



# European Joint Master in Social Work with Children and Youth

# **ESWOCHY**

# **STUDENT HANDBOOK**



Funded by the Erasmus+ Programme of the European Union





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**1. ABOUT ESWOCHY** 

The JMP Social work with Children and Youth was started in 2014 by Mykolas Romeris University (MRU, Lithuania) and Riga Stradinš University (RSU, Latvia) under the project "Preparing and implementing joint Master's degree programme "Social work with children and youth" (project No. VP1-2.2-ŠMM-07-K-02-054) and co-financed by the Republic of Lithuania and the European Union. MRU (LT) and RSU (LV) signed Partnership agreement (29 April 2014 Nr. 6.2-25/2014/031// 30 April 2014 Nr. 1TRS-244) concerning the development and implementation of the joint study programme (<u>http://www.socialwork.lt/</u>).

The idea to apply for EMJMD was partly based on the remarks of Evaluation Report of the accreditation in Lithuania in 2017 where the emphasis was on duration of the programme (90 ECTS) which was too short and students' workload was too much for them to reach a good level of research in their graduation papers. The decision of Programme Study Committee was to prolong the programme from 90 to 120 ECTS and to involve new partners expanding and strengthening research field (Table 2). New partners from CU (SK) and ISCTE-IUL (PT) were involved in the Consortium. The geography expanded from Lithuania and Latvia as Northern countries to Slovakia as Central and Portugal as Southern European country. This enables new horizons for students' research practice and quality of Master Thesis.

The Consortium submitted the ESWOCHY proposal to the Call 2020 (EAC/A02/2019), submission number: 619857-EPP-1-2020-1-LT-EPPKA1-JMD-MOB. The project started 2020-10-15. The Grant Agreement No 619857 between EACEA, acting under powers delegated by the European Commission, and the Coordinating Institution representing the four Partners under powers delegated by the Partners through the respective mandates was signed.

A common and integrated approach by the Consortium in preparing **ESWOCHY** first of all, is reflected through mission and vision statements of Mykolas Romeris University (LT), Riga Stradinš University (LV), the Catholic University in Ruzomberok (SK) and the Iscte University Institute of Lisbon (PT). In their strategic documents all the Universities emphasise scientific knowledge and research-based teaching, humanistic tradition, critical thinking education and creativity, knowledge transfer and lifelong learning, multidisciplinary learning, entrepreneurship, technology and innovation, quality and highest academic standards. All the Universities strive for internationalization of studies and research, promotion of sustainable progress, transparency and openness. In cooperation with social and business partners, the Universities seek to prepare highly skilled professionals, supporting human dignity and cultural heritage, focusing on human creative power which provides leadership for service to society on national and international level. Second, common approach is based a long collaboration among MRU (LT), RSU, (LV), CU (SK) and Iscte (PT). The JMP SWCY has successfully been implementing since 2014. Around 30 students from different countries successfully completed the programme.

The common approach of the Consortium is laid in the vision of the Programme **ESWOCHY** which is built on three pillars: humanistic perspective, intercultural communication theory and digital technologies in social work.











# 2. ESWOCHY PROGRAMME

**The Programme's goal** is to prepare highly skilled professionals to be leaders in the field of international, intercultural and comparative social work with children and youth. The ESWOCHY students will possess an educational and experiential foundation that combines theories of social work, social sciences, humanities and indigenous knowledge, comparative international research, policy development and the newest knowledge of using ICT in social work practice with children and young people, based on principles of social justice, human rights, responsibility and respect for diversities.

**Degree award.** Graduating from the ESWOCHY Master Degree Programme will lead to a joint master degree in social work awarded by the Partner Universities which is an internationally recognized Master-level qualification issued jointly by all Consortium Partners.

The duration of the ESWOCHY is 2 years (120 ECTS).

Language of instruction is English. Master's thesis must be submitted in the English language.

**The academic year** typically starts on September 1 and ends on August 31 of the following year, taking into account the academic calendar of each of the four Consortium partner universities.

The Intensive Weeks of the Programme begins around 15th of September (Autumn semester) and around 10 th of February (Spring semester). Each time the Governing Board will decide about the dates of semesters.

All the introductory activities for the students of the Programme may start before 15th of September. The calendar of the activities will be announced on the webpage www.eswochy.eu.

Programme is based on three **main basic blocks:** theory (78 ECTS), scientific research practice (6 ECTS) and research (36 ECTS).

MRU	RSU	CU	ISCTE-IUL
MYKOLO ROMERIO UNIVERSITETAS	Rīgas Stradiņa universitāte	RUŽOMBEROK	<b>ISCLE</b> UNIVERSITY INSTITUTE OF LISBON
1st semester	2nd semester	3rd semester (2nd mobility)	4th semester
(1st mo	(1st mobility)		(3rd mobility)
30 ECTS	30 ECTS	30 ECTS	30 ECTS
Comparative European	Social Work with	Digital Social Work	Master Thesis Project
Social Policy for	Family		(workshop)
Children Youth			
Professional	Interactive Methods	Development and	
Development and	Working with	Evaluation of Social	
Supervision in Social	Children and Youth	Projects	
Work			

Students' workload volume of one-year is 60 ECTS and one semester is 30 ECTS:









Social Work Theories	Innovative Approach	Socio-Cultural	Master Thesis
	to Management and	Empowerment of	
	Leadership in Social	Different Youth	
	Work	Groups	
Social Research	Master Thesis	Youth Intercultural	
Methodology		Communication	
Master Thesis	<b>Optional course:</b>	Scientific Research	
	1. Children and	Practice and Master	
	Youth Behaviors by	Thesis	
	Bio-psycho-social		
	Aspects		
	2. Children and		
	Youth Career		
	Guidance		
	3. Cross-Cultural		
	Mediation		

At least two teachers from different universities are responsible for a course unit. Each semester teachers from different Partner Universities will come to teach in the Programme as guest lecturers.

**Organization of studies.** During the first, the second and the third semester studies are organized **in two intensive weeks** of direct contact. Each semester starts with introductory activities: welcome meeting, administrative issues, and introduction to the electronic resources of the university that students will use throughout the programme as well as the Moodle (or other system) system, tour to the Library and around the university and its campus. After intensive weeks students have **contact hours** (seminars) as well as **individual work** hours: to prepare individual and group works, consult with teachers (can be direct or online/Moodle), to go on field visits or research practice (depends on the semester). Fourth Semester starts with one week of Research methodology workshops (finalization of the Master thesis and preparation for thesis defending procedure) and ends with the Master Thesis defence.



