



LIEPĀJAS UNIVERSITĀTE

CONFIRMED
with LiepU rector's 20.10.2014.
order No 65-v

Application and selection procedure for TRAINEESHIP MOBILITY through Erasmus+ exchange programme in LiepU

Issued under
Article 2.4 of Liepāja University Constitution

Liepāja University (LiepU) students can do their traineeship in a company or institution abroad through Erasmus+ exchange programme in one of the programme's countries. **Traineeship can last from 2 to 12 months.** Erasmus+ traineeship mobility can be realized also in the period of 1 year after graduating from LiepU, if the student has applied for traineeship during the last year of his/her studies. In this case the traineeship is considered to have taken place at the level of study completed by the student prior to the mobility.

Participation of Liepāja University in Erasmus+ programme is in accordance with the Erasmus charter No 66622-EPP-1-2014-1-LV-EPPKA3-ECHE issued by European Commission. Erasmus+ programme is implemented through Financing Agreement, which is concluded annually with the State Education Development Agency (VIAA).

A student can use Erasmus+ programme multiple times, up to a maximum of 12 months in each study level (Bachelor, Master or Doctoral). This rule also applies if the student starts studying in another higher education institution and if the student has previously used Erasmus programme during the Lifelong Learning programme period of 2007-2013. Previous Erasmus mobility period will be summed with Erasmus+ mobility periods, if the Erasmus+ mobility is organized at the same study level.

The evaluation and selection of applicants is carried out by the Erasmus+ Mobility Commission (hereinafter referred to as "the Commission"). In order to avoid an potential conflict of interest, the members of the Commission signs a declaration stating that there are no circumstances which would suggest that the members of the Commission are interested in the selection of a particular applicant.

The Commission evaluates the students' applications in accordance with the assessment criteria laid down in Paragraph 6 and fills out a protocol of the decision.

1. Student is eligible for Erasmus+ traineeship mobility, if he/she:
 - 1.1. is citizen or resident of Latvia or full time international student;
 - 1.2. is student of Liepāja University;
 - 1.3. is successfully finished the 1 study year (except Master level students);
 - 1.4. has knowledge of the language of instruction.

2. Student must not have academic and/or financial debts with LiepU.

3. Application process for Erasmus+ scholarship is announced on LiepU website once a semester, specifying the start and end dates of the application process, as well as the place and time of document acceptance.

4. For application to be considered completed, student must submit following documents:

4.1. Application form for Erasmus+ traineeship mobility (form S-5-15 with photo);

4.2. Motivation letter in the language of instruction;

4.3. CV in the language of instruction;

4.4. Transcript of records (issued by the faculty);

4.5. Statement on academic success (issued by the faculty);

4.6. Confirmation from the company/institution;

4.7. Language knowledge certificate (if any).

5. Interviews for selection are only organized when student applications are more than scholarship funding available. During the interview student is evaluated (results are summarized in a table) by his/her average grade, which must not be lower than 6, and motivation for studying abroad. During the interview students' foreign language skills are evaluated. Bonus points can be awarded for participation in LiepU social activities and if he/she has been a "Buddy" for an Erasmus student before.

6. The amount of the scholarship is determined by the Commission, taking into account the amount of scholarships awarded to LiepU, number of students applied, mobility period. The amount of the scholarship per month must not exceed the maximum scholarship rates set by European Commission.

Traineeship mobility participants receive an additional grant of Eur 100 per month in addition to the applicable scholarship rate.

7. A person with disability (a potential participant whose individual physical, mental or health condition is in a state where their participation in Erasmus+ programme could not be possible without additional financial support) can apply for additional funding. The additional funding is calculated based on the real needs of the participant and paid based on the real costs.

8. Students from low-income families can apply for additional grant of Eur 100 per month by submitting a application letter and presenting a valid certificate from the government.

Rector

(signature)

J.Rimšāns

**Criteria of selection procedure for traineeship mobility
through Erasmus+ programme**

Name, surname of student:

Study programme:

Study year:

Date of the confirmation from the company/institution

Average grade	
Motivation (1 – 4*)	
Language skills (1- 4*)	
Social activity in LiepU (+1)	
Buddy (+1)	
Total:	

* 4 – fully acceptable

3 – partly acceptable

2 – partly unacceptable

1 – fully unacceptable

Date:

Signatures and names of the Commission:

Rector

(signature)

J.Rimšāns