

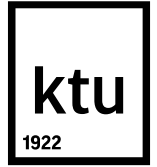
***Exchange Studies and
Traineeships.***

***Preparation and
Application Guidelines***



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Academic Mobility Office

Erasmus+ Student Exchange



Mobility activity has to be compatible with the student's degree-related learning and personal development needs.

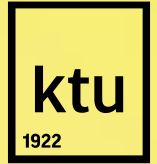
Students may carry out either one or a combination of the activities described below:

- ❑ **a study period abroad** at a partner higher education institution (HEI).
- ❑ **a combination of studies and traineeship**: either one activity after the other or both at the same time and at the same institution.
- ❑ **a traineeship (work placement) abroad** in an enterprise or any other relevant workplace.

Advantages of Exchange

- Erasmus+ studies and/or traineeship is a fully recognised part of your diploma/degree.
- Studies at KTU are not terminated.
- Financial support is available.
- Scholarships/payments from KTU remain.
- No age limit.
- Erasmus+ is open to students with special needs (additional support).

Duration of the Exchange Activities



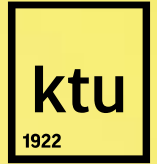
Study periods: from 3 to 12 months (including a complementary traineeship period, if planned).

Traineeships: from 2 to 12 months.

The same student may participate in mobility periods totalling **up to 12 months maximum per each cycle of study**, independently of the number and type of mobility activities:

- during the **first study cycle** (Bachelor) including the short-cycle;
- during the **second study cycle** (Master);
- during the **third study cycle** (PhD).

Forms of Exchange



Study and Traineeship Activities can be either **physical, virtual** or **blended**.

Physical exchange - on site in the host country (either on campus or entirely/ partially online).

Blended exchange combines a period of online studies/traineeship with a period of physical stay in the host country and face-to-face exchange activities on the receiving campus.

Virtual exchange is carried out exclusively online, without the physical presence of students in a host country.

Specifics of Blended Mobility



- The **blended** mobility duration is the sum of the **virtual** activity duration and the **physical** activity duration.
- The **virtual** and **physical** activities can be carried out in any order but cannot overlap.
- There can be a time gap between the two activities.

The minimum and maximum limits of the blended duration are the same as those applicable to **physical** mobility.

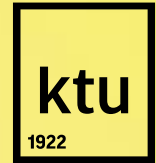
For the **physical part** of blended exchange, a minimum duration of **3 months** (studies) or **2 months** (traineeship) apply.

Funding options



- ✓ Once the **physical** mobility period starts in the host country, students can get the regular grant for the period abroad.
- ✓ Grant is allocated only for the physical part of the **blended** mobility.
- ✓ Students cannot receive a grant during the period of **virtual** activities.

Inclusiveness & Special Needs Support (only for Erasmus+ students)



- **Special needs support**

For people with **mental** (intellectual, cognitive, learning), **physical**, (sensory or other disabilities), **health-related conditions**.

A contribution is based on real costs.

- **Financial support to students with disadvantaged background**
(support of 200 EUR per mobility month).