### LITHUANIA

The first semester starts with an icebreaking/teambuilding. Informational seminars "Procedure of Studies at MRU" and "Academic ethics and Academic writing at Mykolas Romeris University" will be organized. After the introductory sessions, two weeks of intensive study begin with ESWOCHY courses of the 1<sup>st</sup> semester: Social Work Theories, Professional Development and Supervision in Social Work (including field visits), Social Research Methodology, Comparative European Social Policy for Children and Youth, Master Thesis. Field visits are complemented by the course Professional Development and Supervision in Social Work.

Autumn semester - September 1st - January 31st.

Session time - last days of December till the end of January (each year the calendar is adjusted).























https://www.ku.sk/en/index.php/student-services http://eu.pf.ku.sk/en/about-us/information-bulletin/

How to register on CU system https://www.ku.sk/index.php/sluzby-studentom/informacny-system

Semester 4



### PORTUGAL

The semester starts with one-day introductory activities. Then during an intensive week students participate in the research methodology workshop "Master Thesis Project". Students finalize their Master Thesis and submit till the 15<sup>th</sup> of April. The defense of the Master Thesis will take place by the middle of May of the same calendar year. The Master thesis defense location and date is decided each year by Governing Board. It can be organized online. **Spring semester:** last week of February to 30th May **Submission of Master thesis** till the 15th of Arpil **Master Thesis defence:** around middle of May **Diploma award ceremony** beginning of July

Iscte University Institute of Lisbon webpage

https://www.iscte-iul.pt/conteudos/academic-information/academic-journey/master-area/1753/registrati on-and-enrollment-20202021

https://www.iscte-iul.pt/conteudos/admissions/1081/graduate

**Procedure of studies** 

https://www.iscte-iul.pt/conteudos/academic-information/welcome/1467/faqs

Useful information for students

http://suporte-fenix.iscte.pt/home/acesso-ao-sistema-fenix-iscte-iul/perguntas-frequentes---acesso-ao-sist ema-fenix

http://suporte-fenix.iscte.pt/home/estudante

HowtoregisteronIsctesystemhttp://suporte-fenix.iscte.pt/home/estudante/matriculas-e-inscricoes/manual-de-matriculas-e-inscricoess-para-o-1-o-ciclo---licenciaturas/candidatos-e-novos-alunos

**Student mobility.** The Programme curriculum includes three compulsory mobility according the mobility scheme:

MRU RSU	CU	ISCTE-IUL
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MYKOLO ROMERIO UNIVERSITETAS	Rīgas Stradiņa universitāte	RUZOMBEROK	
1st semester	2nd semester	3rd semester	4th semester
1st mo	 bility	2nd mobility	3rd mobility
30 ECTS	30 ECTS	30 ECTS	30 ECTS

A student will study in different Consortium partner university each semester. Importantly, the entire cohort of ESWOCHY students will rotate together for four study semesters to ensure course and group integration. The planned study track for the student is shown in the following table.

**Master thesis.** During the period of the Programme, each student is required to prepare a Master thesis and publicly defend it. Academic supervisor shall be allocated to each student according to the selected topic of the Master thesis. The topics of Master thesis shall be published on the Programmes website. All Partners offer Master thesis topics (at least 3 topics from a Partner).

The Master Thesis defense committee consists of at least of 1 representative from each Consortium University and 1 social partner.

Students follow the formal requirements for master thesis "Guide for preparation and defense of final master thesis" on Programme website.

The Student shall submit his/her master thesis in the 2<sup>nd</sup> year till the 15<sup>th</sup> of April. The defense of the master thesis shall take place by the middle of May of the same calendar year.

**Internship "Scientific research practice".** Each ESWOCHY student shall complete Scientific research practice of 6 ECTS (26 contact hours and 136 independent hours). The internship shall be supervised by a professional social worker employed at the organization where the internship takes place. Students can choose the internship placement from the prepared list of social partners offered by Consortium universities, in some cases, can find placement by themselves, accomplish in their own country, in Consortium countries in EU members states, other European or non-European countries. Students must coordinate the suitability of the practice placement with the coordinating teacher.

Students have introductory lectures on Scientific Research Practice before going to the field practice. Students are introduced with internship tasks, methodical recommendations for the internship, selection of placement, internship documents (Student's Internship Training Agreement; Supervisor's Feedback Form), assessment and evaluation criteria. Tripartite Student internship training agreement is signed by a student, legal representative of the organization, and Dean of the Institute / Faculty, and is registered in the Register of internship training agreements of a University. During seminars, students present Research Project which they will implement in the internship. The organization and coordination of student internship is the responsibility of internship supervisors of Consortium partners. During the internship, students are supervised by supervisors at a university and









in an internship placement. Scientific Research Practice and Master Thesis are closely related and include interconnected tasks: students are obligated to carry out pilot research, collect empirical data and/or search for any other relevant data and information for their Master thesis. Besides students prepare a research report, deliver the results and discuss proposals in the internship institution. After completion of the Internship, students present Research report and reflect on experience gained in an internship.

Additional requirements. The students, admitted to the Programme, that have different educational background than social work are required to take bridge courses during the first study year when they enter the Programme:

- (a) Social Work Theory and Practice
- (b) Methodology of Social Work

**Completion of the Programme.** The degree shall not be awarded to students unless they have:

- (1) gathered 120 ECTS within the Programme,
- (2) completed the four semesters of the Programme,
- (3) performed the compulsory mobility,
- (4) completed the internship, and
- (5) successfully passed the thesis defense.

**Resits.** Concerning the examinations, they are done according to local regulations of the concerned university and joint rules approved by the Governing Board.



### 3. ESWOCHY CONSORTIUM STUDENT GRADE CONVERSION TABLE

*Grade transfer and recognition* (all courses of the joint degree are automatically recognized if passed). Grades (ECTS) are transferred according to the transfer chart of the joint degree agreements. Each partner institution will use its local grading system, as well as the ECTS grading scale, to provide greater transparency and ease the academic recognition of periods of studies spent at each partner institution. The student will graduate if he/she fulfils the University requirements.

