



Dear students,

This step-by-step guide will show you how to submit an application for a student exchange at Kaunas University of Technology with online system Mobility-Online. Link for application here. In case you have any questions about how to submit an application, please read this manual first.

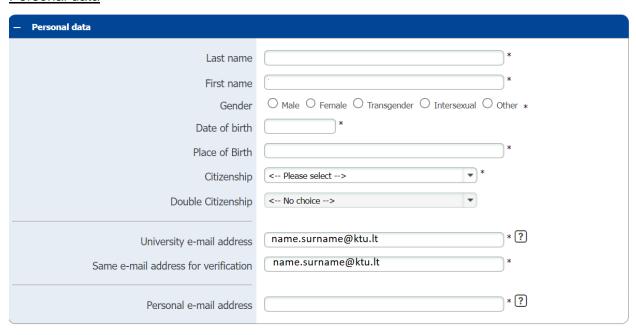
# **Step 1: Application for student exchange**

## **Application details**

All fields marked with (*) must be completed.			
Application details    Open all sub groups    Close all sub groups			
Type of application Type of person Exchange programme	☐ Incoming ☐ Outgoing * ☐ Student ☐ Teachers *  Application for Exchange Studies ✓ *		
Academic year	2023/2024 *		
Semester	k Please select>		
— Personal data	Autumn 2023 Full academic year Spring 2024		

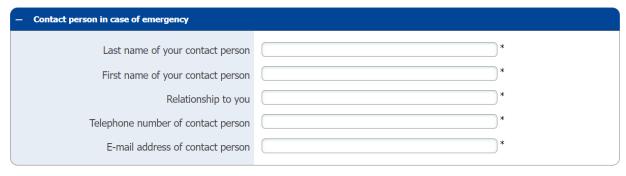
- Select the semester you are planning to go on exchange.

## Personal data



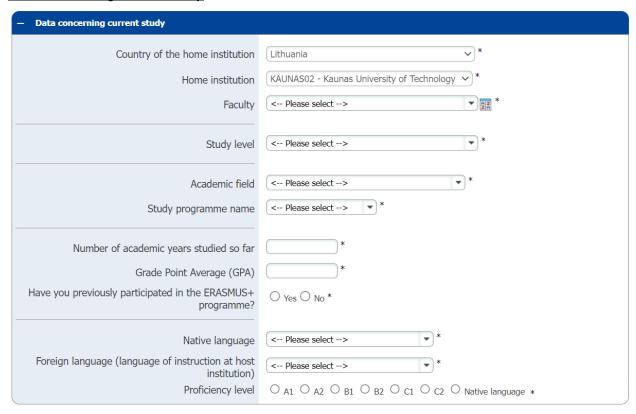
- Name and Last name comes from Academic Information Sytem pease check if it is correct.
- University email address comes from AIS, but sometimes it comes as a short email if it happens please change it to your full name email KTU address.

## Contact person in case of emergency



- Please enter details of the person we can contact in case we are not able to contact you. It can be your family member or another close person.

## Data concerning current study



- Select your faculty, study level, academic field, study programme name from the list box.
- Enter the number of academic years studied so far (if you are a master's student you need to add bachelor's study years as well, if you are a Ph.D. student you need to add bachelor's and master's study years as well).
- Grade Point Average enter your GPA, which is written on the Academic Information system.
- Proficiency level you need to enter foreign language level.

## Stay details

— Stay details				
Country of host institution (first choice)	< Please select> *			
Host institution (first choice)	< Please select> *			
Country of host institution (2nd choice)	< No choice> ▼			
Host institution (2nd choice)	< No choice> ▼			
Country of host institution (3rd choice)	< No choice> •			
Host institution (3rd choice)	< No choice> •			
Traineeship/Placement included	○ Yes ○ No *			

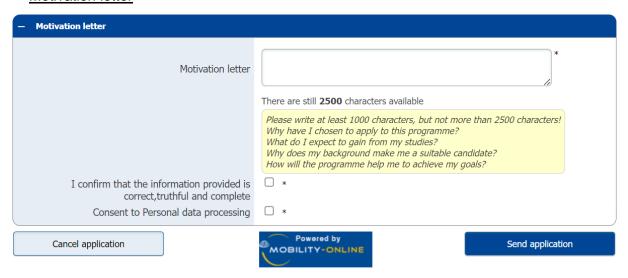
- You need to select at least one host institution you are applying for. It is not required to choose 3 universities, but we recommend that you include 2-3 institutions in your application to increase your chances of being selected.

