



1. Overall rules

1.1. Glossary of terms

1.1.1 Selection commission – selection commission or delegated board of the faculty, which has been authorized with reference from the Dean of the corresponding faculty to prepare and carry out selection procedure of the candidates for student, teaching staff and administrative staff mobility's within Erasmus + program. In the Selection commission cannot be persons with possible conflict of interest in process for nominating candidates to participate in Erasmus+ program

1.1.2 Erasmus+ program activities – student, teaching staff or administrative staff participation in academic processes at the partner university, also student traineeship at foreign enterprise/ organization within Erasmus+ program

1.1.3 Erasmus+ agreements

1.1.3.1 Erasmus+ bilateral agreements – agreement between the University of Latvia (UL) and partner university about student, teaching staff and administrative staff mobility's, signed by Erasmus Institutional coordinator from UL part.

1.1.3.2 Erasmus + financial agreement - agreement about mobility funding, which is signed between UL student/ teaching staff or administrative staff and UL Erasmus+ Institutional coordinator from UL part.

1.1.3.3 Erasmus+ Learning agreement for Traineeships – trilateral agreement between UL student, UL and foreign enterprise/ organization about prescribed tasks during traineeship mobility and its recognition in corresponding study program at UL. It is signed by corresponding study program director from UL part. The exception is, if foreign trainee is coming to UL, then agreement is signed by traineeship supervisor at the UL.

1.1.3.4 Erasmus+ Learning agreement for studies – trilateral agreement between student of the UL, UL and partner university about prescribed study courses during study mobility and their recognition in corresponding study program at UL. The agreement is signed by corresponding study program director from UL part. The exception is, if foreign student is coming to UL, then agreement is signed by international coordinator of the corresponding faculty of the UL.

1.1.4 Erasmus+ mobility:

1.1.4.1 Student mobility – student studies at partner university (study mobility) or traineeship at foreign enterprise/ organization (traineeship mobility).

1.1.4.2 Teaching staff mobility – guest lectures provided by UL teaching staff in partner university or partner university teaching staff in UL.

1.1.4.3 Administrative staff mobility – Professional development activities carried out by UL administrative staff at partner university or by administrative staff of partner university at UL.

1.1.5 International coordinators at the faculties of UL – person, who has been authorized with reference from the Dean of the corresponding faculty to implement international cooperation at the corresponding faculty.

1.1.6 Nomination – moot of student, teaching staff or administrative staff for participation in mobility according to selection results.

1.1.7 Partner university – foreign university with whom UL has signed bilateral Erasmus+ agreement for student, teaching staff and administrative staff exchange.

1.2 The aim of this UL procedure of Erasmus+ program organization is to ensure student, teaching staff and administrative staff mobility of the UL according to **Erasmus Charter for Higher Education 2014 – 2020.**

1.3 Erasmus+ study and teaching staff mobility are organized according to terms of Erasmus+ bilateral agreements, Erasmus+ traineeship and administrative staff mobility are organized on individual agreement between mobility participant and host institutions.

1.4 Student and teaching staff mobility's are organized by the international coordinator of the Faculty. International coordinator is authorized by the Dean of the corresponding Faculty. A copy of authorization must be submitted to the Student Services International Mobility Unit. (SS IMU)

1.5 Reference, from the Dean of the corresponding faculty of authorization the selection commission or delegated board of the faculty to perform selection process, must be submitted Student Services International Mobility Unit. (SS IMU).

2. Preparation of Erasmus+ bilateral agreements:

2.1. Initiation of Erasmus+ bilateral agreements – agreements can be initiated by the UL of potential partner university. Initiators can be UL students, academic staff and administrative staff, they should submit proposal about this matter to corresponding international department at the faculty. International office exams proposal and coordinates it with the Dean of corresponding faculty. If Dean agrees to initiate

Erasmus+ Bilateral agreement, international coordinator of the faculty send request to Student Services International Mobility Unit. (SS IMU) with all information about agreement conditions and Contact person at the potential partner university.