ECTS Grade	Level	CUR	ISCTE	MRU	RSU
A	Excellent	А	20	10	10
	Very good	1	17 - 19	9	9
В	Good	В	15-16	8	8
С	Highly satisfactory	С	13 - 14	7	7
D	Satisfactory	D	11 - 12	6	6
E	Sufficient	Е	8 - 10	5	5
E/FX	Insufficient	Fx	1-7	4	4
F				1-3	1-3

## **Comparison of the grading scales**









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# 4. STUDENT SUPPORT ACTIVITIES

**General remarks.** Common student services are provided locally by all Consortium Partners (e.g. administrative support by International Office, academic tutoring/mentoring mechanisms, local language courses, access to on-site and online learning facilities, campus services). All cultural and social events organized by universities, local student associations, cultural and sports associations help also the integration of students.

Welcome week. At the beginning of each semester, each Partner University hosting ESWOCHY students shall organize, in collaboration with the local International Relations Office and the local Academic and Administrative Coordinating team, a Welcome Week in order to orient the students and to provide them with information about language courses, housing, and other practicalities. This information will be delivered in the form of oral presentations and will be backed up with the Welcome Package. Video conferencing may also be used in order to introduce all local Academic Coordinators to the students.

**Welcome Package.** All ESWOCHY students shall receive an updated electronic ESWOCHY Handbook which provides an overview of the Master Programme (e.g., mobility paths, the meaning of the joint degree, etc.) including syllabuses; information on the required internship; practical information (e.g., regarding fees, visa, accommodation, email set up, student/ staff ID cards), contact information for various services (e.g., ESWOCHY technical secretariat),etc..

### Consultation

- (a) Consultation of the Students concerning the academic content shall be provided by the teachers individually or in a group online or directly from a pre-arranged or agreed time;
- (b) Consultation of the students concerning the general procedure of studies shall be provided by staff members of ESWOCHY Consortium partner universities who administrate and coordinate studies of the Programme.

**Language courses.** All the courses provided by the Consortium Universities within the Master course are taught in English. However, to promote the integration of students and the European cultural diversity, each Consortium University will propose a course of the local language during the stay of the students (free of charge). For other universities, a certificate of attendance will be delivered upon request, with the mention of corresponding ECTS.

**Social matters.** Social matters (such as special needs, accommodation, loans, support etc.) of students are taken care of by the Responsible Units or specialized offices of all Universities. All Partners of the Consortium have a service to offer support to students with special needs.

**Health insurance.** Students benefit from private health insurance to complement the public health insurance scheme in Europe. This insurance is paid by ESWOCHY as a part of the scholarship (from EACEA or the Consortium) or the tuition fees paid by self-funded students.



The Consortium shall ensure that all students are covered by a compulsory and comprehensive insurance for health insurance during the entire period of studies that meets the requirements for Erasmus Mundus students outlined by the EACEA. This insurance will be paid from ESWOCHY budget and shall have no additional costs for the students. Partner Universities are exonerated from any responsibility for accidents, illnesses, injuries, losses or damages to persons or goods resulting from or in any way related to the activities that are the object of the present Agreement."

Alumni Association. Students and alumni are encourage to establish and participate in an Alumni Association. Students and alumni may join also EMA - an association for students and alumni of Erasmus Mundus Master and Doctoral programmes <u>https://www.em-a.eu/</u>. However, establishing the Association and specifying its modes of functioning shall or joining EMA shall be in the responsibility of Programme alumni and students.









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# **5. STUDENTS RIGHTS AND OBLIGATIONS**

### **Rights of Programme Students:**

- (a) The Student will have a person at each institution that acts as initial contact point and source of advice for queries and concerns at the individual Partner University, whether academic, logistic, administrative, social orcultural.
- (b) Each Partner University will offer the Student all theservices that are also available to local students (e.g. language courses, library access, social services, internet access, sports facilities) during their stay in the relevant university.
- (c) The rights and responsibilities of Programme students during their stay at a Partner University shall be the same as those of the other Master students enrolled at that university. Students will enjoy the same benefits and shall be likewise subjected to the regulations and standards of conduct which are inforce at the Partner University.
- (d) Each Partner University will offer information on local and national administrative and logistical processes, for example, university enrolment, accommodation (cost of living, finding and renting flats), university facilities, Programme-related travel, visa information, registration with local authorities and residence permits. This information shall be provided to students in the ESWOCHY Handbook and individual university welcome brochures prior to the start of the edition of the Programme in which they are enrolled and upon student's request by relevant services at each Partner University. The Student has the right to raise complaints regarding academic and administrative aspects of ESWOCHYby following the procedures established in ESWOCHYHandbook and according to Erasmus+ regulations. Complaints should be initiated at the relevant level, generally starting at a local level with the Local Administrative Coordinator at the specific Full or Associated Partner concerned. In the event of failure to resolve student complaint by the Local Administrative Coordinator, complaints will be escalated either to the higher level at the Full or Associate Partner concerned or to the Governing Board depending on the nature of the specific complaint. If not resolved, the Governing Board shall attempt to settle the dispute in the Ethics committee.

### **Obligations of Programme Students**

- (a) obey the regulations and procedures including regarding disciplinary proceedings of the University at which he or she follow modules/courses and sit for examinations in a given semester.
- (b) Attend and actively participate in the programme (lectures, seminars, teaching and learning events including field visits, assignments,etc.);
- (c) Follow the compulsory mobility path;
- (d) Uphold professional and academic ethics during the study cycle;









- (e) Comply with the local code of conduct at any university he or she is studying under the compulsory mobility path;
- (f) Commit off raudulent activity, inparticular, abstain from cheating, falsification or plagiarism of academic work;
- (g) Not abuse or misuse equipment and facilities, nor perform any unauthorized accessor violation of departmental, school or universityrules;
- (h) Deliver the expected outputs (projects, assignments, publications, etc.) in accordance with the Programme's requirements;
- (i) Achieve the expected performance results in order to be allowed to continue participating in ESWOCHY;
- (j) Inform the Local Academic Coordinator at the university at which the Student is enrolled of any prolonged absence and justify it with official certificates whenever required. It is obligatory to participate in the intensive weeks and seminars, to follow the requirementsin90 percent.
- (k) Inform the Local Academic Coordinator at the university at which the student is enrolled in any circumstances that impede the Student from taking an exam and/or other forms of course evaluation.

