

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
by the EKA Senate meeting as of 30.01.2023, Minutes No 181
by the EKA Senate meeting as of 26.06.2024, Minutes No 200
by the EKA Senate meeting as of 18.02.2026, Minutes No 223
by the EKA Senate meeting as of 27.08.2026 Minutes No 227

Regulation on the Procedure for Organizing Mobilities under the KA131 and KA171 projects of Erasmus+ programme

1. General provisions and deadlines

- 1.1. This Regulation on Organizing Mobilities under the Erasmus+ Programme (hereinafter – the Regulation) lays down the procedure for organizing international mobilities under the Erasmus+ KA131 and KA171 projects 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 interinstitutional agreement on the exchange of students/academic staff/employee under the Erasmus+ 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. The administrative staff member – a member of EKA's general staff who plans to take part in an ERASMUS+ programme mobility.
 - 1.2.10. 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.
 - 1.2.11. 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.
 - 1.2.12. Staff Mobility for Teaching (STA) Mobility Agreement is a tripartite planning document between the academic staff member, the sending university and the receiving university. It sets out the teaching programme, the number of teaching hours and the objectives.
 - 1.2.13. Staff mobility for training (STT) Mobility Agreement is a tripartite planning document between a representative of the academic or general staff, the sending university and the receiving university. It sets out the training programme, the number of hours and the objectives.
 - 1.2.14. The Selection Board – a commission consisting of three people, who may be the Erasmus+

coordinator, the Strategic Partnership coordinator, the Vice-Rector for Science and International Relations, and the Quality manager. The Selection Board performs the selection and evaluation of applicants for participation in the ERASMUS+ programme. In case of necessity, the members of the Selection Board can be replaced by the Director of the relevant study programme.

1.2.15. ECTS – the European Credit Transfer and Accumulation System – a single European Union system for counting study credits.

1.2.16. Erasmus+ Programme countries:

1.2.16.1. European Union (EU) Member States: Austria, Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, the Netherlands, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden.

1.2.16.2. Third countries associated to the Programme: The Republic of North Macedonia, the Republic of Serbia, Iceland, Liechtenstein, Norway, Republic of Türkiye.

1.2.17. Erasmus+ partner countries: Non-associated third countries whose participation in Erasmus+ projects is defined by specific criteria and conditions. They are grouped into 14 regions. Erasmus+ KA1 31 mobilities to partner countries can be implemented to a limited extent, as defined in the Programme implementation Guidelines.

1.2.18. Erasmus+ KA1 31 mobilities – Erasmus+ programme key action (Key Action 1) – mobility of individuals for learning purposes between Erasmus+ programme countries.

1.2.19. Erasmus+ KA1 71 mobilities – Erasmus+ Key Action 1 (Key Action 1) – mobility of individuals for learning purposes to and from Erasmus+ partner countries, if a project application has been submitted for these mobilities, it has been approved and funding allocated for the implementation of mobility.

1.2.20. EWP Dashboard – the platform established by the European Commission to provide Erasmus Without Paper cooperation agreements, learning agreements and other Erasmus+ administration functions.

1.2.21. Blended Intensive Programme (hereinafter BIP) – an intensive study programme implemented by at least three partner universities from at least three different Erasmus+ programme countries that apply innovative teaching and learning methods. The BIP shall include training of both students and staff of the University. The BIP consists of physical mobilities, which can last 5 to 30 days and virtual mobility components.

1.2.22. Erasmus+ coordinator – a person who coordinates the outgoing and incoming mobilities of students at EKA.

1.2.23. Erasmus+ study mobility – studies at one of the EKA partner universities:

1.2.23.1. Long-term studies – from 2 months to 12 months;

1.2.23.2. Short-term studies – face-to-face studies 5 days to 30 days, which are necessarily combined with a virtual component;

1.2.23.3. BIP – studies at one of the partner universities, which organizes an intensive course.

1.2.24. Erasmus+ traineeship mobility – mobility to companies, institutions or universities of the Erasmus+ programme countries with the aim to gain practical work experience. The duration of the traineeship can be 2 to 12 months.

1.2.24.1. Traineeship as a mandatory part of the study programme – it is academically recognized after the traineeship period;

1.2.24.2. Voluntary traineeship – traineeship in student's chosen specialization and takes place during holiday time;

1.2.24.3. After graduation, the recent graduate traineeship can be done within a year after the completion of studies.

1.2.25. Academic staff mobility – mobility of EKA academic staff for teaching or professional development;

1.2.26. General staff mobility – mobility of EKA general staff for professional development;

1.2.27. Erasmus+ programme funding – funding for the organisation of mobility, comprising EC funding (a grant from the European Commission) and state budget funding (a grant from the state budget).

1.3. The implementation of the EKA Erasmus+ programme is carried out in accordance with the horizontal priorities set by the programme:

1.3.1. Inclusion and diversity: In accordance with the ECHE principles, equal opportunities and fair access, inclusion and diversity are ensured in student mobility, regardless of gender, age, ethnic or religious affiliation or socio-economic status. Mobility is also available for students with fewer opportunities related to physical or mental health disorders or other health issues, cultural differences, social, economic, discrimination-related or geographical barriers.

1.3.2. Environment and climate change prevention: EKA aims to raise awareness of environmental sustainability and climate policy, promote the use of green travel opportunities through additional financial support for green travel for mobility.

