

Erasmus+ studies in non EU countries

Documents and processes

Greta Nekrošiūtė, VGTU IRO
International Study Programme Coordinator

PERIODS OF ERASMUS STUDIES

- AFTER YOUR NOMINATION
 - BEFORE THE MOBILITY
 - DURING THE MOBILITY
 - AFTER THE MOBILITY

AFTER YOUR NOMINATION

- 1) Required documents
- 2) Where to get the these documents?
- 3) Faculty Erasmus Coordinators

Required documents can be found

- **Transcript of Records** - may be saved as a pdf file in mano.VGTU system. It can also be ordered at International Study Center (viktorija.pliuskiene@vgtu.lt).
- **Confirmation of the Erasmus status and scholarship** – prepared by International Relations Office (IRO) (outgoing@vgtu.lt).
- **A document proving a level of English language** – prepared by Division of Foreign Languages. Your grade received at VGTU will be ‘converted’ into adequate language proficiency level (B1, B2 ir etc.).

Contact: kiuks@vgtu.lt or doc. dr. Jolita Šliogerienė, tel. (8 5) 274 4864, el. p. jolita.sliogeriene@vgtu.lt

- **Reservation of your dormitory room** - If you live in the dormitory administrated by ‚Economus‘, Ltd., you can make a reservation of your room for studying abroad period. The document is prepared by IRO.

Additional contact information

Information you may need in order to complete filling in the documents:

Institutional Erasmus coordinator-

Dovilė Mackevičienė, +370 5 237 0556

dovile.mackeviciene@vgtu.lt

- VGTU Erasmus+ code: LT VILNIUS02
- VGTU address: Saulėtekio av. 11,
LT – 10223, Vilnius, Lithuania

- **Contact person/ International Relations coordinator, etc...** – Greta Nekrošiūtė, email address greta.nekrosiute@vgtu.lt; phone number +370 5 274 4957
- **Erasmus Departmental/ Faculty/ academic coordinator** – information about combination/suitability of modules, credits' number/shortage, etc.

FACULTY COORDINATORS FOR INTERNATIONAL RELATIONS



FACULTY OF ARCHITECTURE

Dr. Eglė Bazaraitė

Tel.: +370 5 274 5215

E-mail: egle.bazaraitė@vgtu.lt

Room SNR-4 2/B, Pylimo str. 26/2.



FACULTY OF ENVIRONMENTAL ENGINEERING

Doc. Dr. Rasa Vaiškūnaitė

Tel.: +370 5 274 5090

E-mail: rasa.vaiskunaitė@vgtu.lt

Room SRK II - 511, Saulėtekio av. 11.



ANTANAS GUSTAITIS AVIATION INSTITUTE

Alisa Stundaitė

Tel.: +370 5 274 4830

E-mail: alisa.stundaitė@vgtu.lt

Room TLK 121, Lūkomsų str. 28 - 4.



FACULTY OF ELECTRONICS

Doc. Dr. Raimondas Pomarnacki

Tel.: +370 5 274 4768

E-mail: raimondas.pomarnacki@vgtu.lt

Room ER-4 205, Naugarduko str. 41.



FACULTY OF FUNDAMENTAL SCIENCES

Doc. Dr. Nikolas Gerasim

Tel.: +370 5 237 0620

E-mail: nikolaj.gerasim@vgtu.lt

Room SRK-4 419, Saulėtekio av. 11.



FACULTY OF MECHANICS

Doc. dr. Justinas Gargasas

Tel.: +370 5 274 4744

E-mail: justinas.gargasas@vgtu.lt

Room MB IV 511, J. Basanavičiaus str. 28.



FACULTY OF TRANSPORT ENGINEERING

Prof. Dr. Edgar Sakalavskij

Tel.: +370 5 274 4794

E-mail: edgar.sakalavskij@vgtu.lt

Room S-202, J. Basanavičiaus str. 28B.



FACULTY OF CREATIVE INDUSTRIES

Angilė Tamulevičiūtė

Tel.: +370 5 251 2365

E-mail: angile.tamuleviciute@vgtu.lt

Room SNR-II 204, Trakų str. 1.



