Application Manual: Mobility-Online

Dear students,

This step-by-step guide will show you how to submit an application for a short-term student mobility exchange using the online system Mobility-Online. Link for application here.

In case you have any questions about the submission process, please refer to this manual first.

Step 1: Application for student exchange

Application details

- Please select the academic year during which you are planning to participate in the exchange program.

Personal data

1 Application details ✓

2 Personal data

3 Contact person in case of emergency

4 Data concerning current study

5 Stay details

6 Data concerning individual/special needs

7 Motivation letter

Personal data

Last name *

Las name ✓

First name *

First name ✓

Gender *

○ Male ○ Female ○ Transgender ○ Intersexual ○ Other

Date of birth *

Citizenship *

<-- Please select -->

Double Citizenship

<-- No choice -->

University e-mail address * ⑦

name.surname@ktu.edu ✓

Same e-mail address for verification

name.surname@ktu.edu ✓

Personal e-mail address *

personalemail@email.com ✓

powered by
MOBILITY-ONLINE

Previous   Continue

- Name and Last name are retrieved from the Academic Information System – please verify if they are correct.
- The university email address is sourced from AIS; however, in some cases, it may appear as a shortened email. If this occurs, please ensure to update it to your full name email KTU address.

Contact person in case of emergency

1 Application details ✓

2 Personal data

3 Contact person in case of emergency

4 Data concerning current study

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7 Motivation letter

Contact person in case of emergency

Last name of your contact person *

First name of your contact person *

Relationship to you *

Telephone number of contact person *

E-mail address of contact person *

Previous   Continue

- Please provide the contact details of a person we can reach out to in case we are unable to contact you. This individual can be a family member or another trusted person in your close circle.

Data concerning current study

1 Application details ✓

2 Personal data

3 Contact person in case of emergency ⚠

4 Data concerning current study

5 Stay details

6 Data concerning individual/special needs

7 Motivation letter

Data concerning current study

Country of the home institution *

Lithuania

Home institution *

KAUNAS02 - Kaunas University of Technology

Faculty *

<-- Please select -->

Study level *

<-- Please select -->

Study programme name/science and art field

<-- No choice -->

Number of completed higher education study years so far *

Grade Point Average (GPA) *

Have you previously participated in the ERASMUS+ programme? *

○ yes ○ no

Native language *

<-- Please select -->

Previous   Continue

- Select your faculty, study level, and study programme name from the provided list.
- Enter the total number of academic years studied thus far. For master's students, please include bachelor's study years, and for Ph.D. students, include both bachelor's and master's study years.
- Grade Point Average: Input your GPA as it appears on the Academic Information System.

Stay details

All fields marked with (*) must be completed.

1 Application details
2 Personal data
3 Contact person in case of emergency
4 Data concerning current study
5 Stay details
6 Data concerning individual/special needs
7 Motivation letter

Stay details

Exchange opportunity *

○ Blended Intensive Programme
○ Studies
○ Training
○ NORDTEK
○ Summer school
○ Winter school

Is your mobility part of a blended mobility? *

○ yes ● no

Blended mobility is the combination of a physical mobility with a virtual component.

Expected start date of the physical mobility *

Expected end date of the physical mobility *

Language to be used during your mobility *

<-- Please select -->

Country of host institution *

<-- Please select -->

Host institution (STUDIES)

<-- No choice -->

Name of the host institution (IF NOT IN THE LIST)

- Please select the type of your mobility and provide the physical mobility dates. If your mobility includes a virtual component, please also specify those dates. It's important to note that all blended mobility programs (BIPs) include a virtual mobility component.

Data concerning individual/special needs

1 Application details

2 Personal data

3 Contact person in case of emergency

4 Data concerning current study

5 Stay details

6 Data concerning individual/special needs

7 Motivation letter

Data concerning individual/special needs

Information about your special needs

If you wish to apply for special needs support, please specify your physical, mental or health-related conditions here!

Previous | Continue

- If you intend to apply for any support intended for students with fewer opportunities, kindly specify it in this section. More information here.

Motivation letter

1 Application details

2 Personal data

3 Contact person in case of emergency

4 Data concerning current study

5 Stay details

6 Data concerning individual/special needs ✓

7 Motivation letter

Motivation letter

Motivation letter *

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☐ I confirm that the information provided is correct,truthful and complete *

☐ I hereby consent to the processing of my personal data for the exchange programme purposes, and agree that KTU Academic Mobility Office may collect, store, process and use the personal data I have provided. I have the right to revoke this freely given consent at any time by communicating this decision to erasmus@ktu.lt or privacy@ktu.lt. *

Previous | Send application

- Write a brief motivation letter (1000-2500 characters) detailing why you have chosen to apply for this program. Once completed, please click "Send application."

