



# RIGA MANAGEMENT COLLEGE

---

"Riga Management College" Ltd., Reg.Nr. 50203022521, educational establishment registration Nr. 3347802535,  
Lomonosova street 1, k-4, Riga, LV-1019, phone 28007735, e-mail: [info@managementcollege.eu](mailto:info@managementcollege.eu),  
[www.mcollege.eu](http://www.mcollege.eu)

**CONFIRMED** 28/08/2017 Director's Order No. 1-8/04  
With amendments from 30/10/2018  
At the Council meeting, protocol No 5

## **ERASMUS+ KA1 (Arrangements for the implementation of mobility in higher education at the Riga Management College)**

### **1. General Provisions**

1.1. ERASMUS+ program is the European Union (EU) program for education, training, youth and sports. The program runs from 2014 to 2020.

1.2. Activity of the KA1 program provides students, academic staff and staff of the Riga Management College (hereinafter – College) with international experience and knowledge.

1.3. KA1 activity of the ERASMUS+ program at the College is administered and implemented in accordance with the Charter and Guidelines established by the European Commission (EC).

1.4. Implementation of the mobility is ensured by the EU ERASMUS+ program agreement, which is annually concluded between the College and the State Education Development Agency (hereinafter – SEDA).

1.5. Mobility is based on the existing bilateral cooperation agreements with the higher education institutions which have received Erasmus Charter (ECHE).

1.6. Mobility KA103 is implemented within one of the 33 ERASMUS+ program countries:

1.6.1. 28 EU member states (Austria, Belgium, Bulgaria, Czech Republic, Denmark, France, Greece, Croatia, Estonia, Italy, Ireland, Cyprus, Latvia, United Kingdom, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Finland, Spain, Hungary, Germany, Sweden);

1.6.2. member states of the European Economic Area (Norway, Liechtenstein, Iceland);

1.6.3. EU candidate countries (Turkey, Macedonia).

2. **Student mobility:** Erasmus+ program gives College students an opportunity to gain international experience and knowledge:

2.1. to study at a partner higher education institution;

2.2. to gain practice in foreign companies or other appropriate jobs.

2.3. A college student who meets the following criteria is eligible for mobility:

2.3.1. student is successful and is enrolled in at least the 2nd year (3rd semester) of the College;

2.3.2. student's knowledge of a foreign language corresponds to B1 or B2 level, which ensures successful studies at a partner institution or performance at the place of practice;

2.3.3. student has no academic tuition fee debt;

2.3.4. student is a Latvian citizen or resident, or a foreign student who has a permanent residence permit in Latvia:

#### **2.4. Student application and selection for mobility:**

2.4.1. College's Erasmus+ coordinator advertises on the College website for application for studying and practice. Student can simultaneously apply for both study and practice competition by submitting application. Application forms are available from the Erasmus+ coordinator or in the College website at <https://mcollege.eu/erasmus-plus-opportunities/>

2.4.2. By April 1, applicant has to submit to the Erasmus+ coordinator in Room 208:

2.4.2.1. application form;

2.4.2.2. cover letter in a foreign language (the language of planned study).

2.4.3. In case of insufficient number of applicants, an additional application for the spring semester of the academic year may be announced: in this case, the application forms must be submitted by October 1 for studies in the spring semester. Applications for practice can be submitted throughout the academic year if the funding is available.

2.4.4. Submitted applications are evaluated by Erasmus+ coordinator and successful participants are selected by a working group appointed by the Director;

2.4.5. Student selection procedure and criteria are set out in the Director's order on the selection procedure for study and practice mobility within the framework of ERASMUS+ program KA1;

2.4.6. Results of the selection competition are communicated to the students electronically;

2.4.7. After the student is approved for study/practice abroad, the student takes the OLS electronic test to evaluate his foreign language skills. The access code and password are assigned by the ERASMUS+ coordinator.

2.4.8. List of selected students is approved by the Director and the ERASMUS+ coordinator.

#### **2.5. Applying to a foreign university:**

2.5.1. Student gets acquainted with the application procedure and deadlines at the selected partner higher education institution;

2.5.2. Student gets acquainted with the list of study courses offered by the partner institution, draws up a Learning Agreement and coordinates the recognition of the study course with the head of College's study direction.

Signed documents are submitted for approval to the ERASMUS+ coordinator.

2.5.3. Student prepares an application for study at the selected partner higher education institution and sends it to the institution along with the other required documents;

2.5.4. After evaluating the application at the partner institution, the student receives approval or rejection and is informed on it by the ERASMUS+ coordinator;

2.5.5. Prior to commencing studies at the partner institution, the student and the College Director sign a Grant Agreement for the ERASMUS+ program grant.