## Data concerning individual/special needs



 If you are planning to apply for any support for students with fewer opportunities, please specify it here. More information <a href="here.">here.</a>

## Motivation letter



- Write a short motivation letter (1000-2500 words) and describe why you choose to apply for this programme. After that press "Send application".

#### Email with login details

Dear

Thank you for registering with Mobility-Online.

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

In order to process your application further you now need to upload the following documents to Mobility-Online:

- 1. ToR in English of your studies so far;
- 2. Foreign language proficiency certificate.

#### Best regards,

International Relations Department of Kaunas University of Technology

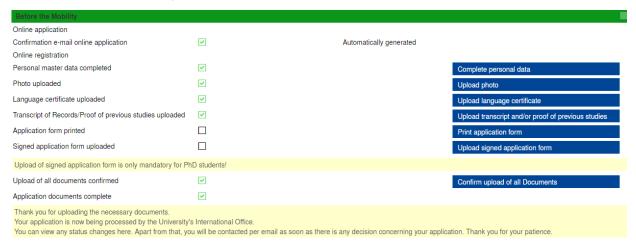
## Login:

Login

https://mo.ktu.lt/mobility/LoginServlet?ben login

 After you have sent an application you will get a letter with information how to continue to submit an application. Please use login to Mobility Online details you received by email.

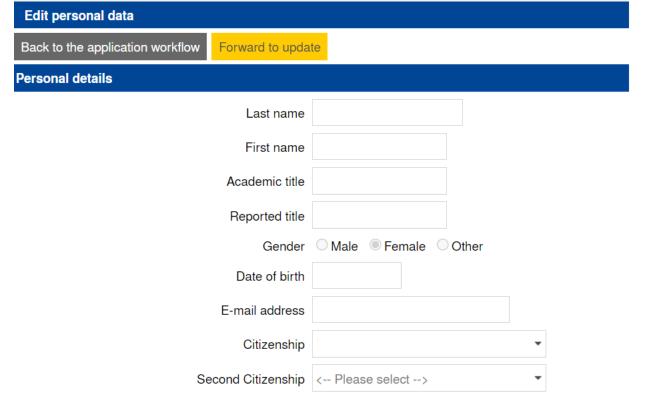
## **Before the Mobility**



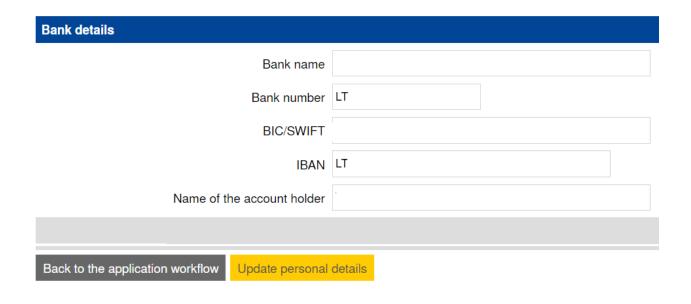
 You need to submit all mandatory steps in During mobility part to participate in the selection for exchange studies.



Press the "Complete personal data" button.



- Press "Forward to update" button and fill following information: last name, first name, gender, date of birth, e-mail address, citizenship, permanent and current addresses, and personal bank account details (please take a note, that you need to write your Lithuanian bank account details – scholarships are sent only to Lithuanian bank accounts).