- 1.3.3. Digital transformation: EKA promotes and supports the use of virtual solutions in the implementation of the Erasmus+ programme by participating in the European Student Card Initiative and introducing digital solutions for project administration. It continues to develop the availability of high-quality digital learning forms and promote the introduction of digital requirements at all levels of education.
- 1.3.4. Participation in democratic life, civic engagement: EKA aims to promote civic engagement and public participation in democratic processes by raising awareness of the European Union among mobility participants. Mobility participants should improve their understanding of common European values: respect for democratic principles, human dignity, unity, diversity, intercultural dialogue, as well as the social and cultural heritage of Europe.
- 1.4. Erasmus+ mobility is implemented to those Erasmus+ Programme country universities with which EKA has concluded inter-institutional cooperation agreements and which define the conditions for mobility. The list of Erasmus+ partner universities is available on the EKA website.
- 1.5. 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, anyone 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.
- 1.6. The participation of EKA in the Erasmus+ programme takes place in accordance with the European Commission's Erasmus Charter, ECHE 2021-2027.
- 1.7. 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.
- 1.8. Funding for implementing the Erasmus+ programme mobility is allocated by the State Education Development Agency (Valsts Izglītības attīstības aģentūra – VIAA) in line with the programme provisions and funding agreement concluded by and between EKA and VIAA for the respective Erasmus+ project.
- 1.9. Any amendments to the funding agreements between EKA and mobility participants that are not related to the extension of their mobility period are made in writing.
- 1.10. The conclusion of Erasmus+ bilateral agreements is initiated by EKA or its partner university. At EKA, students, academic and general staff have the right to initiate the conclusion of Erasmus+ bilateral agreements, by submitting a proposal to the Erasmus+ coordinator.
- 1.11. The Erasmus+ coordinator draws-up an Erasmus+ bilateral agreement using the agreement template provided by the European Commission (EC) or the Erasmus Dashboard platform tool Inter-Institutional Agreement Manager.
- 1.12. The type of mobility (mobility for studies, staff mobility for teaching), level of exchange students (bachelor, master, doctor), study field, number of mobility participants and length of mobility (study months per one academic year), as well as the number of academic staff mobility participants, length of mobility and minimum number of lecture hours to be conducted per one academic year, are set by the Erasmus+ bilateral agreements. The agreements also contain information regarding the assessment systems of both countries, required level of foreign language skills, application deadlines for studies, and information about application for accommodation.
- 1.13. Erasmus+ bilateral agreements are signed by the authorised person of EKA. Erasmus+ bilateral agreements are stored at the Erasmus+ coordinator as set by the EKA Nomenclature.
- 1.14. The Erasmus+ programme support may be used by students several times, not exceeding 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.
- 1.15. 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+ can participate in the activities of the new ERASMUS+ programme, meeting the condition of a 12-month period within each study cycle.
- 1.16. EKA students shall apply for their mobility within the recent graduate Erasmus+ programme by submitting their Application and Motivation letter not later than one month before their graduation, i.e. during their final study year. Traineeship shall be commenced and concluded within 12 months after graduating EKA.
- 1.17. Under the Erasmus+ mobility programme, EKA students can have the opportunity to study in one of the Member States under the Erasmus+ programme for a certain period of time. The minimum period of the mobility for studies is 2 months; the minimum period of the mobility for traineeship is 2 months.
- 1.18. 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 https://erasmus-plus.ec.europa.eu/resources-and-tools/inter-institutional-agreement?facets_field_eac_themes=1996). These agreements set out the areas in which universities have agreed to exchange students. This information is available on EKA website.

- 1.19. The EKA staff member can take part in a mobility only once within the framework of each KA131 programme project.
- 1.20. The EKA student or staff member can take part in a mobility only once within the framework of each KA171 programme project.
- 1.21. Within each KA131 project, 5 mobilities are reserved for achieving the EKA strategic objectives, ignoring the provisions set out in paragraph 1.19.
- 1.22. Erasmus+ grant (mobility funding for students or staff) is not envisaged to cover all expenses occurred while staying abroad during their mobility for studies/ internship/ training.

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 paragraphs 2.10 – 2.19 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 Selection Board shall determine the length of the Erasmus+ mobility, 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.
- 2.6. 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.
- 2.7. 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.
- 2.8. The student shall study the information on partner universities and traineeship places in companies abroad independently, consulting the Erasmus+ Programme Coordinator.
- 2.9. 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.
- 2.10. The student applying for Erasmus+ programme mobility shall:
 - 2.10.1. be a citizen or a permanent resident of the Republic of Latvia, or a full/part-time international student;
 - 2.10.2. be registered as a full/part-time student at EKA;
 - 2.10.3. have a command of the foreign language/-s in which studies will take place.
- 2.11. A student of a Bachelor level programme shall be eligible to participate in a mobility not earlier than the 1st semester of the 2nd study year, or having successfully passed all the examinations of the 1st study year.
- 2.12. A student of a Master level programme shall be eligible to participate in a mobility beginning from the 2nd semester of the 1st study year.
- 2.13. An EKA student, who has been transferred from another higher education institution, shall be eligible to participate in a mobility only after completing at least one study semester at EKA and with a condition that the average grade for this semester is at least 7 (“good”).
- 2.14. The student shall have no academic and/or fee debts, and/or any pending financial obligations with EKA.
- 2.15. A student may not take part in an Erasmus+ mobility if they are on a study break or are otherwise absent for an extended period.
- 2.16. 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.
- 2.17. Application for the BIP mobility can be implemented throughout the whole academic year – students apply for a specific BIP, information about which is sent by e-mail or published on EKA website.
- 2.18. The student applies to Erasmus+ study or traineeship mobility by submitting the following documents:
 - Application form for ERASMUS+ student study/traineeship mobility (online Google form);

- A letter of motivation in the foreign language in which the student will study at the receiving university.