- **Consultations** via erasmus@ktu.lt



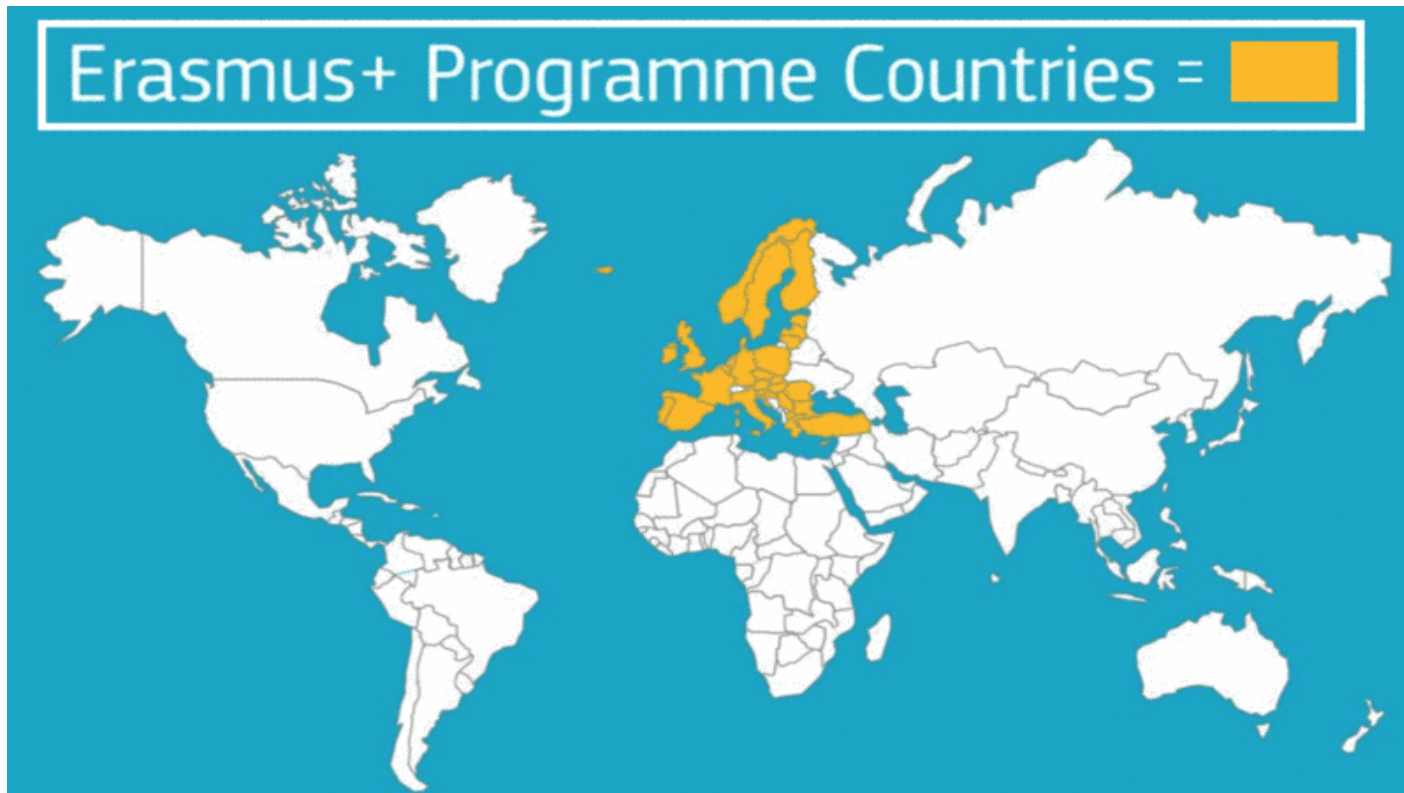
Erasmus+ Exchange Studies



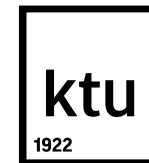
Eligible Programme Countries

Member States of the European Union (EU)

Non EU Programme Countries: Republic of North Macedonia, Iceland, Norway, Turkey, Serbia.



The Erasmus+ grant for Studies

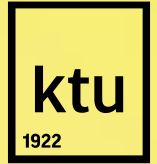


Erasmus students can apply for an EU-funded grant through Kaunas University of Technology. The grant is aimed to cover the additional costs of the stay abroad.

The grant amount is calculated per day and varies depending on which country you go to. For the academic year 2021/22, the amount of the grant for studies is:

Group	Countries	€/month
Group 1: Countries with a high cost of living	Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Norway, United Kingdom	520
Group 2: Countries with an intermediate cost of living	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, the Netherlands, Portugal, Spain	500
Group 3: Countries with a low cost of living	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, North Macedonia, Poland, Romania, Slovakia, Slovenia, Turkey	450

How to Apply for Exchange Studies?