FACULTY OF CIVIL ENGINEERING

Doc. Dr. Jonas Šaparauskas

Tel.: +370 5 274 5245

E-mail: jonas.saparauskas@vgtu.lt

Room SRK-4, 419, Saulėtekio av. 11.



FACULTY OF BUSINESS MANAGEMENT

Dr. Agnė Vaiškūnaitė

Tel.: +370 5 274 4891

E-mail: agne.vaiskunaitė@vgtu.lt

Room SRK-4 414, Saulėtekio av. 11.

- Documents are filled and sent by students. Consultations if needed at IRO.
- All the documents must be approved and signed - please check it carefully before sending them to partners.
- Please send **all the documents** together.
- When sending documents, please do not forget to put **outgoing@vgtu.lt** to cc, IRO must have your scanned documents.

Next steps after the documents are sent

- **IMPORTANT!** After the documents are sent, we will wait for the letter of invitation and/or signed learning agreement from receiving institution.
- You can plan your journey and buy tickets only after receiving the letter of acceptance/invitation and/or signed learning agreement from receiving institution.

It is a must to complete current semester successfully!

BEFORE

- 1) Acceptance/invitation letter (with an information about your exact studying abroad period)
- 2) A scanned copy of fully signed Learning Agreement
- 3) A request to continue your studies in another institution
- 4) Financial Agreement

1.ACCEPTANCE/INVITATION LETTER

- You have to send a received Acceptance/Invitation letter to IRO (email address: outgoing@vgtu.lt) with an information about your **exact studying abroad period**;

It might be that you will not find an exact dates of your mobility in Acceptance/Invitation letter. In this case, please contact a Coordinator from the Receiving Institution and ask this information. It will be needed for further process of your documents.

2. LEARNING AGREEMENT

Learning Agreement must be signed by:

1) Student

2) VGTU faculty Erasmus Coordinator

3) Coordinator of the Host Institution

*For Masters — also have to receive a signature from the thesis Supervisor.

*For PhDs – also have to receive the signatures from the thesis Supervisor and from the Head of Department for Doctoral Studies.

Please send a scanned copy of fully signed Learning Agreement to IRO by email outgoing@vgtu.it.

You have to fill a request to continue your studies in another institution in mano.VGTU system.

In the Request form you will have to write the **exact** study abroad period, university name, country. University representatives, on the base of this request, will prepare VGTU rector's order on study break at VGTU and continuation in receiving institution.

4. FINANCIAL AGREEMENT

You have to sign Erasmus+ **financial agreement** (it is usually signed about 2-3 weeks before leaving).
Scholarship is paid after the financial agreement is signed.

Financial agreement can be signed only after IRO get all the required documents that were mentioned in a part „BEFORE“.

Contact person for scholarships - **Roberta Abramavičienė**, e-mail roberta.abramaviciene@vgtu.lt

Scholarship of **700 eur/month + lump sum for travel** is provided. To measure the distance the Tool of European Union is used. Lump sum for travel according to the distance

Distance	Lump sum, Eur
10 to 99 km	20,00
100 to 499 km	180,00
500 to 1999 km	275,00
2000 to 2999 km	360,00
3000 to 3999 km	530,00
4000 to 7999 km	820,00
8000 and more	1500,00

ERASMUS+ SCHOLARSHIP

- Amount of Erasmus+ grant=number of months*amount of grant for one month (which depends on country);
- Grant is transferred (in EUR) **to student's Lithuanian bank account** indicated in financial agreement;
- 70% of grant is transferred before your leave and residual 30% is paid when VGTU receives your final reports and documents (after the end of your study abroad period);
- **Grant cannot be transferred to anyone else's account or foreign bank account.**
- **Student must stay all period in partner institution according to learning agreement (min. 3 months).**

Remember to get a visa in the country's, in which you are going to study in the frame of Erasmus+ study programme, embassy. You will need to show/deliver your **passport/ID card**, official **letter of invitation** from receiving institution, signed **Learning Agreement**, **photo** to embassy.

