completed the EU Survey	✓	2024-08-22	Inga Mackevič
Confirmation of stay (signed by the host insitution) uploaded	✓	2024-08-20	Applicant Test
Transcript of records uploaded	~	2024-08-20	Applicant Test
Request to study abroad submitted via "Mano VILNIUS TECH"	✓	2024-08-20	Applicant Test

- Submit the request to study abroad via mano.vilniustech.lt and after you do that mark it as submitted in Mobility Online;
- Wait until your request and documents are checked by International Office;
- · When your documents and request are accepted wait until your scholarship is recalculated and new grant agreement is generated;
- Sign new grant agreement;
- · Move to the final steps group "After the Mobility".

After the Mobility

Please note that you will receive the second part of your scholarship only after you upload all necessary documents

• Upload all the documents which are listed in Mobility Online:

Confirmation of stay (signed by the host insitution) uploaded Transcript of records uploaded

- Complete the EU Survey (You shall receive it to your e-mail) and mark it as complete in Mobility Online;
- Submit the request to continue your studies at VILNIUS TECH via mano.vilniustech.lt
- · Upload the final report;
- Wait until your documents are checked by International Office;
- After your documents are accepted you shall receive the second part of your scholarship.

- Q: What happens if I don't finish filling my application before closing the window?
 - A: The data won't save, and you will have to fill the application from the beginning.
- Q: How do I apply for a top-up grant?
 - **A:** Upload the required confirmation documents based on the type of top-up you are applying for to avoid rejection.

Documents / Resources



<u>VILNIUS TECH Erasmus Plus Application For Student</u> [pdf] User Manual Erasmus Plus Application For Student, Application For Student, Student

References

- Sign In
- Serror
- <u>Omobility.vilniustech.lt/mobility/BewerbungServlet?identifier=VILNIUS02&kz_bew_pers=S&kz_bew_ar</u>
- Omobility.vilniustech.lt/mobility/BewerbungServlet?
 identifier=VILNIUS02&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMS&sprache=en
- User Manual

Manuals+, Privacy Policy

This website is an independent publication and is neither affiliated with nor endorsed by any of the trademark owners. The "Bluetooth®" word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. The "Wi-Fi®" word mark and logos are registered trademarks owned by the Wi-Fi Alliance. Any use of these marks on this website does not imply any affiliation with or endorsement.