STEP 1: GET PREPARED

- Find out where you can go. You must choose a host institution which holds an Erasmus+ Inter-Institutional Agreement with your home faculty at KTU. Check KTU's Erasmus website <https://en.ktu.edu/erasmus/studies/> for partner institutions listed by the faculty.
- Check the courses that the host university offer, check the language of teaching/ other application requirements/academic calendar including exams. Ask for advice on requirements from host coordinators.

STEP 2: MAKE A DECISION

- Select your host institution - Please, note that **you can apply for up to 3 universities!**
- Contact relevant faculty/department for course information and requirements. Find out whether the partner institution offers courses which are related and compatible to your field of study and courses taught in your KTU semester.
- Discuss the study plan with your faculty's international coordinator and the Head of your study programme/scientific supervisor.

STEP 3: PREPARE YOUR APPLICATION PACKAGE

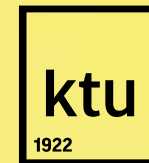


- Applications are submitted electronically through the **Application Platform**

<https://outgoing.ktu.edu/>

- Prepare the **Study Plan**: fill out the application form and enter the courses you wish to attend at the host institution
- Write a **motivation letter** providing answers to the following questions:
 - Reasons for choosing the specific host university
 - Which courses/study program would you like to attend? Why?
 - How will these courses contribute to your studies at KTU?
 - What is the expected outcome of your exchange regarding your career plans?

STEP 3: PREPARE YOUR APPLICATION PACKAGE



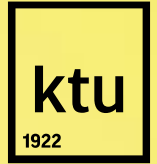
- Request an official copy of your **Transcript of Records** from ALS and upload it to the Application Platform.
- Upload a valid Certificate of your Language Proficiency (KTU English test, TOEFL, IELTS, CAE or other). If you do not have a certificate, please take the following steps:

How to test your English?

If you haven't taken the English test over the last 2 years, please upload the certificate on the English language course taken at KTU and its results to the application system.

If you do not have any certificate of proficiency in English, register for the Oxford Placement Test. **Language tests will be held in KTU Centre of Foreign Languages, address A. Mickevičiaus str. 37, on February 8-25, 2021.** Registration is open by email shmmf.ukc@ktu.lt until February 8.

STEP 4: SUBMIT YOUR APPLICATION PACKAGE



- Applications must be submitted on the Application Platform not later than by **midnight February 28, 2021**
- Late, incomplete application forms will not be considered during the selection
- The candidate students shall be informed about the selection results individually within 5 working days after the selection meeting.
- Selection meetings at the faculties on **1-5 March**, 2021.
- The timetable for selection meetings is available in the exchange studies website: <https://en.ktu.edu/erasmus/studies/>
- The **additional selection** for spring 2022 grants will be held in **September 2021**.

Selection Criteria



- Compatibility of the chosen plan of studies at the receiving institution to the University study programme;
- Student's academic results (minimum average of marks – 6.5 points). Students, having academic debts, shall not be eligible to the selection;
- Foreign language knowledge (minimum level of knowledge of a foreign language– B2 according to the Common European Framework of Reference for Languages or equivalent according to other international foreign language tests);
- Clear and reasonable motivation to study abroad.

NOTE. For students in the first cycle, you need to be at least in the second year of your studies to go on exchange studies. You can start your application after completing the first study semester successfully.

Erasmus+ Studies to Partner Countries

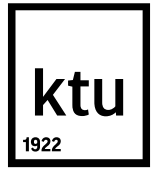


Bilateral Exchange Studies

Erasmus+ Partner Countries = 



Study outside Europe



Erasmus+ Partner Countries

Institutions

Erasmus+ Grant

Armenia, Azerbaijan, Brasil,
India, Israel, Georgia,
Kazakhstan, Mexico, South
Africa, Ukraine, USA

Check the list of partner
universities on the website

700 EUR/month + travel
grant

Bilateral Exchange Studies

Institutions

KTU Mobility Grant

Canada, Mexico, Malaysia,
Indonesia, South Korea,
China, Taiwan, Hong Kong

Check the list of partner
universities on the website

700 EUR/month + travel
grant

In addition, students going to **Erasmus + Partner Countries** and **Bilateral Exchange Countries (outside EU)** will receive the following top-up amounts, to support them in covering their travel costs:

Travel distances	Amount
Between 10 and 99 KM:	20 EUR per participant
Between 100 and 499 KM:	180 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant
Between 2000 and 2999 KM:	360 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant
8000 KM or more:	1500 EUR per participant

Exchange under Bilateral Agreements

Selection requirements for the candidates:

- A minimum grade point average of the completed semesters for the first cycle students – **7.5**.
- Minimum academic results of the completed semester for the second and third cycle students – at least **7.5**;
- Good knowledge of the English language (at least **B2 level**);
- Compatibility of the studies at the foreign higher education institution and the study programme at the University;
- Clear and academically justified motivation for the studies abroad.

Exchange under Bilateral Agreements

Two-stage selection

- I. The pre-selection is conducted simultaneously with the selection for Erasmus+ studies at the faculties. The candidates who pass the first stage of selection at the faculty, can take part in the competition for the award of mobility grant.

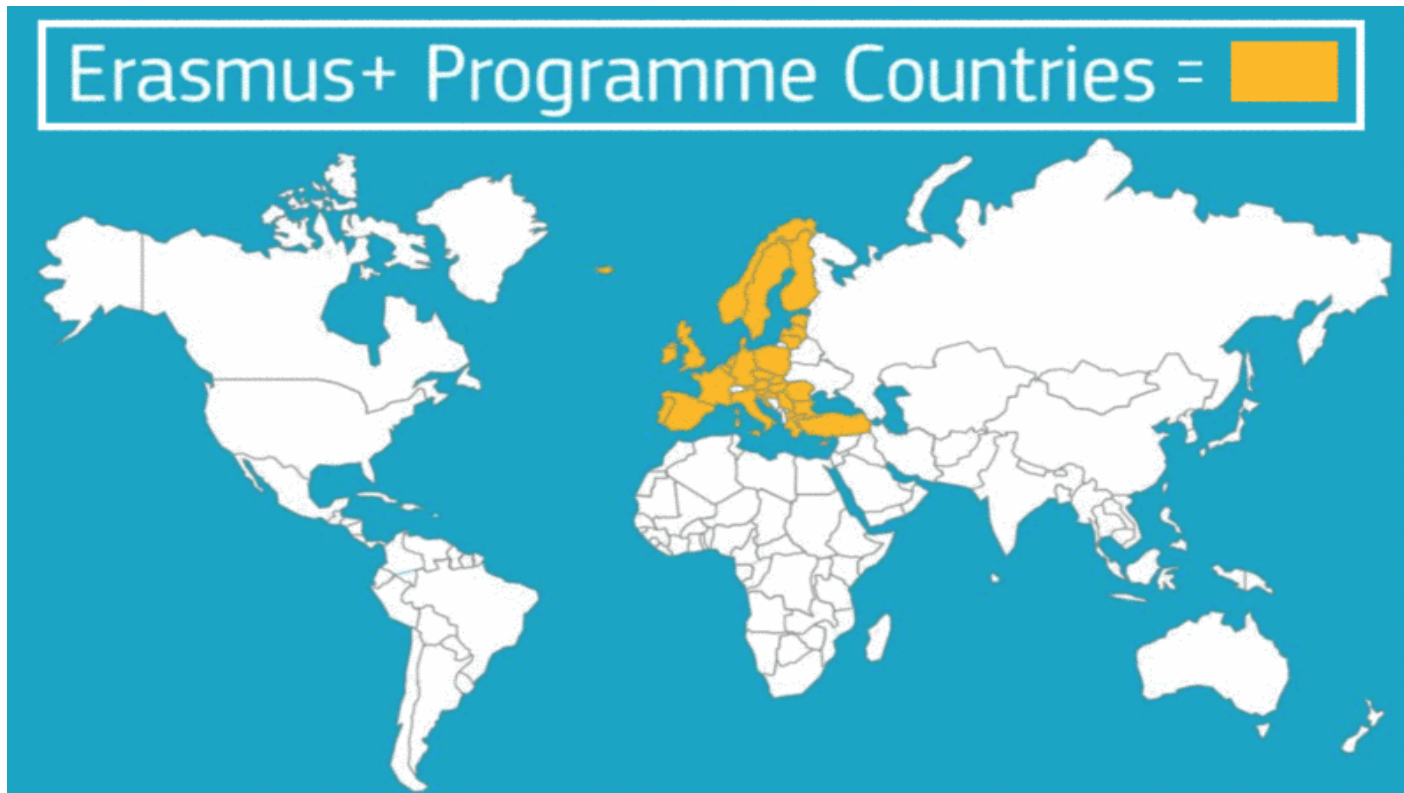
- II. In the second stage, the Commission for Award of Mobility Grants examines all applications from different faculties and awards the scholarship to the selected students.