For more details, please have a look at respective embassy webpage. If you need a confirmation from VGTU (that VGTU is sending you for Erasmus+ study abroad) you can get it in IRO but only after IRO receives the acceptance from partner organization.

Practical information. Do not forget it before leaving

- Find a place to stay;
- Journey planning (tickets, the need of household appliances, etc.)
- Preparing for a new culture (climate, culture, behavior norms, law system...)
- Remember that **you are the ambassador of Lithuania and VGTU**
😊



DURING:

1) LA changes

1 . LA CHANGES (1)

If you would like to change your study programme/number of subjects/number of credits you **are allowed to do this during one month after arrival** to your host institution. LATER CHANGES WILL NOT BE ACCEPTED!

If you want to change your learning agreement, you have to:

- Inform (i. e. via email) Erasmus+ coordinator of your faculty about changes to learning agreement;
- Change your learning agreement by filling in **CHANGES TO THE ORIGINAL LEARNING AGREEMENT**. This can be done only after you have achieved permission of your faculty Erasmus+ coordinator to change the Learning Agreement

- In the document you have to indicate only subjects you are going to change (“old” subjects must be indicated as “deleted” and “new” ones as “added”).

DO NOT ADD THE SUBJECTS WHICH WERE IN ORIGINAL LEARNING AGREEMENT AND ARE NOT BEING CHANGED (ARE RELEVANT) TO CHANGES TO LEARNING AGREEMENT.

- Specify clear reason for changes to Learning Agreement, i. e.:

⁶ Reasons for exceptional changes to study programme abroad (choose an item number from the table below):

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

AFTER YOU FILL CHANGES TO THE LEARNING AGREEMENT:

1. Print a document and sign it;
2. Get a signature of representatives of receiving institution;
3. Scan the document and send it to your faculty Erasmus+ coordinator for a signature. After everything is done, final version of LA changes must be sent to me as well.

AFTER

- 1) Certificate (original with stamp and signature)
- 2) Transcript of records
- 3) Online EU survey

1 . CERTIFICATE

There are 4 main steps/documents which must be delivered to IRO in 30 days after official end of your Erasmus+ studies:

1) Certificate – the hard copy (**copy/printed/scanned version of this document will not be accepted**).

Please find VGTU template of this document [here](#).

Signed and stamped original certificate confirming particular period of your Erasmus+ studies.

1 . CERTIFICATE

Important! If the fact period of your Erasmus studies in your certificate is shorter than the planned period which was confirmed in your financial agreement, your Erasmus scholarship will be recounted according to the fact dates of your mobility. It will change the amount of the remaining part (30 proc.) of your scholarship.

The minimum duration of the Erasmus studies is 3 months (90 days).

2. TRANSCRIPT OF RECORDS

This document is prepared by receiving institution.

Usually it is not ready before student leaves. Receiving institution sends it to IRO(outgoing@vgtu.lt) or to student. If the student receives it, please bring or send a copy to IRO.

The **hard copy** of this document (if it is provided) must be delivered to International Studies Center.

***PhD students need to receive Review by the supervisor from Receiving institution for their Transcript of Records.**

3. ONLINE EU SURVEY

Students get the link to fill on-line EU Survey, the link comes the last day of your studies abroad. Please do not forget to check „Spam“ box, sometimes the link goes there. Please do not print it, after you fill that Survey. Just let me know by the email outgoing@vgtu.lt after it is done.

Do not forget to fill the Request to continue studies at VGTU in mano.VGTU system after you come back.

YOUR STORIES 😊

We are waiting for your stories!

Write a testimonial in which university have you been, what kind of things you have learnt/experiences gained and your recommendations for students who feel not ready to choose Erasmus+ studies.

Please send your stories and the photo to IRO and we will make sure that other students could see it and use your experience for encouragement.

Check your friends' stories [here](#).

INTERNSHIP AT GREEN POWER SOLUTIONS SRL - LET'S TRAVEL TO THE BEAUTIFUL ITALY!