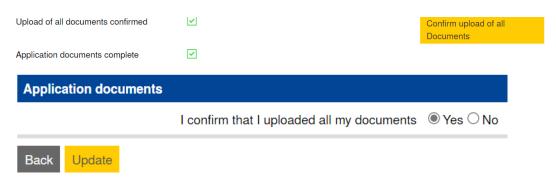
Press "Update personal details" button.



- Upload your photo (use jpg, gif, png, jpeg formats)

- Upload your foreign language certificate (TOEFL, CAE and IELTS, or KTU Centre of Foreign Languages issued certificate)
- Upload Transcript of Records (you can order it from KTU AIS).

NOTE if you are not able to upload documents – do not forget to press "Forward to update" button.



Do not forget to confirm that you uploaded all documents.

Thank you for uploading the necessary documents.

Your application is now being processed by the University's International Office.

You can view any status changes here. Apart from that, you will be contacted per email as soon as there is any decision concerning your application. Thank you for your patience.

Your application is now being processed by the University's International Office.

Dear student

Your application is incomplete due to the following reason(s): reason of incompleteness

Please go to the workflow and modify your application.

 Please check your emails more often, if the application was filled out incorrectly, the faculty's international relations coordinator will contact you. After that you will need to modify your application.

## Step 2 selection and nomination

Dear student,

You have been **internally (\*)** accepted to the university placement where you applied for. Please contact your Faculty International Relations Coordinator for more information about how the application process will proceed and what you should do next.

Best regards

The International Coordinator of your University

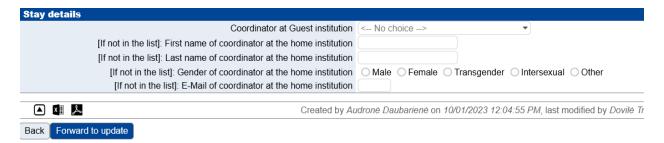
- \* Now the International Coordinator of your Faculty has allocated your application to one of the places / place you applied for. Log in to the Mobility-Online in order to check to which place you have been allocated.
- After selection at your faculty you will receive an email with information about where you
  have been selected.

After your Faculty of University International Relations Coordinator will nominate you to your mobility University you will be able to continue procedures. The nomination period depends on the host universities. Now you need to check what documents you need to prepare for the host University – Universities send this information to students, but you can also check the University's websites.

<u>Step 3 Before the Mobility – Learning agreement</u> (for students who are going to EU Member State or third country associated to the Programme)

=	Befo	re the Moblity - Learning Agreement		
	<b>▶</b>	Coordinator at host university chosen	Choose coordinator at the host university	
		Courses at the home institution entered in the Learning Agreement		
		Courses at the host institution entered in the Learning Agreement		
		Please note: The step "Courses at the host institu	tion entered in the Learning Agreement" will only be marked as done as soon as you have signed the course selection.	
	Please click on "Final check before signing" and on "Sign Learning Agreement" in order to submit your course selection for review.			
		Courses accepted by IO		
		Learning Agreement (before the mobility) signed by all parties		

 As soon as the nomination were confirmed, you can start to prepare your Learning agreement on the Mobility Online system.



Firstly press "Choose coordinator at the host University". In the opened window press "Forward to update" and select coordinator at the **host** institution from the listbox, if there any right down **host University** coordinator details by yourself. After that press "Update".



- Press "Enter courses at the home institution in the Learning Agreement". In opened window press "Enter further courses".

Edit learning agreement	
Host institution Study area Study programme Academic year Semester	
Course unit code at the home institution	
Course unit title at the home institution	<i>M</i>
	There are still 255 characters available
Number of credits at the home institution	
Information about/Link to course at the home institution	
	There are still 2147483647 characters available
Virtual component	

Enter "Course unit title at the home institution", "Number of credits at the home

institution". Press "Create". Enter as many courses as you need.

Close

Create

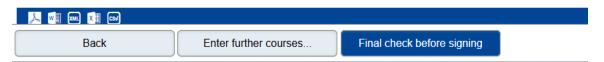
NOTE Here you need to enter the modules you would study at KTU during your semester abroad.



