

## **Erasmus+ Traineeship/Internship application manual**

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## Submitting the Application

### Filling out the application form

To submit the application for Erasmus+ Traineeship firstly you need to fill out the application form via the following link: [application form](#)

You must complete all the fields displayed in the application form in order to submit it:

Application for a student exchange  
for exchange program Traineeship



All fields marked with (\*) must be completed.

- 1 Application details ✓
- 2 Personal details ✓
- 3 Contact person in case of emergency ✓
- 4 Current study details ✓
- 5 Study details
- 6 Declaration of consent

### Study details

Type of your traineeship \*

During studies  
 After graduation

Country of the host company/institution \*

Austria

City of the host institution \*

Vienna

Host company/institution \*

test

Website of the host institution \*

test

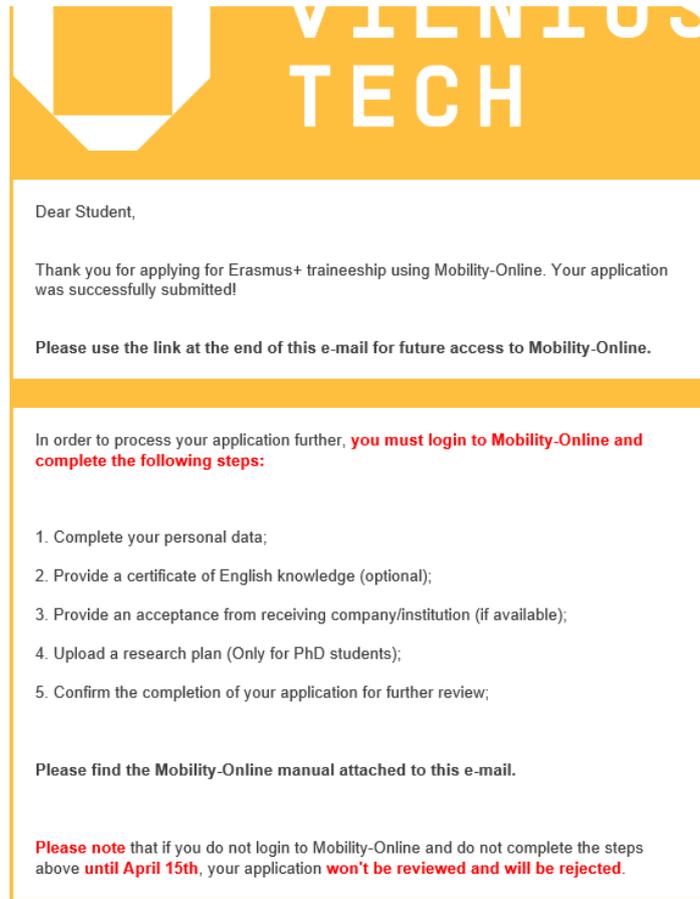
First name of contact person at host company/institution \*      Last name of contact person at host company/institution \*

