

APPROVED

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

1. General provisions and deadlines

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

- 1.3. The Erasmus+ programme is an EU programme, funded by the European Commission, to support education, training, youth and sport for mobility and cooperation in higher education. Erasmus+ mobility is an opportunity for those involved in education and training to learn and gain experience abroad. Erasmus+ mobility allows students, teachers, trainers, lecturers, academic staff members, 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.
- 1.4. The participation of EKA in the Erasmus+ programme takes place in accordance with the European Commission's Erasmus Charter, ECHE 2021-2027.
- 1.5. Erasmus+ mobility for studies and traineeships is carried out in accordance with the Erasmus Student Charter and on the basis of the terms and conditions set out in the ECTS Manual.
- 1.6. 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.
- 1.7. 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.
- 1.8. The conclusion of Erasmus+ bilateral agreements are 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.
- 1.9. 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.
- 1.10. 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.
- 1.11. 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.
- 1.12. The Erasmus+ programme support may be used by students several times, up to a maximum of 12 months of mobility at each level of study (bachelor, master). This provision also applies in the event of the student switching to another university, as well as in the case of the student using Erasmus+ programme support during the Life Long Learning period in 2007-2013, or the Erasmus+ period in 2014-2020. The previous Erasmus mobility period(s) is (are) aggregated with Erasmus+ mobility periods if Erasmus+ mobility takes place at the same level of study.
- 1.13. Erasmus+ mobility can be combined in different ways at the student's discretion (studies/traineeship/recent graduate traineeship). The mobility period for recent graduates is taken into account in the total mobility period of the relevant study cycle. Students, who have previously participated in the EKA Erasmus Lifelong Learning Programme, can participate in the activities of the new ERASMUS+ programme, meeting the condition of a 12-month period within each study cycle.
- 1.14. 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.
- 1.15. Under the Erasmus+ mobility programme, EKA students can have the opportunity to study in one of the Member States under the Lifelong Learning Programme for a certain period of time. The minimum period of the mobility for studies is 3 months; the minimum period of the mobility for traineeship is 2 months.
- 1.16. 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.

- 1.17. The EKA staff member can take part in a mobility only once within the framework of each KA131 programme project.
- 1.18. The EKA student or staff member can take part in a mobility only once within the framework of each KA171 programme project.
- 1.19. Within each KA131 project, 2 mobilities are reserved for implementing mobilities within the framework of Qⁿ European Alliance.
- 1.20. Within each KA131 project, 3 mobilities are reserved for the EKA Rector, Vice-Rector for Academic Affairs and Vice-Rector for science and international relations for carrying out the EKA strategic tasks.
- 1.21. EU funding – Erasmus+ grant for students is envisaged only to cover partially expenses occurred while staying abroad during their mobility for studies/ internship.

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

- 2.1. The Erasmus+ Programme Coordinator organizes competition for studies in a partner university or traineeship in a company abroad.
- 2.2. The evaluation and selection of applicants shall be carried out by a commission. The Commission (The Selection Board) shall assess student applications in accordance with the evaluation criteria set out in paragraph 2.14 and draw up minutes of their decision.
- 2.3. The selection of students for studies in partner universities or traineeships in a company abroad under Erasmus+ is conducted via an open competition, ensuring fair and transparent selection of participants.
- 2.4. The Selection Board shall determine the total number of students approved for studies and traineeships under Erasmus+, taking into account the number of places available in partner universities or companies abroad and the actual amount of Erasmus+ funding in the academic year concerned.
- 2.5. The competition for studies or traineeship abroad under the Erasmus+ programme is organized twice a year. If necessary, additional submission of applications for studies or traineeship abroad under the Erasmus+ programme may be announced. The student may simultaneously apply for a competition to study in a partner university and for a competition to take a traineeship in a company abroad.
- 2.6. The Erasmus+ Programme Coordinator shall announce a call for a competition for studies at partner universities or traineeship in companies abroad under Erasmus+ and set deadlines for submitting applications in accordance with the requirements of the partner universities or companies concerned.
- 2.7. The student shall study the information on partner universities and traineeship places in companies abroad independently, consulting the Erasmus+ Programme Coordinator.
- 2.8. Prior to applying for the competition for studies abroad under Erasmus+, the student shall discuss study opportunities at a partner university with the EKA Study Programme Director where they study.
- 2.9. The student applying for Erasmus+ programme mobility shall:
 - 2.9.1. be a citizen or a permanent resident of the Republic of Latvia, or a full/part-time international student;
 - 2.9.2. be registered as a full/part-time student at EKA;
 - 2.9.3. be registered at least as a year 2 student of Bachelor level (except Master level students);
 - 2.9.4. have a command of the foreign language/-s in which studies will take place.
- 2.10. The student shall have no study and/or fee debts, and/or any pending financial obligations with EKA.
- 2.11. The application for Erasmus+ grants is announced on the EKA website once in a semester, indicating the start and end dates of application submissions, as well as the place and time of the reception of documents. Applications shall be submitted for studies to be carried out during the following semester.
- 2.12. The student applies by submitting the following documents:

- Application form for ERASMUS+ student study/traineeship mobility (Annex 1, Annex 2);
 - A letter of motivation in the foreign language in which the student will study at the receiving university.
- 2.13. After the application submission deadline, the Erasmus+ Programme Coordinator shall process the applications and electronically notify the student of the date, time and place of the selection interview. If the student does not appear for the interview without a valid reason, s/he shall be removed from the list of candidates. The Selection Board shall communicate the decision to the Erasmus+ Programme Coordinator within 5 working days of the interviews, and the Erasmus+ Coordinator shall report the results to the students within the next 2 working days.
- 2.14. 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 participation in the Erasmus+ programme taking into account student's:
- 2.14.1. academic performance (average grade shall not be lower than "4" points);
 - 2.14.2. motivation;
 - 2.14.3. foreign language skills;
 - 2.14.4. additional criteria, if the Selection Board has set such.
- 2.15. Minutes are taken during the Selection Board meetings. The original of the Erasmus+ programme candidate selection minutes as are stored at the Erasmus+ coordinator.
- 2.16. The decision regarding the Erasmus+ programme is communicated to the candidate electronically via the email address indicated in their Application.
- 2.17. 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.
- 2.18. Termination of Erasmus+ mobility:
- 2.18.1. 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.
 - 2.18.2. 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.

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 3) and fills out the individual report (EU Survey).
 - 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, s/he will have to submit a written explanation to the EKA Erasmus commission together with the Erasmus+ reference documents on why such a small number of ECTS has been obtained. The EKA commission will assess each such case and may decide on the reimbursement of part of the Erasmus+ grant.
 - 3.10. 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 s/he 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.

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, student submits to the EKA Erasmus+ Coordinator a success story of Erasmus mobility in accordance with the guidelines (Annex 4) and fills out the individual report (EU Survey).
 - 4.5. The Programme Director shall carry out recognition of traineeship.

5. Staff mobility for teaching and training

- 5.1. EKA academic staff and administrative staff are offered an opportunity to visit Erasmus+ partner universities.
- 5.2. Representatives of EKA academic staff (elected lecturers and guest lecturers) and administrative staff can participate in staff mobility. Mobility objectives are to encourage, extend and improve the range and content of existing study courses, to promote the exchange of experience in knowledge, teaching and learning methods and to develop cooperation between European higher education institutions.
- 5.3. As part of mobility for teaching, EKA academic staff conduct lectures in one of the EKA Erasmus+ programme partner countries and deliver at least 8 academic hours during their mobility.
- 5.4. Academic and administrative staff participate in the staff mobility for training (professional development). Within the framework of mobility, an EKA staff member undergoes training in a higher education institution of a member state participating in the programme. Mobility aims to acquire knowledge and specific skills through learning from the experience and good practice of a foreign partner, to improve practical skills required for daily work and professional development.
- 5.5. The minimum duration of mobility for both academic staff and administrative staff shall be 2 days, excluding travel days.
- 5.6. Travel and subsistence expenses are allocated to the mobility participant.
- 5.7. The Erasmus+ programme coordinator organizes the competition for staff teaching and training mobilities within the framework of the Erasmus+ project.
 - 5.7.1. Within one month of signing the agreement on funding for the Erasmus+ programme project with VIAA, the EKA Erasmus+ Coordinator shall place information on the Erasmus+ project on the Erasmus+ information stand and the EKA website under the heading "Aktualitātes/ News", as well as inform all EKA elected staff members by sending information to their e-mails. At the same time, the Erasmus+ coordinator