Erasmus+ Traineeships



Erasmus+ Programme Countries

- **Member states of the European Union (EU)**
- **Non EU countries:** Republic of North Macedonia, Iceland, Norway, Turkey, Serbia.



Erasmus Grant for Traineeship



This grant is aimed to cover the **additional costs** of preparation, travelling and stay abroad.

For the academic year 2021/22, the amount of the grant is:

Group	Countries	€/month
Group 1: Countries with a high cost of living	Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Norway, United Kingdom	700
Group 2: Countries with an intermediate cost of living	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, the Netherlands, Portugal, Spain	650
Group 3: Countries with a low cost of living	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, North Macedonia, Poland, Romania, Slovakia, Slovenia, Turkey	600

WHO Can Participate?



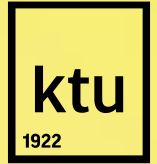
- All KTU students (Bachelor, Master and PhD study cycle).
- You may repeat your traineeships many times (up to 12 months/ each study cycle).

WHEN?

You can go for a traineeship:

- right after the first academic year (**summer/ voluntary** traineeship);
- during your last semester (**mandatory** traineeship);
- within 12 months after your graduation (**recent graduate's** traineeship).

HOW TO START? Find a Traineeship Place!



WHERE NOT TO GO?

To EU institutions, bodies and agencies, listed at:

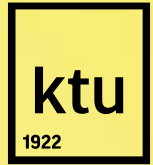
https://europa.eu/europeanunion/about-eu/institutionsbodies_en

WHERE TO GO?

Any public or private organizations located in one of the Erasmus+ programme countries.

- Company?
- University/ Research centre?

WHERE to Search for Traineeship Offers?



- KTU Erasmus partner institutions (<https://en.ktu.edu/erasmus/studies/>)
- Websites of the companies
- Traineeship portals/ intermediate companies (*erasmusintern, training experience, placement Slovakia, graduateland, etc....*)
- LinkedIn
- Facebook
- Teachers/ Friends/ Family
- Google (*#erasmus traineeship/ #internship abroad/ #practice abroad*)
- Google Map
- KTU Office 365
- KTU WANTED
- International exchange programmes (*e.g., BAFF, AIESEC, ŠMPF, IAESTE, Vulcanus in Japan, etc...*)
- etc.

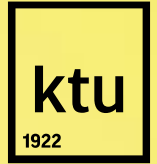
1. Make a list of preferred traineeship places.
2. Prepare your **CV** (follow Europass CV guidelines).
3. **Motivation letter/ cover letter** (inform that you are searching for ERASMUS+ traineeship!).
4. Send your **CV** and **Motivation letter** to the selected companies/ universities/ organisations.



- Write for a particular internship place!
- Match the requirements of the company!
- Be short and specific (up to 1 page)!
- Make your CV exceptional with:
 - ✓ <https://www.careeraddict.com/best-cv-examples>
 - ✓ <https://standout-cv.com/>
 - ✓ www.cvplaza.com
 - ✓ canva.com

No grammar and punctuation mistakes!

Motivation Letter/ Cover Letter



Dear Mr/Ms (if known)

Part 1 - Introduction: Introduce yourself, study program.

