



LIEPĀJAS UNIVERSITĀTE

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

Issued under
Article 2.4 of Liepāja University Constitution

Liepāja University (LiepU) students can go for studies abroad through Erasmus+ exchange programme in one of the programme's countries. **Study mobility can last from 3 to 12 months.** 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.

Erasmus+ study mobility can be realized in partner higher education institutions, which have signed bilateral cooperation agreements with LiepU. The universities have agreed to cooperate on specific areas to carry out student exchanges. This information can be found on LiepU website.

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+ study 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. Applications are submitted for studies for the next semester.

4. Students piesakoties iesniedz šādus dokumentus:

4.1. Application form for Erasmus+ study mobility (form S-5-1 with photo);

4.2. Motivation letter in the language of instruction;

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

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

4.5. Language knowledge certificate (if any).

5. After the application deadline, Foreign Affairs Department collects the applications and informs the student electronically of the date, time and place of interview for selection. If a student fails to attend the interview due to ineligible reasons, he/she is removed from the list of candidates. The Commission informs Foreign Affairs Department about the decision within 3 working days after the interviews, Foreign Affairs Department informs the students about the results within 2 working days after the decision.

6. 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.

7. Accepted students are nominated by Foreign Affairs Department to host universities. The host institution sends a confirmation and a document package for the student to fill out. The number of nominated students depends on the amount of funding granted to LiepU for study mobilities during the academic year. Once the documents have been confirmed, student and LiepU signs a "Grant agreement" (form S-5-4).

8. 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.

9. 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.

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

Rector

(signature)

J.Rimšāns

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

Name, surname of student:

Study programme:

Study year:

Host institution, country:

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