test      test

E-mail address of contact person at host company/institution \*

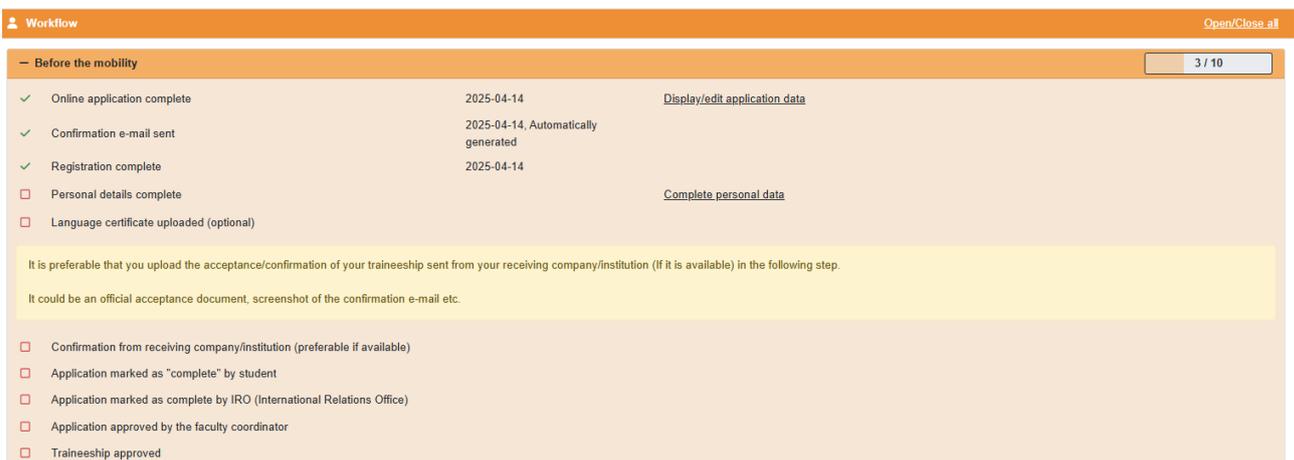
test

After you submit the application form – the following e-mail will be sent to your student mailbox, **please read it carefully:**



## Logging in to Mobility-Online and completing the application

In order to fully complete your application, you must login to Mobility-Online via the link received to your student mailbox. **Please note that if you do not login and complete your application, it will be rejected and won't be reviewed.** After you login you shall see the following screen:



Press „*Complete personal data*“ and complete the „Personal Details“ and „Permanent address details“ sections, after that press „*Update personal details*“ button:

Personal details ✓

Permanent address details

Street \*  
Saulėtekio al. 11

Country \*  
Lithuania

Post code \*  
11122

City \*  
Vilnius

Mobile phone number \*  
+37060100000 ✓

[Back to the application workflow](#) [Update personal details](#)

Optionally, but preferably if you have a language certificate and a confirmation from receiving company/institution, upload it to Mobility-Online, press the upload link:

Language certificate uploaded (optional) [Upload language certificate](#)

It is preferable that you upload the acceptance/confirmation of your traineeship sent from your receiving company/institution (if it is available) in the following step.  
It could be an official acceptance document, screenshot of the confirmation e-mail etc.

Confirmation from receiving company/institution (preferable if available) [Upload confirmation](#)

Press „*Please enter the file*“, select the required file and press „*Create*“:

Upload name: Acceptance of receiving company/i... ▾

Owner: Mackevič, Inga ▾

File: Please enter the File

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**If you are a PhD student**, you must download the research plan template, fill it out and upload it to Mobility-Online. Press „*Download research plan document*“:

|  |   |
|--|---|
| <input type="checkbox"/> Research plan document downloaded                                       | <a href="#">Download research plan document</a> |
| Fill the research plan template downloaded in the previous step and upload in in the step below. |   |
| Please note that this document is mandatory and your application won't be accepted without it.   |   |
| <input type="checkbox"/> Filled research plan uploaded   |   |

The document looks like this:



## DOCTORATE RESEARCH PLAN

ACADEMIC YEAR 2024/2025

**This document should be signed before the beginning of the period abroad**

|   |
|---|
| Name of the student: Inga Mackevič                          |
| Sending institution: VILNIUS GEDIMINAS TECHNICAL UNIVERSITY |
| Country: LITHUANIA  |

### DETAILS OF THE PROPOSED WORKING PLAN

|                                  |
|----------------------------------|
| Receiving institution: Test      |
| Country: Austria                 |
| Date of arrival: 2025-06-12      |
| Mobility duration (in months): 2 |

|   |
|---|
| <p><b>Presentation of the research plan will be done in the host institution and main objectives</b></p> <ol style="list-style-type: none"><li>1. Please provide a detailed plan of provisional research activities.</li><li>2. Please elaborate how and where the purpose of your studies and research plan will be presented</li><li>3. Please provide details of provisional and expected outcomes of your studies/research.</li><li>4. Any additional information.</li></ol> <p>Student's signature : .....Date .....</p> |
|---|

After you fill out the Research Plan, enter the file and press „Create“:

|             |                       |
|-------------|-----------------------|
| Upload name | Research plan         |
| Owner       | Inga, Mackevič        |
| File        | Please enter the File |

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**To submit your application for review, mark it as complete.** Press „Mark application as „complete““:

|  |  |
|--|--|
| <input type="checkbox"/> Application marked as "complete" by student | <a href="#">Mark application as "complete"</a> |
|--|--|

Tick the checkbox and press „Update“:

**Declaration of consent**

I confirm that my application is complete and I would like to submit it for review.  \*