(1) Compensate damages caused to hosting Partner University, other students or persons in comply with applicable laws.

(m) Students from non-EU countries should have a Schengen zone visa in order to move to Partner Universities during studies.

**Intermission.** Intermission from studies in the Programme will only be granted to the student in cases of grave and exceptional circumstances. During periods of intermission, any Scholarship allowance will be suspended. Periods of intermission will not normally be granted for periods longer than 2 semesters. Applications for intermission should be made in advance to the ESWOCHY Governing Board, and require the support of the master thesis supervisor or/and the Local Academic Coordinator.



# 6. EMJMD SCHOLARSHIPS AND TUITION FEE FOR SELF FUNDED STUDENTS

The scholarship is only offered for <u>full-time study</u> and <u>is not compatible with any</u> <u>remunerated professional activity</u> or any other scholarship or support financed by the European Commission under any other Community programme.

- 2. The Scholarship covers:
  - (a) **The tuition fee**. The unique tuition fee or ESWOCHY edition 2021-2025 EMJMD sholarship holders .
  - For students from Programme Countries: 5000 EUR for the whole duration of the Programme (1250 EUR per semester) payable in total at enrolment directly to MRU as the Coordinating Institution;
  - For students from Partner Countries: 7000 EUR for the whole duration of the Programme (1750 EUR per semester) payable in total at enrolment to MRU as the Coordinating Institution;

### **Eligible countries:**

https://ec.europa.eu/programmes/erasmus-plus/programme-guide/part-a/who-can-participate /eligible-countries\_en

(a) A contribution to the student's **travel and installation costs**:

For nationals of Partner Countries or nationals of Programme Countries	2000€ per year for travel
residing in Partner Countries at the moment of their application for	costs. $1000 \in$ for
ESWOCHY, residence at less than 4000 km fromMRU	installation costs.
For nationals of Partner Countries or nationals of Programme	3000€ per year for
Countries residing in Partner Countries at the moment of their	travel costs.
application for ESWOCHY, residence at 4000 km or more fromMRU	1000€ for installation costs.
For nationals of Programme Countries or nationals of Partner	1000€ per year for
Countries residing in Programme Countries at the moment of	travel costs.
their application for ESWOCHY	

- (b) A contribution to **subsistence costs**: A monthly subsistence allowance for the entire duration of the Programme (1000€/month). Contribution to subsistence costs shall not be paid to scholarship holders for periods (study/research /placement /thesis preparation) spent in their country of residence nor to scholarship holders from a Partner country for periods exceeding three months spent in any Partner Country.
- (c) Compulsory and comprehensive **insurance** for health for the Student for the entire period of studies that meets the requirements for Erasmus Mundus students outlined by the EACEA.









- 3. Scholarship Payments:
  - (a) The payment of the contribution to travel costs will be made once annually, upon arrival at the hosting Partner University for the 1<sup>st</sup> and 3<sup>rd</sup> semester of the programme.
  - (b) The payment of the contribution to installation costs will be made once, upon arrival at the hosting Partner University for the 1<sup>st</sup> semester for the first year of the programme.
  - (c) The payment of the contribution to subsistence costs, 1000€ per month, will be paid monthly after the commencement of the programme, except when conditions that do not allow payment are met.
  - (d) Payments are conditional upon the Student providing <u>a valid personal European</u> <u>bank account in Euro nominally assigned to the Student</u> and are subject to fulfilment of the Student's obligations as delineated in the StudentAgreement.
- 4. The student, EMJMD scholarship holder, declares:

(a) not to have already benefited from previous EMJMD scholarships or Erasmus Mundus Master Course/Joint Doctorates scholarship.

(b) not to benefit from another EU funded scholarship scheme to follow the same EMJMD course and this for the entire period of the course.

5. Cessation of the Scholarship. Payment of the scholarship will **cease immediately if the scholarship holder withdraws from the Programme or fails to comply with the conditions and agreements laid down in this Scholarship Contract and/or the Student Agreement**.

- The Student recognizes that, according to Erasmus+regulations, MRU as the Coordinating Institution is responsible for the administration and payment of the scholarship
- The student agrees to provide MRU with all the required information for the management and payment of the scholarship, including any required reports and certificates.
- The Student agrees to reimburse any funds that, for the Student's personal liability, should be demanded from him/her by MRU according to the regulations of the Erasmus + programme. In particular, the Student agrees to reimburse unspent funds in case of his/her withdrawal or exclusion from the Programme.
- The scholarship does not create or entitle an employer-employee relationship between the Partner Institutions and the Student and is not subject to direct taxation.









**Tution fee for self funded students**. For ESWOCHY self-funded students the amount of the tuition fee is conisdered by Governing Board for each intake. The tuition fee for 2021-2023

- For students from Programme Countries: 5750€
- For students from Partner Countries: 7750€



# 6. MYKOLAS ROMERIS UNIVERSITY (LITHUANIA)

### VISA INFORMATION

### Information below is provided in the following order:

- 1. Incoming Exchange students and Free-movers
- 2. Incoming international Degree-seeking students
- Certificate for EU or EFTA students
- National multiple entry D type visa
- Temporary Residence Permit (TRP) issuing
- Temporary Residence Permit (TRP) renewal
- Declaration of living place
- Working in Lithuania during the Studies and after Graduation

### 1. Incoming EXCHANGE students and Free-movers:

Students who are citizens of any country in the EU, EEA, EFTA do not need a visa to enter the Republic of Lithuania. Those students whose exchange (mobility) period is longer than for 3 months, will have to apply for the Certificate (of the form established by the Minister of the Interior) signifying their right to temporarily reside in Lithuania at the local migration office.

For all other exchange students and free-movers (non-EU countries citizens) a National Visa (D-type) is compulsory.

Students from countries who's citizens do not require visas for entrance to the Republic of Lithuania (<u>Do I need a visa?</u>) can arrive to Lithuania freely, BUT after the arrival such students will have to apply for National Visa (D-type) at the local Migration Office in Vilnius (Naugarduko str. 100, Vilnius). Below listed documents are compulsory to bring to Lithuania.

Students from countries who's citizens require visas for entrance to the Republic of Lithuania must apply for National Visa (D-type) beforehand at the closest diplomatic missions or consular offices of the Republic of Lithuania.