- 2.2. SS IMU prepares Erasmus+ bilateral agreement according to European Commission (EC) formed Agreement draft. (http://ec.europa.eu/education/opportunities/higher-education/doc/partner-programme-ija_en.pdf) In the bilateral agreement is stipulated: types of mobility's (study, teaching staff mobility), study levels (undergraduate U, postgraduate P, doctoral D), study fields, number of students participating un duration (in months within academic year) of study mobility, also number of participants, duration and minimal teaching hours of teaching staff mobility within academic year. Agreements also contains information about grading system, language of instructions and required language level, application deadlines and accommodation in each institution.
- 2.3. Erasmus+ agreements are signed by Institutional Erasmus coordinators of each institution.
- 2.4. Erasmus+ agreements are stored in SS IMU of the UL.

3. Conditions for participation in study mobility within Erasmus+ program:

- 3.1 In Erasmus+ study mobility can participate UL full time students, including foreign full time students who:
 - 3.1.1 has obtained at least 40 credit points in their first study year;
 - 3.1.2 has settle their academic and financial obligations towards UL within deadlines;
 - 3.1.3 are not in academic leave of absence;
 - 3.1.4 has good or very good foreign language knowledge according to language of instructions in chosen partner university.
- 3.2 Minimum period for study mobility is 3 months, for traineeship 2 months
- 3.3 Students can participate in Erasmus+ mobility several times in total 12 months together studies, traineeship within one study level (12 months undergraduate, 12 months' master and 12 months' doctoral studies). It is possible to combine study and traineeship mobility's.
- 3.4 During study mobility students has to obtain at least 24 ECTS or 80% of one semester scheduled amount of ECTS, which is 30.

4. Application and selection procedure of UL students to participating in Erasmus+

- 4.1 Information on application procedure, deadlines and program overall conditions for potential participants in exchange program is provided by corresponding international coordinator the faculties. Information is provided in corresponding faculty we page, social networks as well as at organized information seminars;
- 4.2 Student submits written application to participate in Erasmus+ program as well as other information, documents according to corresponding faculty requirements.
- 4.3 Applications are evaluated by corresponding faculty Selection Commission.
- 4.4 Selection of the candidates is open competition, which ensures fair and transparent selection procedure. The Selection Commission decides to nominate student for participating in Erasmus+ program by their:
 - 4.4.1 grades during studies;
 - 4.4.2 Motivation letters;
 - 4.4.3 Foreign language knowledge;
 - 4.4.4 if defined, additional criteria set by corresponding Selection Commission
- 4.5 Selection Commission records hearings. Originals of Records of selection procedure are kept by corresponding faculty, copies are submitted to SS IMU of the UL.
- 4.6 International coordinator of the faculty informs candidates electronically about results of selection to their e-mails and provides the results publically available in the corresponding faculty.
- 4.7 International coordinator of the corresponding faculty submits decision of the Selection Commission on nominated student to SS IMU of the UL (including reserve list), decision contains the following information:
 - 4.7.1 Students name, surname;
 - 4.7.2 Students e-mail and contact telephone number;
 - 4.7.3 Host institutions name;
 - 4.7.4 Filled in SM form or TM forms.
- 4.8 Student who, has been nominated to participate in Erasmus+ study mobility prepares application documents required by Host institution within deadline set by Host institution. If the application procedure is online, then student submits it individually and informs about it responsible person at the SS IMU of the UL. If Host institution requires to send application document via ordinary mail, students have to submit all necessary documents to responsible person at SS IMU of the UL no later than two weeks before application deadline set by Host institution. Responsible person at SS IMU of the UL checks and very all submitted documents, if they are correct, then sends them to Host Institutions. Before leaving to Host Institutions students prepares Learning agreement with provisional course list during mobility and receives accept of

this document from student's study program director. Learning agreement is trilateral agreement, between student, students study program director and Host institutions about study courses, which student will attend during study mobility. Copies of signed agreement are stored at SS IMU of the UL.

4.9 Students, which has been nominated to participate in traineeship mobility, informs responsible person at SS IMU of the UL about concerted traineeship period with Host institution no later than one month before the beginning of the mobility period. Student submits trilateral traineeship agreement signed between student, student's study program director and Host institution. Copies of signed agreements are stored at SS IMU of the UL.

