

APPROVED

by the EKA Senate meeting as of 27.08.2020, Minutes No 151

With amendments approved

by the EKA Senate meeting as of 16.11.2022, Minutes No 177

With amendments approved

by the EKA Senate meeting as of 31.01.2023, Minutes No 181

## **Regulation on the Procedure for Organizing Mobilities under the Erasmus+ programme**

### **1. General provisions and deadlines**

- 1.1. This Regulation lays down the procedure for organizing mobilities under the Erasmus+ programme at the EKA University of Applied Sciences. The Regulation has been developed in accordance with the existing legislation and international obligations of the Republic of Latvia.
- 1.2. Terms used in the Regulation:
  - 1.2.1. The EKA University of Applied Sciences (*Ekonomikas un kultūras augstskola*) (hereinafter referred to as EKA);
  - 1.2.2. Partner university – a foreign university with which EKA has concluded a bilateral inter-institutional agreement on the exchange of students/academic staff/staff under the Erasmus+ Lifelong Learning Programme.
  - 1.2.3. Erasmus+ programme – the European Union programme to support education, training, youth and sport in Europe.
  - 1.2.4. Erasmus+ mobility (a general term for Erasmus+ studies — student mobility for studies, and Erasmus+ traineeships — student mobility for traineeships, as well as for Erasmus+ staff mobility – mobility for teaching or professional development (training)).
  - 1.2.5. The sending university – a university specified in the inter-institutional agreement, which sends students and/or staff under the ERASMUS+ programme.
  - 1.2.6. The receiving university – a university specified in an inter-institutional agreement, which hosts students and/or staff from the sending university.
  - 1.2.7. The student – a student studying at EKA/a partner university, who has won the competition and to whom funding for studies/traineeship under the ERASMUS+ programme between programme countries and partner countries has been awarded .
  - 1.2.8. The academic staff member – an academic staff representative of EKA/a partner university, who has won the competition and to whom funding for participation under the ERASMUS+ programme among programme countries and partner countries has been awarded.
  - 1.2.9. Learning Agreement for Studies – a tripartite agreement containing information on the student, EKA, place of the mobility for studies. The Learning Agreement for Studies lists the study courses that the student intends to study during the mobility period for studies at a partner university, the courses at EKA, which will be replaced by the partner university's courses chosen by the student, changes to the Learning Agreement for Studies that have taken place during the mobility for studies.
  - 1.2.10. Learning Agreement for Traineeship – a tripartite agreement containing information on the student, EKA, place and period of their traineeship, the tasks to be carried out during the traineeship, as well as the responsibilities of the student, EKA and the traineeship place during and after the mobility for traineeship.
  - 1.2.11. The Selection Board: a commission consisting of three people, who are the Erasmus+ coordinator, the Vice-Rector for science and international relations, and the Quality manager, which performs the selection and evaluation of applicants for participation in the ERASMUS+ program. In case of necessity, the members of the commission can be replaced by the Rector, the Vice-Rector for Academic Affairs, the Director of the relevant study programs or the Head of the department.
  - 1.2.12. ECTS – the European Credit Transfer and Accumulation System – a single European Union system for counting study credits.

- 1.3. The Erasmus+ programme is an EU programme, funded by the European Commission, to support education, training, youth and sport for mobility and cooperation in higher education. Erasmus+ mobility is an opportunity for those involved in education and training to learn and gain experience abroad. Erasmus+ mobility allows students, teachers, trainers, lecturers, academic staff members involved in developing education at any level to travel to one of the Erasmus+ partner countries to study, enhance their professionalism and bring new academic, professional and life experience back to Latvia.
- 1.4. The participation of EKA in the Erasmus+ programme takes place in accordance with the European Commission's Erasmus Charter, ECHE 2021-2027.
- 1.5. Erasmus+ mobility for studies and traineeships is carried out in accordance with the Erasmus Student Charter and on the basis of the terms and conditions set out in the ECTS Manual.
- 1.6. The implementation of the Erasmus+ programme is provided by funding agreements (European Commission and National Budget Funding) concluded annually by EKA with the State Education Development Agency (*Valsts Izglītības attīstības aģentūra – VIAA*).
- 1.7. The Erasmus+ programme support may be used by students several times, up to a maximum of 12 months of mobility at each level of study (bachelor, master). This provision also applies in the event of the student switching to another university, as well as in the case of the student using Erasmus+ programme support during the Life Long Learning period in 2007-2013, or the Erasmus+ period in 2014-2020. The previous Erasmus mobility period(s) is (are) aggregated with Erasmus+ mobility periods if Erasmus+ mobility takes place at the same level of study.
- 1.8. Erasmus+ mobility can be combined in different ways at the student's discretion (studies/traineeship/recent graduate traineeship). The mobility period for recent graduates is taken into account in the total mobility period of the relevant study cycle. Students, who have previously participated in the EKA Erasmus Lifelong Learning Programme, can participate in the activities of the new ERASMUS+ programme, meeting the condition of a 12-month period within each study cycle.
- 1.9. EKA students shall apply for their mobility within the recent graduate Erasmus+ programme still holding the status of students, i.e. during their final study year. Traineeship shall be commenced and concluded within 12 months after graduating EKA.
- 1.10. Under the Erasmus+ mobility programme, EKA students can have the opportunity to study in one of the Member States under the Lifelong Learning Programme for a certain period of time. The minimum period of the mobility for studies is 3 months; the minimum period of the mobility for traineeship is 2 months.
- 1.11. Erasmus+ mobility for studies is possible to partner universities, which bilateral cooperation agreements on student exchanges have been concluded with. A partner university is a foreign university with which EKA has concluded a bilateral cooperation agreement on organizing the mobility of Erasmus students and academic staff using the Erasmus+ agreement form (available at <http://www.viaa.gov.lv>). These agreements set out the areas in which universities have agreed to exchange students. This information is available on EKA website.