#### **2.6. Application for the practice at a foreign company or institution:**

2.6.1. Before going for a practice abroad, student consults with the head of his study direction about the practice opportunities abroad or the student finds the place of practice himself;

2.6.2. Student agrees on a practice period and practice assignments with the host company;

2.6.3. Student and practice leader prepare the Training Agreement in three copies, which describes the program of practice and the tasks to be performed. Practice Agreement is signed by the student, the College practice leader and the contact person of the company;

2.6.4. Before the beginning of practice mobility, the student and the Director sign a Grant Agreement for the ERASMUS+ grant.

2.7. Students who have completed their paperwork with the host university or practice company and received approval will receive ERASMUS+ grant. Amount of the grant depends on the grant rates set by the EC and the EC and national budget funding.

2.7.1. Students who go abroad for practice receive EC funding;

2.7.2. Students who go abroad for practice during their studies, receive EC funding and the maximum permissible state budget funding.

### **2.8. Academic recognition of studies and practice:**

2.8.1. Learnable study course and practice program is coordinated before study and practice abroad;

2.8.2. If the College student successfully passes the examinations, adheres to and fulfills the terms and conditions of the Grant Agreement, the College will fully recognize the study courses planned for in the Study Agreement;

2.8.3. Academic recognition and credit transfer in the College study program is carried out by the head of study direction;

2.8.4. Academic recognition takes place in accordance with the study course recognition procedure.

2.9. Claims relating to the arrangements for mobility within the ERASMUS+ program are submitted in writing to the Director of College.

**3. Mobility of academic and other staff:** ERASMUS+ program supports and encourages the College staff to gain international experience by:

3.1. Teaching mobility:

3.1.1. Academic staff of the College (hereinafter – lecturers) are given the opportunity to attend one of the College's ERASMUS+ partner higher education institutions as guest lecturers.

3.1.2. Opportunity to invite guest lecturers from foreign companies/institutions to conduct classes for College students;

3.1.3. Minimum number of classes is 8 (eight) academic hours, minimum mobility period is 2 (two) days (excluding travel days);

3.1.4. Classes should be integrated into the study program.

3.2. Staff mobility for academic exchange allows the College's academic, administrative and other staff (hereinafter – staff) to go to any of the College's partner universities, businesses or institutions for study and experience exchange purposes:

3.2.1. Mobility training may take the form of a short practice period, a visit for observation of the work, a study visit or participation in an International Week organized by a partner higher education institution;

3.2.2. Minimum mobility period is 5 days (excluding travel days); longer period of 2 to 6 weeks is only possible if funding is available and the trip is worthwhile.

### **3.3. Applying for staff mobility and selection process:**

3.3.1. ERASMUS+ coordinator announces the application for mobility and scholarship by June 1 of each year. If the number of applications is inadequate and the funding is available, repeated application is announced by December 1 or, in the case of unused funding, applications can be submitted throughout the year;

3.3.2. Application form with the designated country and university/company must be submitted to the ERASMUS+ coordinator;

3.3.3. Applications can be submitted by staff and lecturers;

3.3.4. The working group designated by the Director reviews applications and draws up a list of candidates approved by the Director of College;

3.3.5. Selection results are communicated to each mobility participant via Email.

3.4. Selection criteria: preference is given to those lecturers who:

3.4.1. participate in the ERASMUS+ program for the first time;

3.4.2. conduct classes in a foreign language for foreign students at the College;

3.4.3. are elected for an academic position.

### **3.5. Before the start of mobility:**

3.5.1. Lecturer prepares the Teaching Mobility Agreement with the host partner institution, coordinating the topics of classes and time of the visit. Teaching mobility Agreement is signed by the lecturer, ERASMUS+ coordinator of the College, and contact person at the partner institution;

3.5.2. Staff prepares a Training Mobility Agreement which sets out the purpose and tasks of the visit (expected results and mobility period program) and coordinates it with the host partner institution/company. It is signed by the staff, ERASMUS+ coordinator of the College and contact person of the host institution;

3.5.3. Abovementioned document and invitation from the host university/company are submitted to the ERASMUS+ coordinator;

3.5.4. ERASMUS+ coordinator draws up a Grant Agreement on granting/receiving a grant which is signed by the lecturer/staff and the Director of College.

3.6. Mobility funding: mobility participants who have been approved for mobility within a university/company receive an ERASMUS+ grant, according to EC grant rates per country and travel costs according to EC calculator plus 20% state budget funding for teaching staff, staff and studies.

**Director**

**L. Sprūde**

Riga, October 30, 2018