### In order to get a National Visa (D-type), the Exchange Student or free-mover must submit:

1. Intermediation Letter number (from MRU International Office);

2. Valid travel document (Passport) (its validity must be no less than 1 more year longer after the last day of stay in Lithuania);

3. Completed form of application for National D type Visa (<u>Electronic application form must be</u> completed according to instruction provided in the form);









4. One photo of 35x45 mm, corresponding to the age of the Student;

5. Receipt of the paid consular fee (exchange programmes participants are exempted);

6. Document certifying his/her health insurance coverage (valid in all Schengen countries till the expiration date of requested visa) for at least 30000 Eur\* (in Lithuanian, English or Russian);

7. Document certifying his/her sufficient subsistence means (304 Eur per month + 555 Eur for travel expenses);

Additional documents can be requested.

<u>Registration</u> for VISA D application (if you apply in Lithuania).

Students with National D-type visas can reside in Lithuania for up to 12 months and can travel to other Schengen countries (for up to 90 days in total). If the period of stay in Lithuania is longer, all international students will be required to apply for a Temporary Residence Permit.

### 2. Incoming International DEGREE-SEEKING students

Migration regulations are a subject to change, therefore it is always useful to check at the Lithuanian embassy or consulate about what type of visa is needed. Updated information about the required documents and procedures is also available on Internet site of the <u>Ministry of Foreign Affairs</u> or <u>Lithuanian Migration department</u>. Depending on the citizenship and length of stay in Lithuania, one may be able to enter Lithuania without a visa (please check it at the closest Lithuanian Embassy before arrival or on internet site of the <u>Ministry of Foreign Affairs</u>).

**Students from EU or EFTA** do not need a visa to enter the Republic of Lithuania. They can come and stay in Lithuania for 3 months. After that, they have to apply for the Certificate (of the form established by the Minister of the Interior) signifying their right to temporarily reside in Lithuania at the local migration office.

### Documents to be submitted for a Certificate:

- 1. Valid travel document;
- 2. Completed form of application;
- 3. Document confirming that you are accepted at MRU (from your faculty/institute);
- 4. Bank statement confirming that you have enough funds during your stay in LT;
- 5. Health insurance;
- 6. Payment of 8,60 EUROS.



**Non-EU degree seeking students** need a National multiple entry D type visa in order to arrive to Lithuania. They have to apply for it at the closest <u>Embassy of Lithuania</u> before arrival (<u>http://keliauk.urm.lt/en/entry-to-lithuania/visas/list-of-countries-whose-citizens-do-not-require-vis</u> <u>as-to-enter-the-republic-of-lithuania</u>). D type visa can be valid for 12 months the longest. Therefore, 4-5 months before the expiration of visa D students have to apply for a Temporary Residence Permit (TRP) (valid for 1 or 2 years depending on student's subsistence). 2-3 months before the expiration of TRP students have to apply for a TRP renewal.

### Documents to be submitted for a D type visa:

### 1. Application form

2. Valid travel document (issued in the last ten years with a validity of at least 3 months longer than the period of validity of the visa applied for);

3. Mediation letter number from the University;

4. Health Insurance (valid in all Schengen countries till the expiration date of requested visa) for at least 30000 Eur;

5. Bank statement confirming that you have sufficient amount of money to live in Lithuania (304 Eur per month = 3648 Eur per year + 555 Eur for travel expenses);

6. One colour photo (35x45 mm);

7. Paid fee of 120 Eur.

### Documents to be submitted for TRP issuing:

You must first submit an application for an issue of a temporary residence permit electronically through the Lithuanian Migration Information System (MIGRIS - <u>https://www.migracija.lt/</u>)

You can see how to fill in the application form in this video.

After submitting the application and booking an appointment through MIGRIS, you must submit the biometric data and the following documents in person within 4 months from the date of submission of the application to MIGRIS:

1. Application number (after submitting the application form using Lithuanian migration information system (MIGRIS));

2. Valid travel document (passport);

3. Mediation letter number from the University;

4. Consent of the parents or a parent, the guardian (carer) or other legal representative to the anticipated stay (studies) in the Republic of Lithuania, if the foreigner is a minor;



5. Bank statement confirming that you have sufficient amount of money to live in Lithuania (304 Eur per month = 3648 Eur per year)\*\*;

6. Letter proving place of residence; 7. Police clearance certificate in your country (or in a country in which you have lived for longer than 6 months during the last 2 years) certifying the fact that you have (not) been convicted of a crime (translated into Lithuanian and properly legalised; certificate must be issued not earlier than 6 months before the application for a TRP)\*\*\*;

8. Health Insurance (valid in all Schengen countries till the expiration date of requested TRP) (sum insured – EUR 6,000)\*\*;

9. Document certifying legal stay in Lithuania;

- 10. Paid state fee:
- on a general basis (3 months) EUR 120
- on an urgent basis (45 calendar days) EUR 240

### After receiving information that the decision to issue a TRP is taken, the student must:

• Apply for formalization of TRP in Migration Office in order to get Temporary residence card\*\*\*\*;

• Declare the living place at the local Office of the Municipality (Verkių Seniūnija; Kalvarijų str. 156, Vilnius, room No. 3) if it is not done already at the Migration Office;

• Timely apply for renewal of TRP (not later than 2 months before expiry of the current one).

### Documents to be submitted for TRP renewal:

You must first submit an application for renewal of a temporary residence permit electronically through the Lithuanian Migration Information System (MIGRIS - <u>https://www.migracija.lt/</u>)

You can see how to fill in the application form in this video.

After submitting the application and booking an appointment through MIGRIS, you must submit the biometric data and the following documents in person within 4 months from the date of submission of the application to MIGRIS:

1. Application number (after submitting the application form using Lithuanian migration information system (MIGRIS));

2. Valid travel document (passport);







3. Mediation letter number from the University;

4. Consent of the parents or a parent, the guardian (carer) or other legal representative to the anticipated stay (studies) in the Republic of Lithuania, if the foreigner is a minor;

5. Bank statement confirming that you have sufficient amount of money to live in Lithuania (304 Eur per month = 3648 Eur per year)\*\*;

6.Letterprovingplaceofresidence;7. Health Insurance (valid in all Schengen countries till the expiration date of requested TRP) (suminsured – EUR 6,000)\*\*;

8. Document certifying legal stay in Lithuania;

9.	Paid	state	fee:
- on a general bas	is (2 months) - EUR 120		
- on an urgent bas	is (1 month) - EUR 240		

**NOTE!** Only full package of documents is accepted for consideration of visa D or TRP! Double-check if all your documents are prepared for submission - <u>Check-list</u>.