2.19. Erasmus+ student selection process:

- 2.19.1. The selection of Erasmus+ students is organised by the Erasmus+ programme coordinator in collaboration with the Director of the relevant study programme.
- 2.19.2. After the application submission deadline, the Erasmus+ Programme Coordinator shall process the received applications and assesses their compliance with the eligibility criteria for Erasmus+ mobility. Students who meet the specified requirements and are shortlisted for the next stage of the selection process are invited electronically to attend a selection interview, specifying the date, time and place of the interview.
- 2.19.3. The following aspects are assessed during the selection interviews:
 - student's motivation, goals and the benefits they intend to gain by taking part in the Erasmus+ mobility programme;
 - student's readiness for Erasmus+ mobility, including an understanding of the mobility process, duties and responsibilities;
 - the relevance of the type of mobility chosen by the student – study or traineeship – to their degree programme, career goals and interests;
 - in the case of mobility for studies – the compatibility of the chosen partner university and its study modules with the student's study programme and study plan at EKA;
 - in the case of mobility for internship – the compatibility of the chosen or planned internship organisation and the content of the internship to the student's degree programme, professional goals and interests;
 - student's ability to justify their choice of partner university, study module or internship organisation;
 - student's ability to clearly articulate their academic, professional and personal goals in relation to Erasmus+ mobility;
 - student's independence, sense of responsibility and readiness to organise and carry out the mobility;
 - student's prior research into the chosen partner university, study programmes or potential internship organisation;
 - student's ability to answer questions during the selection interview and to justify their choice with well-reasoned arguments.
- 2.19.4. In order to prepare properly for the selection interview, the student shall carry out the necessary research in due time, in accordance with their chosen type of Erasmus+ mobility.

Applicants for study mobility shall:

- familiarise themselves in due time with the list of EKA Erasmus+ partner universities available at <https://www.augstskola.lv/?parent=686&lng=lva> and carry out research into their chosen partner university;
- check the courses offered by the partner university, their content, requirements and the language of instruction;
- assess and compare the selected courses with the student's study plan at EKA;
- assess whether the selected courses are compatible with the student's study programme and can be recognized within the framework of the study period;
- consult the Director of their study programme regarding compatibility of the selected courses;
- during the selection interview, the student shall be able to justify their choice of partner university and study courses, as well as clearly articulate their planned academic and professional benefits they expect to gain from the mobility.

Applicants for internship mobility shall:

- prior to the selection interview, research potential internship places and organisations where it is possible to undertake an Erasmus+ internship;
- familiarise themselves with the potential internship organisation's branch of activity, offered internship opportunities, requirements and content of the internship;
- assess the compatibility of the planned internship and the organisation in relation to the student's degree programme, professional competences to be acquired, and their professional goals and interests;
- be able to argue how the chosen internship will contribute to the student's professional and academic development;
- during the selection interview, the student shall justify how the chosen internship organisation and the planned internship align with their degree programme and mobility objectives;

