

Mobility-Online

Application manual for staff selected for the Erasmus+ teaching visits in EU/EEA countries

Step-by-step instructions to ensure successful completion of the
Mobility-Online process.

**!In case you have any questions on how to prepare your documents
for the upcoming teaching mobility, please read these instructions.**



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Your application for Erasmus+ teaching visit in EU/EEA countries was approved!

Step 1. Login to [Mobility Online platform](#)

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English

Search

Workflow

Edit application

Change password

Workflow ?

For further help please expand this bar!

Last name	Destytojas	Host country	Estonia
First name	Destytojas	Host institution	TARTU02 - University of Tartu
Date of birth	1994-06-09	Teaching activity from	2024-09-01
Home country	Lithuania	Teaching activity until	2025-01-31
Home university	KAUNAS01 - Vytautas Magnus University		

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility - Application and registration 5 / 20				
Before the mobility - Application and registration 5 / 5				
Online application	<input checked="" type="checkbox"/>	2024-05-22		Show/update application data
Confirmation email online application	<input checked="" type="checkbox"/>	2024-05-22	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	2024-05-22		
Mobility agreement uploaded	<input checked="" type="checkbox"/>	2024-05-22	Destytojas Destytojas	Upload Mobility Agreement
Your application is finished. Please wait for the results of the competition.				
Application selected for further process	<input checked="" type="checkbox"/>	2024-05-31	Monika LISKAUSKAITE	
Before the mobility - Upload and print documents 0 / 5				
Additional data for the mobility agreement filled	<input type="checkbox"/>			Enter additional data for the mobility agreement
Personal master data completed	<input type="checkbox"/>			
Data concerning travel arrangements provided	<input type="checkbox"/>			
Signed mobility agreement uploaded	<input type="checkbox"/>			
Question regarding ecological travel answered	<input type="checkbox"/>			
Before the mobility - Application 0 / 5				
After the mobility 0 / 5				

Step 2. Enter additional data for the Mobility Agreement

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Your application is finished. Please wait for the results of the competition.					
Application selected for further process	<input checked="" type="checkbox"/>	2024-05-31	Monika LISAUSKAITE		
Before the mobility - Upload and print documents					0 / 5
Additional data for the mobility agreement filled	<input type="checkbox"/>			Enter additional data for the mobility agreement	
Personal master data completed	<input type="checkbox"/>				
Data concerning travel arrangements provided	<input type="checkbox"/>				
Signed mobility agreement uploaded	<input type="checkbox"/>				
Question regarding ecological travel answered	<input type="checkbox"/>				
Before the mobility - Application					0 / 5
After the mobility					0 / 5

Step 2.1. Select “Forward to update”, enter required information, press “update” and “back”.

Applications outgoing

Back Forward to update **1**

Data on the planned teaching activity

Teaching activity from 2024-09-01 *

Teaching activity until 2025-01-31 *

Duration of teaching activity in days 150 *

Duration of teaching activity in hours

Teaching language <-- Please select --> *

Other language used during the mobility activity <-- No choice --> *

Field of education (ISCED Code)

Level of education <-- Please select --> *

Mobility to a blended intensive program Yes No *

Back Forward to update

Applications outgoing

Back Update **2**

Data on the planned teaching activity

Teaching activity from 2024-09-01 * Today

Teaching activity until 2024-09-05 * Today

Duration of teaching activity in days 5 *

Duration of teaching activity in hours 8 *

Teaching language English *

Other language used during the mobility activity <-- No choice --> *

Field of education (ISCED Code) 0312 *

first 4 digits

Level of education First cycle / Bachelor's or equivalent level (EQF-6) *

Mobility to a blended intensive program Yes No *

Back Update

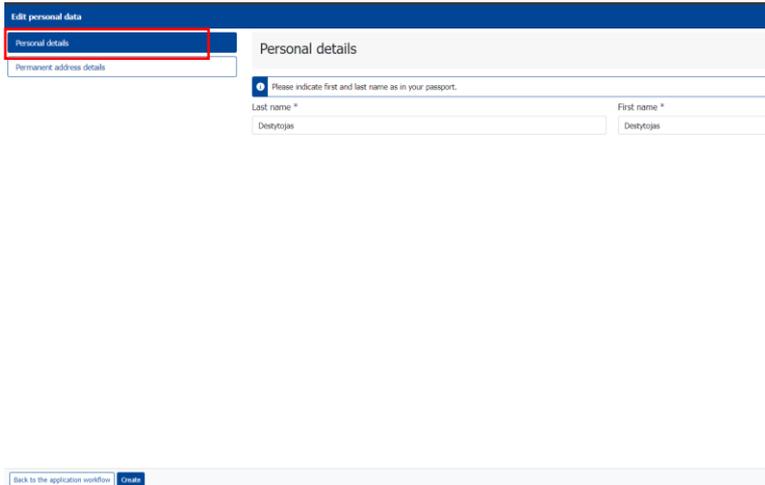
3

Step 3. Complete personal details

Application selected for further process 2024-05-31 Monika LISAUSKAITĖ

∨	Before the mobility - Upload and print documents		1 / 5
	Additional data for the mobility agreement filled	<input checked="" type="checkbox"/>	
▶	Personal master data completed	<input type="checkbox"/>	Complete personal details
	Data concerning travel arrangements provided	<input type="checkbox"/>	
	Signed mobility agreement uploaded	<input type="checkbox"/>	
	Question regarding ecological travel answered	<input type="checkbox"/>	
>	Before the mobility - Application		0 / 5
>	After the mobility		0 / 5