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Your application will be reviewed by the deadline indicated in the first email, please wait until it is reviewed by all parties indicated:

|   |                           |
|---|---------------------------|
| <input checked="" type="checkbox"/> Application marked as "complete" by student                 | 2025-04-14, Inga Mackevič |
| <input type="checkbox"/> Application marked as complete by IRO (International Relations Office) |                           |
| <input type="checkbox"/> Application approved by the faculty coordinator                        |                           |
| <input type="checkbox"/> Application approved by the Doctorate School                           |                           |
| <input type="checkbox"/> Traineeship approved   |                           |

You will be notified of the results by an email. **Please read the confirmation email carefully** as it contains all the required information to prepare for your traineeship.

## Preparing for the mobility

### Traineeship agreement

After you receive a confirmation email, you can start filling out all the required documents. Firstly you have to confirm the mobility dates, press „*Confirm mobility dates*“:

– Traineeship Agreement 0 / 5

Before filling your Traineeship Agreement you must confirm the dates.

The dates must be final. In case the dates change after you complete your Traineeship Agreement and it is signed by all parties, please contact IRO internship@vilniustech.lt

Mobility dates confirmed by student [Confirm mobility dates](#)

Correct the dates if required and press „*Update*“:

**Study details**

Traineeship start date  \* Today

Traineeship end date  \* Today

Please read the help text provided in **Mobility-Online** carefully and download the Traineeship Agreement Template:

After downloading the Traineeship Agreement template **you have to**:

- Fill the details of the Receiving Organisation (in case the Receiving Organisation changes you must contact the International Relations Office (IRO) [internship@vilniustech.lt](mailto:internship@vilniustech.lt). You can not change the destination yourself. If you do so, your Traineeship Agreement will be rejected.);
- Fill the "Before the Mobility" section;
- Sign the document and upload it to Mobility-Online in the next step;
- Wait while your agreement is being reviewed and approved by IRO (you will be notified as soon as it is done);
- After the approval by IRO, collect the signatures of:
  - Head of the Doctorate School (only PhD students, their signature must be the first);
  - Your [Departmental Coordinator](#);
  - Receiving Organisation
- Upload the fully signed document to Mobility-Online

Please note that your Grant Agreement and Scholarship will be available only after your Traineeship Agreement is fully signed and uploaded to Mobility-Online.

✓ Traineeship Agreement template downloaded by student 2025-04-16, Inga Mackevič [Download Traineeship Agreement template](#)

Fill out the required sections, sign it, upload for the review to Mobility-Online and wait until it is reviewed and by IRO:

Please upload the Traineeship Agreement **signed only by you** at this stage in the step below.

Traineeship Agreement filled and signed by student uploaded [Upload signed Traineeship Agreement](#)

Traineeship Agreement signed by VILNIUS TECH IRO (International Relations Office)

In case something is incomplete in your traineeship agreement, **it can be rejected**, you will be notified about it by an email, please login to Mobility-Online, upload the corrected version and confirm it by pressing „*Confirm the correction*“:

|  |   |                           |   |
|--|---|---------------------------|---|
| ✓  | Traineeship Agreement filled and signed by student uploaded                         | 2025-04-14, Inga Mackevič | <a href="#">Upload signed Traineeship Agreement</a> |
| ✓  | Traineeship Agreement REJECTED by VILNIUS TECH IRO (International Relations Office) | 2025-04-14, Inga Mackevič |   |
|  | • Reason for rejection : Test rejection   |                           |   |
| <b>TRAINEESHIP AGREEMENT REJECTED (see the reason above)</b>   |   |                           |   |
| Please correct your Traineeship Agreement, sign the corrected version and <b>upload it once more in the step "Traineeship Agreement filled and signed by student uploaded"</b> . |   |                           |   |
| After that <b>do not forget to confirm the correction</b> in the step "Correction of Traineeship Agreement confirmed by student"   |   |                           |   |
| <input type="checkbox"/>   | Correction of Traineeship Agreement confirmed by student                            |                           | <a href="#">Confirm the correction</a>              |

### Declaration of consent

I confirm that I have corrected my Traineeship Agreement and would like to submit it.