shall inform about the study directions, within which the implementation of the mobility is a priority over a given period (this information is received by the Erasmus+ Coordinator from the EKA Rector and Vice Rector for Science and International Relations).

- 5.7.2. When sending e-mails, the Erasmus+ Coordinator adds an electronic link to a questionnaire to be filled in by potential Erasmus+ mobility participants, indicating information about themselves, the time of planned mobility, the type of mobility, the receiving university/organization.
- 5.7.3. If the number of applications is lower than the number of available mobilities under the Erasmus+ project budget, all applications are accepted. The Erasmus+ coordinator shall contact each applicant individually to commence the Erasmus+ mobility organization process.
- 5.7.4. If the number of applications is higher than the number of available mobilities under the Erasmus+ project budget, the selection of applicants shall take place based on criteria specified in the paragraph 5.7.5. The selection is carried out by the Selection Board, which composition is specified in the paragraph 1.2.11.
- 5.7.5. Applicants shall be assessed against the following criteria ranked according to the priorities:
 - 1) priority of the study directions defined at the beginning of each project by the EKA Vice Rector for Science and International Relations (see paragraph 5.7.1);
 - 2) the academic staff member's working relationship with EKA (elected academic staff members are a priority);
 - 3) participation in the Erasmus+ project within the last 2 years (priority is given to those who have not used Erasmus+ mobility);
 - 4) equal distribution of applicants by study direction, taking into account the order of their application.
- 5.8. Upon receipt of a positive decision from the Erasmus+ Coordinator, the applicant shall submit an application form to the Erasmus+ programme coordinator, indicating the place, purpose and duration of his/ her planned mobility, accompanied by an outlined mobility plan (Annex 5).
- 5.9. When assessing the relevance of the planned mobility to the profile of the EKA academic staff member's activities and its relevance for the future professional activities of the academic staff member, the Erasmus+ coordinator shall decide on the implementation of the mobility of the academic staff member.
- 5.10. If an academic staff member intends to go 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.
- 5.11. Allocation of grant to the staff member: Erasmus+ Programme mobility grants for teaching are calculated according to the applicable daily rates (per diem) for the mobility country concerned as well as the defined mobility travel costs, calculated on the bases of the distance using the distance calculation tool defined by the European Commission: http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en
- 5.12. After calculating the mobility travel costs of the staff member, the Erasmus+ programme coordinator shall draw up a grant agreement for allocating the grant to the recipient and, in cooperation with the EKA accountant, shall arrange the payment of the grant referred to in the agreement to be paid to the staff member.
- 5.13. After the end of the mobility period, the staff member shall submit to the Erasmus+ Programme Coordinator:
 - a certificate of proof for the period of mobility (Certificate of Attendance);
 - transport tickets – journey tickets are the main supporting documents; hotel invoice and check;
 - a success story on Erasmus mobility in accordance with the guidelines (Annex 6, Annex 7);
 - fill out the individual report (EU Survey).

6. Receiving foreign universities/visiting lecturers.

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

7. Receiving students from foreign universities.

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

8. Provision of unified authorisation and identification.

- 8.1. If necessary, unified authorisation and identification in the Erasmus+ programme using eduGAIN infrastructure is granted to EKA mobility participants.
- 8.2. Unified authorisation and identification shall be granted to EKA mobility participants before the beginning of their mobility.
- 8.3. 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).
- 8.4. The IT department sends the created email addresses and access details to the Erasmus coordinator.
- 8.5. The Erasmus coordinator sends the received email addresses and access details to the mobility participants.