Step 3.1. Complete your personal details, permanent address details and select „create“ to save the entered information.



Edit personal data

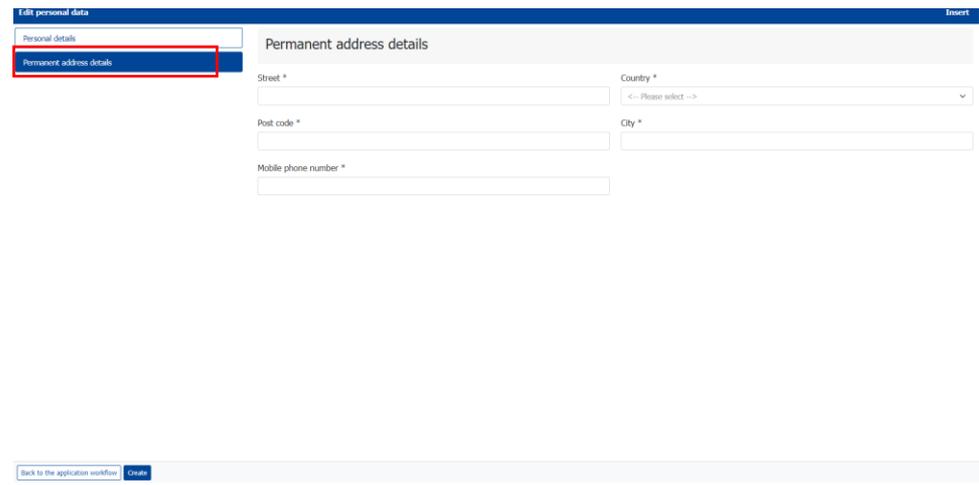
Personal details

Permanent address details

Please indicate first and last name as in your passport.

Last name * First name *

[Back to the application workflow](#) [Create](#)



Edit personal data Insert

Personal details

Permanent address details

Street *

Country *

Post code *

City *

Mobile phone number *

[Back to the application workflow](#) [Create](#)

Create

After saving the information you will be unable to change it!

Step 4. Enter data concerning travel arrangements for the mobility agreement

Before the mobility - Upload and print documents

Additional data for the mobility agreement filled	<input checked="" type="checkbox"/>		
Personal master data completed	<input checked="" type="checkbox"/>	2024-05-31	Vardas Pavarde
Data concerning travel arrangements provided	<input type="checkbox"/>		
Signed mobility agreement uploaded	<input type="checkbox"/>		
Question regarding ecological travel answered	<input type="checkbox"/>		

Complete personal details

Enter data concerning travel arrangements for the mobility agreement

Before the mobility - Application

After the mobility

Step 4.1. Select “Forward to update”, enter required information, press “update” and “back”.

Applications outgoing	Applications outgoing
<input type="button" value="Back"/> <input type="button" value="Forward to update"/> 1	<input type="button" value="Back"/> <input type="button" value="Update"/> 2
Travel Arrangements	Travel Arrangements
Real distance in km <input type="text"/>	Real distance in km <input type="text" value="2000"/>
Distance Band <-- Please select -->	Distance Band From 2000 to 2999 km <input type="text"/> <input type="button" value="?"/> <small>Travel costs are calculated based on the travel distance using the Distance Calculator</small>
Main means of transport <-- Please select -->	Main means of transport Plane - PLANE
Travel days before <-- Please select -->	Travel days before 1 additional day for travel before the first day of the ...
Travel days after <-- Please select -->	Travel days after 1 additional day for travel after the first day of the a...
<input type="button" value="Back"/> <input type="button" value="Forward to update"/>	<input type="button" value="Back"/> <input type="button" value="Update"/> 3

Step 5. Upload the fully signed Mobility Agreement

Before the mobility - Upload and print documents

Additional data for the mobility agreement filled	<input checked="" type="checkbox"/>			
Personal master data completed	<input checked="" type="checkbox"/>	2024-05-31	Vardas Pavarde	Complete personal details
Data concerning travel arrangements provided	<input checked="" type="checkbox"/>			Enter data concerning travel arrangements for the mobility agreement
Signed mobility agreement uploaded	<input type="checkbox"/>			Upload signed Mobility Agreement
Question regarding ecological travel answered	<input type="checkbox"/>			