- students who, prior to applying or attending the selection interview, have independently researched and chosen a potential internship organisation and are able to justify how it aligns with the objectives of their study programme and the Erasmus+ mobility, may be given priority during the selection process.
- 2.19.5. If the student does not appear for their selection interview without a valid reason, they shall be removed from the list of candidates.
 - 2.19.6. After the selection interview, the Selection Board shall make the decision and communicate it to the Erasmus+ Coordinator within 5 (five) working days after the interview.
 - 2.19.7. The Erasmus+ Coordinator shall report the results of the selection to the students within the next 2 (two) working days after receiving the decision from the Selection Board.
 - 2.19.8. Following the selection process, the Erasmus+ Coordinator informs the student of their provisional approval to participate in the Erasmus+ mobility and of the following steps in organising the mobility.
 - 2.19.9. Provisional approval for participation in Erasmus+ mobility does not imply automatic participation in the mobility. Subsequent participation in the Erasmus+ programme depends on the student's ability to fulfil all the specified conditions, deadlines and requirements at each stage of the mobility organisation process.
 - 2.19.10. The students are obliged to fulfil all the specified requirements in full and on time, to meet the specified deadlines, and to submit the necessary information and documents. Failure to meet requirements or to comply with deadlines at any stage of the selection or mobility organisation process may affect student's future participation in the Erasmus+ programme or result in the withdrawal of provisional approval.
- 2.20. Student selection for participation in the Erasmus+ programme takes place in the form of an open completion that provides fair and transparent selection. The Selection Board passes its decision to nominate a student for participation in the Erasmus+ programme taking into account student's:
 - 2.20.1. academic performance (average grade during the whole previous study period shall not be lower than "7" points);
 - 2.20.2. motivation;
 - 2.20.3. foreign language skills at least at level B1;
 - 2.20.4. additional criteria, if the Selection Board has set such.
 - 2.21. Student mobility places are allocated in a way that provides, as far as possible, that students of all study programmes have equal opportunities to take part in Erasmus+ mobility.
 - 2.22. In the case of short-term internship/ BIP study mobilities, priority is given to students who have not used the opportunity to participate in these mobilities during the previous year.
 - 2.23. Minutes are taken during the Selection Board meetings. The original of the Erasmus+ programme candidate selection minutes as are stored at the Erasmus+ coordinator.
 - 2.24. The decision regarding the Erasmus+ programme is communicated to the candidate electronically via the email address indicated in their Application.
 - 2.25. 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.
 - 2.26. Termination of Erasmus+ mobility:
 - 2.26.1. If the nominated student has not met any of the duties set by this Regulation before their departure, the Selection Board has the right to decide to cancel the nomination.
 - 2.26.2. If the nominated student wishes to refuse from their participation in Erasmus+ mobility, they shall inform the partner institution or enterprise/ organisation to this effect in a timely manner, as well as the EKA Erasmus+ programme coordinator via an email about their refusal to participate in mobility. EKA Erasmus+ programme coordinator nominates the next candidate from the EKA reserve list. If there are no candidates on the reserve list, the Selection Board passes a decision to nominate another participant.
 - 2.27. According to paragraph 1.3.1., the Student may apply for the inclusion support of the Erasmus+ programme for short-term study mobility, including BIP, long-term study mobility or traineeship mobility, provided that:
 - 2.27.1. this person has group I, II or III disability (a disability certificate shall be produced);
 - 2.27.2. this person has health problems, where regular outpatient monitoring is necessary (a doctor's certificate must be produced);
 - 2.27.3. this person is from a large family (must present an Honorary Family Certificate);

- 2.27.4. this person is an orphan or a person who has lost a breadwinner (a document certifying the status must be produced);
- 2.27.5. this person is a low-income or needy person (a document certifying the status must be produced).
- 2.28. Students may receive additional funding if they use 'green' modes of transport (train, bus, car shared with other passengers), in accordance with the applicable rates set by the European Commission.
- 2.29. Full-time international students who are not EU citizens are responsible for the timely extension of their Latvian temporary residence permit, as well as apply for a visa or residence permit in accordance with the regulations of the host country. A Latvian temporary residence permit must be valid for the entire study period.
- 2.30. The Erasmus+ Coordinator provides the necessary information and advice regarding EHIC and the arrangements for insurance. The student independently takes care of receiving the European Health Insurance Card (EHIC) and completing health insurance and other travel formalities.
- 2.31. The student, independently or with the support of the host partner university, shall take care of finding a place of residence for the Erasmus+ study or traineeship period.
- 2.32. The student who has to repeat a semester due to an academic failure is not entitled to participate in the Erasmus+ study or traineeship mobility for the following semester.

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), if the receiving university accepts it, uses Online Learning Agreement (OLA) platform (available at <https://learning-agreement.eu>) to conclude the Learning Agreement;
 - 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;
 - prior to the mobility, take an assessment of language skills in the Online Language Support tool (OLS) (available at <https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-the-basics-of-22-languages-with-the-online-language-support>). Online language skill evaluation before the 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 Grant Agreement and Agreement on the co-financing from the State Budget of Latvia (available at <https://www.erasmusplus.lv/dokumenti-un-veidlapas-projekta-izstradei-un-istenosanai?tab=tabs-ka131-hed>).
- 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 1**), as well as fills out the on-line report from EU CORPORATE NOTIFICATION SYSTEM, the notification is sent to each individual e-mail specified in the application.
- 3.7. 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).
- 3.8. Erasmus+ study mobility foresees that during one semester of studies, the student shall attempt to get 30 ECTS at the receiving university. In some cases, Erasmus+ students can bring slightly more or just under 30 ECTS.

- 3.9. If the Erasmus+ student can produce less than 12 ECTS after a study period at a receiving university, they will have to submit a written explanation to the EKA Erasmus Selection Board together with the Erasmus+ reference documents on why such a small number of ECTS has been obtained. The EKA Selection Board will assess each such case and may decide on the reimbursement of part of the Erasmus+ grant.
- 3.10. 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 they will have to repay the full amount of the Erasmus+ grant.
- 3.11. 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.
- 3.12. In case of BIP mobility, upon return, the student submits to the Erasmus+ coordinator a confirmation of participation in the programme, fills in the report in the beneficiary Module system and submits additional evidence (travel documents, success story) upon request, as well as coordinates the recognition of the ECTS obtained during the BIP with their programme director

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, available at <https://www.erasmusplus.lv/dokumenti-un-veidlapas-projekta-izstradei-un-istenosanai?tab=tabs-ka131-hed>), 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;
- prior to and after the mobility, take an assessment of language skills in the Online Language Support (OLS) (available at <https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-the-basics-of-22-languages-with-the-online-language-support>). Online language skill evaluation before the 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 and Agreement on the co-financing from the State Budget of Latvia (available at <https://www.erasmusplus.lv/dokumenti-un-veidlapas-projekta-izstradei-un-istenosanai?tab=tabs-ka131-hed>).