**NOTE!** Letter proving place of residence from MRU "Student house" will be provided for students who have got agreement with it.

**NOTE!** From 9 March 2020, an alien who applies for a temporary residence permit or its replacement may submit a document on his / her proper residential premises (when this document is required) at his / her choice:

• when filling in the application in the Lithuanian Migration Information System (hereinafter referred to as "the LMIS");

• upon arrival to the Migration Department at the scheduled time of the visit to provide documents and biometric data;

• when withdrawing the temporary residence permit. <u>More information</u>

More detailed information concerning the payments, expiration of new TRP, insurance, etc. you can obtain at the Migration Office - t.i. Vilnius Division of the Migration Department (Vytenio str. 18, Vilnius).



More information on <u>Visa</u> and <u>Temporary Residence Permit</u> and <u>Certificates for EU/EFTA</u> <u>Nationals.</u>

# All the documents for visa D and TRP have to be submitted to the Vilnius Division of the Migration Department (Vytenio str. 18, Vilnius)

\* A minimum insured amount of the medical insurance contract (policy) needs to be at least 30.000 Eur and the insurance contract shall guarantee that all basic medical assistance costs and travel expenses which may arise in connection with the return, for health reasons, of a foreigner to homeland (medical transportation/repatriation, including escort by medical brigade or a doctor) will be covered.

\*\* Documents issued abroad must be translated into Lithuanian language and certified by an interpreter. The document proving health insurance may be given in the original English language or may be translated from other language to English, certified by an interpreter.

\*\*\* A certificate of conviction stating that the foreigner has not been convicted may be given in the original English language or may be translated from other language to English, certified by an interpreter.

A certificate of conviction, which is not written in the original English language or which states when and what criminal activity the foreigner has been convicted for, what penalty was imposed to him/her and if it was fully served, must be translated to Lithuanian language, certified by interpreter.

The certificate of conviction must be legalized or certified (Apostille), according to the procedure prescribed by legal acts, except for the certificate of conviction issued by:

- Ukraine, Russia, Estonia, Latvia or Moldova;
- foreign diplomatic missions or consular posts residing in the Republic of Lithuania;

- foreign diplomatic missions or consular posts residing abroad and accredited without any other country, including the Republic of Lithuania

\*\*\*\* To formalize your new TRP you have to present the following documents to Migration Office:

- A valid passport;
- An application form (obtainable at the Migration Office);
  Letter proving place of residence (from Student Support Manager);
- Health insurance (valid till the expiration date of TRP);

• Cheque from the bank indicating that you've paid a State's Charge for the document certifying your legal stay in Lithuania\*\*\*\*\*.



\*\*\*\*\* In case of failure to pay the State's charge the examination of application for the issuing/replacement of TRP will be cancelled.

**Migration information centre (MIC) "I Choose Lithuania**" consults international students on questions related to legal stay in Lithuania, social guarantees, health care, work and employment free of charge. Consultations in the centre are in Lithuanian, English and German languages.

You can find more information on "I Choose Lithuania" website.

### "I Choose Lithuania":

Address: A. Jakšto 12, LT-01105 Vilnius Ph.: +370 5 2 51 43 52 Email: mic@iom.lt Skype: migracijos informacijos centras Facebook

"**Relocation Guide**" will explain every step that you might face before and after coming to Vilnius from basic information about the city, job offers and documentation to accommodation, gym or kindergarten search and joining various communities and organisations.

You can find the guide on "Go Vilnius" website.

### **Consultation for Incoming Exchange students:**

Inesa Cvetkova Senior manager for Incoming Students Room: I-302 Ph.: (370 5) 271 4603 Email.: incoming@mruni.eu

### **Consultation for Incoming Degree-seeking students:**

Živilė Jankauskaitė-Turkmen International Students Support Manager Room: I-322 Ph.: (370 5) 271 4674 Email.: student.support@mruni.eu



# 8. RIGA STRADINŠ UNIVERSITY (LATVIA)

### VISA INFORMATION

### **Students from Non-EU/EEA Countries**

Immigration procedures for students from non-EU/EEA countries are typically more complex and take more time than those for EU/EEA nationals. There is a specific process you have to go through before coming to the Republic of Latvia, when you have arrived and once per every year of your stay in the Republic of Latvia.

### Before Arrival – VISA

After you have submitted full application for studies at RSU, have received a study place offer and have made the tuition fee payments, we will start the immigration procedures. Before your arrival to the Republic of Latvia, you might require a visa. That being said, there are a number of countries that have a visa-free regime with the Republic of Latvia. Check if your country of citizenship is on the <u>list</u> of countries that DO NOT require a visa to enter Latvia.

If you are a citizen of a country that is NOT mentioned in the list (see hyperlink above), you require a visa to enter the Republic of Latvia. After you have submitted full application for studies at RSU, have received a study place offer and have made the tuition fee payments, the RSU Immigration Officer will prepare an official invitation for you in order to receive a visa. The document for each student is submitted to the Office of Citizenship and Migration Affairs (OCMA). The OCMA checks all your documents, does an additional inspection if it applies and makes a decision whether to grant you an invitation (allowing you to receive a visa) to come to the Republic of Latvia or not.

- Information on how to apply for a visa
- General information about visas, their types and applications

### After Arrival – Temporary Residence Permit (TRP)

Once you have arrived in the Republic of Latvia, your stay here is based on a Temporary Residence Permit (TRP).

In order to receive a TRP, the RSU Immigration Officer will prepare an official invitation for you. If the OCMA approves the invitation, the RSU Immigration Officer will inform you about it and send you the invitation number. When you submit the documents to the OCMA, they will ask for this number. There are several different procedures that you may need to undergo depending on the country you are a citizen of. Citizens of a number of countries undergo special inspection of documents.

#### Documents to Apply for a TRP











- 1. Application Form for residence permit application (PDF);
- 2. One up-to-date photo on WHITE background (passport size);
- 3. RSU study contract;
- 4. Passport and copies of identification pages and all pages containing information about visas that you have received. Please note that the passport must be valid for at least 3 months after the end of your planned TRP duration;
- 5. Bank statement confirming that you have sufficient financial means to live in the Republic of Latvia(at least EUR 6 000.00 in your bank account);
- 6. Document verifying your anticipated place of residence in the Republic of Latvia(rental agreement, RSU letter confirming your stay at RSU Student Hostel);
- 7. Police clearance certificate (criminal record (only for students who enter Latvia with a visa)) issued by a respective institution in your home country. If you have lived outside your home country for the last 12 months or more, you have to get the criminal record from your current country of residence.