## **2. Student application for competition for studies or traineeship abroad, its organization and procedure**

- 2.1. The Erasmus+ Programme Coordinator organizes competition for studies in a partner university or traineeship in a company abroad.
- 2.2. The evaluation and selection of applicants shall be carried out by a commission. The Commission (The Selection Board) shall assess student applications in accordance with the evaluation criteria set out in paragraph 2.14 and draw up minutes of their decision.
- 2.3. The selection of students for studies in partner universities or traineeships in a company abroad under Erasmus+ is conducted via an open competition, ensuring fair and transparent selection of participants.
- 2.4. The Selection Board shall determine the total number of students approved for studies and traineeships under Erasmus+, taking into account the number of places available in partner universities or companies abroad and the actual amount of Erasmus+ funding in the academic year concerned.
- 2.5. The competition for studies or traineeship abroad under the Erasmus+ programme is organized twice a year. If necessary, additional submission of applications for studies or traineeship abroad under the Erasmus+ programme may be announced. The student may simultaneously apply for a competition to study in a partner university and for a competition to take a traineeship in a company abroad.
- 2.6. The Erasmus+ Programme Coordinator shall announce a call for a competition for studies at partner universities or traineeship in companies abroad under Erasmus+ and set deadlines for submitting applications in accordance with the requirements of the partner universities or companies concerned.
- 2.7. The student shall study the information on partner universities and traineeship places in

- companies abroad independently, consulting the Erasmus+ Programme Coordinator.
- 2.8. Prior to applying for the competition for studies abroad under Erasmus+, the student shall discuss study opportunities at a partner university with the EKA Study Programme Director where they study.
  - 2.9. The student applying for Erasmus+ programme mobility shall:
    - 2.9.1. be a citizen or a permanent resident of the Republic of Latvia, or a full/part-time international student;
    - 2.9.2. be registered as a full/part-time student at EKA;
    - 2.9.3. be registered at least as a year 2 student of Bachelor level (except Master level students);
    - 2.9.4. have a command of the foreign language/-es in which studies will take place.
  - 2.10. The student shall have no study and/or fee debts, and/or any pending financial obligations with EKA.
  - 2.11. The application for Erasmus+ grants is announced on the EKA website once in a semester, indicating the start and end dates of application submissions, as well as the place and time of the reception of documents. Applications shall be submitted for studies to be carried out during the following semester.
  - 2.12. The student applies by submitting the following documents:
    - Application form for ERASMUS+ student study/traineeship mobility (Annex 1, Annex 2);
    - A letter of motivation in the foreign language in which the student will study at the receiving university;
  - 2.13. After the application submission deadline, the Erasmus+ Programme Coordinator shall process the applications and electronically notify the student of the date, time and place of the selection interview. If the student does not appear for the interview without a valid reason, s/he shall be removed from the list of candidates. The Selection Board shall communicate the decision to the Erasmus+ Programme Coordinator within 5 working days of the interviews, and the Erasmus+ Coordinator shall report the results to the students within the next 2 working days.
  - 2.14. Selection interviews are only organized if student applications are more than funding for grants. During the selection interview, the student is evaluated using an average grade (a table is used for the compilation of results), which should not be below 4, and his/ her motivation for studies abroad. During the interview, the foreign language/-es skills of the student are assessed.
  - 2.15. The Erasmus+ Programme Coordinator introduces the Erasmus+ Charter to all approved students, and nominates them to the receiving universities. The receiving university sends their approval and documentation package that the student has to complete. The number of nominated students depends on the amount of funding allocated to EKA for mobility during the academic year concerned. The amount of the Erasmus+ grant shall be determined by the coordinator on the basis of flat-rate financing, taking into account the allocated grant funding, the number of students involved in mobility, the period of mobility. The amount of the grant per month may not exceed the maximum grant rates set by the European Commission for each year of funding. The State budget grants are paid in accordance with the order.

### **3. Mobility for studies, recognition of credits**

- 3.1. Student studies in a partner university are governed by the internal regulations of the partner university, by the law of the country of residence of the partner university, and by the Erasmus+ University Charter signed by both partner universities.
- 3.2. The student nominated for Erasmus+ studies shall:
  - get acquainted with the procedures and deadlines for submission of the application at the selected partner university;
  - get acquainted with the list of study courses offered by the partner university, and align the study courses to be learned during Erasmus+ studies with the Director of the EKA Study Programme; conclude a Learning Agreement (Learning Agreement for studies);
  - submit an electronic application to the selected partner university, where the procedure laid down by that university provides for electronic (online) applications;
  - with the support of the receiving partner university or independently, take care of finding accommodation for the Erasmus+ study period;
  - take care of receiving the European Health Insurance card and settling travel formalities independently;
  - before and after mobility, the student must take an assessment of language skills in the Online Language Support tool (OLS). Online language skill evaluation before mobility is a compulsory prerequisite for mobility.
- 3.3. After evaluation of the application at the partner university, the student receives a confirmation or rejection from the partner university, which shall be communicated to EKA by submitting or transmitting a copy of the received confirmation.
- 3.4. Prior to the start of Erasmus+ studies at the partner university, and when documents have been