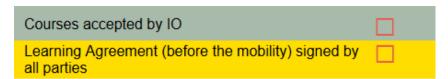
- Press "Enter courses at the host institution in the Learning Agreement". In opened window press "Enter further courses".
- Enter "Course unit title at the host institution", "Number of credits at the host institution".

  Press "Create". Enter as many courses as you need.

NOTE Here you need to enter the modules you will study at host univeristy during your semester abroad.



- Do not forget to check and sign your Learning agreemet. Press "Final check before signing" and sign your Learning agreement. Press "Sign and Transfer".



 After that your faculty and host University will sign your Learning agreement on the system as well.

NOTE, all three parties need to sign your Learning Agreement – you, your faculty, and the host University. You can write to the host University to check the system (which is called EWP) to check your learning agreement.

# <u>Step 3 Before the Mobility – Learning agreement</u> (Third countries not associated to the Programme)

Before the Moblity - Learning Agreement	
Coordinator at host university chosen	Choose coordinator at the host university
Learning Agreement (signed by all parties) uploaded	<u>Uplaod Learning Agreement (signed by al</u> <u>parties)</u>
Learning Agreement (Before the mobility) approved by IO	

- As soon as the nomination were confirmed, you can start to prepare your Learning agreement on the Mobility Online system.

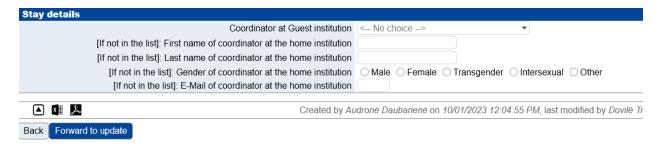
Stay details		
	Coordinator at Guest institution	< No choice>
	[If not in the list]: First name of coordinator at the home institution	
	[If not in the list]: Last name of coordinator at the home institution	
	[If not in the list]: Gender of coordinator at the home institution	○ Male ○ Female ○ Transgender ○ Intersexual ○ Other
	[If not in the list]: E-Mail of coordinator at the home institution	
	Created by A	udvaná Dauhavianá an 40/04/0002 40:04:55 DM last madified by Davilá T
▲ ×I Å	Created by At	idronė Daubarienė on 10/01/2023 12:04:55 PM, last modified by Dovilė Tr
Back Forward	to update	

- Firstly press "Choose coordinator at the host University". In the opened window press
  "Forward to update" and select coordinator at the host institution from the listbox, if there
  any right down host University coordinator details by yourself. After that press
  "Update".
- Press "Upload Learning Agreement (signed by all parties)". In opened window upload signed Learning agreement and press "Create".

# **Step 3 Before the Mobility – Learning agreement (Exchange under bilateral agreements)**



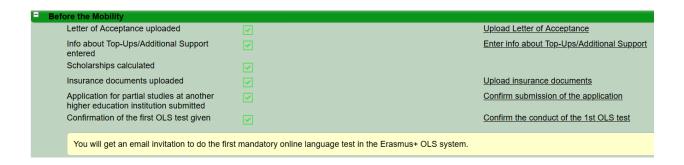
- As soon as the nomination were confirmed, you can start to prepare your Learning agreement on the Mobility Online system.



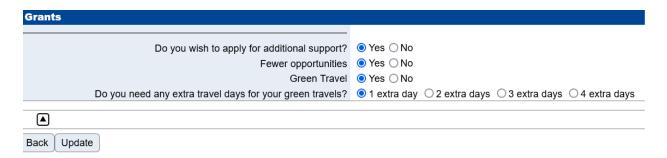
Firstly press "Choose coordinator at the host University". In the opened window press
"Forward to update" and select coordinator at the host institution from the listbox, if there
any right down host University coordinator details by yourself. After that press
"Update".

- Press "Upload Learning Agreement (signed by all parties)". In opened window upload signed "Plan of partial studies" and press "Create".