4.10 If by arriving in Host institution provisional study course list has been changed and are different than those in signed learning agreement, student fills in changes in Learning agreement and receives confirmation on changes from student's study program director within one month after arriving at Host institution.

4.11 If necessary student also has to comply other conditions of the Erasmus+ program

5. Order of UL student's departure and report system

5.1. Responsible person at SS IMU organizes info meetings/ seminars with nominated students for exchange studies. During these meetings students receives information about necessary steps and procedures in order to complete preparation for exchange studies/ traineeship before leaving to Host University. SS IMU prepares orders about scholarships for Luis system. Orders of scholarships are signed by Deputy Rector for Students and Social Matters.

5.2. Students who have received official acceptance letters from Host Institutions, shall submits Application for registration for studies/ traineeship abroad to his/hers study advisor. Study advisor prepares order in Luis system about student's registration for studies/traineeship abroad. He original of application is add to student's personal case. After return from abroad study advisor prepares reference for registration with deadline to which student shall pass his/ hers academically obligations, study debts.

5.3. Suspension of Erasmus+ mobility;

5.3.1. If nominated student has not submitted or comply any of obligations before going abroad, the Selection Commission has right to cancel student's nomination for studies/ traineeship abroad

5.3.2. If nominated student has decided to cancel his mobility, student shall inform timely Host institution, submit application to Selection Commission of the corresponding faculty and informs SS IMU about his/ her decision. International coordinator of the corresponding faculty nominates next student in line from reservation list. If there are no reservation list, Selection Commission decides to nominate other student.

5.4. Students, whose study mobility period is one semester can apply for prolongation of mobility period for another study semester, it shall be done at least one month before the end of first mobility period. The prolongation shall be agreed by Host institution, corresponding study program director and SS IMU.

If student has received accept from corresponding study program director for prolongation of exchange period, student shall prepare or append Learning agreement and receive signature from his/ hers study program director and Host institution before the beginning of prolonged study semester. If corresponding study program director have not signed proposed learning agreement until the beginning of prolonged study semester, it shall be considered as not approved prolongation of mobility period.

5.5. Student can claim to prolong traineeship mobility period or after study mobility start traineeship mobility. Student shall inform corresponding study program director, Host institution and SS IMU at least one month before previous mobility period end about his/ her intentions. If corresponding study program director does not agree with proposed traineeship tasks, which are written in new or supplemented traineeship agreement and do not sign this document at least one month before the end of previous traineeship mobility period, it shall be considered as not approved prolongation of mobility period.

5.6. Students shall submit interim report to SS IMU about study or traineeship mobility. The deadline for submission interim report is written in Erasmus+ Grant agreement, which is signed by student and UL.

5.7. After Erasmus+ mobility period student shall receive request to fill in and submit online European Commission (EC) individual report. Student shall submit also final paper report to SS IMU about Mobility results. Students shall submit paper reports within 30days after the end of official mobility period.

5.8. Gained results of mobility's are recognized by the UL within regulatory enactments. Study courses written in learning agreement and signed by corresponding study program director are recognized in full amount.

6. Application, selection and organization procedures of UL academic and administrative staff mobility

6.1. Application to participation in Erasmus+ academic and administrative staff is available to all staff members including international if they:

6.1.1. Are not on vacation (except sabbatical leave);

6.1.2. Have good and very good foreign language knowledge according to requirements of Host institutions

6.2. Academic staff during mobility teach at least 8 hours at Host institution per week.

- 6.3. Information about possibility to participate in academic and administrative staff mobility is provided by international coordinator at the corresponding faculty.
- 6.4. Applications to participate in academic or administrative staff mobility are evaluated by Selection Commission of the corresponding faculty. International coordinator electronically informs applicants to their e-mails about the results of evaluation and nominations. The results are publicly available.
- 6.5. Selection Commission records hearings. Originals of Records of selection procedure are kept by corresponding faculty, copies are submitted to SS IMU of the UL.
- 6.6. International coordinator of the corresponding faculty submits decision on nominated applicants list (including reservation list) to SS IMU. The decision consists with the following information on applicants:
 - 6.6.1. Name, surname;
 - 6.6.2. E-mail address, contact telephone number;
 - 6.6.3. Contact information on Host Institution
- 6.7. Nominated staff members agree with Host institution on mobility dates and mobility program, and fills in business trip application
- 6.8. SS IMU consults and informs nominated staff members about mobility overall conditions and helps prepare all necessary documents for mobility period.
- 6.9. If nominated applicant has decided to cancel his/her participation in mobility program, he/ her informs in due time Host institution about his/ her decision. Applicant submits official refusal to International coordinator of the corresponding faculty and also informs SS IMU about cancelation. International coordinator nominates next applicant from reservation list to participate in mobility. If there are no reservation list, Selection Commission decides to nominate other staff member.
- 6.10. SS IMU informs other UL structural units about mobility possibilities. Director of corresponding unit selects and nominates staff members for participation, previously consulting with SS IMU about funding.
- 6.11. Erasmus+ proposed mobility program is signed by;
 - 6.11.1 Corresponding Dean of the academic or administrative staff;
 - 6.11.2 Erasmus+ institutional coordinator to other unit staff members.
- 6.12 According to overall Erasmus+ program conditions academic and administrative staff member submits all required report documents about mobility results.

7. Supervisory Board

- 7.1. Rector of the UL with official order confirms members of UL Erasmus+ Supervisory Board. Supervisory Board consists of Head of Board – vice rector for studies and four more members.
- 7.2. Supervisory Board carry out the following tasks:
 - 7.2.1. Supervision of Erasmus+ program and Erasmus Charter implementation process at the UL;
 - 7.2.2. Erasmus+ funding distribution between UL faculties and units;
 - 7.2.3. confirms study, traineeship, academic and administrative staff grant amounts and payment procedure;
 - 7.2.4. confirms Erasmus reports;
 - 7.2.5. solve disputes

8. Funding regulations

- 8.1. Erasmus+ funding is provided by State Education Development agency according to overall regulations of program and agreement signed by UL and State Education Development Agency for corresponding academic year
- 8.2. UL Supervisory Board decides about funding amount for each UL faculty for corresponding academic year. SS IMU informs international coordinators of the faculties about provided funding amount.
- 8.3. SS IMU prepares grant agreement about grants to nominated participants for mobility. After signing the grant agreement participant receives grant in according to regulations for corresponding academic year issued by Supervisory Board.
- 8.4. Erasmus+ grant for study mobility is not intent to cover all student's expanses during study mobility.
- 8.5. Students, whose study mobility period includes spring semester doesn't participate in rotation for State funded study places. Till the next rotation students will keep their source of study funding.
- 8.6. Students within Erasmus+ mobility;

- 8.6.1.** has rights to receive State grants or Maecenas grants;
- 8.6.2.** pays tuition fee for studies stated in their study agreement;
- 8.7.** UL pays grants to Erasmus+ mobility participants only from budget provided by State Education Development Agency.

9. *UL staff member obligations and responsibilities in organization Erasmus+ program*

9.1. UL Erasmus Institutional coordinator

- 9.1.1.** Administrates Erasmus+ program at the UL;
- 9.1.2.** Signs Erasmus+ bilateral agreements;
- 9.1.3.** Signs Erasmus+ grant agreements;
- 9.1.4.** Cooperates with EC

9.2. International coordinator of the Faculty

- 9.2.1.** Informs students, academic and administrative staff about mobility possibilities;
- 9.2.2.** Updates information on faculty's web page about Erasmus+ program;
- 9.2.3.** Ensures Erasmus+ documents circulation;
- 9.2.4.** Organizes selection sessions;
- 9.2.5.** Signs learning agreements of the students;
- 9.2.6.** Prepares reports no less than one time in month for corresponding Dean of the faculty about Erasmus+ program implementation at the faculty;

9.3. SS IMU

- 9.3.1.** Ensures Erasmus+ documentation circulation;
- 9.3.2.** Prepares reports about implementation of Erasmus+ program at the UL;
- 9.3.3.** Ensures information circulation about Erasmus+ mobility possibilities, documents and funding;
- 9.3.4.** Cooperates with State Education Development Agency