9. Personal data processing rules.

- 9.1. Within the Erasmus+ programme, EKA processes the following personal data:
 - 9.1.1. name;
 - 9.1.2. surname;
 - 9.1.3. gender;
 - 9.1.4. passport or ID card number;
 - 9.1.5. date and place of birth;
 - 9.1.6. citizenship;
 - 9.1.7. address;

- 9.1.8. telephone number;
 - 9.1.9. accommodation address in Latvia;
 - 9.1.10. sending university;
 - 9.1.11. email address.
- 9.2. 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 his/her personal data) and section 1b) (the processing is necessary for the performance of a contract to which the data subject is a party).
- 9.3. Personal data will be stored in accordance with the following deadlines:
- 9.3.1. Data of the application form, if an agreement on Erasmus+ mobility is concluded with EKA, in accordance with the EKA Nomenclature;
 - 9.3.2. 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;
 - 9.3.3. Contact details – until the beginning of the next academic year of EKA.
- 9.4. After the expiry of the data processing period, the personal data are deleted or destroyed.
- 9.5. The student has the right to withdraw their consent for the processing of these personal data referred by writing to the EKA Erasmus+ coordinator.
- 9.6. 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.

EKA UNIVERSITY OF APPLIED SCIENCES STUDENT APPLICATION FORM**For Erasmus + study mobility**

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

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

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

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

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

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

University	Country
1.
2.
3.

LANGUAGE SKILLS

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

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

- never participated in Erasmus/ Erasmus+
- participated in Erasmus/ Erasmus+ study exchange mobility in college/ undergraduate/ graduate level for.....months (in the time period from.....until.....)
- participated in Erasmus/ Erasmus+ traineeship mobility for months (in the time period fromuntil

_____ (date)

_____ (signature)

EKA UNIVERSITY OF APPLIED SCIENCES STUDENT APPLICATION FORM

For Erasmus+ traineeship mobility

Traineeship for academic year 20 /20 _____

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

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

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

First Name: Family name:.....

Telephone: E-mail:.....

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

Institution	Country
1.
2.
3.

LANGUAGE SKILLS

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

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

- never participated in Erasmus/ Erasmus+
- participated in Erasmus/ Erasmus+ study exchange mobility in college/ undergraduate/ graduate level for.....months (in the time period from.....until.....)
- participated in Erasmus/ Erasmus+ traineeship mobility for months (in the time period fromuntil

(date)

(signature)

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

We would be happy if you could tell us:

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

Before the story, please provide the following information:

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

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

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

We would be happy if you could tell us:

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

Before the story, please provide the following information:

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

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

**APPLICATION FORM
FOR PARTICIPATION IN ERASMUS+ STAFF MOBILITY FOR TEACHING/TRAINING
IN ACADEMIC YEAR 20 /20**

* to be filled in in English

Name, Surname		
Academic degree and position at EKA		
Work experience: Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience)		
Telephone		
Email		
Study area		
Selected receiving university, country		
Objectives of the mobility (<i>please underline the selected one</i>)	Staff mobility for training	Staff mobility for teaching (<i>delivering lectures</i>)
	<i>2 working days - 2 months, excluding travel days; teaching activity – at least 8 hours/per week</i>	
Overall aim and objectives of the mobility If staff mobility for teaching has been chosen – the offered theme of lectures and a brief summary, methods planned to be used (<i>lecture, seminar, presentation, discussion, work group etc.</i>)		
Added value of the mobility (e.g. <i>meetings, visit to the library, data bases etc.</i>)		
Justification/ motivation		
Expected results		
Preferable time for mobility		

Details required for agreement:

Personal ID:	
Declared address:	
Bank name:	
SWIFT number:	
Bank account/ IBAN number:	

Applicant

Application date

We, members of the Selection Board, hereby confirm with our signatures that we do not have a conflict of interest, nor do we have any circumstances that may lead to believe that we are interested in the selection of a particular candidate.

/name, suranme, position/

/signature/

/name, suranme, position/

/signature/

**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)