## **Step 4 Before the Mobility**



- After your Learning agreement sign you can upload the rest of the documents. Upload Letter of Acceptance (it can also be called Admission Letter, Acceptance Letter). Please note, that the Letter of Acceptance must include your mobility period dates, if there are any add the academic calendar to the system as well. If there are any Welcome days you are planning to participate also need to be included in this document.
- NOTE if you are not able to upload documents do not forget to press "Forward to update" button.



- Enter information about additional financial support, more information <a href="here.">here.</a>

NOTE – Fewer opportunities scholarship is only for students who are formally classified as sensitive members of the KTU community. Green travel scholarship is assigned only when students are going to and back from mobility places by green transportation. Return tickets are mandatory.

- Please upload the health insurance document. It must be valid for all your mobility period in the country you are going to.



 Submit an application on Academic Information System, after that mark as confirmed on the Mobility Online system. Confirm the conduct of the 1st OLS test done.

Electronic Grant Agreement completed by IRO	<b>V</b>	
Electronic Grant Agreement downloaded	✓	Download Electronic Grant Agreement
Signed Grant Agreement uploaded	✓	<u>Upload signed Grant Agreement</u>
Grant Agreement signed by International Office	$ \mathbf{Z} $	
Stay marked as started	<b>▽</b>	

 After all previous documents were submitted you will be able to sign a financial agreement. Download Electronic Grant Agreement, sign it and upload it back to the system.

**Step 5 During the Mobility - Changes** 

=	During the Mobility - Changes	
	[OPTIONAL] Do you intend to carry out changes to your Learning Agreement (BEFORE THE MOBILITY)?	Click to answer
(	Changed courses at the home institution entered in the Learning Agreement	Enter CHANGED courses at the home institution
	Changed courses at the host institution entered in the Learning Agreement	

- If any changes to the Learning Agreement are necessary they must appear in the Mobility Online system. If no changes are planned skip this step.
- As in Before Mobility Learning agreement part here you need to enter the modules you would study at KTU during your semester abroad (even if no changes were made).
- After that enter courses you going to study at the host University and sign it.

NOTE, all three parties need to sign your Learning Agreement – you, your faculty, and the host University. You can write to the host University to check the system (which is called EWP) to check your learning agreement.

## **Step 6 During the Mobility - Prolongation**

=	During the Mobility - Prologation	
	[OPTIONAL] Information on extension provided	[OPTIONAL] Provide information on extension and indicate new start and end dates
	Course selection at home institution (extension) entered into learning agreement	
	Course selection at host institution (extension) entered into learning agreement	
(	Changed courses (extension) approved by the home institution	
	Changed courses (extension) approved by the host institution	

- If you decide to extend your mobility you need to update new start and end mobility dates.
- As in Before Mobility Learning agreement part here you need to enter the modules you would study at KTU during your semester abroad.
- After that enter courses you going to study at the host University and sign it.

  NOTE, all three parties need to sign your Learning Agreement you, your faculty, and the host University. You can write to the host University to check the system (which is called EWP) to check your learning agreement.
- After your Learning agreement will be signed, your scholarship will be recalculated and you will need to download, sign and upload a financial agreement amendment to Mobility Online system.

# Step 6 After the Mobility

After the Mobility

Confirmation of Study period uploaded
Courses for the Learning Agreement
(Transcript of Records) uploaded
Application to resume studies submitted
Confirmation on submitted participant report in the Mobility-Tool of the EC
Confirmation on second OLS test

Application completed

Upload Courses for the Learning Agreement
(Transcript of Records)
Confirm the submission of the application to resume studies
Confirm the submission of the application to resume studies
Confirm submission of the participant report in the Mobility-Tool of the EC
Confirmation on second OLS test

- You need to upload post-mobility documents: Confirmation of Study Period, Transcript of Records. Submit an application to resume studies on AIS (and mark it as confirmed on Mobility Online), and confirm submission of the participant report (the report will be sent to your email from the European Commission).
- After that the rest of the scholarship will be calculated.

NOTE if you are not able to upload documents – do not forget to press "Forward to update" button.