<u>Email with login details</u>

- After submitting your application, you will receive a letter containing instructions on how to proceed with the application process. Please utilize the login details provided to you via email to access Mobility Online. Note that there is no need to upload a "Foreign language proficiency certificate."

Step 1 Before the Mobility

Before the Mobility		
Online application		
Confirmation e-mail online application	☑	
Photo uploaded	☑	Upload photo
Personal master data completed	☑	Complete personal data
Letter of Acceptance from receiving organisation uploaded	☑	Upload Letter of Acceptance
Transcript of Records/Proof of previous studies uploaded	☑	Upload transcript and/or proof of previous studies
Only for MA or PhD students of 1st year!		
List of your publications, projects and conferences uploaded	☐	Upload list of your publications, projects and conferences
Confirmation of this mobility from PhD thesis supervisor uploaded	☐	Upload confirmation
Only for PhD students. Confirmation of the PhD student's scientific supervisor should include name, signature and date.		
Upload of all documents confirmed	☑	Confirm upload of all documents
Application documents complete	☐	
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.		
Application allocated to partner institution	☐	

- You must complete all mandatory steps in the "During mobility" section to be considered for selection for exchange studies.
- Upload your photo using jpg, gif, png, or jpeg formats.

Online application

Confirmation e-mail online application ☑

Online registration

Personal master data completed ☑ **Complete personal data**

- Click on the "Complete personal data" button to proceed with filling out your personal information.

Edit personal data

Back to the application workflow **Forward to update**

Personal details

Last name	
First name	
Academic title	
Reported title	
Gender	○ Male ● Female ○ Other
Date of birth	
E-mail address	
Citizenship	▼
Second Citizenship	<-- Please select --> ▼

- Click the "Forward to update" button and proceed to fill in the following information: last name, first name, gender, date of birth, email address, citizenship, permanent and current addresses, and personal bank account details. Please note that you are required to provide your Lithuanian bank account details as scholarships are only disbursed to Lithuanian bank accounts.

Bank details

Bank name	
Bank number	LT
BIC/SWIFT	
IBAN	LT
Name of the account holder	

Back to the application workflow **Update personal details**

- Click on the "Update personal details" button to save the entered information and proceed with the update process.

Before the Mobility		
Online application		
Confirmation e-mail online application	☑	
Photo uploaded	☑	Upload photo
Personal master data completed	☑	Complete personal data
Letter of Acceptance from receiving organisation uploaded	☑	Upload Letter of Acceptance
Transcript of Records/Proof of previous studies uploaded	☑	Upload transcript and/or proof of previous studies
Only for MA or PhD students of 1st year!		
List of your publications, projects and conferences uploaded	☐	Upload list of your publications, projects and conferences
Confirmation of this mobility from PhD thesis supervisor uploaded	☐	Upload confirmation
Only for PhD students. Confirmation of the PhD student's scientific supervisor should include name, signature and date.		
Upload of all documents confirmed	☐	Confirm upload of all documents
Application documents complete	☐	
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.		
Application allocated to partner institution	☐	

- Upload an acceptance letter in PDF format
- Upload your Transcript of Records. You can order it from KTU AIS.

Note: If you encounter any issues uploading documents, remember to click the "Forward to update" button.

A list of publications and confirmation of PhD supervisor are mandatory only for PhD students.

Upload of all documents confirmed	☑	Confirm upload of all documents

Application documents

I confirm that I uploaded all my documents ⦿ Yes ◯ No

Back Update

- Don't forget to confirm that you have 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 currently 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 ensure to check your emails frequently. If any inaccuracies are detected in your application, the faculty's international relations coordinator will reach out to you. You will then be required to make the necessary modifications to your application.

Step 2 Before the Mobility – Learning agreement

Before the Mobility - Learning Agreement		
Type of Learning Agreement chosen	☐	Choose type of Learning Agreement submission (Digital Learning Agreement or PDF)
Coordinator at host university chosen	☐	
Learning Agreement (Before mobility) signed by all parties uploaded	☐	
If TRAINEESHIP mobility, the completed Learning Agreement has to be uploaded.		

Learning Agreement

I want to submit my Learning Agreement ● Digital ○ Via PDF-upload

[Back] [Forward to update]

- As soon as your application is confirmed, you can begin preparing your Learning Agreement using the Mobility Online system.
- If the International Relations Coordinator hasn't provided different instructions, please select the digital learning agreement option.