### **OCMA** Decision on Your TRP and Additional Documents

When you have submitted the abovementioned documents for a TRP, the OCMA will take a decision whether to grant a TRP to you or not. The decision usually takes 30 days but you can also apply for a fast-track option (additional charges apply).

If the OCMA decision to grant you a TRP is positive, you must submit the following documents to the OCMA to receive your TRP:

- 1. Health insurance certificate covering EUR 42 686.15 valid for the entire duration of your stay in the Republic of Latvia(original and copy). You can use certificates issued in your home country but they have to be valid in the Republic of Latviaand have to be in the amount mentioned above. They also have to cover several specific health related services and expenses, including repatriation to the country of origin in case of serious illness or death. If you do not have such health insurance certificate, you can obtain (purchase) a health insurance certificate that covers all the necessary services and expenses in the Republic of Latvia;
- 2. Chest X-ray radiograph picture/film and a doctor's report on the findings of your chest X-ray radiograph.
- 3. Passport (original and copy).

When the abovementioned documents are submitted and if the OCMA decisions is positive, you will receive the decision via e-mail. After that, you have to make an appointment with OCMA to collect your TRP plastic card.

When you have received your TRP plastic card, you need to complete the last two steps of the process - <u>declare your place of residence in the Republic of Latvia</u> and send a copy of your TRP plastic card (front and back) to the RSU Immigration Officer via e-mail.









### Annual Immigration Procedure

Even though the formal duration of each TRP is identical to the length of your studies in Republic of Latvia, you have to renew (register) your TRP every year (apply for the renewal (registration) of your TRP not later than 45 days before the expiry date of the current TRP). Required documents to renew a TRP:

- 1. RSU study contract
- 2. Passport
- 3. Residence permit in Republic of Latvia(TRP plastic card)
- 4. Health insurance certificate

If during your stay in Republic of Latviayou change your name, surname, passport or address, you should inform the OCMA immediately and proceed with the official procedures that they will inform you about.

If during your stay in Republic of Latviathere are changes with your status as an RSU student, the RSU Immigration Officer will inform the OCMA and will prepare the necessary documents.

- More information about <u>residence permits</u>
- More information about the procedure of registration of the TRP
- <u>Documents to be submitted to receive a TRP</u> in connection with studies at an accredited higher educational establishment
- General information about documents required for TRP and related procedures

### Price List

- State fees for the <u>issuance of a visa</u> and related services
- State fee for<u>issuance of a temporary residence permit</u> and related services
- Fee for <u>declaration of residence place</u>– EUR 4.27

### **Students from EU/EEA Countries**

Students who are of EU/EEA nationals do not need a visa to enter the Republic of Latvia since they have a right to move and reside freely within the territory of the Republic of Latvia. Thus, immigration procedures are not compulsory as long as EU/EEA nationals leave the territory of the Republic of Latvia once in every 3 months. Most RSU international students do exactly that because of summer breaks, holidays, exam periods, etc. However, in some specific situations, registration is necessary, for instance, when/if opening a bank account in the Republic of Latvia.









• General information about required documents and procedures for EU/EEA nationals



### 9. THE CATHOLIC UNIVERSITY IN RUZPMBEROK (SLOVAKIA)

### VISA INFORMATION

The Schengen area is a part of the territory of Europe in which people may travel freely without any border checks at internal borders of Schengen Member States. In fact, the internal borders were abolished and border checks at Schengen external borders have been reinforced in order to safeguard the security of Member States. The Schengen Member States also apply a uniform visa policy regime.

Schengen States: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Greece, The Netherlands, Iceland, Italy, **Latvia**, Liechtenstein, **Lithuania**, Luxembourg, Hungary, Malta, Germany, Norway, Poland, **Portugal**, **Slovakia**, Slovenia, Spain, Sweden, Swiss Confederation.

Citizens from some non-EU countries are required to have a visa when travelling to the Schengen area. A common list of countries whose citizens must have visas when crossing the external borders and a list of countries whose citizens are exempt from that requirement are set out in the Regulation (EU) 2018/1806.

#### Wherecan I applyfor a visa?

If your travel destination is one Schengen Member State, you should lodge the application at the diplomatic mission of that Member State. If your travel destination includes more than one Member State, the application should be lodged at the diplomatic mission of the Member State of the main destination. The main destination is understood to be the destination where the applicant intends to spend the longest time or where the main purpose of the intended journey is carried out. If no main destination can be determined, you should lodge your visa application at the diplomatic mission of the Member State whose external border you intend to cross first.

The Schengen visa application shall be lodged at the territorially competent Slovak diplomatic mission. If the foreigner is residing in the third country (other than the country of his nationality), s/he may submit his/her visa application at the diplomatic mission territorially competent for the country of his current residence. Any exemption from the rule shall be profoundly justified by the applicant and is subject to approval of the diplomatic mission.

Apart from the possibility to apply for a visa directly at the diplomatic mission, there is a possibility to lodge the Schengen visa application in the visa centre, as long as the Slovak Republic is cooperating with an external service provider in the country of your residence.

Which document should I submit with a visa application?