- agreed, the student concludes a “Grant agreement” (Annex 3) and “Agreement on the co-financing from the State Budget of Latvia” (Annex 4).
- 3.5. After completion of studies at the partner university, as evidenced by the certificate issued by the partner university for the study period under the Erasmus+ programme and a transcript of records issued by the partner university for the courses completed during the Erasmus+ programme, their scope and assessment, the student submits these documents to the EKA Erasmus+ Programme Coordinator.
  - 3.6. After completion of studies under the Erasmus+ programme, the student submits to the EKA Erasmus+ Coordinator a success story of Erasmus mobility in accordance with the guidelines (Annex 5) and fills out the questionnaire on Mobility Tool+.
  - 3.7. The ECTS system is applied to the transfer of courses completed under the Erasmus+ programme, taking into account the ratio of 1 Latvian credit point to 1.5 ECTS.
  - 3.8. The Erasmus+ programme mobility rules provide for the recognition of study results gained at a foreign university by the sending university. In order to achieve study results at a foreign university, Erasmus+ students shall comply with the rules of the respective foreign university's study procedure, take part in classes, take examinations and other tests to obtain credits (ECTS).
  - 3.9. Erasmus+ study mobility foresees that during one semester of studies, the student shall attempt to get 30 ECTS (20 Latvian credit points) at the receiving university. In some cases, Erasmus+ students can bring slightly more or just under 30 ECTS.
  - 3.10. If the Erasmus+ student can produce less than 12 ECTS after a study period at a receiving university, s/he will have to submit a written explanation to the EKA Erasmus commission together with the Erasmus+ reference documents on why such a small number of ECTS has been obtained. The EKA commission will assess each such case and may decide on the reimbursement of part of the Erasmus+ grant.
  - 3.11. If the Erasmus+ student cannot confirm the acquisition of any ECTS after the end of the study period, his/ her Erasmus+ study period will be annulled and s/he will have to repay the full amount of the Erasmus+ grant.
  - 3.12. If the student stops his/ her studies in the Erasmus programme earlier than the deadline of the period specified in the agreement between the university and the student referred to in paragraph 2.15, and does not complete any study course at the partner university, EKA shall require the student to repay the grant referred to in paragraph 2.15 of this Regulation or part of it, determining the part to be returned, on the basis of an individual case-by-case examination.

#### **4. Mobility for traineeship, recognition of the Erasmus+ traineeship period**

- 4.1. The student nominated for Erasmus+ traineeship shall:
  - in accordance with the planned or scheduled internship period in the study programme, search for a traineeship place on his/ her own or receiving internship offers from the Erasmus+ Programme Coordinator, and establish contacts with the potential receiving company;
  - upon finding a traineeship place, notify EKA and coordinate the possibilities for receiving the Erasmus+ grant;
  - agree with the host company on the start and end dates of the traineeship, traineeship's tasks, and conclude Erasmus+ Agreement for Traineeship (Learning Agreement for Traineeship), coordinate its content with the Study Programme Director and the Erasmus+ Programme Coordinator;
  - get the signatures of the receiving company and EKA representatives on the Agreement (documents can be scanned and sent via e-mail), submit the Agreement to EKA, where it is signed by the Programme Director;
  - fill in and sign the Europass Mobility form;
  - with the support of the receiving company or independently, take care of finding accommodation;
  - take care of receiving the European Health Insurance card and completing travel formalities independently;
  - before and after the mobility, the student must take an assessment of language skills in the Online Language Support tool (OLS). Online language skill evaluation before mobility is a compulsory prerequisite for mobility
- 4.2. Prior to the start of Erasmus+ traineeship in the company and when the documents have been agreed, the student concludes “Grant Agreement” (Annex 3) and “Agreement on the co-financing from the State Budget of Latvia” (Annex 4).
- 4.3. Having returned from the traineeship, the mobility student shall provide the EKA Erasmus+ Programme Coordinator with evidence of the period of traineeship and of the tasks performed (Trainee Reference), issued by the traineeship company, as well as fully report on the traineeship in accordance with the requirements and procedures of the study programme.
- 4.4. After completion of traineeship under the Erasmus+ programme, the student submits to the

EKA Erasmus+ Coordinator a success story of Erasmus mobility in accordance with the guidelines (Annex 6) and fills out the questionnaire on Mobility Tool+.

- 4.5. The Programme Director shall carry out recognition of traineeship.

## **5. Staff mobility for teaching and training**

- 5.1. EKA academic staff and administrative staff are offered an opportunity to visit Erasmus+ partner universities.
- 5.2. Representatives of EKA academic staff (elected lecturers and guest lecturers) and administrative staff can participate in staff mobility. Mobility objectives are to encourage, extend and improve the range and content of existing study courses, to promote the exchange of experience in knowledge, teaching and learning methods and to develop cooperation between European higher education institutions.
- 5.3. As part of mobility for teaching, EKA academic staff conduct lectures in one of the EKA Erasmus+ programme partner countries and deliver at least 8 academic hours during their mobility.
- 5.4. Academic and administrative staff participate in the staff mobility for training (professional development). Within the framework of mobility, an EKA staff member undergoes training in a higher education institution of a member state participating in the programme. Mobility aims to acquire knowledge and specific skills through learning from the experience and good practice of a foreign partner, to improve practical skills required for daily work and professional development.
- 5.5. The minimum duration of mobility for both academic staff and administrative staff shall be 2 days, excluding travel days.
- 5.6. Travel and subsistence expenses are allocated to the mobility participant.
- 5.7. The Erasmus+ programme coordinator organizes the competition for staff teaching and training mobilities within the framework of the Erasmus+ project.
  - 5.7.1. Within one month of signing the agreement on funding for the Erasmus+ programme project with VIAA, the EKA Erasmus+ Coordinator shall place information on the Erasmus+ project on the Erasmus+ information stand and the EKA website under the heading “Aktualitātes/ News”, as well as inform all EKA elected staff members by sending information to their e-mails. At the same time, the Erasmus+ coordinator shall inform about the study directions, within which the implementation of the mobility is a priority over a given period (this information is received by the Erasmus+ Coordinator from the EKA Rector and Vice Rector for Science and International Relations).
  - 5.7.2. When sending e-mails, the Erasmus+ Coordinator adds an electronic link to a questionnaire to be filled in by potential Erasmus+ mobility participants, indicating information about themselves, the time of planned mobility, the type of mobility, the receiving university/organization.
  - 5.7.3. If the number of applications is lower than the number of available mobilities under the Erasmus+ project budget, all applications are accepted. The Erasmus+ coordinator shall contact each applicant individually to commence the Erasmus+ mobility organization process.
  - 5.7.4. If the number of applications is higher than the number of available mobilities under the Erasmus+ project budget, the selection of applicants shall take place based on criteria specified in the paragraph 5.7.5. The selection is carried out by the Selection Board, which composition is specified in the paragraph 1.2.11.
  - 5.7.5. Applicants shall be assessed against the following criteria ranked according to the priorities:
    - 1) priority of the study directions defined at the beginning of each project by the EKA Vice Rector for Science and International Relations (see paragraph 5.7.1);
    - 2) the academic staff member’s working relationship with EKA (elected academic staff members are a priority);
    - 3) participation in the Erasmus+ project within the last 2 years (priority is given to those who have not used Erasmus+ mobility);
    - 4) equal distribution of applicants by study direction, taking into account the order of their application.
- 5.8. Upon receipt of a positive decision from the Erasmus+ Coordinator, the applicant shall submit an application form to the Erasmus+ programme coordinator, indicating the place, purpose and duration of his/ her planned mobility, accompanied by an outlined mobility plan (Annex 7).
- 5.9. When assessing the relevance of the planned mobility to the profile of the EKA academic staff member’s activities and its relevance for the future professional activities of the academic staff member, the Erasmus+ coordinator shall decide on the implementation of the mobility of the academic staff member.
- 5.10. If an academic staff member intends to go on a mobility for teaching or training to a university with which an inter-institutional Erasmus+ agreement is concluded, a tripartite