Stay details

Coordinator at Guest institution	<-- No choice --> ▼
[If not in the list]: First name of coordinator at the host institution	
[If not in the list]: Last name of coordinator at the host institution	
[If not in the list]: Gender of coordinator at the host institution	○ Male ○ Female ○ Transgender ○ Intersexual ○ Other
[If not in the list]: E-Mail of coordinator at the host institution	
Language to be used during your mobility	English ▼ *
Proficiency level	○ A1 ○ A2 ○ B1 ○ B2 ○ C1 ○ C2 ○ Native language

[Back] [Forward to update]

- Firstly, click on 'Choose coordinator at the host University'. In the opened window, click 'Forward to update', then select the coordinator at the host institution from the listbox. If the coordinator is not listed, please manually enter the host University coordinator details. After that, click 'Update'. Please note that information about the coordinator must be provided by the host university.
- Please select your English language proficiency level.

| Courses at the home institution entered in the Learning Agreement | ☐ | | Enter courses at the home institution in the Learning Agreement |

- Press 'Enter courses at the home institution in the Learning Agreement'. In the opened window, click 'Enter further courses'.

Course unit code at the home institution	
There are still **200** characters available	
Course unit title at the home institution	Additional course
There are still **238** characters available	
Number of credits at the home institution	3,00
Information about/Link to course at the home institution	
There are still **2147483647** characters available	
Virtual component	☐

| Close | Create |

- Enter the 'Course unit title at the home institution' – "Additional course" and the 'Number of credits at the home institution'. Then, press 'Create'. Repeat this process for each course you need to enter.

Course unit code at the host institution	
There are still **200** characters available	
Course unit title at the host institution	
There are still **255** characters available	
Number of lessons at the host institution	
Number of credits at the host university	
Link to course at the host institution	
There are still **2147483647** characters available	
Virtual component	☐

| Close | Create |

- Press 'Enter courses at the host institution in the Learning Agreement'. In the opened window, click 'Enter further courses'. Enter the 'Course unit title at the host institution' - BIP name and the 'Number of credits at the host institution'. Then, press 'Create'.

| Back | Enter further courses... | Final check before signing |

- Do not forget to review and sign your Learning Agreement. Click 'Final check before signing' to ensure everything is accurate, then sign your Learning Agreement. Finally, click 'Sign and Transfer'.

| Courses accepted by IO | ☐ |
| Learning Agreement (before the mobility) signed by all parties | ☐ |

- Afterward, your faculty and host University will also sign your Learning Agreement on the system. Note that all three parties - you, your faculty, and the host University - need to sign your Learning Agreement. You can communicate with the host University to ensure they have accessed the system (referred to as EWP) to review your Learning Agreement.

Step 3 Before the Mobility

| Before the Mobility | | 0 / 3 |
| Insurance documents uploaded | ☐ | Upload insurance documents |

All exchange period has to be covered by medical insurance or European Health Insurance Card. Two additional mandatory insurances (accident and civil liability) are requested for students, going on TRAINEESHIP. If your receiving organization provides you with all/any of the insurances, it has to be marked in the Learning Agreement.

| Upload of all Pre-mobility documents confirmed | ☐ |
| Pre-mobility documents marked as completed | ☐ |

- Upload your health insurance document in PDF format and confirm the upload.

Grants

Do you wish to apply for additional support?	◉ Yes ◯ No
Fewer opportunities	◉ Yes ◯ No
Green Travel	◉ Yes ◯ No
Do you need any extra travel days for your green travels?	◉ 1 extra day ◯ 2 extra days ◯ 3 extra days ◯ 4 extra days

[▲]

[Back] [Update]

- Provide details about any additional financial support you may be receiving. For more information, click here.
  Note: The Fewer Opportunities Scholarship is exclusively for students formally classified as sensitive members of the KTU community. The Green Travel Scholarship is granted solely to students traveling to and from mobility destinations using environmentally friendly transportation. Return tickets are mandatory

Instruction for submission of applications
Submit a new application »
  Organisation of studies
  Study plan
  Assessments of study modules, attestation
  Justification of the absence in classes
  Partial studies, internship, research activities

Partial studies, internship, research activities

Partial studies/internship at another higher education institution ✓ ⓘ
Extension of partial studies/internship ⓘ
Recognition of the learning outcomes of partial studies ⓘ
Permission to resume studies ⓘ

- Submit an application on the Academic Information System, then mark it as confirmed on the Mobility Online system.
- Confirm the completion of the 1st OLS test.

Electronic Grant Agreement completed by IRO	☑	
Electronic Grant Agreement downloaded	☑	Download Electronic Grant Agreement
Signed Grant Agreement uploaded	☑	Upload signed Grant Agreement
Grant Agreement signed by International Office	☑	
Stay marked as started	☑	

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

Step 4 After the Mobility

After the Mobility

Confirmation on submitted participant report in the Beneficiary Module of the EC	☐
Transcript of Records uploaded	☐
Confirmation of Stay uploaded	☐
Application completed	☐

- You are required to upload post-mobility documents: Confirmation of Study Period and Transcript of Records. Additionally, 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 completing these steps, the remainder of the scholarship will be calculated. Note: If you encounter any issues uploading documents, remember to click the "Forward to update" button.