

APPROVED
ISMA Senate meeting
August 24, 2017,
Protocol No.2-17

Regulations
on
student mobility in the framework of Erasmus+ programme

Riga 2017

I. Main aims and criteria of the programme

1. Definition and aims

ISMA Erasmus+ Council acts on *Erasmus+ student mobility scholarships*. In compliance with the guidelines scholarships awarding procedures and the amount of scholarship may vary. ISMA Erasmus+ Council decides on the awarding of students scholarships.

Aims of ISMA students *Erasmus+* mobility:

- 1.1. to provide students an opportunity to obtain language, cultural, academic and practical experience in other European HEIs and companies;
- 1.2. to expand the areas of experience and academic studies;
- 1.3. to enrich the learning environment of ISMA students;
- 1.4. to enrich society as a whole through the formation of highly qualified young people with open thinking and international experience;
- 1.5. to partially cover the costs of mobility and to give students the opportunity to study or train abroad for some time.

2. Student eligibility and selection criteria

Students who start a study programme at a partner university under an Erasmus + institutional agreement are called *Erasmus + students* provided the following conditions are met (regardless of whether or not they actually receive an *Erasmus + student mobility scholarship*):

- 2.1. students are transferred to the second year of studies;
- 2.2. students are successful;
- 2.3. students have sufficient knowledge of a required foreign language.

3. Student eligibility and selection criteria for traineeship mobility

Students who start a traineeship programme at a partner university under an Erasmus + institutional agreement are called *Erasmus + students* provided the following conditions are met (regardless of whether or not they actually receive an *Erasmus + student mobility scholarship*):

- 3.1. students are transferred to the second year of studies and have passed at least two examination sessions;
- 3.2. students are successful;
- 3.3. students have sufficient knowledge of a required foreign language.

4. Mobility terms

- 4.1. students are enrolled in an officially recognised study programme in compliance with the procedures defined by a participating country regarding higher education levels (including doctoral programmes) or companies where traineeship is planned to be performed;
- 4.2. the exchange of students participating in mobility is based on inter-university agreements or agreements with companies;
- 4.3. the duration of studies at a partner institution is from three months to one year; the duration of traineeship is from two to six months;
- 4.4. the duration of studies or traineeship is an integrated part of the study programme of the sending higher education institution;

- 4.5. study or traineeship period abroad gains academic recognition, i.e. the sending HEI is committed to ensuring that the study or traineeship period abroad (including examinations or other forms of testing) will be recognized as equal to a similar period of studies or traineeship (including examinations or other forms of testing) according to the study programme plans, even in the cases of different curriculum; a student must be informed in writing about the content of the courses they have to take abroad, as well as about the work place of traineeship and their position. At the end of the study or traineeship period abroad, the host university or host company must provide the student and the sending university with a document which confirms that the agreed study or traineeship programme has been completed and certifies the student's results;
- 4.6. no HEI fees (for studies, registration, examinations, laboratories, library facilities, etc.) are charged at the host institution. However, small fees are allowed, for example for insurance, student associations and additional materials (photocopiers, laboratory products, etc.) according to the rules of the host party;
- 4.7. the payment of ISMA scholarships and state loans to students going to another country is fully continued;
- 4.8. a student shall have acquired sufficient knowledge of the language in which the study courses to be attended will be taught or which will be used at the work place of traineeship.

5. Financial support

5.1. Erasmus + student status does not depend on whether a student has been awarded an Erasmus mobility scholarship.

5.2. Scholarships are intended to cover additional expenses due to studies or traineeships abroad. Funding varies from country to country. Scholarships are calculated according to the Erasmus + scholarship rates. Latvian budget funding is calculated taking into account the number of mobilities in each activity specified in the agreement and is approved by the Rector's order before the project implementation.

5.3. To promote the efficient and effective implementation of mobility, as well as to eliminate the risks of unjustified termination of mobility, the awarded student scholarship is distributed accordingly:

European Commission funding:

5.3.1. an advance payment of 20% is made to a participant no later than within 30 calendar days after the Agreement enters into force and the OLS test is completed;

5.3.2. 20% + 20% - not earlier than within one month after the start of studies, on the day when the confirmation of the participant's successful studies / traineeship is received from the host institution and, subsequently, the participant's confirmation of the study /traineeship mobility implementation is received.

5.3.3. 20% - within 30 calendar days before the end of the mobility.

In case a participant has not submitted the required supporting documents in accordance with the deadline set by the sending institution, the advance payment is made upon receiving of these documents.

5.3.4. The final OLS test and a participant's individual report submitted online shall be considered as a participant's request for the final payment of the mobility funding. The sending institution / organization shall pay the final payment to the participant within 45 calendar days or request a refund of the mobility funding paid.

State budget funding:

5.3.5. Payment to a participant is made no later than (whichever occurs first) within 30 calendar days after the Agreement enters into force and the OLS test is completed.

5.4. Issues related to the allocation of funding are discussed and resolved at the meeting of the Erasmus Council.

6. Programme requirements

6.1. Students are selected for the Erasmus + programme on the basis of a competition;

6.2. students must meet the eligibility criteria referred to in p.2 and take an active part in the public life of the university;

6.3. at the moment of the competition a Student shall not have any violations related to the fulfilment of the Study contract;

6.4. persons from ethnic and cultural minority groups and persons with disabilities have advantage;

6.5. the advantage is given for students who have not participated in Erasmus + initiatives.

7. Submission of complaints

Any complaints, including regarding the recognition of the mobility period, are submitted in writing to the ISMA Arbitration Court.