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After your Traineeship Agreement is reviewed by IRO, you will be notified by an email. Please download the Agreement signed by IRO, collect all the required signatures and upload the fully signed document to Mobility-Online. **Please note that your request to complete traineeship abroad and Grant Agreement won't be approved until the fully signed Traineeship Agreement is uploaded to Mobility-Online:**

|                          |   |                           |   |
|--------------------------|---|---------------------------|---|
| ✓                        | Traineeship Agreement signed by VILNIUS TECH IRO (International Relations Office) | 2025-04-14, Inga Mackevič | <a href="#">Download signed Traineeship Agreement</a>     |
| <input type="checkbox"/> | Traineeship Agreement (signed by all parties) uploaded by student                 |                           | <a href="#">Upload fully signed Traineeship Agreement</a> |

## Grant Agreement and Scholarship

### Request to complete Traineeship abroad

*For PhD students:*

If you are a PhD student, you must complete the data for request to VILNIUS TECH Rector via Mobility-Online:

— Preparation for Mobility 0 / 13

Data for request to VILNIUS TECH Rector complete by student [Complete data for request](#)

Request to VILNIUS TECH Rector template downloaded by student

Please sign the request you just downloaded with a physical signature and upload it in the step below.

After you upload the request it will be checked by IRO and automatically sent to the Doctorate School.

Signed request to VILNIUS TECH Rector uploaded by student

Please upload the list of your scientific publications. It is mandatory and your request won't be reviewed without it.

In case you do not have any scientific publications yet - upload a file with that information (just write a sentence-two about that in the document).

List of scientific publications uploaded by student

If you are an International Student, complete the data in English, if you are a Lithuanian student, complete all the data in Lithuanian:

**Current study details**

Study level

Padalinio (katedros) pavadinimas / Name of your department

Einamas doktorantūros kursas (metai) / Current doctoral course (year)

Išvykos tikslas / Purpose of the traineeship

There are still 3000 characters available

Šalis į kurią vykstate / Country of host institution

Miestas į kurią vykstate / City of host institution

Lietuviai studentai turi užpildyti visus laukus lietuvių kalba.  
International students must fill the fields in English language.

Priimančios institucijos pavadinimas lietuvių kalba (only lithuanian students)

After that download the request document:

Request to VILNIUS TECH Rector template downloaded by student [Download request template](#)

Sign the downloaded document and upload it back to Mobility-Online, this document will be reviewed by IRO and sent to the Doctorate School:

|   |   |                                       |
|---|---|---------------------------------------|
| <input type="checkbox"/>  | Signed request to VILNIUS TECH Rector uploaded by student | <a href="#">Upload signed request</a> |
| Please upload the list of your scientific publications. It is mandatory and your request won't be reviewed without it.                                |   |                                       |
| In case you do not have any scientific publications yet - upload a file with that information (just write a sentence-two about that in the document). |   |                                       |
| <input type="checkbox"/>  | List of scientific publications uploaded by student       |                                       |

*For students going for Traineeship after graduation:*

You do not need to complete any requests, these steps won't be visible for you in Mobility-Online.

*For Bachelor, Master students going for traineeship during studies:*

Read the help text in Mobility-Online and complete the required steps:

Firstly submit the "Request to continue studies in another institution" via [mano.vilniustech.lt](http://mano.vilniustech.lt)

You can find the request in the left menu:

EN: My documents -> requests -> Application for rector -> For permission to continue studies/take internship in another Institution/Organisation  
 LT: Mano dokumentai -> Studento prašymai rektorui -> Dėl leidimo tęsti studijas/atlikti praktiką kitoje institucijoje/organizacijoje

After you submit the request, mark it as submitted in this Mobility-Online step.

You will not be able to complete your grant agreement until your request is marked as complete by International Office.

|   |   |                           |                                  |
|---|---|---------------------------|----------------------------------|
| ✓ | Request to study abroad submitted via "Mano VILNIUS TECH" | 2025-04-14, Inga Mackevič | <a href="#">Mark as complete</a> |
|---|---|---------------------------|----------------------------------|

You can complete all the data relevant for the Grant Agreement in advance in the steps below.