Before the mobility - Application

After the mobility

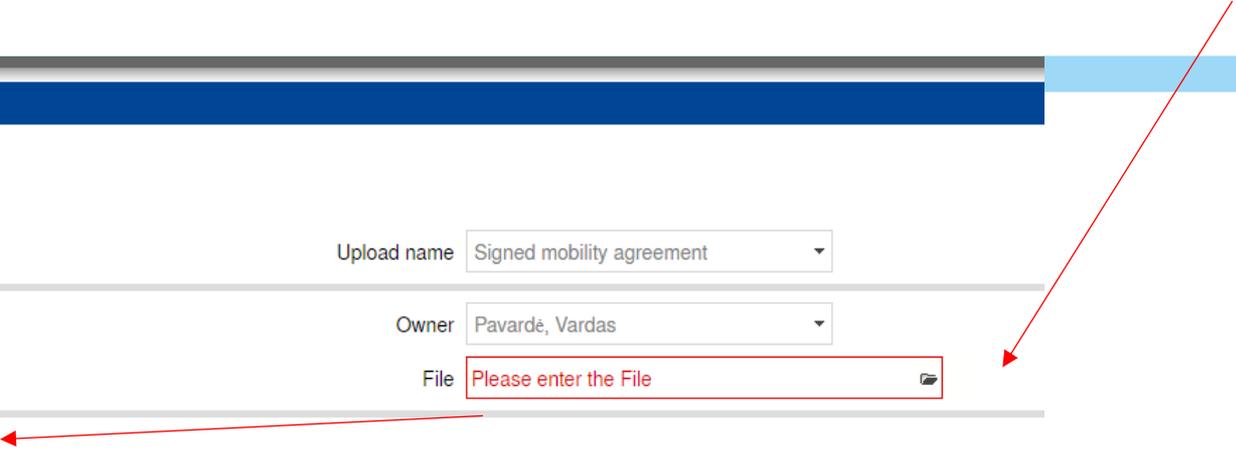
Back Create

Upload name: Signed mobility agreement

Owner: Pavardė, Vardas

File: Please enter the File

Back Create



Step 6. Answer the question regarding ecological travel

Before the mobility - Upload and print documents			
Additional data for the mobility agreement filled	<input checked="" type="checkbox"/>		
Personal master data completed	<input checked="" type="checkbox"/>	2024-05-31	Vardas Pavarde
Data concerning travel arrangements provided	<input checked="" type="checkbox"/>		
Signed mobility agreement uploaded	<input checked="" type="checkbox"/>	2024-05-31	Vardas Pavarde
Question regarding ecological travel answered	<input type="checkbox"/>		

Before the mobility - Application

After the mobility

- Complete personal details
- Enter data concerning travel arrangements for the mobility agreement
- Upload signed Mobility Agreement
- Answer the question regarding ecological travel

Ecological travel

Please answer the question

Please answer the question

Are you using ecological travel?

yes no

[Back to the application workflow](#)

[Create](#)

Select “yes” or “no” and then “create” to save your answer. ! You will not be able to change your answer after saving.

Step 7. If you have selected the ecological travel option – Download and upload the Declaration

Before the mobility - Upload and print documents				
Additional data for the mobility agreement filled	<input checked="" type="checkbox"/>			
Personal master data completed	<input checked="" type="checkbox"/>	2024-05-31	Vardas Pavardė	Complete personal details
Data concerning travel arrangements provided	<input checked="" type="checkbox"/>			Enter data concerning travel arrangements for the mobility agreement
Signed mobility agreement uploaded	<input checked="" type="checkbox"/>	2024-05-31	Vardas Pavardė	Upload signed Mobility Agreement
Question regarding ecological travel answered	<input checked="" type="checkbox"/>	2024-05-31	Vardas Pavardė	Answer the question regarding ecological travel
Declaration downloaded	<input type="checkbox"/>			Download Declaration
Declaration uploaded	<input type="checkbox"/>			
Before the mobility - Application				

Declaration downloaded	<input checked="" type="checkbox"/>	2024-05-31	Vardas Pavardė	Download Declaration
Declaration uploaded	<input type="checkbox"/>			Upload Declaration

Step 8. After receiving information from ICD about the request form for the business trip, please login to the Mobility Online platform and confirm the form being filled out.

Before the mobility - Application			
Application documents complete	<input checked="" type="checkbox"/>	2024-05-31	Monika LISAUSKAITĖ
Form filled out	<input type="checkbox"/>		Confirm the form being filled out
<u>Fill out the form</u>			
Form filled out - Confirmation received	<input type="checkbox"/>		
Grant agreement sent	<input type="checkbox"/>		
Signed grant agreement uploaded	<input type="checkbox"/>		



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