mobility agreement shall be concluded in English, signed by the EKA Vice Rector for Science or the Erasmus+ Coordinator, the signatory of the receiving university and the academic staff member. The agreement includes a plan, content and duration of the lectures planned by the academic staff member to deliver abroad.

- 5.11. Allocation of grant to the staff member: Erasmus+ Programme mobility grants for teaching are calculated according to the applicable daily rates (per diem) for the mobility country concerned as well as the defined mobility travel costs, calculated on the bases of the distance using the distance calculation tool defined by the European Commission: [http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)
- 5.12. After calculating the mobility travel costs of the staff member, the Erasmus+ programme coordinator shall draw up a grant agreement for allocating the grant to the recipient and, in cooperation with the EKA accountant, shall arrange the payment of the grant referred to in the agreement to be paid to the staff member.
- 5.13. After the end of the mobility period, the staff member shall submit to the Erasmus+ Programme Coordinator:
  - a certificate of proof for the period of mobility (Certificate of Attendance);
  - transport tickets – journey tickets are the main supporting documents;
  - hotel invoice and check;
  - a success story on Erasmus mobility in accordance with the guidelines (Annex 8, Annex 9);
  - fill out the questionnaire on the Mobility tool+.

## **6. Receiving foreign universities/visiting lecturers.**

- 6.1. If a proposal to deliver a course of lectures to EKA students has been expressed by a foreign university within the Erasmus+ programme, the Erasmus+ Programme Coordinator shall inform the respective Programme Director or the Head of the respective Study Direction.
- 6.2. The Programme Director, in coordination with the academic staff member, shall assess the necessity and relevance of such a course with the study plan of the respective study programme and confirm the necessity for such a visiting lecture course.
- 6.3. The Erasmus+ Programme Coordinator shall settle the issues relating to: the arrangement of the lecture timetable and classrooms, the preparation of the necessary documents (invitation letter, work plan, approval, etc.), the preparation of information for the website on the planned visit of the visiting lecturer and informing students and other potential audience.
- 6.4. Courses of lectures taught by visiting lecturers in an EKA study programme are integrated in two ways: (a) a visiting lecturer delivers lectures within a study course conducted by an EKA academic staff member in the relevant semester; (b) a visiting lecturer delivers an independent study course planned in the respective study programme.

## **7. Receiving students from foreign universities.**

- 7.1. After receiving confirmation from a foreign university that this higher education institution has nominated an Erasmus+ student for a study period at EKA and receiving the mentioned student's application, the Erasmus+ Programme Coordinator shall prepare and send a letter of approval and information to the student on studies.
- 7.2. If the student needs a visa, the Erasmus+ programme coordinator helps to settle all issues related to receiving visa and residence in Latvia.
- 7.3. Upon arrival in Latvia, the Erasmus+ Programme Coordinator, as far as possible, helps the foreign student to get acquainted with the environment (agrees the lecture schedule, introduces to the work and structure of EKA, organizes local cultural induction activities, etc.).
- 7.4. In case of the need for additional documents (certificates, letters of approval, etc.), the Erasmus+ Programme Coordinator is responsible for their preparation.
- 7.5. The Erasmus+ Programme Coordinator is responsible for issuing the Transcript of Records and the necessary approvals to foreign students after the end of their study period.

**EKA UNIVERSITY OF APPLIED SCIENCES  
STUDENT APPLICATION FORM**

**For Erasmus + study mobility**

**Study mobility for \_\_\_\_\_ semester, academic year 20 /20 .**  
**Study program, study year and group where you are studying:**

Family name: .....	First name: .....
Personal code: .....	Permanent address (if different): .....
Current address: .....	.....
.....	.....
Telephone: .....	Telephone2: .....
.....	e-mail: .....

**Contact person** (in case if it is not possible to contact student):

**First Name:** ..... **Family name:** .....

**Telephone:** ..... **E-mail:** .....

**STUDY INSTITUTIONS YOU WISH TO GO TO FOR YOUR STUDY MOBILITY**  
**(choose in the order of priority):**

University	Country
1. ....	.....
2. ....	.....
3. ....	.....

**LANGUAGESKILLS**

Native language: .....				
Other languages:	This language I am studying now		I have enough knowledge to take classes in this language	I would have enough knowledge to take classes in this language, if I have had an additional training
	EKA	Elsewhere		
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**With this I confirm that I have previously (mark appropriate)**

- never participated in Erasmus/ Erasmus+

- participated in Erasmus/ Erasmus+ study exchange mobility in college/undergraduate/graduate level for.....months (in the time period from .....until.....)
- participated in Erasmus/ Erasmus+ traineeship mobility for ..... months (in the time period from .....until .....