But please note that your Grant Agreement will be ready only after the request is approved by VILNIUS TECH IRO.

|                          |  |  |
|--------------------------|--|--|
| <input type="checkbox"/> | Request marked as complete by International Office |  |
|--------------------------|--|--|

## Grant Agreement

Complete your bank details and insurance details for Grant Agreement:

|                          |   |                           |  |
|--------------------------|---|---------------------------|--|
| ✓                        | Bank details complete                             | 2025-04-14, Inga Mackevič | <a href="#">Complete bank details</a>      |
| <input type="checkbox"/> | Insurance details complete                        |                           | <a href="#">Complete insurance details</a> |
| <input type="checkbox"/> | Data relevant for Grant agreement complete        |                           |  |
| <input type="checkbox"/> | Erasmus Top-Ups questionnaire answered by student |                           |  |

Complete the data relevant for Grant Agreement, if you are a Lithuanian student, please fill this data in Lithuanian:

### Current study details

Are you an international student?  Yes  No \*

International students are students admitted to the University by the International Studies Centre.

Asmens kodas  \*

Pilietybė  \*

Fakultetas  \*

Mokymosi sritis  \*

Duomenys turi būti užpildyti lietuvių kalba

### Declaration of consent

I confirm that my Grant Agreement data is correct and I would like to submit it.

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Complete the top-up questionnaire:

### Top up fewer opportunities

For more information [check here](#)

Do you wish to apply for a top-up grant for fewer opportunities? \*  Yes  No

Please choose at least one of the following reasons and upload the required proof!

Are you entitled to receive or currently receive social benefits according to the Law of the Republic of Lithuania on Financial Social Assistance for the Unprivileged Residents or an equivalent law in the person's country of citizenship?

Are you an individual with disabilities determined in the manner established by legal acts?

Are you not older than 25 years and placed under guardianship (custody) according to the procedure established by laws until reaching adulthood, or whose parents (one of the parents have passed away)?

Are you an Ukrainian citizen who is studying at VILNIUS TECH during the Russian-instigated war in Ukraine?  Yes  No

I authorize the employees of the International Relations Office responsible for the Erasmus+ student mobility to administer the documents submitted by students that meet the conditions for assignment to individuals with fewer opportunities and, following them, to assign an additional Erasmus+ scholarship as indicated in the Erasmus+ guide. \*

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Wait until your grant is calculated by IRO:

Grant calculated by IRO

Sometimes your traineeship will be funded by an LPK, in that case your grant agreement won't be filled in Mobility-Online and you will be informed about it by an email:

Dear student, your traineeship will be funded by the Erasmus+ program through the Lithuanian Confederation of Industrialists (LPK). The LPK is the coordinator of the PARTNERS 4 VALUE mobility consortium of universities, which includes VILNIUS TECH.

Please note that the only difference in this arrangement is that your financial agreement will be signed with LPK, and the scholarship will also be disbursed by LPK. You will be contacted by an email by their representative.

 Scholarship assigned from Lithuanian Confederation of Industrialists (LPK)

After your grant is calculated, press „*Download grant agreement*“ and review it:

|                          |   |  |
|--------------------------|---|--|
| <input type="checkbox"/> | Grant Agreement downloaded by student       | <a href="#">Download grant agreement</a> |
| <input type="checkbox"/> | Grant Agreement digitally signed by student |  |
| <input type="checkbox"/> | Grant agreement signed by VILNIUS TECH      |  |
| <input type="checkbox"/> | 1st instalment paid                         |  |

After reviewing the document, **sign it digitally** in Mobility-Online, press „*Sign grant agreement digitally*“:

|                          |   |  |
|--------------------------|---|--|
| <input type="checkbox"/> | Grant Agreement digitally signed by student | <a href="#">Sign grant agreement digitally</a> |
|--------------------------|---|--|

Wait until your Grant Agreement is signed by VILNIUS TECH. After it is signed, you shall receive the 1st instalment in 1-2 weeks period:

|                          |  |                           |   |
|--------------------------|--|---------------------------|---|
| ✓                        | Grant Agreement digitally signed by student      | 2025-04-14, Inga Mackevič |   |
| ✓                        | Grant Agreement digitally signed by VILNIUS TECH | 2025-04-14, Inga Mackevič | <a href="#">Download fully signed Grant Agreement</a> |
| <input type="checkbox"/> | 1st instalment paid                              |                           |   |

## After mobility

After you return, you must complete all the steps listed in „After the mobility“ section. You shall complete all the steps in a timely manner, **otherwise the financial debt will be assigned and the full Scholarship amount should be returned to VILNIUS TECH.**