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 2**), as well as fills out the on-line report from EU CORPORATE NOTIFICATION SYSTEM, the notification is sent individually to the e-mail indicated in the application.

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

4.6. If the student has taken part in ERASMUS+ internship mobility as a compulsory part of their degree programme, they shall also prepare, submit and defend their internship report in accordance with the EKA Internship Regulation.

5. Organisation of short-term mobility

5.1. For a combined short-term programme (BIP), students apply in a decentralized manner: upon an invitation from their academic staff/ staff, in coordination with the Erasmus+ coordinator.

5.2. The students selected for BIP are nominated for study courses at the chosen university.

- 5.3. The partner university shall send the necessary information to the nominated students regarding the procedures for submission of documents.
- 5.4. The student submits the application form by filling it in the online Google form. In exceptional cases, if online application is not possible, the student may submit an application in paper form.
- 5.5. The student fills in the Online Learning Agreement <https://learning-agreement.eu> or Learning agreement in paper format.
- 5.6. After mobility, the Programme Director shall recognize the acquired study course.
- 5.7. After BIP/ short internship mobility, the Student shall:
 - fill in the on-line report from EU CORPORATE NOTIFICATION SYSTEM, the notification is sent to each individual e-mail;
 - in the case of short internship mobility – submit a certificate confirming their participation in the mobility;
 - in the case of BIP mobility – submit a Transcript of Records confirming their participation in BIP and the acquired ECTS;
 - submit their Success Story (**Annex 1 or 2**);
 - depending on the mode of transport used, the student shall submit documents confirming their trip, if the mobility has taken place using the ‘green travel’ option:
 - travel tickets, if the mobility has taken place using bus, train or other means of transport;
 - fuel receipts, if the mobility has taken place travelling together with another mobility participant.

6. Staff mobility for teaching and training

- 6.1. EKA academic staff and administrative staff are offered an opportunity to visit Erasmus+ partner universities.
- 6.2. 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.
- 6.3. 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.
- 6.4. 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.
- 6.5. The minimum duration of teaching and staff training mobilities shall be:
 - 2 days to programme countries;
 - 5 days to partner countries.The duration of the activity does not include travel days.
- 6.6. Travel and subsistence expenses are allocated to the mobility participant.
- 6.7. The Erasmus+ programme coordinator organizes the competition for staff teaching and training mobilities within the framework of the Erasmus+ project.
 - 6.7.1. 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 academic and administrative staff members.
 - 6.7.2. 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. In their application, applicants should state the aim and the expected outcomes of their mobility.
 - 6.7.3. 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.
 - 6.7.4. 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 6.12. of this Regulation. The selection is carried out by the Selection Board, which composition is specified in the paragraph 1.2.14.
- 6.8. A joint call for applications is being organised for KA131 and KA171 projects under the Erasmus+ programme.
- 6.9. The selection of staff for participation in the Erasmus+ programme is carried out through an open competition, which ensures a fair and transparent selection process. The following EKA staff member is eligible to take part in the Erasmus+ programme:

- 6.9.1. who has not been found to have breached the provisions of the EKA Code of Ethics, the Rules of Procedure or any other internal regulatory documents of EKA;
- 6.9.2. whose foreign language skills meet at least B2 level;
- 6.9.3. who is not on sick leave, annual leave or any other form of absence;
- 6.9.4. whose aim of the mobility is consistent with the specific nature and development objectives of the study programme they represent, the scope of activities of the organisational unit they represent, and their job responsibilities.
- 6.10. The Erasmus+ programme coordinator shall organise a meeting of the Selection Board no later than 10 (ten) working days after the closing date for applications for the relevant call.
- 6.11. Procedures for the meeting of the Selection Board:
- Prior to the Selection Board meeting, the Erasmus+ coordinator compiles the applications received from applicants and prepares the information required by the Selection Board for evaluation;
 - The Erasmus+ coordinator informs the Selection Board of the priorities of study programmes for this Erasmus+ project;
 - A meeting of the Selection Board is chaired by the Chairperson of the Selection Board, who is elected at the start of the meeting by open ballot;
 - The Selection Board checks that applicants meet the requirements set out in this Regulation and evaluates them in accordance with the specified evaluation criteria, awarding points for each criterion;
 - When awarding Erasmus+ mobilities, the Selection Board takes into account the number of mobility places available and the funding, whilst adhering to the principle of equitable distribution amongst study programmes;
 - The proceedings of the Selection Board's meeting, the results of the candidates' assessment and the decisions taken are recorded in the minutes of the meeting (**Annex 7**). The minutes are signed by the Chairperson of the Selection Board and the minute-taker.
- 6.12. Applicants are assessed on the basis of the following criteria:
- the employee's position (priority is given to members of academic staff or administrative staff who are also involved in the delivery of study programmes);
 - the priority of study programmes determined at the start of each project by the EKA Vice-Rector for Science and International Relations, who informs the Erasmus+ coordinator of this;
 - participation in an Erasmus+ project within the last year (priority is given to those who have not used Erasmus+ mobility opportunities);
 - the alignment of the mobility objective with the specific nature and development objectives of the study programme represented, as well as with the scope of activities and job responsibilities of the relevant structural unit.
- 6.13. Candidates are selected by assessing each applicant against the eligibility criteria.
- 6.13.1. The employee's job position. This is assessed on a scale of 0–1 (0 – the candidate holds only an administrative post; 1 – the candidate is involved in the delivery of study programmes);
- 6.13.2. Alignment with the priorities of study programmes. This is assessed on a scale of 0–2 (0 – does not align with the priorities; 2 – aligns with the priorities);
- 6.13.3. Participation in an Erasmus+ project within the last year. This is assessed on a scale of 0–1 (0 – the applicant has taken part in an Erasmus+ mobility programme within the last year; 1 – has not taken part);
- 6.13.4. The alignment of the mobility objective with the specific nature and development objectives of the study programme represented, the scope of activities of the represented organisational unit, and the duties of the job position. This is assessed on a scale of 0–2 (0 – does not meet the criteria, 1 – partially meets the criteria, 2 – meets the criteria). If an applicant scores 0 on this criterion, they will not proceed to the next stage of the assessment.
- 6.14. An applicant may be awarded between 1 and 6 points, in accordance with the evaluation criteria set out in paragraph 6.12.
- 6.15. Following the evaluation of applicants, a list of candidates is drawn up, in which they are ranked in descending order according to the number of points they have obtained.
- 6.16. Once the list of applicants has been drawn up, applicants are selected in accordance with the principle of an equitable distribution across study programmes.
- 6.17. If several applicants have obtained the same number of points and the number of Erasmus+ mobilities available is insufficient to award a mobility to all such applicants, the decision on the award of mobility shall be taken by the Chairperson of the Selection Board, taking into account the objectives of the Erasmus+ programme, EKA's institutional priorities and the relevance of the mobility in question to EKA's development.
- 6.18. The Erasmus+ coordinator shall inform all applicants of the results of the competition within 5 (five) working days of signing the minutes of the Selection Board meeting, by sending the information to the applicants' email addresses.