(date)

\_\_\_\_\_

(signature)

\_\_\_\_\_



**EKA UNIVERSITY OF APPLIED SCIENCES  
STUDENT APPLICATION FORM**

**For Erasmus+ traineeship mobility**

**Traineeship for academic year 20 /20\_\_**

**Study program, study year and group where you are studying:**

.....  
.....

Family name: .....	First name: .....
Personal code: .....	.....
Current address: .....	Permanent address (if different): .....
.....	.....
.....	.....
Telephone: .....	Telephone2: .....
.....	e-mail: .....

**Contact person** (in case if it is not possible to contact student):

**First Name:** ..... **Family name:**

.....

**Telephone:** ..... **E-mail:**

.....

**TRAINEESHIP INSTITUTIONS YOU WISH TO GO TO FOR TRAINEESHIP MOBILITY**

**(choose in the order of priority):**

Institution	Country
1. ....	.....
2. ....	.....
3. ....	.....

**LANGUAGE SKILLS**

Native language: .....				
Other languages:	This language I am studying now		I have enough knowledge to take classes in this language	I would have enough knowledge to take classes in this language, if I have had an additional training
	EKA	Elsewhere		
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**With this I confirm that I have previously (mark appropriate)**

- never participated in Erasmus/ Erasmus+

- participated in Erasmus/ Erasmus+ study exchange mobility in college/undergraduate/graduate level for..... months (in the time period from .....until .....)
- participated in Erasmus/ Erasmus+ traineeship mobility for ..... months (in the time period from .....until .....)

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(date)

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(signature)



**GRANT AGREEMENT FOR ERASMUS+ STUDY AND/OR TRAINEESHIP**  
**../20..-KA131/-s/p**

Field: Higher Education

Academic year: 20../20..

Ekonomikas un kultūras augstskola, Erasmus kods LV RIGA33

Address: Pernavas street 62, Riga LV-1009, Latvia

Called hereafter "the organisation", represented for the purposes of signature of this agreement by Chairperson of the board Anna Saltikova, on the one part, and

**[Student name and forename]**

Date of birth:

Address: **[official address in full]**

Phone:

E-mail:

Study cycle: **[First cycle/Second cycle/Third cycle/Short cycle study programme]**

Subject area: **[Degree in sending organisation]** Code: **[ISCED-F code]**

Number of completed higher education study years:

Bank account holder (if different than student):
Personal code:
Bank name:
Clearing/BIC/SWIFT number: Account/IBAN number:

Called hereafter "the participant", on the other part,

Have agreed to the Special Conditions and Annexes below which form an integral part of this agreement ("the agreement"):

Annex I	[Learning Agreement for Erasmus+ mobility for studies/ Learning Agreement for Erasmus+ mobility for traineeships]
Annex II	General Conditions
Annex III	Erasmus Student Charter

The terms set out in the Special Conditions shall take precedence over those set out in the annexes.

The participant receives:

a financial support from Erasmus+ EU funds

a zero-grant

a financial support from Erasmus+ EU funds combined with zero-grant

Total amount includes

- X Individual support for long-term physical mobility
- X Top-up for traineeship activity, 150 EUR per month

## SPECIAL CONDITIONS

### ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

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- 1.1 The organisation shall provide support to the participant for undertaking a mobility activity for [studies/traineeships/studies and traineeship] under the Erasmus+ Programme.
- 1.2 The participant accepts the support specified in article 3 and undertakes to carry out the mobility activity for [studies/traineeships/ studies and traineeship] as described in Annex I.
- 1.3. Amendments to the agreement shall be requested and agreed by both parties through a formal notification by letter or by electronic message.

### ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

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- 2.1 The agreement shall enter into force on the date when the last of the two parties signs.
- 2.2 The physical mobility period shall start on [date] at the earliest and end on [date] at the latest. The start date of the mobility period shall be the first day that the participant needs to be physically present at the receiving organisation and the end date shall be the last day the participant needs to be physically present at the receiving organisation.
- 2.3 The participant shall receive a financial support from Erasmus+ EU funds for [...] months and [...] days.
- 2.4 The total duration of the physical mobility period shall not exceed 12 months, including any zero grant period.
- 2.5 The participant may submit a request concerning the extension of the mobility period within the limit set out in article 2.4. If the organisation agrees to extend the duration of the mobility period, the agreement shall be amended accordingly.
- 2.6 The Transcript of Records or Traineeship Certificate (or statement attached to these documents) shall provide the confirmed start and end dates of duration of the mobility period.

### ARTICLE 3 – FINANCIAL SUPPORT

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- 3.1 The financial support is calculated following the funding rules indicated in the Erasmus+ Programme Guide.
- 3.2 The participant shall receive financial support from Erasmus+ EU funds for [X days] of physical mobility.
- 3.3 The total financial support for the mobility period is EUR [...], corresponding to EUR per month and and EUR [...] per extra days and [if applicable: and includes applicable top-ups] includes EUR [...] for top-ups.
- 3.4 The reimbursement of costs incurred in connection with inclusion needs or expensive travel costs, when applicable, shall be based on the supporting documents provided by the participant.
- 3.5 The financial support may not be used to cover similar costs already funded by EU funds.
- 3.6 Notwithstanding article 3.5, the grant is compatible with any other source of funding including revenue that the participant could receive working beyond its studies/traineeship as long as they carry out the activities foreseen in Annex I.

### ARTICLE 4 – PAYMENT ARRANGEMENTS

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- 4.1 Within 30 calendar days following the signature of the agreement by both parties or upon receipt of confirmation of arrival, and no later than the start date of the mobility period, a pre-financing payment shall be made to the participant representing 90% of the amount specified in Article 3. In case the participant did not provide the supporting documents in time, according to the sending organisation's timeline, a later payment of the pre-financing can be exceptionally accepted, based on justified reasons.
- 4.2 If the payment under article 4.1 is lower than 100% of the financial support, the submission of the participant final report via the online EUSurvey tool shall be considered as the participant's request for payment of the balance of the financial support. The organisation shall have 45

calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.