- 1) present a completed application form
- 2) present a valid travel document
- 3) present a full-face colour photo, conform to ICAO standards
- 4) allow the collection of fingerprints
- 5) provide supporting documents indicating the purpose and conditions of the journey
- 6) provide proof of possession of adequate and valid travel medical insurance

Slovakia - Visa Information for Foreigners









https://www.mzv.sk/web/en/consular\_info

Supporting documents

https://www.mzv.sk/web/en/consular-info/supporting-documents

The list of diplomatic missions of the Slovak Republic: <u>https://www.mzv.sk/web/en/ministry/slovak\_diplomatic\_missions</u>

The list of visa centres of the Slovak Republic: https://www.mzv.sk/web/en/consular\_info/visa\_centres

### Temporary residence for the purpose of studies – Slovakia

Studentsfromthirdcountrieswho are planning to stay in Slovakia forlongerthan 90 daysshallapplyfor a temporaryresidenceforthepurpose of studies. A completeapplicationconsists of thefollowingdocuments:

completed form "Application for the temporary residence"

(http://www.minv.sk/swift\_data/source/policia/hranicna\_a\_cudzinecka\_policia/ocp/ziadosti/pobyt/u delenie\_prechodneho\_pobytu\_2016.pdf, mustbecompleted in Slovak),

- tworecentfull-face photographs 3 x 3,5 cm,
- validpassport (the police officerwillmake a copy of it),
- documentprovingthepurpose of yourstay– a confirmation of studiesletterfrom a state authority (competentministry) or a university, or a confirmationfromanorganisationwhichisadministering a scholarship/mobility programmeapproved by the Slovak government or an EU programmeunder a contractwiththecompetent state authority (scholarshipawardletter),
- documentprovingsufficientfinancialresourcesforyourstay your bank accountbalancestatement, a letter of awardstatingtheamount of yourscholarship, a confirmation of financialcoverage, or anaffidavitissued by another person abouttheprovision of financialresourcestogetherwiththatperson's bank accountbalancestatement,
- criminalrecordextract (apostilled or superlegalised) fromyour country of origin and fromevery country whereyouhavestayedfor more than 90 daysduringsixconsecutivemonthswithinthelast 3 years. Highschoolstudents are exemptedfromthisobligation.

Students do nothave to enclose a confirmation of accommodation in Slovakia. Eachdocumentissued in a languageotherthan Slovak (exceptfordocumentsissued in Czech) has to betranslated to Slovak by anofficialtranslator. The list of officialtranslatorscanbefound at https://obcan.justice.sk/infosud-registre/-/isu-registre/zoznam/prekladatel.

In casethetranslationis done abroad, thecompetence of thetranslatormustbeattested by the Slovak embassy/consulate. None of thedocumentsprovingthepurpose of yourstay, financialresources or no criminalrecordcanbeolderthan 90 days on theday of submittingtheapplicationfor a temporaryresidence. The Slovak embassy/consulatethatreceivesyourapplicationwill interview youforthepurpose of a preliminaryassessment of yourapplication. The interview willbeconducted in Slovak or anotherlanguageunderstandable to bothparties. Theembassywillprepare a writtenrecord of









the interview and attachit to yourapplication for a temporary residence. The recordshall be written in the language in which the interview washeld, and you will be asked to signit. (If you do not speak Slovak and hirean interpreter, he/shemustalsosign the record.) The embassy will send it sposition on the granting of a temporary residence to the Foreign Police department along with the record and its translation. 17 In the case of applying for a renewal of a temporary residence, it is not necessary to submit a document proving no criminal record.

Students who completed their university education in Slovakia (full degree studies) can apply for therenewal of their temporary residence after the completion of their studies, for the purpose of jobseeking or starting a business. In this case, it can be prolonged for nine months

ENTRY, STAY AND EMPLOYMENTOF FOREIGNERS IN SLOVAKIA - guide to administrative duties for foreigners who come to Slovakia to study, teach or carry out research: https://www.saia.sk/\_user/documents/Euraxess/publikacie/Navigation-entry-and-stay-2018.pdf



### ISCTE - LISBON UNIVERSITY INSTITUTE (PORTUGAL)

## VISA INFORMATION

Third-country nationals are required to hold a long stay visa to enter and stay in Portugal for over 90 days.

The following citizens are exempt from that obligation:

- European Union Member State citizen;
- State party to the European Economic Area Agreement, or a third-countries with whom the EU has signed freedom of movement agreements;
- Family members of Portuguese citizens or foreign nationals included above.

Long-stay visas, in compliance with existing domestic law, can be either temporary or for residency authorization purposes, depending on the duration of the stay and granting the visa holder an authorization to stay in the country according to different purposes: study, internship, work, medical treatment, among others.

Temporary stay visas allow entry and stay in Portugal for less than a year. Temporary stay visas are valid during the entire stay and allow for multiple entries.

Residency visas allow two entries and is valid for a period of 4 months. During that time, the holder of a residency visa is required to request a residency permit with the Immigration and Border Services (SEF).

#### **Temporary stay (less than one year)**

PURPOSE: Secondary Education; Bachelor's; Master's; PhD; Post-Doc; Research; Mobility program / Exchange program

TYPE OF VISA: Temporary stay visa for periods of over 3 months, for study programs, student exchange, training, unpaid internship, volunteer work purposes, as well as commitments pursuant to international agreements or conventions.

#### **Residency** (over one year)

PURPOSE: Secondary Education; Bachelor's; Master's; PhD; Post-Doc; Research; Mobility program / Exchange program

TYPE OF VISA:Residency visa for research, study, high-school student exchange, internship and volunteer work purposes.









According to your nationality and/or country of residency, if your country of residency is different from that of your nationality, refer to the Portuguese consular post in the link below where to lodge a long-term visa

application:<u>https://vistos.mne.gov.pt/en/national-visas/general-information/where-should-you-lodge</u>-a-visa-application

# FOR THE ENTRY INTO PORTUGUESE TERRITORY, FOREIGN NATIONALS NEED TO COMPLY WITH THE FOLLOWING CONDITIONS:

Holder of a travel document valid for more than at least three months of the duration of the required stay.

Holder of a visa valid and adequate for the purpose of the stay. This visa shall be required always in a diplomatic mission or Portuguese consular post abroad.

Having sufficient means of subsistence for the duration of the stay.

Not being registered in the SEF Integrated Information System nor in the Schengen Information System.

# APPLYING FOR A VISA (SHORT STAY VISA/TEMPORARY STAY VISA/RESIDENCE PERMIT)

Residence permits, for temporary stay or short stay, to third country nationals are issued on the following general conditions only:

- Having not being subject to a removal measure from the Country and within the ban period of entry into the national territory, following a removal from the country;
- Do not have an alert in the Schengen Information System for purposes of refusing entry by any of the Contracting Parties;
- There is no indication in SEF Integrated Information System for non-admission purposes under article 33;
- Having means of subsistence, as defined by decree order of the Members of the Government responsible for home affairs and social security areas;
- Having a validtraveldocument;
- Having a travel insurance.

For more information and FAQ : https://imigrante.sef.pt/en/entrada-em-portugal/#1538043570153-e2e88a2a-13a0 [Type text]

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