- 6.19. 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 their planned mobility, accompanied by an outlined mobility plan (**Annex 5**).
- 6.20. When assessing the alignment of the planned mobility with 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.
- 6.21. The duration of Erasmus mobility is determined taking into account the amount of Erasmus+ funding available for the relevant academic year.
- 6.22. If an academic staff member intends to go to 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 (available at <https://www.erasmusplus.lv/dokumenti-un-veidlapas-projekta-izstradei-un-istenosanai?tab=tabs-ka131-hed>), 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.
- 6.23. A mobility participant is awarded a grant to cover travel and subsistence expenses.
- 6.24. 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
- 6.25. 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.
- 6.26. 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 3, Annex 4**);
 - fill out the individual report (EU Survey).
- 6.27. The Erasmus+ coordinator at EKA is responsible for organising the BIP programme. The organisation of the BIP programme must be carried out in accordance with the current guidelines of the Erasmus+ programme and in compliance with the principles of the Erasmus+ Charter.
- 6.28. When implementing an Erasmus+ KA131 or KA171 project, the Erasmus+ coordinator regularly monitors that the performed mobilities and the process of the project are in line with the objectives set out in the project application. If candidates selected through the competitive selection process are unable to take part in their mobility (due to withdrawal, termination of their employment relationship with EKA, or for other reasons), the Erasmus+ coordinator:
- by mutual agreement, allocates the vacant mobility place to a candidate on the reserve list;
 - includes the relevant mobility in the call for applications for the next period if there are no candidates on the reserve list.

7. Receiving foreign universities/visiting lecturers.

- 7.1. 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.
- 7.2. 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.
- 7.3. 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.
- 7.4. 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.

8. Receiving students from foreign universities.

- 8.1. 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 (**Annex 6**), the Erasmus+ Programme Coordinator shall prepare and send a letter of approval and information to the student on studies.
- 8.2. If the student needs a visa, the Erasmus+ programme coordinator helps to settle all issues related to receiving visa and residence in Latvia.
- 8.3. 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.).
- 8.4. In case of the need for additional documents (certificates, letters of approval, etc.), the Erasmus+ Programme Coordinator is responsible for their preparation.
- 8.5. 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.

9. Provision of unified authorisation and identification.

- 9.1. If necessary, unified authorisation and identification in the Erasmus+ programme using eduGAIN infrastructure is granted to EKA mobility participants.
- 9.2. Unified authorisation and identification shall be granted to EKA mobility participants before the beginning of their mobility.
- 9.3. Upon a request of the Erasmus+ coordinator, in order to provide unified authorisation and identification in the Erasmus+ programme, the IT department for Erasmus+ mobility participants performs the required activities and creates the respective email addresses for the mobility participants (participant@eka.edu.lv or participant@augstskola.lv).
- 9.4. The IT department sends the created email addresses and access details to the Erasmus coordinator.
- 9.5. The Erasmus coordinator sends the received email addresses and access details to the mobility participants.