Before your departure download the traineeship certificate document:

|                          |   |   |
|--------------------------|---|---|
| — After the mobility     |   | 0 / 5   |
| <input type="checkbox"/> | Traineeship certificate document downloaded by student                                | <a href="#">Download traineeship certificate template</a> |
| <input type="checkbox"/> | Filled traineeship certificate signed by host institution/company uploaded by student |   |
| <input type="checkbox"/> | EU Survey complete by student   |   |
| <input type="checkbox"/> | Request to continue studies at VILNIUS TECH complete by student                       |   |
| <input type="checkbox"/> | Documents accepted by IRO   |   |

Fill it out, get the signature of the receiving institution/company and upload it:

|                          |   |   |
|--------------------------|---|---|
| <input type="checkbox"/> | Filled traineeship certificate signed by host institution/company uploaded by student | <a href="#">Upload traineeship certificate signed by host institution/company</a> |
|--------------------------|---|---|

Complete the EU survey sent to your student mailbox and confirm the completion in Mobility-Online:

The Erasmus Participant Report (EU Survey) is the EU Commission's electronic feedback form, which is sent automatically at the end of the mobility period from the Commission's Beneficiary Module to the students e-mail.

Please note that the second instalment of your scholarship will be paid only if the EU Survey is complete.

EU Survey complete by student

[Confirm](#)

**If you are a Bachelor/Master student which had a traineeship during studies**, complete the request to continue studies at VILNIUS TECH via [mano.vilniustech](mailto:mano.vilniustech) (the same way you completed the request before mobility) and confirm the completion in Mobility-Online:

Request to continue studies at VILNIUS TECH complete by student

[Confirm the completion](#)

Documents accepted by IRO

In case your documents are rejected by IRO, make the required corrections and confirm them in the step below:

Your documents after mobility were rejected. Please read the reason for rejection, make the required corrections and confirm them in the step below.

Documents after mobility corrected by student

[Confirm the correction of documents](#)

- Reason for rejection : The EU survey is not complete

After your documents are accepted, you shall receive the remaining part of your scholarship in a timely manner.

### **If you are a PhD student:**

Within 3 working days after your return you must prepare the „Traineeship Report“ for the Doctorate School. It is a short (up to 1 page) report approved by your supervisor at VILNIUS TECH about the results achieved during the traineeship.

The report includes the date of the trip (according to the rector's order), the location (where the internship or practical training was conducted) and a brief description of the research conducted on the topic of the dissertation.

**Send the report signed by you and your supervisor directly to [doktor@vilniustech.lt](mailto:doktor@vilniustech.lt)**

The report is free-form, it must be complete in Lithuanian language for Lithuanian students and in English for international students. You can see the example below:

**Vilniaus Gedimino technikos universitetas**  
**Statybos fakultetas**  
**Statybinių medžiagų ir gaisrinės saugos katedra**

**IŠVYKOS UŽSIENYJE DOKTORANTO ATASKAITA**

**2020-01-14**

Nuo 2020 m. rugsėjo mėn. 10 d. iki 2020 m. gruodžio mėn. 10 d. (tris mėnesius) stažavausi Balstogės technologijų universitete, Lenkijoje (lenk. Politechnika Białostocka). Stažuotės metu buvo įgyvendinti uždaviniai, kurie ženkliai prisidėjo prie disertacijos rengimo. Buvo išanalizuota literatūra cementinių kompozitų atsparumo šalčiui tema, atlikti malto ir trupinto stiklo, metakoalino savybių tyrimai. Tyrimams atlikti buvo suformuotos 8 cementinių kompozitų bandinių partijos. Stažuotės metu atlikti cementinių kompozitų fizikinių, mechaninių savybių, asparumo šalčiui tyrimai, mikrostruktūros analizė, taikant SEM mikroskopiją. Gauti tyrimų rezultatai bus panaudoti rengiant disertaciją ir straipsnį moksliniame žurnale.

Be šių konkrečių uždavinių įgyvendinimo buvo užmegstas konstruktyvus bendradarbiavimas su Balstogės technologijų universiteto Statybinių medžiagų katedros mokslininkais.

Statybinių medžiagų ir gaisrinės saugos katedros doktorantas

Statybinių medžiagų ir gaisrinės saugos katedros prof.dr.