#### ARTICLE 5 – INSURANCE

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- 5.1 The organisation shall make sure that the participant has adequate insurance coverage either by providing itself the insurance, or by making an agreement with the receiving organisation for the latter to provide the insurance, or by providing the participant with the relevant information and support to take an insurance on their own.
- 5.2 Insurance coverage shall include at minimum a health insurance, a liability insurance and an accident insurance.

[Insurance provider(s), insurance number and insurance policy]

- 5.3 The responsible party for taking the insurance coverage is: the participant

#### ARTICLE 6 – ONLINE LANGUAGE SUPPORT

---

- 6.1 The participant must carry out the OLS language assessment in the language of mobility (if available) before the mobility period. The completion of the online assessment before departure is a pre-requisite for the mobility, except in duly justified cases.
- 6.2 The level of language competence in English that the student already has or agrees to acquire by the start of the mobility period is: A1  A2  B1  B2  C1  C2
- 6.3 The participant will follow the OLS language course of their choice, starting as soon as they receive access and making the most out of the service. The participant will immediately inform the organisation if he/she is unable to carry out the course, before accessing it.

#### ARTICLE 7 – FINAL PARTICIPANT REPORT (EU SURVEY)

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- 7.1 The participant shall complete and submit the participant report (via the online EU Survey tool) after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it. Participants who fail to complete and submit the online final report may be required by their organisation to partially or fully reimburse the financial support received.
- 7.2 A complementary online survey may be sent to the participant allowing for full reporting on recognition issues.

#### ARTICLE 8 – DATA PROTECTION

---

- 8.1 The sending organisation shall provide the participants with the relevant privacy statement for the processing of their personal data before these are encoded in the electronic systems for managing the Erasmus+ mobilities.

<https://erasmus-plus.ec.europa.eu/erasmus-and-data-protection/privacy-statement-mobility-tool>

#### ARTICLE 9 – LAW APPLICABLE AND COMPETENT COURT

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- 9.1 The Agreement is governed by laws of European Union and laws of Republic of Latvia.
- 9.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the organisation and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

#### SIGNATURES

For the participant  
[name / forename]

Sciences)

For the institution  
Ekonomikas un kultūras augstskola  
(EKA University of Applied

[signature]

Anna Saltikova  
Chairperson of the board  
[signature]

Done at Riga,

Done at Riga,

**Annex I**

Key Action 1 – HIGHER EDUCATION EDUCATION

**Learning Agreement for Erasmus+ mobility for traineeships**

## Annex II

### GENERAL CONDITIONS

#### Article 1: Liability

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by them or their staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The National Agency of Latvia (State Education Development Agency), the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the National Agency of Latvia (State Education Development Agency) or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

#### Article 2: Termination of the agreement

In the event of failure by the participant to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the organisation is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.

If the participant terminates the agreement before its agreement ends or if they fail to follow the agreement in accordance with the rules, they shall have to refund the amount of the grant already paid, except if agreed differently with the sending organisation.

In case of termination by the participant due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on their part, the participant shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded..

#### Article 3: Data Protection

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the sending organisation, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation<sup>1</sup> (Court of Auditors or European Antifraud Office (OLAF)).

The participant may, on written request, gain access to their personal data and correct any information that is inaccurate or incomplete. They should address any questions regarding the processing of their personal data to the sending organisation and/or the National Agency. The participant may lodge a complaint against the processing of their personal data to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

#### Article 4: Checks and Audits

The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of Latvia (State Education Development Agency) or by any other outside body authorised by the European Commission or the National Agency of Latvia (State Education Development Agency) to check that the mobility period and the provisions of the agreement are being properly implemented.

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<sup>1</sup> Additional information on the purpose of processing your personal data, what data we collect, who has access to it and how it is protected, can be found at:  
<https://erasmus-plus.ec.europa.eu/erasmus-and-data-protection/privacy-statement-mobility-tool>



**LATVIAN GOVERNMENT CO-FUNDING GRANT AGREEMENT FOR ERASMUS+  
STUDY AND/OR TRAINEESHIP  
.././20.-KA131/-s/pVB**

Field: Higher Education  
Academic year: 20../20..

Ekonomikas un kultūras augstskola, Erasmus kods LV RIGA33  
Address: Pernavas street 62, Riga LV-1009, Latvia

Called hereafter "the organisation", represented for the purposes of signature of this agreement by Chairperson of the board Anna Saltikova, on the one part, and

[Student name and forename]

Date of birth:

Address: [official address in full]

Phone:

E-mail:

Study cycle: [First cycle/Second cycle/Third cycle/Short cycle study programme]

Subject area: [Degree in sending organisation] Code: [ISCED-F code]

Number of completed higher education study years:

Bank account holder (if different than student): Personal code: Bank name: Clearing/BIC/SWIFT number: Account/IBAN number:
---

Called hereafter "the participant", on the other part,

Have agreed to the Special Conditions and Annexes below which form an integral part of this agreement ("the agreement"):

- Annex I [Learning Agreement for Erasmus+ mobility for studies/ Learning Agreement for Erasmus+ mobility for traineeships]
- Annex II General Conditions
- Annex III Erasmus Student Charter

The terms set out in the Special Conditions shall take precedence over those set out in the annexes.

The participant receives:

X a financial support from Erasmus+ EU funds (Agreement No. .././20.-KA131/-s/p)



X a financial support from Latvian Government funds

## SPECIAL CONDITIONS

### ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

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- 1.1 The organisation shall provide support to the participant for undertaking a mobility activity for [studies/traineeships/studies and traineeship] under the Erasmus+ Programme.
- 1.2 The participant accepts the support specified in article 3 and undertakes to carry out the mobility activity for [studies/ traineeships/ studies and traineeship] according to Agreement No. .././20.-KA131/-s/p as described in Annex I.
- 1.3. Amendments to the agreement shall be requested and agreed by both parties through a formal notification by letter or by electronic message.

### ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

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- 2.1 The agreement shall enter into force on the date when the last of the two parties signs.
- 2.2 The physical mobility period shall start [date] at the earliest and end on [date] at the latest. The start date of the mobility period shall be the first day that the participant needs to be physically present at the receiving organisation and the end date shall be the last day the participant needs to be physically present at the receiving organisation.
- 2.3 The participant shall receive a financial support from Erasmus+ EU funds for [...] months and [...] days.
- 2.4 The total duration of the physical mobility period shall not exceed 12 months, including any zero grant period.
- 2.5 The participant may submit a request concerning the extension of the mobility period within the limit set out in article 2.4. If the organisation agrees to extend the duration of the mobility period, the agreement shall be amended accordingly.
- 2.6 The Transcript of Records or Traineeship Certificate (or statement attached to these documents) shall provide the confirmed start and end dates of duration of the mobility period.

### ARTICLE 3 – FINANCIAL SUPPORT

---

- 3.1 The total financial support from Latvian Government funds for the mobility period is EUR [...].
- 3.2 The participant shall receive financial support from Latvian Government funds for [X days] of physical mobility.
- 3.3 The final amount from Latvian Government funds for the mobility period calculates multiplying the total number of the mobility days, specified in the Agreement No. .././20.-KA131/-s/p, with a daily rate EUR [...] per one calendar day
- 3.4 The reimbursement of costs incurred in connection with inclusion needs or expensive travel costs, when applicable, shall be based on the supporting documents provided by the participant.
- 3.5 The financial support may not be used to cover similar costs already funded by EU funds.
- 3.6 Notwithstanding article 3.5, the grant is compatible with any other source of funding including revenue that the participant could receive working beyond its traineeship according to Agreement No. .././20.-KA131/-s/p as long as they carry out the activities foreseen in Annex I.

### ARTICLE 4 – PAYMENT ARRANGEMENTS

---

- 4.1 Within 30 calendar days following the signature of the agreement by both parties or upon receipt of confirmation of arrival, and no later than the start date of the mobility period, a pre-financing payment shall be made to the participant representing 90% of the amount specified in Article 3. In case the participant did not provide the supporting documents in time, according to the sending organisation's timeline, a later payment of the pre-financing can be exceptionally accepted, based on justified reasons.
- 4.2 If the payment under article 4.1 is lower than 100% of the financial support, the submission of the participant final report via the online EUSurvey tool shall be considered as the participant's request for payment of the balance of the financial support. The organisation shall have 45 calendar days to make the balance payment or to issue a recovery order in case a reimbursement

is due.

#### ARTICLE 5 – INSURANCE

---

- 5.1 The organisation shall make sure that the participant has adequate insurance coverage either by providing itself the insurance, or by making an agreement with the receiving organisation for the latter to provide the insurance, or by providing the participant with the relevant information and support to take an insurance on their own.
- 5.2 Insurance coverage shall include at minimum a health insurance, a liability insurance and an accident insurance.
- [Insurance provider(s), insurance number and insurance policy]**
- 5.3 The responsible party for taking the insurance coverage is: the participant

#### ARTICLE 6 – ONLINE LANGUAGE SUPPORT

---

- 6.1. The participant must carry out the OLS language assessment in the language of mobility (if available) before the mobility period. The completion of the online assessment before departure is a pre-requisite for the mobility, except in duly justified cases.
- 6.2 The level of language competence in English that the student already has or agrees to acquire by the start of the mobility period is: A1  A2  B1  B2  C1  C2
- 6.3 The participant will follow the OLS language course of their choice, starting as soon as they receive access and making the most out of the service. The participant will immediately inform the organisation if he/she is unable to carry out the course, before accessing it.

#### ARTICLE 7 – FINAL PARTICIPANT REPORT (EU SURVEY)

---

- 7.1. The participant shall complete and submit the participant report (via the online EU Survey tool) after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it. Participants who fail to complete and submit the online final report may be required by their organisation to partially or fully reimburse the financial support received.
- 7.2 A complementary online survey may be sent to the participant allowing for full reporting on recognition issues.

#### ARTICLE 8 – DATA PROTECTION

---

- 8.1. The sending organisation shall provide the participants with the relevant privacy statement for the processing of their personal data before these are encoded in the electronic systems for managing the Erasmus+ mobilities.
- <https://erasmus-plus.ec.europa.eu/erasmus-and-data-protection/privacy-statement-mobility-tool>

#### ARTICLE 9 – LAW APPLICABLE AND COMPETENT COURT

---

- 9.1 The Agreement is governed by laws of European Union and laws of Republic of Latvia.
- 9.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the organisation and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

#### SIGNATURES

For the participant  
**[name / forename]**  
Sciences)

For the institution  
Ekonomikas un kultūras augstskola  
(EKA University of Applied  
Sciences)  
Anna Saltikova

[signature]

Chairperson of the board  
[signature]

Done at Riga,

Done at Riga,

**Annex I**

Key Action 1 – HIGHER EDUCATION EDUCATION

**GRANT AGREEMENT FOR ERASMUS+ TRAINEESHIP MOBILITY**  
**../.. /20..-KA131/-s/p**

## Annex II

### GENERAL CONDITIONS

#### Article 1: Liability

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by them or their staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The National Agency of Latvia (State Education Development Agency), the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the National Agency of Latvia (State Education Development Agency) or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

#### Article 2: Termination of the agreement

In the event of failure by the participant to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the organisation is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.

If the participant terminates the agreement before its agreement ends or if they fail to follow the agreement in accordance with the rules, they shall have to refund the amount of the grant already paid, except if agreed differently with the sending organisation.

In case of termination by the participant due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on their part, the participant shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded..