10. Personal data processing rules.

- 10.1. Within the Erasmus+ programme, EKA processes the following personal data:
 - 10.1.1. name;
 - 10.1.2. surname;
 - 10.1.3. gender;
 - 10.1.4. passport or ID card number;
 - 10.1.5. date and place of birth;
 - 10.1.6. citizenship;
 - 10.1.7. address;
 - 10.1.8. telephone number;
 - 10.1.9. accommodation address in Latvia;
 - 10.1.10. sending university;
 - 10.1.11. email address.
- 10.2. The processing of personal data referred to in paragraph 9.1 shall be carried out by EKA on the basis of Article 6 of the Regulation of the European Parliament and of the Council as of 27 April 2016 (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) subsection: section 1 a) (the data subject has given consent to the processing of their personal data) and section 1b) (the processing is necessary for the performance of a contract to which the data subject is a party).
- 10.3. Personal data will be stored in accordance with the following deadlines:
 - 10.3.1. Data of the application form, if an agreement on Erasmus+ mobility is concluded with EKA, in accordance with the EKA Nomenclature;
 - 10.3.2. Data of the application form, if there is no agreement on Erasmus+ mobility concluded with EKA – until the beginning of the next academic year of EKA;
 - 10.3.3. Contact details – until the beginning of the next academic year of EKA.
- 10.4. After the expiry of the data processing period, the personal data are deleted or destroyed.
- 10.5. The student has the right to withdraw their consent for the processing of these personal data referred to in 10.1. by writing to the EKA Erasmus+ coordinator.
- 10.6. Further information on the processing of personal data by EKA is available in the EKA Privacy Policy, which is available on the EKA website, or by contacting the EKA contact person for the processing of personal data by email administracija@eka.edu.lv.

11. Force majeure conditions and emergency situations

- 11.1. Regardless of the circumstances, the Student assumes full responsibility for the implementation of the mobility and the use of the funding received, including the reimbursement of the funding, if such need arises.
- 11.2. The student has the competence to decide on mobility, as well as to suspend or cancel mobility due to special reasons independent of the student, force majeure or an emergency situation.
- 11.3. The student may cancel the organized mobility before its commencement, as well as terminate the mobility initiated in case of force majeure conditions or an emergency situation has been announced.
- 11.4. The student is obliged to contact the Erasmus+ programme coordinator EKA as soon as possible, inform about the occurrence of emergency conditions (force majeure) and their actions.
- 11.5. Cases of failure caused by an emergency situation or force majeure shall be examined on the basis of a student's application and an explanation of the situation.
- 11.6. In cases of force majeure, the participants may be entitled to non-recoverable expenses incurred during the mobility on the basis of the application of the participant to the Erasmus+ programme coordinator and documents supporting the submitted expenses.

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).

**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)

* to be filled in only in English

APPLICATION FORM*
ERASMUS+ STAFF EXCHANGE PROGRAMME FOR TEACHING AND TRAINING
20__/20__ ACADEMIC YEAR

By submitting this form, you consent to the collection and processing of your personal data for the organisation and administration of your outgoing teaching or training mobility through EKA University of Applied Sciences. Your data will be accessed only by authorised staff, stored securely, and used solely for mobility-related purposes in accordance with GDPR. No data will be shared without your consent. You also agree that you may be photographed or filmed during mobility-related activities and that such materials may be published in media or online if your participation is confirmed..

Name / Last name		
Academic degree and position at EKA		
Seniority: Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).		
Phone		
E-mail		
Main subject field		
Receiving organisation, Country		
Objectives of the mobility <i>(Please underline the applicable)</i>	Staff mobility for Training	Staff mobility for Teaching
	2 working days - 2 months, excluding travel days; A minimum of 8 teaching hours per week has to be respected.	
Overall aim and objectives of the mobility		
Added value of the mobility		
Justification/motivation		
Expected results		

Planned period of teaching / training activity	
---	--

USE OF PERSONAL DATA

I agree and accept that EKA University of Applied Sciences uses my personal data for purpose of Erasmus+ Staff Mobility.

YES ☐ NO ☐

Personal Data required for Grant agreement

Personal code:	
Address: [official address in full]	
Bank name:	
SWIFT number:	
Account/IBAN number:	

Applicant

Application date

We, the members of the Selection Board certify with our signature that we do not have a conflict of interest, and there are no circumstances to consider that we are interested in the selection of a particular applicant.

Marina Tihomirova, Erasmus koordinatore
/vārds, uzvārds, amats/

/paraksts/

Jeļena Titko, Zinātņu un starptautisko attiecību prorektore
/vārds, uzvārds, amats/

/paraksts/

Jānis Pildavs, Kvalitātes vadītājs
/vārds, uzvārds, amats/

/paraksts/

EKA UNIVERSITY OF APPLIED SCIENCES

APPLICATION FORM FOR ERASMUS+ INCOMING STUDENTS

ECTS – European Credit Transfer System

By submitting this form, you consent to the collection and processing of your personal data for the organisation and administration of your studies at EKA University of Applied Sciences. Your data will be accessed only by authorised staff, stored securely, and used solely for study-related purposes in accordance with GDPR. No data will be shared without your consent. You also agree to be photographed or filmed during study-related activities and to the publication of such materials in media or online if your participation is confirmed.

STUDENT
PHOTO

Academic Year 20..../20....

Field of Study

STUDENT'S PERSONAL DATA (must be completed by the applicant)

Family Name	First Name.....
Date of birth	Place of birth
Passport / or ID number.....	
Nationality	Sex ☐ Male ☐ Female
Current Address	Permanent Address (<i>if different</i>)
.....	
.....	
Postal Code.....City	Postal Code.....City
Country.....	Country.....
Tel.	Tel.