The main phrases to start:

I'm writing about... I'm interested in this position...

I'm particularly interested in internship...

I'm looking for opportunity to...

Part 2 - Explanation:

-**Qualifications:** competences, experience, communication skills and other personal competences, **give examples**, describe gained skills.

-What **benefits** can you bring to the organization (stand out from others), how this position relates to your **future plans**; motivation.

Part 3 - End: Emphasize that you are ready and want to meet for an interview.

I'm looking forward to meeting with you and discussing my qualifications in more detail.

Your Name, surname

Email address

Phone

Be yourself! Be creative!

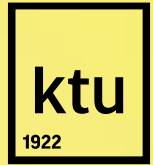
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“What do you mean, it’s not a good résumé?
It’s the most expensive one they had on eBay!”

Highlight, that you **CAN** and **WANT** to work on this specific internship position. **Highlight** your **STRONGEST** features and **DIFFERENCES** from other candidates.

Do Not Wait Too Long For The Answer!



No answer?

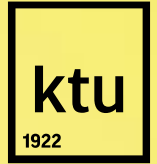
Review your CV and a motivation letter!

Need some help?

Register for career consultation ([connect through your personal profile at KTU AIS](#))



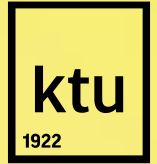
START YOUR APPLICATION



Applications are submitted electronically at <https://outgoing.ktu.edu/>

1. Attach *Letter of Acceptance* from the traineeship organisation
2. Add your **Traineeship plan**
3. Write a **motivation letter** to the Selection Committee:
 - ✓ Reasons for choosing the specific company?
 - ✓ How will this traineeship contribute to your studies at KTU?
 - ✓ How will this traineeship contribute to your future career path?

4 Selections per Academic Year



Deadlines:

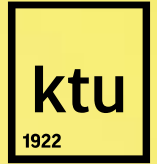
- 1 September
- 1 December
- 1 March
- 1 June

NO English test!

Selection criteria:

- Study results
 - Motivation
 - Compatibility between traineeship and study programme at KTU.
- +
- Scientific publications
 - Participation in scientific conferences (verbal or bench report)
 - Participation in research project activities.

Recent Graduates/ Post Docs



- **Application**

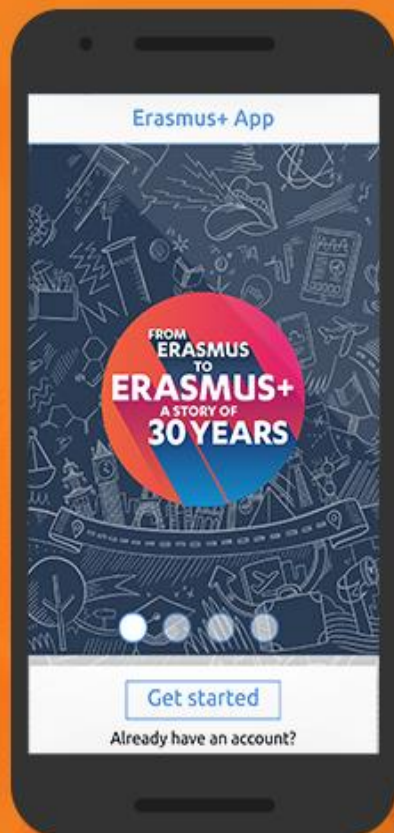
(any time during last year of studies BUT 1 day before graduation/ dissertation defence)

- **Traineeship period**

(within 12 mons. after studies/ dissertation defence)

Additional Support & Benefits





Enhance your Erasmus
experience with the new

Erasmus+ App





ESN
INTERNATIONAL EXCHANGE
ERASMUS STUDENT NETWORK

RYANAIR

GET



**ESNcard
DISCOUNTS**
ON EVENTS & PARTNERS

all over
EUROPE


esncard.org

International Relations Department

Exchange studies saule.zadlauskiene@ktu.lt

International traineeships ruta.jankauskiene@ktu.lt

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