#### Article 3: Data Protection

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the sending organisation, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation<sup>2</sup> (Court of Auditors or European Antifraud Office (OLAF)).

The participant may, on written request, gain access to their personal data and correct any information that is inaccurate or incomplete. They should address any questions regarding the processing of their personal data to the sending organisation and/or the National Agency. The participant may lodge a complaint against the processing of their personal data to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

#### Article 4: Checks and Audits

The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of Latvia (State Education Development Agency) or by any other outside body authorised by the European Commission or the National Agency of Latvia (State Education Development Agency) to check that the mobility period and the provisions of the agreement are being properly implemented.

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<sup>2</sup> Additional information on the purpose of processing your personal data, what data we collect, who has access to it and how it is protected, can be found at:

<https://erasmus-plus.ec.europa.eu/erasmus-and-data-protection/privacy-statement-mobility-tool>

**Guidelines for preparing Erasmus+ Success Story: mobility for studies  
(mobility participant's experience)**

We would be happy if you could tell us:

- why you chose to participate in Erasmus+ mobility for studies;
- your experience of cooperation with the sending and receiving universities both before and after mobility;
- what your academic and personal benefits of Erasmus+ mobility for studies are;
- what your most striking impressions were when living outside Latvia during the Erasmus+ study period;
- what practical advice you would like to give to those students who are considering taking part in Erasmus+ mobility for studies;
- other aspects that you consider relevant for your Erasmus+ study period.

Before the story, please provide the following information:

- Name, Surname
- Age
- Sex
- Sending university
- Country of mobility
- Receiving university (**please also give the address of the university**)
- Field of study
- Duration of the mobility period

Please add to your Success Story 3-5 photos from your mobility period, including them in the document (e.g. *word* document).

**Guidelines for preparing Erasmus+ Success Story: mobility for traineeship (mobility participant's experience)**

We would be happy if you could tell us:

- why you chose to participate in Erasmus+ mobility for traineeship;
- your experience of cooperation with the sending university and receiving institution both before and after mobility;
- what your professional and personal benefits of Erasmus+ mobility for traineeship are;
- what your most striking impressions were when living outside Latvia during the Erasmus+ traineeship period;
- what practical advice you would like to give to those students who are considering taking part in Erasmus+ mobility for traineeship;
- other aspects that you consider relevant for your Erasmus+ traineeship period.

Before the story, please provide the following information:

- Name, Surname
- Age
- Sex
- Sending university
- Country of mobility
- Traineeship institution (**please also give the address of the university**)
- Field of traineeship
- Duration of the mobility period

Please add to your Success Story 3-5 photos from your mobility period, including them in the document (e.g. word document).

**Application form  
For participation in ERASMUS+ staff mobility for  
teaching/training  
in academic year 20 /20**

\* to be filled in in English

<b>Name, Surname Academic degree and position at EKA</b>		
<b>Telephone</b>		
<b>Email</b>		
<b>Selected receiving university, country</b>		
<b>Objectives of the mobility</b> ( <i>please underline the selected one</i> )	<b>Staff mobility for training</b>	<b>Staff mobility for teaching</b> ( <i>delivering lectures</i> )
	<i>2 working days - 2 months, excluding travel days; teaching activity – at least 8 hours/per week</i>	
<b>Overall aim and objectives of the mobility</b> If staff mobility for teaching has been chosen – the offered theme of lectures and a brief summary, methods planned to be used ( <i>lecture, seminar, presentation, discussion, work group etc.</i> )		
<b>Added value of the mobility</b> ( <i>e.g. meetings, visit to the library, data bases etc.</i> )		
<b>Justification</b>		
<b>Expected results</b>		
<b>Preferable time for mobility</b>		

Details required for agreement:

Personal ID:	
Declared address:	
Bank:	
Bank account (EUR):	

\_\_\_\_\_  
Applicant\_\_\_\_\_  
Application date\_\_\_\_\_  
Jeļena Titko  
Vice Rector for Science\_\_\_\_\_  
Date of confirmation

**Guidelines for preparing Erasmus+ Success Story: staff mobility for teaching (mobility participant's experience)**

We would be happy if you could tell us:

- why you chose to participate in Erasmus+ staff mobility for teaching;
- your experience of cooperation with the sending and receiving universities both before and after mobility;
- what your academic and personal benefits of Erasmus+ staff mobility for teaching are;
- what benefits from your staff mobility for teaching are for your higher education institution;
- what the major challenges were in preparing and conducting lectures for foreign students;
- what practical advice you would like to give to those colleagues who are considering taking part in Erasmus+ staff mobility for teaching;
- other aspects that you consider relevant for your Erasmus+ staff mobility for teaching period.

Before the story, please provide the following information:

- Name, Surname
- Age
- Sex
- Sending university
- Country of mobility
- Receiving university (**please also give the address of the university**)
- Subject of studies
- Duration of the mobility period

Please add to your Success Story 3-5 photos from your mobility period, including them in the document (e.g. word document).



**Guidelines for preparing Erasmus+ Success Story: Erasmus+ staff mobility for training (mobility participant's experience)**

We would be happy if you could tell us:

- why you chose to participate in Erasmus+ staff mobility for training;
- kind of activities you have carried out during your mobility period;
- your experience of cooperation with the sending university and receiving university/ institution both before and after mobility;
- what your professional and personal benefits of Erasmus+ staff mobility for training are;
- what benefits from your staff mobility for training are for your higher education institution;
- what the major challenges were during preparation and implementation of your mobility;
- what practical advice you would like to give to those colleagues who are considering taking part in Erasmus+ staff mobility for training;
- other aspects that you consider relevant for your Erasmus+ staff mobility for training period.

Before the story, please provide the following information:

- Name, Surname
- Sending university
- Area of activities at your university
- Country of mobility
- Receiving institution (**please also give the address of the institution**)
- Type of staff development
- Duration of the mobility period

Please add to your Success Story 3-5 photos from your mobility period, including them in the document (e.g. *word* document)