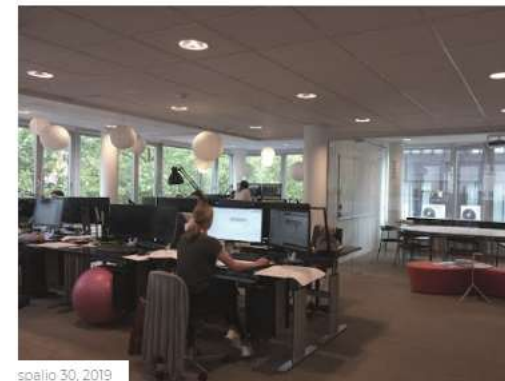
Bendrinti Rašyti komentarą



spalis 30, 2019

MARIAS' INTERNSHIP AT ÉCU - FRANCE

Bendrinti Rašyti komentarą



spalis 30, 2019

spalis 30, 2019

NEXT STOP - THE NETHERLANDS!

Bendrinti Rašyti komentarą



spalis 30, 2019

FIRST IMPRESSION FROM MALTA: "OH THIS SUMMER IS GOING TO BE INTERESTING AND HOT"

Bendrinti Rašyti komentarą



MISIJA ERASMUS+



Misija Erasmus+
@misijerasmus

Pradžia
Įrašai
Pildymas
Viešo įrašo
Nuotraukos
Apie
Bendruomenė

PORTUGAL

Patinka • Prenumeruojama • Bendrinti

Įrašai

Misija Erasmus+
2018 m. sausio 31 d. · 🌐

Heidi! Like I said, I will post more, as this is what I did. Last week I did a lot of things, it was amazing! (in english) I finished a lot of projects. Yes, I believe you will know the city well! Yes, what I need to do is to try their delicious dishes! 😊 We don't have any homework, that is good! 😊 And more students are communicating with me and it's a good thing! Healer is SOOO nice! She says some times out of sharing 😊 I suggest you to check all the photos I took, you won't regret it! If you have any questions or something, please write me 😊

Our Story

Misija Erasmus+ is a project made by students from Vilnius Gediminas Technical University to show you...

Žiūrėti nuotraukas

Bendruomenė

Įrašai

1. Pildymas
2. 1.000 žmonių
3. 1000 žmonių
4. 1000 žmonių

Apie

1. Pildymas
2. 1.000 žmonių
3. 1000 žmonių



Misija Erasmus+
@misijerasmus

Pradžia
Įrašai
Pildymas
Viešo įrašo
Nuotraukos
Apie
Bendruomenė

Malaysia

Patinka • Prenumeruojama • Bendrinti

Įrašai

Misija Erasmus+
2018 m. sausio 31 d. · 🌐

Hi! 😊

I want to start everything by saying happy easter! 😊 Today I'm going to tell you about my last huge trip, why last, well, because it's a lockdown in Malaysia and we have to stay inside, but

Our Story

Misija ERASMUS is a project students from Vilnius Gediminas University to show you...



Misija Erasmus+ atnaujino savo viršelio nuotrauką.
2018 m. sausio 31 d. · 🌐

Trumpai apie Kazachstaną:
Valstybė vidurio Azijoje
Sostinė - Astana
Didžiausias miestas - Almata... Žr. daugiau



Misija Erasmus - Kazachstane!

👍 3



SOUTH KOREA

👍 16 2 komentarai

Patinka Komentuoti Bendrinti

Aktualiausi

- **Please read carefully all emails from IRO;**
- Check if the emails with important information from IRO are not in SPAM folder;
- Read twice the information you receive from IRO – maybe all answers for your questions are already answered 😊 if you still have some questions, please introduce yourself and specify what kind of help you would expect.

You can find all the updated information, links and templates of the documents in you website:

www.vgtu.lt/erasmus

Erasmus+ studies in EU				▼
Erasmus+ studies in non EU				▼
Erasmus+ internship in EU				▼
Erasmus+ internship in non EU				▼
Summer and Winter schools				▼

Just pick needed tab and click on it.

Thank you for your attention!

IRO **consultation hours for students:**

I-IV 13:00 - 15:00

V 09:00 - 11:00

<http://www.vgtu.lt/erasmus>

Contact us via email: **outgoing@vgtu.lt**