SENDING INSTITUTION

Name and full address

.....

Erasmus code

Department Coordinator

Tel

E-mail

Institutional Coordinator

Tel

E-mail

DURATION OF STAY

From (day/month/year) To (day/month/year)

LANGUAGE COMPETENCE

Mother tongue.....	
Language of instruction at home institution (<i>if different</i>)	
	Language skills and competence level according to Europass Language Passport framework https://europass.cedefop.europa.eu/en/documents/european-skills-passport/language-passport/templates-instructions
English	
Latvian (optional)	
Other languages (please list)	

WORK EXPERIENCE RELATED TO CURRENT STUDY (*if relevant*)

Type of work experience	Company/organisation	Country	Dates (since - till)

PREVIOUS AND CURRENT STUDIES

Diploma/degree you are studying for.....

Year and semester of current studies

Have you already been studying abroad? Yes ☐ No ☐

If yes, when?

Name of institution

The attached transcript of records includes full details of previous and current higher education studies.
Details not known at the time of application will be provided at a later stage.

USE OF PERSONAL DATA

I agree and accept that EKA University of Applied Sciences uses my personal data for purpose of Erasmus+ Student Mobility.

YES ☐ NO ☐

ATTACHEMENTS

Please attach:

- ☐ A photo
- ☐ Proposed Learning agreement
- ☐ Transcript of Records
- ☐ Official proof of English language knowledge

APPLICANT STATEMENT

I hereby confirm that the information on this application form and attached documents is accurate and complete.

Signature:

Date:

CONFIRMATION BY SENDING INSTITUTION

Signature:

Date:

RECEIVING INSTITUTION

We hereby acknowledge receipt of the application, the proposed learning agreement and the candidate's previous Transcript of Records.

The above mentioned student is

- ☐ Provisionally accepted at our institution
- ☐ Not accepted at our institution

Institutional Coordinator's Signature:

Date:

Please email signed and scanned application to

Ekonomikas un kultūras augstskola (EKA University of Applied Sciences)

Pērnavas iela 62, Rīga LV – 1009, Latvia

Erasmus+ Institutional coordinator

Tel.: +371 24429068

E-mail: erasmus@eka.edu.lv

Meeting of the Erasmus+ Selection Board of the EKA University of Applied Sciences

MINUTES

Riga

Date: _____

No. _____

Start of the meeting: _____

Minutes of the meeting taken by: _____

Participants of the meeting:

1. _____

2. _____

3. _____

Aim of the Selection Board meeting: Examination and evaluation of candidates' applications for the implementation of Erasmus+ mobilities within Project No. _____ .

Agenda of the Selection Board meeting:

1. Election of the Chairperson of the Selection Board. Open ballot.
2. Information on the priorities of study programmes. The EKA Erasmus+ coordinator reports.
3. Information about the Erasmus+ call applicants. The EKA Erasmus+ coordinator reports.
4. Information on the eligibility requirements and evaluation criteria of applicants in accordance with the requirements of the Erasmus+ Regulation. The EKA Erasmus+ coordinator reports.
5. Examination and evaluation of the eligibility of applicants by awarding points for each evaluation criterion.
6. Compilation of evaluation results, establishment of a list of applicants and allocation of Erasmus+ mobilities.

1. Election of the Chairperson of the Selection Board

Reporter: _____

Description: The participants of the meeting shall elect the Chairperson of the Selection Board, who shall chair the further proceedings of this Board meeting.

Result of the vote: for _____; against _____; abstaining _____.

Decided: To elect _____ as the Chairperson of the Selection Board.

2. Information on the priorities of study programmes

Reporter: EKA Erasmus+ coordinator

Description: The Board shall be informed of the priorities of the study programmes identified for the current Erasmus+ project and to be used for the evaluation of applicants.

3									
4									
5									

Decided: To approve the results of the individual assessment of each applicant according to the number of points indicated in the table. Applicants who do not meet the requirements for participation or have received 0 points in the mobility aim eligibility criterion shall not be included in the further selection process.

6. Compilation of evaluation results, establishment of a list of candidates and allocation of mobilities

Description: The Selection Board shall compile the results of the evaluation and establish a list of candidates by ranking the applicants in descending order of the number of points obtained.

Place	Surname, first name	Points	Study programme / department	Decision of the Selection Board	Justification / comments
1					
2					
3					
4					
5					

Decided:

1) to grant Erasmus+ mobility to the following applicants:

No.	Surname, first name	Type of mobility	Study programme / department
1			
2			
3			

2) to include the following applicants in the reserve list:

No.	Surname, first name	Points obtained	Study programme / department
1			
2			
3			

3) to reject the applications of the following applicants:

No.	Surname, first name	Reason for rejection	Comments
1			
2			
3			

4) If the case of the same number of points is applicable:

Decision of the Chairperson of the Selection Board: To grant mobility to _____,
because the objectives of the Erasmus+ programme, the institutional priorities of EKA and the contribution
of the respective mobility for the development of EKA were taken into account when assessing applicants
with the same number of points.

Other reasons: _____

End of the meeting: _____

Chairperson of the Selection Board _____ / _____/

Minute taker _____ / _____/

Member of the Selection Board _____ / _____/